

Agenda

Walk round the courts (location of practice walls, floodlights and new storage)

1. Facilities (All)
2. Minutes (TU)
3. Summer programme (JC)
4. Membership (TU)
5. AOB

Financial Approvals sought

- Coaches and volunteer kit - £400
- Floodlighting and planning permission advice (£600)
- Budget for Southampton trip (£600)
- Contents Insurance - £200

Previous Minutes

Attendance: Pat Turner (PT), Pat Balogun (PB), Clive Brown (CB), John Connolly (JC) and Tom Ulicsak (TU)

1. **Minutes** – TU went through the minutes updating on status of Open items. Updates given in the table below. Pat presented a paper on Club and Centre responsibilities this should be displayed at the Centre.
2. **Discussion on Facilities and Opening Hours (All)** – unfortunately Steve Cahalan was not able to make the meeting reducing the benefit of the discussion.
 - **Club officials opening the facility** - The Club has insurance via its LTA affiliation to open and run the Centre for member only activities (non-members to sign a guestbook). The Club will nominate representatives to go through an induction to become key holders at the pavilion. (post meeting note – this has now been done)
 - **Practice wall** – a quote has been received for a mesh wall. JC and our advisor Bob Froud will go to the factory to review its suitability. If appropriate an order will be made for one or two practice walls.
 - **Court repairs** – this seemed to be nearing its conclusion with the work scheduled for sometime before Easter. The good news is that the time the courts will be out of use following repair will be minimal.
 - **Court painting** – a quote has been received and the Council are going ahead with this. The week of 8th May has been set for this work. The Centre will be closed for probably 7 days to allow for the work and drying time.
 - **Reception** – we still understand that the reception is being brought forward to the kitchen area.
3. **Club Activities and Coaching Plan** – JC.
 - An idea was put forward that coaching / supervised play be offered after school on every afternoon during the summer term. A charge of 50p should be made, the Club will sell books of 10 tickets to reduce administration on the coach. We will discuss whether courts can be made available with SC but the Committee was in favour of this approach.
 - The Saturday coaching will now be paid on a termly basis rather than at each session.
 - The decision was made that Saturday junior coaching should continue during the summer holidays, this would allow children who can't do the whole week to still get some coached sessions.
 - Linkage to be sought with Lilian Bayliss centre.
 - JC confirmed that he will produce a short note on all coaching activities.
4. **AOB** – a suggestion was made that the meeting should be scheduled for Monday 22nd May.

Approvals given

- 1) Purchase of ball machine (budget of £2,000)
- 2) Purchase of speed gun (budget of £250)
- 3) Coaching development costs for Valda Visinskyte up to £160 (subject to confirmation of her role going forward).

Updates following the Committee meeting are in blue underlined. Actions closed prior to the meeting have been deleted.

Nos.	Topic	Action	Who	Action Date	Status	Notes
9.1	Junior	Note on coaching activities for summer term and holidays.	JC	19/4	Open	Urgent - Needs to be agreed and promoted soon. Investigate any possible tie ins with Lillian Bayliss.
6.1.	Club: Disciplinary	Club Disciplinary 1. Incident reports to be kept at Club 2. Display 3. Procedures	Tom	10/1/06 31/01/06 28/02/06	Open – draft now completed to be circulated to SC and JC.	Display can be done as soon as we have the noticeboards up. Need to circulate a draft version based on Club Vision and LTA templates.
6.2.	Club: Twinning Idea	Twinning with Clichy, France.	Andrew	10/1/06 Next meeting	Open	<u>Contacts with Clichy set up.</u>
6.3.	Communications: CTC / Community event	One off Community event. Need a format for the event. Need to let people know and organise volunteers etc. June is better to avoid disruption to courts.	John	Event for June	Open	Maximum budget of £200 approved in Committee meeting to include staff time. Sunday 2nd July set
Fu002	Funding – commercial	Sponsorship of the club and / or events. Kit and equipment.	NEED FOR VOLUNTEER		Open	Ariel Sports companies – Slazenger/Adidas / Local businesses
Fu001	Funding – grants and charities	Applications.	ND / Tom	Ongoing.	Also need to fund the floodlights. ND has prepared a gd paper on funding options. TU apologised for slow response.	Cllr CB suggested application to Walworth / Camberwell Community Council. ND suggested Aylesbury New Deal funding. Also Jack Petchey foundation.
J003	Junior – appointment of Child Protection Officer	Recommend a suitable candidate	All	ASAP	Open – request to those present to think of a candidate.	Would need to be CRB checked, not too closely involved with the club and able to go on a few hours training with the LTA. Nicola ok to continue for time being, no reports as yet.
7.2	Membership – Terms & Conditions	Send wording from football code of conduct.	SC / TU	31/1/06	Open	

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Nos.	Topic	Action	Who	Action Date	Status	Notes
Fa004	Facilities	Windbreakers – require fence strengthening. Is there a budget for this?	Club / SC		Open – <u>SC to confirm whether the Centre has any funding available.</u>	Quote received about £90 per post so cost is approx £5.5k.
Fa006	Facilities – pavilion kitchen	Steve to keep Committee informed of developments.	Steve	Next mtg.	Open - Current layout has the kitchen as dead space. No club area at all. No space to watch coaching DVDs	Space is to be redesigned, reception moved forward, teas and coffees to be sold. Old office to be staff room.
Fa009	Facilities – sign in park	Need to speak with John Sheaf about getting these displayed. <u>Need to confirm wording.</u>	John	ASAP	Open	Park changing status but should have a sign for the Centre. <u>Also Brunswick Park.</u>
7.4	Facilities - signage	Get a quote for A3 signage.	JC / SC	31/1/06	Open -	SC – quote around £95 per sign. Need for 3 such signs.
6.9	Facilities: Storage	External Equipment Storage:	John / SC		Open	Ask for space in external cupboard as well.

ACTIONS WHICH DON'T NEED FORMAL DISCUSSION AT COMMITTEE MEETING

Fa003	Facilities – practice wall	Replace practice wall	John		Architect to check bounce of wall. Still pending – open	Quote for new mesh wall received. Order now placed.
7.6	Facilities - Bench	Club and Centre Need to decide whether to buy this.	JC	31/1/06 8/5/06	Open – wooden benches felt to be too expensive. Obtain quote for what Telford Pk use.	Wooden benches for people to sit on. Need to be secured. £230 each.
Fa002	Facilities – mini courts	Courts 7 marked for 4 mini courts	JC / Richard Peckham		See Fa001 Still pending - open	Painting scheme options. Date of week of 8th May given. Two tone green chosen to following resident comments.
Nos.	Topic	Action	Who	When	Status	Notes
CL008	Club: Accounts	Change bank statement address from Julian. Pat B should receive statements.	<u>Julian</u>	22/8/05 1/12/05 15/3/06	PENDING	Awaiting confirmation from HSBC that this has been done. Julian has written to HSBC to ask for change to Pat B's address.
6.4.	Club: Accounts Audit and Advice	Approval given to spend approx £200 with Local Accountancy Partnership to sign off accounts and provide advice on data collection and impact of Club hiring staff.	PB	06	PENDING	Pat B to liaise with LAP (nb. Original bank statements needed first). Julian also seeing if cheques have been returned.
Fa007	Facilities – DVD and TV	Cupboards now in place. Need to get a trolley / organise licence / where will it be plugged in? (Keep Steve informed)	John	On installation of equipment cupboard	PENDING	Jan 06 Committee approved financial request of £500 for DVDs and trolley plus TV licence.

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7.x	Membership	Issue Hon memberships approved at Jan Committee mtg– to provide acknowledgement of help provided.	TU / ND	End March	Open	Hon memberships to up to 12 members (e.g. Ladies mens caps, Treasurer, vol coaches, Charles, Milton and John as well as a few to be allocated by John later in the yr.)
7.3	Membership – squad training	To identify a convenient slot for a squad training session.	Clive Brown	19/1/06	Open	W/e afternoon is probably best. Need to work out who will coach and how much subsidy is needed. Swap Beginners coaching (poorly attended for a squad session) while weather cold.
8.4	Club: Volunteers	Collect names and contact details for volunteers. Need to start the CRB checking process.	BN	7/3/06	Completed	Additional CRB forms distributed to <u>Ahmed Kabba, Bob Hubbard, George Thomas, Niyi Bello.</u>

Fu003	Funding: Community Sports Coach Scheme	Contact Mark Curtin Project Manager will have more details about how much funding Sport England have allocated in mid Aug.	TU John	22/8/05 1/2/06	CLOSED	Application submitted need to meet the LTA on 14/11. Up to £12k p.a. to provide 50% of salary for a coach on a 3 year contract. Result due on 8 th March.
8.2	Facilities	Brunswick Park for Club coaching activities.	JC / Parks	Probably March / April	CLOSED Jon Sheaf is agreed in principle.	Need for clear signage at Brunswick to minimise arguments with existing users. Communications to members. Only one court offered.