

# HACKNEY CITY TENNIS CLUBS LIMITED

## BOARD OF DIRECTORS

### MINUTES OF BOARD MEETING HELD ON TUESDAY 21<sup>st</sup> November 2017

**Present:**

**Directors:** Howard Bennett (Acting Chair); Francesco Caselli; Alison Hunter; David Smith

**In Attendance:** Christian Coombs (Head Coach and Acting Director of Tennis); Kara Day (Operations Manager, Minutes)

Item		Action
1	<b>Apologies for Absence</b> Maurine Lewin, David Harrison	
2	<b>Conflicts of Interest</b> No further conflicts were declared.	
3	<b>Minutes of meeting held on 18 October</b> The Minutes of the Board meeting held on 18 October were approved as a true record.	
4	<b>Items approved via email</b> <ul style="list-style-type: none"><li>• Board agreed to offer Frank Sinkovec a paid role to run the box leagues. Frank did not wish to take up this offer so box leagues will be managed in-house for the time being.</li><li>• Board agreed to call a meeting with the box league and ladder players to discuss box leagues moving forward.</li></ul>	
5	<b>Action points from previous meeting</b> <ul style="list-style-type: none"><li>• Christian compiled a job description for a competitions manager.</li><li>• Christian and Howard met with the LBH auditors – they will be reviewing Claire’s recommendations and their implementation</li></ul>	
6	<b>Finance</b> 2016/17 audited accounts were approved.  Management Accounts were reviewed and considered to be consistent with expectations.  <b>Actions</b> <ul style="list-style-type: none"><li>• Signed copies of audited accounts to be sent to Knox Cropper their signature and for filing at Companies House.</li></ul>	KD
7	<b>Management Team Update</b>  <b>LTA</b> <ul style="list-style-type: none"><li>• LTA venue registration is now complete and Hackney Tennis has retained its <b>Tennis Mark+</b> status.</li><li>• Middlesex LTA has confirmed that Hackney Tennis will become one of 5-6 clubs to be supported by the County to deliver a good junior programme. This will likely involve group meetings and collaboration amongst the targeted centres, some programme/player funding and the development of junior county leagues or Grand Prix events.</li><li>• Hackney Tennis has also been awarded an extension of its LTA performance accreditation to 31<sup>st</sup> August 2018.</li></ul>	

	<p><b>Tennis Leaders</b> Our Tennis Leaders course is completing this weekend. This is a first step towards a coach and officiating qualification prior to the LTA Level 1 Award. 6 players aged 13-16yrs have participated.</p> <p><b>Pavilion lease</b> The new Lease has now been finalised.</p> <p><b>OpenPlay and system/support updates</b></p> <ul style="list-style-type: none"> <li>• There is a new password system to allow restricted access to courses on Openplay allowing us to target specific set of players entitled to priority booking. This will be particularly useful for priority booking and will be time saving and much simpler for customers.</li> <li>• Sunset Pricing is being introduced – this will mean rates will change automatically according to daylight hours.</li> <li>• Management Team is exploring light sensors for the floodlights.</li> <li>• Board Approved the shutdown of the old booking system and associated services once the LBH audit is complete.</li> <li>• A Data Protection folder is in place with supplier’s data protection policies. These will need to be updated with new policies as they are published in the lead-up to May 2018. LBH have confirmed that downloading and storing data onto a phone, eg. a player register, is acceptable within the new legislation – they will get confirmation of this.</li> <li>• Court booking ‘play at your own risk’ note has been added in T&amp;Cs on the website and player booking confirmations.</li> <li>• Information about exiting Clissold Park during floodlight hours by the Pavilion has been added to T&amp;Cs and FAQs on the website.</li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Alison to send lone working policy and procedure to CC to review to finalise at the next meeting</li> <li>• Christian to send Peninsula/H&amp;S report to the Board</li> <li>• Shut down Booking Bug and associated services following LBH Audit</li> </ul>	<p>AH</p> <p>CC</p> <p>KD</p>
8	<p><b>Ladder &amp; Box League/Adult Teams Update</b> Adult box leagues have now been configured. Match results will be sent to the LTA every 2 weeks. The new season will run until January 28.</p> <p>Subsidy of the Box league / ladder was raised with LBH. LBH would expect its agreed fees and charges for 2017/18 to be applied by HT to all court users – it would not expect particular groups to receive a reduction in booking fees or charges unless this was expressly agreed by LBH as part of targeted participation activity.</p> <p>Box leagues generate people playing. This is currently run for free – a fee of £5/season was proposed –but would not account for any prizes etc. Highbury Tennis women’s doubles league has no fee, but a prize. Clubspark competitions section links into results manager removing some of the data entry requirements. Need to explore options around managing a quality service with minimal cost.</p> <p>Adults have raised that they would like access to the Club Room. Access has been made available to the meeting room for match teas to allow the</p>	

	<p>Club Room to be locked as it has the TV. Agreed to provide access to the club room and include a key with the match keys.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Remove the website link to the old ladder and update with the new one</li> <li>• Meeting with the Box League players is this Thursday, the LBH position on subsidising box league/ladder play is to be highlighted. Explain that we're looking at options to automatically manage much of the work and minimise costs.</li> <li>• Notes to be taken at meeting to circulate to those unable to attend.</li> <li>• Get a new key cut for the club room, update the match night procedure accordingly</li> </ul>	<p>KD</p> <p>HB</p> <p>HB</p> <p>KD</p>
9	<p><b>Update on Policies &amp; Procedures</b></p> <ul style="list-style-type: none"> <li>• Capability Procedure has been completed and uploaded to the Board drive as final.</li> <li>• Enquiries with the LTA have highlighted that lone working has not been considered before, but with a new emphasis on park tennis it is something they need to look into. Christian is developing a risk assessment for coaches including a coach questionnaire.</li> <li>• Policies and Procedures have been updated by Justine and are on the drive.</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Capability Procedure to be reformatted in line with other policy documents</li> </ul>	<p>JH</p>
10	<p><b>LBH Update</b></p> <ul style="list-style-type: none"> <li>• Agreement in principle from LBH for Competitions Manager role to be put in place</li> <li>• LBH are happy with the auditors' assessment of the accounts.</li> <li>• The tender is not imminent. London Fields Lido issues are monopolising the team that should manage the tender process. There is no set timeframe for this.</li> <li>• LBH would like to trial a combination lock – possibly Hackney Downs. They would like to test this on one site. Board raised concerns about the benefit of this and whether it would work. Issues could include the system being damaged, people holding gates open for others, fences/gates being damaged by people jumping over. The current payment system helps to self-regulate payment as people have and continue to learn that they must book to ensure a booking. Also, the goal is to have people playing, and while we accept on certain sites there is an element of non-paid for play, this will often be minority groups, eg. Jewish community at Spring Hill.</li> <li>• LBH questioned the proposed bidding partnerships for the new LTA facilities funding programme. The LTA are looking for economies of scale in the tender process and delivery of these by clubs working in partnership with other clubs. This could also help build partnerships to allow player and programme delivery. We should consider applying for canopy/toilet facilities at certain venues where they are currently not available. Need to outline improvements we'd like to push ahead with to LBH, especially with tender delay.</li> </ul>	

	<p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Christian to draft points about concerns around locking system to put to LBH.</li> <li>• Howard to email LBH for email confirmation of Box League position.</li> </ul>	<p>CC</p> <p>HB</p>
11	<p><b>AGM Update</b> Audited accounts are now finalised. 21 days notice is required. Notice to go out tomorrow with a date of 13<sup>th</sup> December, 6.30pm for the 2017 AGM and for it to be held at the Pavilion.</p> <p>Include an overview of the work completed by the board to date and circulate the chairman's statement in advance.</p> <p>Allow two weeks for nominations allowing one week's notice of all nominees to members.</p> <p>Essential that the Council has confidence in the ongoing board.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Review 2016 notice and use as the basis for the new one.</li> <li>• Issue the statement via Mailchimp and post notices in the Pavilion and on-court</li> <li>• Notice of nominees to be circulated 6<sup>th</sup> December</li> </ul>	<p>HB</p> <p>KD</p> <p>KD</p>
12	<p><b>AOB</b> Hackney Tennis team have requested a contribution toward team Christmas celebrations, £25/head.</p> <p><b>Actions</b> Christmas party costs to be approved on email.</p>	<p>Board</p>
13	<p><b>Next meeting</b> Tuesday 16<sup>th</sup> January</p> <p><b>Future meetings</b> Tuesday 20<sup>th</sup> February Wednesday 21<sup>st</sup> March Tuesday 17<sup>th</sup> April Wednesday 16<sup>th</sup> May Tuesday 19<sup>th</sup> June</p>	