## **Minutes:** of the BLTC Committee meeting held on 1st October 2018 at 7.30pm

## **Present:** Jane Read, Jane Timmis, Pam Lansdell, Louise Tierney, James Nash, Yvonne Burrage, Matt McCombe, Jalpa Lai

## **Apologies**: Jenny Cox, James Morris, Elizabeth Williams

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

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| Chair: Elizabeth Williams | | ACTION |
| 1. | **Apologises for Absence**  Jenny Cox, James Morris, Elizabeth Williams |  |
| 2. | **AGM**:  The Committee members agreed and voted unanimously that Thursday 29th November is the date for the AGM.  As there is currently no Honorary Secretary it was voted unanimously that a special AGM s-c be put together to organise the AGM and agenda.  The AGM s-c are JT, JN, JC and helping out JR. | JT, JN, JC |
| 3. | **Articles SGM:**  Currently standing as Directors of the new Ltd co are PL and JN. It was agreed that there needs to be more Directors and the Committee will work to rectify this.  It was agreed that the Articles SGM (when members can vote for whether the club becomes incorporated) needs careful planning to enable members to make an informed vote. The following suggestion was made and agreed as a sensible approach to inform members prior to the Articles SGM:   * provide information explaining the reasons for incorporation, pros/cons etc * hold an Open evening to explain what incorporation means and answer members’ questions   This process and timescales should be communicated at the AGM.  It was also agreed that members wishing to stand for the Committee at the AGM should be fully informed about incorporation, what it means regarding roles and responsibilities after incorporation and that preferably they should fulfil the Director requirements should the club become incorporated as specified in the articles (e.g. length of being a member, not remunerated by the club etc).  It was agreed by the Committee that an Articles SGM s-c should be set up to plan and manage the process up to and including the Articles SGM to vote for incorporation. The s-c will include JT, Martin Read, Helen Ingram and Lucy Grivvell. JT will ask LG if she will agree to be on the Articles SGM s-c. It was agreed LG should be asked to attend any Open Evening and SGM. | HI, JT, MR, LG |
| 4. | **Matters Arising:**  It was unanimously agreed that the Committee would use the online voting system to follow up on the small matters arising from the Committee meetings.  Sending out the CASC information to be carried forwards.  **S**-**C Guidelines**  The outstanding points regarding the s-c guidelines were discussed and agreed as below:  It was agreed that a Committee member should only be a lead on one s-c. The Committee voted unanimously.    If someone steps down from the main Committee they also come off the s-c(s) they are on. If they wish to come back on to a s-c then they will need to be voted back on by the Committee. The Committee voted unanimously.  S-c co-opted members should be agreed by the Committee at a main committee meeting. The Committee voted unanimously.  The Committee voted unanimously for the s-c guidelines to be published with the above amendments.  **H&G’s**  JN to meet with RF for a H&G’s handover. RF to handover all club related documentation and keys.  JN has stepped down from H&G’s due to his conflict of interest with Cameron. The Committee agreed unanimously to this.  H&G’s was restructured. PL will co-ordinate and arrange the next s-c meeting. The s-c members are PL, YB, JM, MM, and JC will help out.  At the next meeting the s-c members will define areas they will each be responsible for.  The Committee voted unanimously.  **Special Finance Meeting**  JT would still like to have a financial based committee meeting as she would like to understand what the long-term financial strategy is.  It was agreed that after the AGM a budget and a look to the future meeting will be set. The Committee voted unanimously. | JT  JN  PL  HI |
| 5. | **House & Grounds**  **Barrier**  It was agreed that the barrier would be taken off the agenda for the time being while we are moving ahead with the signage and permit solution trial.  Vote: 6 members agreed 2 members disagreed.  **Indoor Courts**  MM has met with Pexipave to discuss the indoor courts surface. It was agreed that the courts require resurfacing rather than repairing as they are 23 years old. Pexipave confirmed that cleaning the surface will not improve its condition. The most cost-efficient way to resurface the courts is to have them recoated. The quote to prepare and resurface both courts is £21,600. HI will look at the budget. The courts will be out of use for 3 days to do the work. MM will also look at suppliers and get quotes for the curtains.  **Outdoor Clay Courts 1,2,3**  MM also discussed courts 1,2,3 with Pexipave. It was agreed that the sand is too pink and a good solution is to remove the existing sand on the courts and to replace it with darker sand similar to courts 6,7. The cost to do this is £4895 plus VAT. It was agreed that in doing this the contrast between the lines and the sand will be much greater. MM also confirmed that we need the heavy brushes for the lines.  The Committee voted unanimously that this should be done. HI to look at the budgets.  Pexipave has also put together a maintenance schedule for the courts for us to follow.  **Schedule of Works**  PL confirmed that we have given the grounds staff a weekly maintenance report to update. PL confirmed that this need to be moved forward to a full schedule of works. H&G’s will invite Fred and Cameron to their meeting so that their input can feed into the schedule.  Recently SSP attended the club to perform their agreed annual service using a large triangular brush. H&G now have the same type of brush that the ground staff can use so they can now do this annual service. It was agreed that this SSP annual service charge needs to be paid but that the service contract should now be stopped so no future charges for this type of work.  **Outdoor Court Lighting**  PL invited All Lighting Group to do an outdoor lighting survey – they believe that they have found the fault with the outdoor floodlights. Their survey covered all the court lighting and the electrical box. What was discovered was that more than one light was doubled up into a breaker. Each light should ideally have their own breaker. All Lighting Group changed the breakers and installed new individual breakers. All Lighting Group also looked at the summer house. When it is all ‘lit up’ it is using 9,000 watts of power. They have quoted to replace the 12 downlighters in the summer house with led, this should also help with the capacity issue. They have also recommended that we change 16 exterior fittings to LED and two halogen flood lights with LED. The cost to do this is £1,903.49 incl. VAT. If we do this we can use the floodlights for courts 10, 11.  The committee voted unanimously for the work to go ahead.  Moving forward H&G’s will make a recommendation to change all the lighting to LED. This will become a capital expenditure and will need to go into the forecast. The cost to convert to LED is £10k per court, if we do two courts together it will be cheaper. Going forward there will be no capacity issues.  There is then potential in the future for courts 4 & 5 to be fitted with a new style of LED lighting using the existing electricity supply. This LED style provides very direct, don-dispersed lighting so should meet the requirements to gain planning permission.  H&G will make a recommendation for the budget. | MM, HI  MM  PL/FB/CD  PL/MM  PL  H&G’s |
| 6. | **AOB**  JN requested an update regarding recruiting a head coach he felt that the Tennis s-c should let the coaches know what is going on and what is being planned. JT and LT outlined the extensive work they have been doing behind the scenes to recruit for this position and how they have worked with the coaches. They also confirmed that JM and BN have continued to grow the Mini tennis programme (Tennis Explosion) well and that this would eventually be bought in under the BLTC umbrella. Terms of reference for this are currently being agreed. JN feels strongly that it needs to be sorted out as quickly as possible.  It was agreed that a notification of the change in office hours should be made to members via My Courts.  The Committee thanks the Greg Read for running the club championships so successfully and all the hard work that he put in.  The Social s-c are running a men’s American tournament – they have requested to book the following courts on Saturday 3rd November 1,2,3, 4&5 from 8.30 – 11.30am. Rachel Whitehead and Mary Braddock will run the tournament. Information to members to follow. The Committee voted unanimously.  YB is organising a national finals match against St Georges on 3rd November. She has requested to book 2 outdoor courts and the two indoor courts as back up if it’s raining from 1pm – 4pm. The Committee voted unanimously for YB to book the courts. The members will be notified.  SSP contract – YB will look into this.  YB has requested to see the rights of access to the club.  The Committee sends a BIG thank you to EW for all her hard work and dedication and wishes her the best of luck in her Degree course. | JT/LT  LT/PL |

The date for the next Committee meeting has been set for 22nd October 2018