

**CLTC Committee meeting Wednesday 9th March 2011
Held at 16 Carpenters Wood Drive**

**Decisions and action points,
Circulated by e-mail, 10th March 2011**

Present:- Tony Bryan (Chairman), Nicky Jones (Administrator), Lindsay Bird (Treasurer), Bob Arthy, Steve Page (Men's Captain), Nick Jones (Junior Secretary), Toby Melling (Social Secretary), Andrew Bungard (Joint Bar Secretary) Robert Stuttaford (Joint Bar Secretary) Derek Towner (Match Secretary),

Apologies:- Jane Smith (Ladies Captain), Brigitte Gilbey (Membership Secretary)

DECISIONS

ACTIONS

1 Approval of last minutes

It was agreed that only what was discussed at the meeting would be noted, there would be no post meeting notes added. If an item isn't concluded at a meeting it would be carried to the next meeting and not voted on by email.

2 Actions from previous minutes

Job descriptions; some have been ok'd, Derek, Robert & Andrew confirmed they were happy with theirs. All to be put into standard format. Nicky to issue one to Toby for his review.

Nicky / Toby

Social secretary, it was agreed that Elaine could stand in for Toby at meetings if he couldn't make it but she would not be entitled to vote on anything.

3 Membership Pack

Membership packs have been distributed by email. Andrew to add this to the website. **Andrew**

It was agreed that whilst we haven't promoted it we would accept the membership in two payments, post dated cheque for the second payment to be submitted with the initial payment. **Brigitte**

Brigitte will update Derek's spreadsheet in line with the renewals.

Brigitte

4 Playing Report

The WDTL fixtures are now online for comment. We haven't raised any comments however there will be some changes to the current published dates.

Derek has produced an overall spreadsheet of all the fixtures. He is still awaiting Jane Brown's midweek matches and Tony's D team friendlies, the friendlies can't be arranged until all of the other matches are confirmed.

Tony / Derek

All of the fixtures are also on the website. Any changes or rearranged matches must be notified to Derek / Nicky / Andrew for the website to be updated. The club calendar gives priority on the courts therefore if a match doesn't appear on this you will not have priority over the courts.

This calendar will also be posted on the notice board. Everyone will then be notified of this.
Nicky

Captains should check that all their matches have been publicised correctly. Derek to email the spreadsheet to Steve / Jane for them to forward to all team captains. **Derek / Steve / Jane**

Steve / Jane / Nick and Bob are still to review the overall general court allocation / calendar and report on their thoughts. Steve to arrange this.
Steve

5 Social Tennis

Generally social tennis times are currently well attended. May have to reintroduce board system for Saturdays. Wed and Sundays are still a bit hit and miss!

Jane is organising a club evening on 30th March with a free drink for everyone. Jane to provide details. Andrew / Robert to ensure the bar is stocked.
Jane / Andrew / Robert

It was discussed as to when internal club matches could be played. Nicky / Tony to review and put proposal forward. This would then be published and apply to all competitions.**Nicky / Tony**

Bob will do all the pre arranging for the Easter Monday tournament, Toby & Elaine would run this on the day. Bob to let Nicky have the details.
Bob / Toby

Men's v Boys is arranged for 27th March and is on the calendar. Senior team is sorted out and Roy is doing the junior team.
Bob

The email received from Terry Willis was discussed, Nicky has emailed her and Steve has spoken to her to reassure that Saturday afternoons are remaining as senior time.

6 Juniors

It was reported that one family are removing their children as there isn't enough competitions within the squad coaching time. Tony to meet with Roy to review agreement and what the club expects from him and the other coaches.
Tony

Tony also to talk to Simon regarding his licence.
Tony

Nick is planning on arranging a two generation tournament and a handicapped tournament for the juniors. Due to the Aegon matches we are struggling to schedule this in but will try to fit something in before May.
Nick

7 Playing Report

Coaching sessions have been good the people who have attended feel they have benefitted. The ladies has been disappointing in the attendance and the fact that no A team and only two B team players have attended.

Steve Page / Steve Hull are going to try to continue to organise Tuesday nights.
Steve

When the match season starts all results will be entered online. Generally the captains should be able to cope with this, if there are any problems Nicky will be able to help.

8 Social

Toby has 56 people for the quiz, he just needs to find somebody to run the bar, to ask Helen Thompson.
Toby

9 Financial Report

Have moved £20,000 into a bond. Overall reserves are about £43,000 which is about where we expected to be.

Nicky / Lindsay to look at all the bills to see if there are areas where we could reduce our costs.
Nicky / Lindsay

10 Admin

Nicky confirmed with Toby that he or Elaine would continue to keep the kitchen stocked. **Toby**

Match balls, some now received the rest are on order.

There were 58 responses on the survey, Nicky would start to analyse this. **Nicky**

11 Suggestions Book

Complaint about the lack of balls, this is because people do not return them Nicky to look into other options of storing them. **Nicky**

Complaint about coaching equipment being left out, this belongs to the coaches but to ask them to put it away when not in use.

12 AOB

Need to get tough with Simon over his licence. **Tony**

To let Ivan know that two floodlight bulbs have now gone. **Nicky**

To have a stall at village day again but we will not have an open day. **Nicky**

To help Bob promote his FOPS day on 2nd June with an email flyer. **Nicky**

We weren't successful on the grant for putting coaches into Clement Danes, will continue to look for other grants.

Next Meeting 3rd May

Nicky Jones
Club Secretary,

10th March 2011