

**LANSDOWN TENNIS, SQUASH AND CROQUET CLUB LTD**  
**MINUTES OF THE COMMITTEE MEETING HELD ON**  
**THURSDAY, 7<sup>th</sup> NOVEMBER 2019**  
**Start Time: 7.00 pm**

<b>Present</b>	Jeremy Goulding (JG)	President
	James Scully (JS)	Deputy Chairman
	Mark Groves (MG)	Treasurer
	David Barnes (DB)	Fabric Manager
	Julian Moore (JUM)	Squash Secretary
	Howard Grove (HG)	Croquet Secretary
	Claire Ackerman (CA)	Committee Member
	Jill Kingaby (JK)	Committee member
	Jean Wilson (JW)	Committee Member
	Jeremy Labram (JL)	Committee Member
	Philip Torjussen (PT)	General Manager

**1. APOLOGIES**

Apologies were received from Andy Ewings and Chris Bannister. These were accepted.

**2. MINUTES FROM PREVIOUS MEETING**

The minutes were accepted as a true reflection of the meeting.

**3. MATTERS ARISING**

Lone Working: PT to investigate further to see if this is an issue that needs to be addressed.

**ACTION: PT**

**4. DEPUTY CHAIRMAN'S MATTERS**

**Courts 8 – 10**

JS explained that these courts need resurfacing urgently and he wanted to commit to explore the funding of this work. A discussion took place regarding the planning permission that was being obtained to put floodlights on these courts. This may then determine what surface was to be installed. E.g. If we had clay courts, with lights, then it would be better from a coaching point of view. JK suggested that we apply for permission on just two of the courts with a 9.00 pm finish.

It was agreed to:

Apply for planning for 2 courts using standard lights with a finishing time of 9.00 pm

**ACTION: PT and JK**

Speak to a lighting provider and see if LED lights are available and good enough?

**ACTION: PT**

Look at options for lower columns.

**ACTION: PT**

Consult with the neighbours and look to see what the reaction might be.

**ACTION: PT**

### **Defibrillator**

PT went through the situation and said that, subject to approval, we will get a new additional defibrillator. We had already received new batteries completely free of charge.

### **Bar Review**

Thanks for everyone including Jo and Philip who had helped in the bar. Progress was being made with new staffing and it was hoped that the situation would soon get back to normal, subject to training.

### **Office Review**

It has been helpful to know what has been going on. It was asked if it was worth informing members with what has been happening? It was noted that members were aware of a review. It was suggested that PT could include in the newsletter some of the work that has been done in the office which would ensure that members were aware of what work is being done.

### **Committee Roles and Responsibilities**

Some discussions have taken place. The committee can help with the office function and could be quite strong with governance in mind. We should encourage people to have responsibilities.

It was also mentioned that thanks should go to those who have helped with the new member offer.

## **5. SUB COMMITTEE UPDATE**

### **Governance**

JG explained that with the new articles being done last year, the Governance Committee had tried to align the new 'rules' with the articles. The initial remit has been reconsidered as a result of feedback from those who have been involved before with similar situations. They were going to tighten up the rules but would ensure that it was possible for the committee to make alterations as and when required. A policy

document would also be created that can easily be changed. The roles of those without portfolio could be changed depending upon what was happening at the time.

It was suggested that we are obliged to have a company secretary. It was asked if is it adequate to have John Fuller advising PT on what to do? It was also pointed out that he may not be around for ever so a plan needed to be put into place. This would be given more thought as it was then less likely that something is missed, and it would be more secure for the club.

JL pointed out that in his previous club, there was a management policy. Within this, there would be various roles with a job description so that you would know what you had to do.

Recommendation: In the policies, the Governance subcommittee will write up some information on the roles which someone from the committee is to take up. It was asked if anyone else could take up the role of this? No-one volunteered at this stage.

It was agreed that it was a good idea to go ahead with this plan. Roles and responsibilities will then provide an improvement in the way that the Club is run. Fundamentally, if anyone joins the committee in the future, they are making a significant contribution to the running the club. Rather than a few people doing a lot, we would have a small amount of work to be done by many. This would be done in time for the AGM.

**ACTION: JG & JL**

## **Development**

PT gave a brief summary of what had been discussed at the recent Development meetings. He had also had meetings with covered court suppliers and had supplied information for the committee in advance of the meeting. There were no questions. It was agreed that a further meeting would be held with anyone from the committee who was interested so that the plans and video that had been created by Julian Kashdan Brown could be shown. It was also suggested that the video be uploaded to a private YouTube channel.

**ACTION: PT**

PT also went through some information from meetings that he had arranged with a consultant who would provide information on where best to get grants and who would also make the grant applications. A small fee would be paid initially and if grant funding was made available, a further fee based on the funding obtained would be payable. This was of interest, but it was suggested that we ask the membership via the newsletter if anyone could help. PT to also provide more information on this for the Committee

**ACTION: PT**

## **Marketing**

CA gave an update on the number of people who had responded to our free membership offer and the 'deal' where membership would be offered at the special rate of £375.00 for adult membership from 1<sup>st</sup> January to the 28<sup>th</sup> February 2021. Pro rata rates would apply for YA and YPH categories. 65 people had applied for the offer.

PT advised the committee that he had received a complaint from three lady members that they felt the offer that they have heard about was too generous and the subsequent membership offer was also far too generous. Some recognition should be given to people who have been members for 10/15/20 years? This was noted by the Committee.

## **Social**

CA went through the various social events that were being organised including a Christmas Market, Christmas Party and the President's drinks event would take place on the 5<sup>th</sup> January.

## **Access Control**

JS said that there was some work that had been done on this especially in mind with what had happened recently with an ex-member who had become ill on the squash court. PT confirmed that our insurance would not be valid for anyone who was not a member, had not been signed in or who was not on a trial.

JL said that whilst we continue to offer free access, we were not setting a good example. For example, if we had allowed free access through our premises for 12 years, it was perhaps common law that could decree that people would continue to have free access. It was close to negligence that we had not renewed the gate and barrier.

Some discussion took place regarding this.

JS said that within a few weeks, there will be a requirement for some works to be done. JL and JS to report back. **ACTION: JS & JL**

In the meantime, it was proposed a combination lock would be supplied for the main double gates in Richmond Road. Signage would also be put up to advise all those who used the gates that it was not a thoroughfare and that on the 1<sup>st</sup> January, the gate would be locked.

**ACTION: PT**

## **6. FABRIC**

There were no questions on the report that had been provided by DG.

HG asked if the barriers on the croquet lawn could be looked at with a view to repair. DB to arrange to meet up with HG to see what could be done.

**ACTION: DB**

## **7. MEMBERSHIP FIGURES**

There were no questions on the membership figures.

## **8. ACCOUNTS**

There were no questions on the Treasurer's report.

MG mentioned that there was a concern regarding the protection of our cash in our Barclays accounts. JG suggested that there was no need to worry as in his experience there would not be an issue. It was agreed that this would be discussed with John Fuller.

**ACTION: MG**

The budgets were to be discussed on the 20<sup>th</sup> November with John Fuller.

It was agreed to base the budget initially on a zero increase of subs. It was also suggested that we should assume that 20 people would take up the offer. We should also include the re-surfacing of courts 8,9 and 10 but without lights being installed.

Finally, it was also agreed that we should include 5% on staff costs.

**ACTION: MG & PT**

## **9. SQUASH**

JM confirmed that there would be 7 teams in the league this winter. The Ladies teams were to have shirts. The Racketball championships were to take place in January.

## **10. TENNIS**

JS confirmed that Chris Bannister was openly looking to have someone taking over secretary due to his family commitments. There was to be a concerted effort to get a new tennis secretary.

## **11. CROQUET UPDATE**

HG confirmed that the lawn is currently in hibernation.

## **12. SAFEGUARDING**

There were no safeguarding issues to report.

## **13. AOB**

PT confirmed that Barbara Gooch and David Blake were retiring at the end of the year. He said that he would be taking a picture of them and put a suitable 'thank you' in the newsletter. A request for further help for volunteers would also be included with perhaps a mention that a small part of the garden could be 'sponsored' by a member, so they didn't have such a huge commitment.

JL mentioned that we were in a Climate emergency. It was on the horizon and it would not be going away. The Club should be enthusiastic about being positive about action.

**ACTION: ALL to be aware of what we can do.**

CA asked if we could perhaps have a request for volunteers to form part of a social sub-committee. This was agreed.

**ACTION: PT**

JS asked PT if Tom Therrien had supplied information on the services that had been supplied and what costs had been incurred. PT confirmed that this had been asked for on several occasions, but nothing had been supplied. PT to ask again.

**ACTION: PT**

#### **15. NEXT MEETING**

The date of the next meeting would be the Thursday, the 9<sup>th</sup> January at 19.00 hours.

There being no further business the meeting finished at 21.03 hours.

Signed \_\_\_\_\_

James Scully, Deputy Chairman