

**CLTC Committee Meeting – Wednesday 15 June 2011
held at the Club House**

**Decisions and Action Points
Circulated by e-mail 11 July 2011**

Present: Tony Bryan (TB) - Chairman
Nicky Edwards (NE) - Administrator
Jane Smith (JS) - Ladies Captain
Ivan Carter (IC) - Grounds Secretary
Nick Jones (NJ) - Junior Secretary (part only)
Toby Melling (TM) - Social Secretary
Andrew Bungard (AB) - Joint Bar Secretary
Robert Stuttaford (RS) - Joint Bar Secretary

Apologies: Lindsay Bird (LB) - Treasurer
Steve Page (SP) - Men's Captain
Bob Arthy (BA) - Community
Brigitte Gilbey (BG) - Membership Secretary

DECISIONS

ACTION

1. Acceptance of Previous Minutes

Agreed.

2. Apologies

Noted.

3. Action from Previous Minutes

- **Job descriptions:** TM to let TB have an amended version of his job description. JS requested hers to be the same as SP's. NE to amend. TM/NE
- **Membership renewals:** NE has sent a second reminder and there are now 55 renewals outstanding (33 seniors/22 juniors). BG/NE to telephone all those not yet renewed. We are still awaiting Roy's squad list – NE to chase. It was discussed whether there is a limit as to how long someone may be a coaching adult - NE to discuss with BG. BG/NE
- **Wimbledon:** NE confirmed all tickets have been allocated, collected and paid for.

4. Playing Report

JS confirmed the Mixed A's has been dropped. There is a strong women's team although we have lost 3 or 4 good players. Hot raquets is going well. The summer tournament was really good with a varied level of players. JS mentioned Sandra would be willing to return – TB to mention to her. John O'Farrell is arranging more mixed games. TB

JS advised there are a lot of ex match balls and it was agreed NE would put them in the kitchen cupboard for use over the weekend. Also if the weather is bad, ex match balls should be used rather than new balls. NE

It has been noticed that playing visitors are no longer entering their details into the Visitor's Book, nor paying. NE to label the visitor's book, leave blank envelopes for visitors to use for payment and post into the bar. NE to email all members a reminder.

NE

Tom Loh and Harry Christie have agreed to do the barbeque for Final's Day. JS and TB will do some salads, and JS will ask others to also contribute salads.

JS

5. Social Tennis

Social tennis is good on a Saturday with an excellent turn out.

6. Junior Report

Juniors is going fantastically. Both the girls U12 and U14 won their leagues. NJ confirmed the juniors will be participating in Final's Day.

Funding has been agreed by Three Rivers for coaching at St Clement Danes and NJ is progressing with the school.

NJ

JS suggested the juniors become more integrated with the senior teams. NJ felt they were a long way off this and require encouragement from the coaches, with liaison with the C team.

The coaches need to be used more pro-actively, giving out flyers to the children at the end of their lessons as emails are not read. TB wishes to hold a meeting with NJ, JS and SP to discuss coaching – TB will arrange when he returns from his holiday.

TB

7. Grounds Report

Mr Beech has provided a quotation for jet washing the patio furniture which it was agreed is too expensive. IC and TB will undertake instead.

IC/TB

The patio umbrellas are broken and need to be set in the ground. IC to arrange.

IC

The service contract for the floodlights was discussed and it was agreed 21 days call out is too long and it only covers the top courts. IC will discuss the terms of the contract with Luminance as we should have cover on all courts for health and safety. IC will also ask Paul Hackney to give an alternative quote, and for the electrical testing due in the club house.

IC

IC to change the syphons in the ladies' toilets as they are not flushing sufficiently.

IC

JS requested the tree be cut back on court 6 as it is obscuring the floodlights. NE to discuss with Mr Beech.

NE

8. Social/Bar Report

Party hire was discussed and it was agreed AB will promote on the website and notice board. However, it is a lot of work for the bar staff so it was suggested other Committee members could help out occasionally if required.

AB

It was also suggested more social events are held and TM confirmed he is planning the next social event for Saturday 10 September. TM to make enquiries about music and AB will discuss with his contact, Laurie Cottle, who is in a band.

TM/AB

TB also suggested we hold an event at Christmas, preferably to include the children. TM will discuss with NJ.

TM/NJ

9. Administration

Club handbook: It was agreed it is not necessary to print a handbook for every member and it should be limited to new members and for any members that specifically request one. An abbreviated version could be emailed as a PDF instead. TB and NE to put together a draft.

TB/NE

Rules: TB wishes to amend the rules and will send out his suggestions for feedback. TB will also discuss with the Trustees so they can be approved at the AGM.

TB

Subscription proposal: TB and LB to review the 2011/12 subscriptions prior to the AGM.

TB/LB

Village Day: NE to meet with Nicky Jones to discuss Village Day, and also discuss with BA. A rota is needed to man the stall and the coaches should be present. It was discussed whether to purchase a banner but NJ had received a quote of £250 which was felt to be too expensive. NE to look into a blank banner as IC has a contact that could do the lettering.

NE

10. Suggestions Book

Not available – NE to locate.

NE

11. Any Other Business

JS, AB and RS advised the Committee that they will be resigning at the AGM. AB mentioned John Stainsby might be interested in the Bar Secretary post. NE to check the job descriptions are up to date and advertise on the notice board.

NE

12. Next Meeting

The next Committee meeting will be held on Wednesday 7 September 2011, at 7.30pm in the Club House.