

**CLTC Committee Meeting – Tuesday 3rd May 2011
Held at the Club House**

**Decisions and action points
Circulated by e-mail 6 May 2011**

Present:- Tony Bryan (Chairman), Nicky Jones (Administrator), Lindsay Bird (Treasurer), Steve Page (Men's Captain), Nick Jones (Junior Secretary), Ivan Carter (Grounds secretary), Andrew Bungard (Joint Bar Secretary), Nicky Edwards (Administrator)

Apologies:- Jane Smith (Ladies Captain), Brigitte Gilbey (Membership Secretary), Bob Arthy, Toby Melling (Social Secretary), Robert Stuttaford (Joint Bar Secretary)

DECISIONS

ACTIONS

1 Appointment of Club Administrator

Tony introduced Nicky Edwards as the new Club Administrator who will be taking over from Nicky Jones following a hand over period. Tony thanked Wendy Reus for her efforts in the recruitment process.

2 Acceptance of Previous Minutes

All agreed.

3 Apologies

Noted.

4 Resignation of Derek Towner, Match Secretary

Tony informed the meeting that Derek Towner has resigned from the position of Match Secretary due to personal reasons and said how sorry he is to see him go following such a big contribution to the Club. Nicky J confirmed most of the systems and databases have been finalised for this year and the recruitment could take place at the AGM in November.

5 Actions from Previous Minutes

Job descriptions; Nicky J has emailed Toby a copy of his job description to be amended/agreed. Steve has updated his and sent it to Tony to check. The job descriptions will then be merged into one document and, following circulation to the Committee, they will be added to the website. It was suggested photos should be included.

Tony/Toby/Nicky

2011 membership; 50% of renewals have been received. Nicky E to email a reminder.

Nicky E

Membership pack; it was noted that there is no closing date for entering the Summer tournament. Nicky E to make a note for this to be added for next year.

Nicky E

Simon Bowler's licence; Simon has been sent a letter to sort out his licence. Nicky J confirmed Simon has completed the first part of the necessary course.

Cost reductions; Lindsay asked whether she should check the costs of all items and Tony felt this is not necessary. Tony confirmed he would prefer invoices not to be sent directly to Lindsay as they should firstly be signed off by the relevant Committee member. Ivan advised he had received an email from Peter Hammond regarding the cost of balls. It was agreed to continue to purchase balls from Chorleywood Sports as they give a good service and check/match prices on the internet. It also supports the local community.

Report on questionnaire; Tony was pleased to report that there were no real issues or problems raised. It has been queried whether juniors should be allowed to use available courts during senior social play and this was agreed. Tony suggested it should be made a byelaw. Nicky J to advise Tony/Nicky E on the current byelaws in the system.

Nicky J/Tony

It was discussed whether ladies should be able to play on free courts during men's night, and vice versa, as long as ladies have priority on a Monday and men on a Tuesday. It was agreed that this should not be put into practise during Wednesday and Friday evening social nights. Steve asked Nicky E to refresh the court allocation on the notice board to make it more clear.

Nicky E

It was generally commented that the quality of coaching is very good, however the administration from coaches is poor. Tony, Nick, Steve and Jane to have a separate chat about the coaches and their role. They would then have a discussion with Roy.

Tony/Nick/Steve/Jane

Overall the comments were very positive and Steve said he supports the idea of continuing with the survey in future. Nicky J suggested we should carry out another survey before our subscription with the survey company expires next year. Nicky J felt members should receive feedback from the questionnaire, however it should first be reworded so it is appropriate to circulate. Tony/Nicky J/Nicky E to discuss further.

Tony/Nicky J/Nicky E

6 Playing Report

Tournaments are progressing and Steve and Jane will be planning the final's day.

There had been a hiccup with the men's first team and they didn't field a team for their first match.

They were struggling to get a mixed A team and it was difficult to find ladies to play. Jane is proposing pulling the team from the league and it was agreed that this was the right thing to do. Tony to inform Jane that it is okay to withdraw.

Tony

7 Social Tennis

Monday bank holiday was very well attended and another social tennis is planned for the end of May bank holiday.

8 Juniors

Nick said himself and Nicky had held a very successful first parents evening and received good feedback. It was felt the coaches need to communicate more to the children/parents. It was decided to produce flyers giving details of forthcoming events for the coaches to give to the children.

Nick/Nicky

Nick confirmed they are close to securing funding from Three Rivers to coach students at St Clement Danes not yet involved in tennis. Nick to arrange a meeting with the head of PE at SCD to agree a structure and will then discuss with the coaches.

Nick

Nick also suggested running joint summer camps combined with another sport, i.e. football in the morning and tennis in the afternoon.

9 Grounds Report

It was commented that the lock on the gates no longer fits properly since the gates were moved. Although it was decided it is not a risk to security, Ivan will investigate. It was also agreed Ivan will look at replacing the straps on the nets, and monitor the path by the courts with the possibility of installing sleepers.

Ivan

Although the patio is not looking its best, it was agreed the members did not seem worried and enough money has been spent recently on internal redecorations. However, Nicky J/Nicky E will look at the cost of purchasing more outside furniture and Ivan will get a quote to have the current tables and chairs restrained.

More effective weeding and work by Mr Beech.

Nicky J/Nicky E/Ivan

10 Social/Bar Report

Andrew advised bar stock had recently been run low to use up items about to pass their sell by date. He has now completely restocked the bar.

Andrew confirmed we have one social booking for a children's party. It was discussed whether to reduce the hire charge to encourage bookings and whether to look at employing bar staff for such events. Andrew to draw up a proposal of costs/funding and discuss with Bob Arthy who has previously expressed views on this subject.

Andrew/Bob

11 Administration

Wimbledon; the draw took place for Committee members. Nicky E to let Brigitte have the list of available dates for the member's draw on Saturday 7 May. The tickets will need to be collected on Sunday 8 May from Queenswood Tennis Centre.

Nicky E

Use of emails; a member has asked whether they can use members' email addresses for a charity email. Nicky E to check the data protection rules and not permit use this time.

Nicky E

12 Suggestions Book

The main comments were regarding the garden/grounds. Lindsay will let Ivan have the list of Mr Beech's duties and will then discuss it with him (see section 9).

Lindsay/Ivan

13 AOB

Village day; Nicky J confirmed a stall is booked and it was suggested we look at purchasing a sail banner that can be used at the village day and at various other events. Nicky J will get costings from the company who produced the previous banner.

Nicky J

Next meeting – Wednesday 15 June 2011 at 7.30pm

Nicky Edwards
4 May 2011