**Minutes of Committee Meeting**

**Held at 76 Old Barrack Road, Woodbridge**

**7:15pm on Thursday 27th September 2018**

 **1. Apologies for absence.** None

 Present:Steve Lemon (Chair),Adrian Yates (membership), Linda Parsons (minutes)

 James Yates, Simon Carter (Treasurer), Kurt Goddard, Duncan Ford, Marty Thorpe, Jon Mansfield

 **2**. **Minutes of last meeting** – all agreed and approved.

 **3.Membership Report (AY)**

Numbers looking very positive.

 Seniors 214 (6 foc) Highest number recorded.

 Juniors 163 (15 foc) Very good for this point in the year

 Continue the first year offer and Great British Tennis Weekend open day. Monitor retention levels.

 **4. Treasurers Report**

 Apart from the major spend items (lights & pavilion ~ £34k) the overall profile looks similar to last

 year, so the final end of year balance is expected to be roughly £34k less than end 2017, if

 no other major spend or income.

  *Spending*

 A number of members are receiving financial support through assisted subscription.

 Agreement given to proceed with improvements to the ‘grassy area’. (approx £2000) DF

 Essential court maintenance to be budgeted for includes repainting of 3 courts (£6000) and

 building up reserves to fund resurfacing of courts 1, 2 and 3 in 5 years or so (approx £30k). Fencing

 will require maintenance. Uncertainty over future clubhouse lease fees noted.

 Options for a practice wall were reviewed. The committee did not feel able to justify the costs at

 present.

 **5. Marketing Update**

 RG to be retained for half a day a month.

 **6. ClubSpark Booking System**

 JY reported that the links are ready for the new system. Test run by committee members before full

 membership rollout. Discussed ensuring clarity on website and potentially requiring an administrator

 JY/Ctte

 **7. Grass Makeover**

JM concerns over juniors have been addressed.

 Date to be confirmed.

 Risk Assessment to be completed.

 DF/JY/JM

 **8.Welfare Officer Report (LP)**

Time to Listen Second stage training attended.

 Policies have been updated and displayed. Risk assessment to be held for open day or similar. JY/LP

 Need to ensure WTC conforms to all requirements to meet Minimum standards for Venues.

 LP/JY/JM

 Consider ways to involve and give a voice to juniors. LP/JY/JM/SL

 **9. Recycaball update**

Working well.

**10. Clubhouse**

 Need to confirm where storage is for everyday coaching equipment. SL/JM

 Home for ball machine. Easy to access without being in the way. Options. MT

**11. Matters Arising**

Website. Possible improvements. SC to summarise any points in an email to SL, prior to a meeting with

 RG. SL/SC.

**12. AOB**

 *Committee membership*

Interest has been expressed. Ctte membership discussed. Can co-opt additional members if wish**.**

*Thanks*

The committee thanked Marty Thorpe for all his work on the clubhouse decoration.

 *Coaching Staff*

Peter Hazledene is no longer at the club. Performance coach Jeremy Cowley is joining.

 *Lighting Backup*

 Possible procedures in case of issues with lights – particularly during matches. Idiots guide

 and spare key storage. Discuss AY/JM/DF

 *Christmas Meal*

 Where/when/how? DF/SL

Next meeting 7:15 at 76 Old Barrack Road 24th January 2019