

Wickham Community Tennis Club

Minutes of the first Committee meeting held at 4pm on Friday 10th February 2012 at Wickham Community Centre.

Present: Adrian Baskerville (Chairman), Adrian Keen (Treasurer), Nicki Oliver (Secretary), Therese Evans, Eon Furnell, Robert Goulson, Sue North, Patricia Raymer

Coach Mike Privett

1. To receive apologies for absence **Alan Ediss, Heather Oswald.**
2. To receive declarations of interest on agenda items **Nicki Oliver declared an interest as Clerk to Wickham Parish Council the owners of the tennis courts.**
3. To adjourn meeting to allow participation by members **Members not invited to this meeting.**
4. Meeting resumed to consider the following agenda items

4.1 To agree communication protocol between the committee, coach and members including privacy issues **It was agreed that all communication with members should be sent by the Secretary and should be approved by the Secretary and one other executive officer before sending.**

There is a need to resolve the requirements of the Data Protection Act with the need for members to be able to contact each other. It is proposed to add a privacy policy to future membership application forms.

A members' handbook may be needed in some format. Further discussion needed. Refer to next meeting.

4.2 To agree how the website will be managed **NO to manage, offers from members to take this on would be welcomed.**

4.3 To agree the initial tennis programme **Some revisions to the draft programme were suggested, the need to maximise court availability was recognised. Refer to next meeting. Action MP & AK.**

4.4 To receive update from Adrian Keen on promotion, coaching programme and competitions **Mike has visited a number of local schools and will be starting sessions at Wickham CE Primary on 23rd February. Introductions to other schools would be welcomed. Action All.**

Mike is running three hours of free coaching on February 18th, he will arrange some local promotion.

It was agreed a notice board should be provided at the courts. Action NO to check grant funding remaining and place order as appropriate.

4.5 To progress draft rules and regulations considering in particular use of floodlights and booking procedures **Draft to be prepared by the Chairman and refined by the executive officers for approval by the Committee. Action AB, AK, NO.**

The details for operating Pay and Play need to be progressed, Adrian K has carried out a lot of groundwork. Pages Newsagent is prepared to collect fees and provide the lock combination.

Fees agreed: Juniors £4/hr during the day £8/hr for floodlights; adults £8/hr during the day £16 for floodlights.

Practicalities need refining. Action AK, NO.

4.6 To progress arrangements for the formal open day on 31st March **Patricia agreed to chair a sub-committee to help run the open day. Mike to run free sessions for juniors 9-10am, adults 10-11am cardio 11-12noon. Exhibitions in the afternoon. Opening celebrations 1- 3pm. The LTA is looking for a celebrity to attend. Members to be asked to help run open day. Action NO.**

4.7 To receive update on Club Mark application **Adrian B and Adrian K progressing.**

4.8 To receive update on Club accounts **NO handed the bank account details to AK, report will be made at the next meeting.**

4.9 To receive update on membership **There are currently 153 members of which 41 are juniors.**

4.10 To agree accounts for payment **It was agreed to pay Mike £100 per week to facilitate the work he is carrying out. Adrian K will review regularly to monitor what has been achieved. Mike will receive £5 for each new member introduced to the club.**

4.11 To consider any relevant recent correspondence **None.**

4.12 To agree dates for meetings in 2012 **Meetings to be held on 1st Thursday of the month, time to be agreed.**

Meeting closed 5.30pm

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