

Agenda

- Previous Minutes and Progress against plan - (Tom)
- Facilities - Centre / Club Link - (All)
- April Event – (Eliana)
- Summer Africa Event (Eliana / Charles)
- Youth Opportunities Fund tennis programme - (Sandra)
- AOB

MINUTES FROM MEETING ON 26th MARCH 2007

Attendance: – Eliana Bruni, Pat Balogun, John Connolly, Charles Hubbard, Tom Ulicsak, Milton Gayle, Fabian de Souza Nicola Donnelly and Sandra Sekabanja .

Apologies: – Kate Giffor, Zeni Sekabanja, Pat Turner, Jackie Hodge, Melanie Croft,.

Minutes – went through and agreed, updates in Blue underlined below. Volunteers agreed we would get them to sign contract, with option to be paid £6 ph after 26 hours of voluntary work.

Facilities – discussed

- **water fountain** – agreed water cooler idea inside pavilion would be investigated (right hand side of reception)
- **external cupboard** – note that council may wish to store leafblowers. Post mtg note - Could we have a double entrance specified for the cupboard, so Club key holders could access some materials without having access to Council equipment.
- **Picnic tables** – would like Council to order. EB has a make in mind, plastic foldaway.
- **Catering** – Centre happy for EB to carry on with
- **Lockers** – 1 mens and 1 women's still used where we don't know the individual. Keys may have to be changed entirely.
- **Centre plan** – request made that the Centre come up with a longer term plan for the facility, to cover scheduled annual maintenance (pressure washes, leafblowers, floodlights, shutters), any improvements (water fountain) and staffing / opening hours. Club offered to help with a procedure to lock up if Centre is short staffed and possibly to run Centre on one evening, maybe with club staff member put on Contract to Council to comply with any regulations.
- **Shutters** – Centre need to identify supplier and then request repairs.
- **Photocopier** – request to move this.
- **Keys** – Centre to provide one additional fob, in interim TU to provide MG with key fob.
- Need for **written agreement** between Club Centre.
- Internal **cupboard keys** – could Club have name of locks used so we can order more.
- **External sign** – 1.2m by 2m. Final wording shown to Fabien, John to order via John Sheaf.
- **Club usage** – update on Club usage to Centre, to include Advantage Girls programme.
- **Floodlights** – update on rough Club usage. Noted that planning application will now go in.

April event - Draft poster shown, 11am to 5pm. Budget of £250 for catering, tea/coffee thermos' and posters for the weekend approved. Coaching additional to this. Noted big jnr football tournie on 21/4 10-2pm.

Africa Event – agreed to do a low key event on 16th June. This would be around a tournament, possibly for teams. CH to provide some information on the main charity in Italy and TU to investigate administrative requirements for setting up a UK charity. CH to investigate sponsorship. Provide an update in May.

Advantage Girls – Tues and Thurs 6 to 7:30pm over the summer. To be included in revised court usage to the Centre.

AOB – Ola Adegbite resigned from CSCS. Spoke about need to get numbers up for half term camps.

NEW ACTIONS FROM THE MEETING

Nos.	Topic	Action	Who	Action Date	Status	Notes
15.1	Facilities	Quote for water cooler.	JC	28/3/07	Open	
15.2	Facilities	Shutters, key barrels (indoor cupboards), Centre plan, picnic tables, photocopier, key fob. Check 21+22/4 Event is ok.	FdS	Various	Open	Key fob ASAP please.
15.3	Junior	Find out how to get permission to hold 3 coaching events at Tanner St Park (e.g. Reserve courts).	ND	Mid April	Open	May half term, two weeks over summer – probably 2-4:30pm also and organising a jnr tournament. Free to participants.
15.4	Facilities	Questionnaire to centre users.	EB	Weekend 31 + 1/4	Open	Provide a snapshot of the service Club / Centre is offering.
15.5	Facilities	Draft agreement between Centre and Club	TU / FdS	Prior to floodlights	Open	Short document to formalise some aspects of relationship.
15.6	Facilities	Lockers	TU	Next group email.	Open	Further request to members to return outstanding keys. 1 male and 1 female locker still unidentified.
15.7	Advantage Girls	Nicola to help distribute some leaflets.	TU	By 16/4	Open	
15.8	Funding	Aylesbury New Deal Funding	TU / ND	Next month	Open	See if we have an event suitable for funding.
15.9	Junior	Meeting with Kate Sowersby (sp).	ND	ASAP	Open	Need for JC (if poss TU) to meet Kate about CSCS programme and schools.
15.10	Sponsorship	Written some letters to firms.	EB	Next Comm mtg	Open	

ACTIONS FROM PREVIOUS MEETINGS

Nos.	Topic	Action	Who	Action Date	Status	Notes
12.2	Indoor tennis centre	Initial research – now meet with Lambeth. (meeting with Nigel Robinson from Southwark held)	KG	Next meeting	Open	Lambeth contacts are Binnie Crookes. Lahdi Ajaji. Meeting held with Rodney Craig and second at Lillian Bayliss centre.
12.3	Annual Report	Update for publication	TU	Next meeting	Open	Apologies for delay
12.4	Clubmark accreditation		TU / Mark Padfield (LTA)	Next meeting	Open	Documentation submitted to our national governing body. (Mini Tennis accreditation outstanding)

Southwark City Tennis Club: Agenda for Meeting Mon 26th March 2007 (Meeting nos 15)

Nos.	Topic	Action	Who	Action Date	Status	Notes
12.5	Mini Tennis Accreditation	Arrange visits with Mark Padfield.	JC / Mark Padfield (LTA)	End year	Open	Pending assessment by LTA. LTA coming last week in April.
12.7	Membership	Identify membership secretary.	TU	Report to next mtg.	Open	EB to receive stuff from ND as soon as CRB confirmed. Can continue to use 285 for address.
11.1	Junior	Identify teenagers that wish to help / enrol on Tennis Leaders programme	MC	1/9/6	Open	4 names sent to the LTA. Manuel interested just turned 14.
11.3	Junior	Finalisation of Sept 06 – July 07 coaching programme	Fabian	13/8/6	Open	See minutes of meeting 13. Awaiting comments from Fabian
10.5	Club	Confirm coach licensing for Milton.	JC	3/7/6	Open	Should be sorted in June.
6.2	Club: Twinning Idea	Twining with Clichy, France.	Tom	10/1/06 Next meeting	Open	Contacts with Clichy set up. Josef (Southwark Council) to chase up. Only one reply from Clichy received, frustrating. Relying on Kate's visit to Paris in April to get this underway.
Fu001	Funding – grants and charities	Applications. 1) Walworth / Camberwell Community Council. 2) Aylesbury New Deal funding.	ND / Tom / Sandra Sekabanja	Ongoing.	Also need to fund the floodlights.	Received £1500 from Peter Minet foundation (Salmon Centre). £1895 awarded from Pool of London for coaching at Tanner Street.
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. Budget is in system, Asked if Fabian could provide some options for funding.
6.9	Facilities: Storage	External Equipment Storage:	John / SC		Open	Ask for space in external cupboard as well. Awaiting planning permission

CLOSED ACTIONS

14.3	Teenage Girls Coaching Programme	Plan of activities and kick off event	Sandra	By end Feb.	CLOSED	Launch in April
10.2	Junior: Community Sports Coach Scheme	New deadline for applicants for Comm'y Sports Coaches (Sept start).	JC	25/11/6	CLOSED	Final actions done for release of grant monies. Need to review schools and invoicing in the new year.
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. Need to display this. Apologies for delay.

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14.1	Facilities	Meeting with Fabian.	Fabian / Tom	By mid Feb	CLOSED	Meeting held.
14.2	Jack Petchey scheme	1) nomination box 2) nomination form/process 3) laminate and display poster 3) first Award 4)	1.Mel 2. Valda 3. Sandra 4. Valda John/ + Mel	1) 3 Feb 2) 3 Feb 3) 3 Feb 4) 25 Feb	CLOSED	Children have to be over 11 to be nominated/nominate. First Award given to Sandra Sekabanja.
13.1	Volunteers	Write up volunteer job descriptions.	TU	Jan 07	CLOSED	Agreed volunteers could be paid
12.6	Community Event 21-22 April 07	Full plan for event	EB	Report to next mtg.	CLOSED	See Mins Mtg 15. Budget to be presented and agreed at next meeting.
Fa009	Facilities – sign in park	Need to speak with John Sheaf about getting these displayed. Need to confirm wording.	John	ASAP	CLOSED	Park changing status but should have a sign for the Centre. Also Brunswick Park. See Facilities update 22/5. Signs now up.