

**Minutes Committee Meeting 25<sup>th</sup> September 6.30pm**

**Attendance:** Pat Balogun (PB), Kate Gifford (KG), Pat Turner (PT), John Connolly (JC), Tom Ulicsak (TU), Charles Hubbard (CH), Eliani Bruni (EB), Sandra Sekabanja (SS), Zeni Sekabanja (ZS).

**Apologies:** Jackie Hodge (JH), Nicola Donnolly (ND), Julian Jones (JJ) & Steve Cahalan (SC) Milton Gayle (MG), Melanie Croft (MC)

- **Minutes of Meeting held on 24<sup>th</sup> July**

APPROVED

- **Draft accounts presented by PB.**

Income of £46k with expenditure of £39k. PB said that work had been done to put in place cheque request and petty cash forms to better account for monies. Main expenditure was staff some £35k.

Decision made to delegate final review and approval of audited accounts to PB and PT.

- **Receive the Annual Report from the Secretary**

Distributed draft report for 2005/6 and for the year to date. Asked for comments on the report. Presentation focused on performance targets. 11 out of 19 met in 2005/6 with 2 targets carried forward. Missed attendance targets for other priority groups and membership.

Reviewed performance from April to September 06, 16 targets (plus two carried forward) with the target for attendance at the summer holiday camps missed but those for open day attendance and junior tournaments already hit.

Post meeting note: We have received confirmation of an award of £5,080 from the Local Network Fund which means we have achieved our fundraising target. Combined with the award of £8,690 for the Community Sports Coaching Scheme we have surpassed our fundraising target already.

- **Elect an Auditor**

The Local Accountancy Project were approved to remain our Auditors (budget approximately £400)

The decision was also made for LAP to run our staff payroll (budget approximately £280).

- **Elect the Officers of the Club**

The Officers were duly elected unopposed as follows:

Executive - Tom Ulicsak - Secretary, Pat Balogun - Treasurer and Kate Gifford - Chair.

Other Members: Eliana Bruni (Social Secretary), Melanie Croft (Junior Representative) and Sandra and Zeni Sekabanja (Communications)

- **Review Club Subscription Rates**

A decision was made to increase Senior rates to £25 when the floodlights are introduced as the Club would be providing a better service. Other rates to remain the same.

- **Any Other Business**

**Community Event** – discussed a proposal to hold an event in November but it was felt that one should be organised in March to start the tennis season.

**Indoor tennis centre** – discussed the need for such a centre and possible locations. Felt that the Club should support the development of plans for this.

**Memberships** – a concern was raised that this was generating too much work for the Officer. This could be mitigated by having a single annual renewal date. PT will suggest options for change to the next meeting.

**Facilities Floodlights** – reiterated that installation of new lights was a key goal for the club.

**Junior tennis leagues** – need for the Clubs in Southwark / Lambeth to organise a league as participating in Surrey Leagues was too time consuming.

**Junior tournaments** – decision made to continue with 4 LTA junior tournaments and to have a Southwark wide tournament (not necessarily at BPTC) in May 2007 (U14/16).

**Junior tennis camps** – need to improve the marketing, particularly talking directly to parents and get them to hand out /recommend the course. Next course is in October.

**Clubmark** – the achievement of this was a performance target for 2005/6.

**Coaching hours:** Milton Gayle – raised the issue that his coaching hours / pay was not increasing. Agreed TU / JC would discuss this with him. A general point was that made that coaches need to be more proactive in viable quality sessions for the Club and to demonstrate that these are worthwhile for the Club to subsidise.

**Coaching courses** – discussion of whether senior coaching sessions should be on the basis of drop in payments or paid for as a course. The disadvantage of drop in sessions is the difficulty the Club has in breaking even financially. It is also difficult to plan sessions, demonstrate improvement as well as increasing administration time. However, many of the players are happier with one off payments. Winter coaching / payment needs to be reviewed further.

**Facilities** – need to purchase DVDs and bring player over from Albany Road.

**Facilities** – the reception moving forward would free up the old office. Moving the table would allow some soft furnishings to be purchased.

**Facilities: Water fountain** – need for this or a tap, possible within shutter space to prevent vandalism. Committee strongly backs the need for this, a health and safety issue in the summer for small children to have access to water. Club would also try to assist the Centre in getting finance for this if needed.

**Staff**– should be a handover book between the Centre staff.

**Facilities: Signage** – external sign will be ordered when new telephone booking number /website details are confirmed.

**Tennis Balls** – need to resolve the issue over which sessions the Club are providing balls to and which individual coaches are responsible for.

Need for suggestions / comment box for the Club.

**Bank Account details** – with the election of the new Chair and in line with the Club Constitution the signatories on the account should change to the current Chair with the Treasurer and Secretary staying. The bank address for statements should be changed to the Treasurers address and the account name changed to from Southwark Tennis Club to Southwark City Tennis Club.

**ACTIONS ARISING FROM AGM**

Nos.	Topic	Action	Who	Action Date	Status	Notes
12.1	Accounts	Review and approve	PB / PT	Oct 06	Open	
12.2	Indoor tennis centre	Initial research.	KG	Next meeting	Open	Stakeholders, rough costs, possible funding routes, plan of action.
12.3	Annual Report	Update for publication	TU	Next meeting	Open	
12.4	Clubmark accreditation		TU	Next meeting	Open	
12.5	Mini Tennis Accreditation	Arrange visits with Mark Padfield.	JC	End year	Open	Objective – achieve accreditation by end of calendar year.
12.6	Community Event Mar 07	Initial ideas	EB	Report to next mtg.	Open	
12.7	Membership	Decide if there is a need for any changes	PT	Report to next mtg.	Open	E.g. single renewal date.
12.8	Marketing of camps	New posters forms / talk with parents	SS / ZS	Report to next mtg.	Open	

**ACTIONS FROM PREVIOUS MEETINGS**

Nos.	Topic	Action	Who	Action Date	Status	Notes
11.1	Junior	Identify teenagers that wish to help / enrol on Tennis Leaders programme	MC	1/9/6	Open	
11.3	Junior	Finalisation of Sept 06 – July 07 coaching programme	JC and all	13/8/6	Open	Need for an evening session.
10.2	Junior: Community Sports Coach Scheme	New deadline for applicants for Comm'y Sports Coaches (Sept start).	TU	30/5/6	Open	<a href="#">One more coach needs to be recruited by the end of October.</a>
10.5	Club	Confirm coach licensing for Milton.	JC	3/7/6	Open	
6.1	Club: Disciplinary	Club Disciplinary 1. Incident reports to be kept at Club 2. Display	Tom	28/02/06	Open – approved.	Display can be done as soon as we have the noticeboards up. <b><u>Need to display this.</u></b>
6.2	Club: Twinning Idea	Twinning with Clichy, France.	Tom	10/1/06 Next meeting	Open	Contacts with Clichy set up. <a href="#">Josef (Southwark Council) to chase up.</a>
Fu001	Funding – grants and charities	Applications. 1) Walworth / Camberwell Community Council. 2) Aylesbury New Deal funding.	ND / Tom	Ongoing.	Also need to fund the floodlights. _	Jack Petchey Foundation (pending).
Fa004	Facilities	Windbreakers – require fence strengthening. Is there a budget for this?	Club / SC		Open _	Quote received about £90 per post so cost is approx £5.5k. <u>Budget is in system.</u>

**Southwark Park Tennis Club: AGM Minutes for Meeting Mon 25<sup>th</sup> Sept 2006 (Meeting nos 12)**

Nos.	Topic	Action	Who	Action Date	Status	Notes
Fa009	Facilities – sign in park	Need to speak with John Sheaf about getting these displayed. <b><u>Need to confirm wording.</u></b>	John	ASAP	Open	Park changing status but should have a sign for the Centre. Also Brunswick Park. <b><u>See Facilities update 22/5</u></b>
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. <b><u>See Facilities update 22/5</u></b>
6.9	Facilities: Storage	External Equipment Storage:	John / SC		Open	Ask for space in external cupboard as well. <b><u>Awaiting planning permission</u></b>
Fa007	Facilities – DVD and TV	Need to get a trolley / organise licence / where will it be plugged in? (Keep SC informed)	John	On installation of equipment cupboard	<b><u>URGENT</u></b>	Jan 06 Committee approved financial request of £500 for DVDs and trolley plus TV licence. <b><u>See Facilities update 22/5</u></b>

**CLOSED ACTIONS**

11.2	Social	Organise event for Sun 6 <sup>th</sup> Aug	IV / EB	6/8/6	<b><u>CLOSED</u></b>	TU to contact Addington Sq
11.4	Facilities	Adjust Club's court usage.	TU	28/7/6	<b><u>CLOSED</u></b>	Cancel O50, Sat Soc Dbles sessions, change hrs Tues dbles. Publicise changes to summer jnr coaching hrs.
11.5	Facilities	Request to SC about vending machine	EB / TU	Mid Aug	<b><u>CLOSED</u></b>	<b><u>Fridge already bought by the Centre.</u></b>
10.3	Community	Confirm programmes with <ul style="list-style-type: none"> <li>• Kickstart</li> <li>• Aylesbury Estate</li> <li>• Women's Group</li> </ul>	JC	15/6/6	<b><u>CLOSED</u></b>	<b><u>Summer programme included NACRO / Education Support</u></b>
10.4	Funding	Sign off SLA	TU / PT	3/7/6	<b><u>CLOSED</u></b>	TU signed on behalf of Club.
Fu002	Funding – commercial	Sponsorship of the club and / or events. Kit and equipment.	NEED FOR VOLUNTEER		<b><u>CLOSED</u></b>	Ariel Sports companies – Slazenger/Adidas / Local businesses
10.7	Club	Purchase TV licence.	TU	31/5/6	<b><u>CLOSED</u></b>	

**ACTIONS WHICH DON'T NEED FORMAL DISCUSSION AT COMMITTEE MEETING**

7.6	Facilities - Bench	Club and Centre Need to decide whether to buy this.	SC	31/1/06 8/5/06	Open – <b><u>wooden benches on order.</u></b>	Wooden benches for people to sit on. Need to be secured. £230 each. <b><u>See Facilities update 22/5</u></b>
CL008	Club: Accounts	Change bank statement address from Julian. Pat B should receive statements.	Julian	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.