## **Minutes:** of the BLTC committee meeting held on 10th September 2018 at 7.30pm

## **Present:** Elizabeth Williams, Jane Read, Matt McCombe, Jalpa Lai, James Morris, Pam Lansdell, Louise Tierney, James Nash, Richard Fenton

## **Apologies**: Jane Timmis, Jenny Cox, Yvonne Burrage

**In Attendance:** Helen Ingram, Emma Lever

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| Chair: Elizabeth Williams | | ACTION |
| 1. | **Apologises for Absence** |  |
| 2. | Matters Arising from Previous Meeting:  EW advised the Committee that the revision of the current regulations was on-going and that the priority of the s-c was presenting the draft articles to the members at the forthcoming SGM. |  |
| 3. | **Articles**  A vote was taken on the final article re winding up, making it CASC compliant. 6 Committee members voted for, 3 voted against.  EW will send out the final draft Articles to the Committee for sign off. The Committee members have a one week to sign off on the Articles. If EW does not hear back with any comments or an answer from a Committee member it will be assumed that they agree with the Articles. Everyone was in agreement.  Once the Committee has signed off the draft Articles an SGM will be called 5 weeks after this. | EW  EW |
| 4. | **Car Parking:**  It was agreed that The Club should trial a permit parking system in order to inhibit use of the car park by non-members. A new sign will replace the existing car park entrance sign and parking signage will be put around the car park. All members will be issued with car park permits for year 2018/19. The scheme will be reviewed again in April.  The committee voted: it was a unanimous vote. | EL |
| 5. | **Indoor Courts:**   * The Committee has been quoted £3,000 to repair and make good the surface of the indoor courts. MMc suggested that resurfacing may be more appropriate as the courts have been neither serviced or resurfaced since they were laid The Committee agreed that EL to get quotes on resurfacing. To be carried forward. * The indoor booking system and was discussed and the possibility of bringing in an online prepaid system for members. JN was not in agreement and would like to see whether or not this can be tied into a barrier. JN and RF will send EL the quotes for the barrier. EL will talk to MyCourts to see if this is feasible with the current systems.   Deferred until the next Committee meeting. | EL/ALL  EL/JN |
| 6. | **Strategy & Planning S-C**  The Committee voted for the survey results to be sent out to the members. 7 members voted yes, 2 members abstained.  The s-c guidelines will be discussed further at the next Committee meeting. |  |
| 7. | **House & Grounds S-C**  EW expressed concernwith the way the House & Grounds S-C is being run. The Committee has been asking the S-C since March for an update on certain items that H&G has been asked to deal with. These are still outstanding. RF has mentioned that he has been absent for a number of weeks. It was agreed that if he is unable to comment he needs to delegate to the other members of the s-c. PL mentioned that there is a huge amount of work for H&G’s and it might be better if the H&G s-c is split into Grounds and tennis courts and House which includes the club house building and the summerhouse.  JN will distribute as soon as possible at the latest the 24th September a schedule of works that Cameron has apparently prepared.  JN has also said that he will get an update out to the Committee by 24th September addressing the outstanding issues.  JN will update the Committee on the meeting that he and RF had with the Council about building a hub. JN / RF asked for £350 to have some drawings prepared that they require for the council. The council require amalgamated architects’ drawings with the survey drawings. There were expressions of concern from the Committee as JN/RF have been asked several times for copies of the report from the Council. The Committee did not agree to the request for £350.  RF resigned from the s-c and the Committee, he left the meeting. EW thanked him for the work that he has put in.  JN confirmed that a Hub s-c has been set up to deal with the planning around the hub. This s-c includes himself, RF and Mark Richmond. raised concern that the main committee had not been informed of the meeting that had taken place with the council re planning permission, others were interested and would have liked the opportunity to attend.  EW reminded H&Gs that s-c meetings needed to be held on a regular basis with as many members of the s-c present as possible. These meetings need to be minuted and those minutes need to be agreed by the s-c prior to being forwarded for the attention of the main Committee. Minutes of s-c meetings are important for transparency of actions and decisions as well as protecting the s-c members from potential future criticism.  EW confirmed that H&G’s need to set another date for their meeting as soon as possible. | JN  JN  JN  JN  H&G’s  H&G’s |
| 8. | **Membership**  JR updated us on the latest membership numbers:  397 adults / juniors 197 / 74 non-playing. |  |

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| 9. | **Finance**  HI updated the Committee on moving over the investment that has reached maturity to Flagstone Investments. She confirmed that the new investment in deposit accounts is low risk. She confirmed that it will be run by the Finance s-c and will enable them to move the money between financial institutions more easily to get the best return. The Finance s-c will review the fund every time there is a finance meeting. The portion of money they are initially proposing to invest is around 25% of the Club’s funds ie £250,000. The club’s cash will continue to be invested in a range of instant access and term deposits. It was agreed that as JT is not on the Finance s-c she needs to be in the loop at a bare minimum.  Before the vote was taken it was stipulated that no one person could transfer funds within the Flagstone platform without agreement of another signatory on the Flagstone account. The only route for withdrawing funds from the Flagstone account is via the Lloyds Treasury account therefore it is a vital control that the Flagstone account and the Lloyds Treasurer’s account will have mutually exclusive signatories. All decisions must be discussed, agreed and minuted by the Finance s-c before an action regarding the investment is taken.  The proposed signatories on the Flagstone Investment account are JN and JT. JN will resign as a signatory on the Lloyds Treasury Account.  The Flagstone board resolution document and engagement letter were circulated. HI read out the board resolution, which is required for the account to be opened, and a vote was taken to approve the resolution. A vote was 7 voted for JR abstained. (Note there was only 8 votes as RL had left the meeting by this time)  It was agreed that PL and LT should be able to sign off invoices as heads of s-c. RF will be taken off as a signatory now he has stepped down. The following Committee members can sign off invoices – JN, JR, JL, LT, EW, PL, MM.  JT and JC requested that a special finance meeting should be held to go through the Club’s finances. This suggestion was turned down by JN and it was agreed that HI will go through any questions they have with them individually along with any other Committee members who have questions for the Finance s-c. |  |

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| 10. | **AOB:**  MM confirmed that there is a Captains meeting Tuesday 11th. They will bring a master list of players and they can then cross over. This also aids to get better communications between captains.  On the Performance side MM would like to pre-book courts from 7 onwards as he needs to ensure that the practices can go ahead.  PL mentioned that we are arranging fire training in October /November and date will be circulated via EL .  PL mentioned that we need to change to the front door lock to a timer lock so that we are compliant with our insurance. This was agreed unanimously.  The Committee agreed for Members Monique and Mike to use the upstairs club rooms for a birthday party in September 2019.  Staff Liaison would like to propose the reuse of the downstairs kitchen area to a staff room. It was a unanimous vote yes.  After 12 years including 4 as membership secretary on the Committee JR said that she will not be putting herself up for a 13th year. Everyone thanked her for her help. She did confirm that she would help out until the AGM and set out the guidelines for the person who takes on the membership role. Everyone thanked her for her huge contribution.  EW also confirmed that she will not stand for re-election. She will be resigning from the Committee as from the end of September but will continue to work with the Committee where she can. Everyone thanked Elizabeth for everything she has done over the past few years. |  |

The next committee meeting will be Monday 1st October.