

# HACKNEY CITY TENNIS CLUBS LIMITED

## BOARD OF DIRECTORS

### MINUTES OF BOARD MEETING HELD ON TUESDAY 16<sup>th</sup> January 2018

**Present:**

**Directors:** Howard Bennett (Acting Chair); Francesco Caselli; Alison Hunter; Maurine Lewin, Frank Sinkovec, George Howe

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

Item		Action
1	<b>Apologies for Absence</b> David Harrison, David Smith	
2	<b>Conflicts of Interest</b> The following potential conflicts of interest were declared and authorised: <ul style="list-style-type: none"><li>• Howard declared that his son Ivan is currently doing some coaching for Hackney Tennis and his wife Yvonne is an Operations Assistant</li><li>• Francesco declared that he has two children in the performance programme and that he is a ladder player</li><li>• Alison declared that she has two children in the performance programme</li><li>• Frank declared that he is a team and ladder player</li><li>• George declared that he is a team, ladder and box league player</li></ul> <b>Action</b> <ul style="list-style-type: none"><li>• New Register of Declaration of Personal Interests to be compiled based on advice of the LBH audit</li></ul>	CC/KD
3	<b>Chair</b> Following the AGM, the Board voted to reappoint Howard as Chair.	
4	<b>Minutes of meeting held on 21 November</b> The Minutes of the Board meeting held on 21 November were approved as a true record.  Knox Cropper was approved at the AGM as auditors for 2017/18. The Board explained that they were happy with the work they did for 2016/17, although they were a little slow to finalise the accounts. The appointment of an auditor will be a condition of the tender.	
5	<b>Items approved via email</b> Nothing to note since previous meeting	
6	<b>Action points from previous meeting</b>  <b>Lone Worker Policy</b> Christian has completed a risk assessment for a coach lone worker policy and procedure which has been drafted as a result of consultation with the coaches. There are limited sessions when coaches are working on their own off site. With Clissold Park there is always office staff available so no need for additional process to clock in/out when working these sessions. Also, at the beginning of a session a register is taken which updates	

	<p>OpenPlay automatically allowing the office staff to record that the coach has arrived for their session. However, at the end of their session they must email, text or phone the office to register all is well, or if at a time when the office is not attended they must contact Christian directly. Procedures have been sent to coaches already to start this pending board approval.</p> <p><b>Competitions manager</b> In principle LBH have approved the appointment of a competitions manager.</p> <p><b>Court locking system</b> Howard to express concerns over locking systems on the courts at upcoming meeting with LBH as per previous discussions. Should a trial take place would recommend Spring Hill as a trial site. Walthamstow is currently using a system like this. Howard to get details of LTA contact recommending the system to LBH and open a dialogue with them regarding the pros and cons.</p> <p><b>Staff social</b> The Board agreed to support the Hackney Tennis post-Christmas Party with £30/head but with an upper spend limit of £500.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• MT to confirm Capability procedure has been reformatted and uploaded on the Board drive. CC</li> <li>• CC to forward Coach Lone Worker Procedure to Alison to review and circulate for Board approval. CC</li> <li>• Howard to circulate LTA court locking system contact and raise concerns with LBH HB</li> </ul>	
7	<p><b>AGM review</b></p> <p>Some further amendments were discussed to the AGM minutes:</p> <ul style="list-style-type: none"> <li>• To ensure requested further information is accurately represented</li> <li>• Reiterate that courses are not running at a loss but note that profit margins have gone down and note H&amp;S concern around player ratios.</li> </ul> <p>Further information request:</p> <ul style="list-style-type: none"> <li>• some information we can't provide as it is sensitive, especially with tender process to come, but all efforts will be made to provide data as long as it is not likely to hinder future tender efforts</li> <li>• Programme hours vs coach use vs public bookings can be published but will take a little time to produce, consider breaking down programme hours as well if not time prohibitive.</li> <li>• Membership figures were requested, important to make it clear that this is a discount on LTA membership, that cost is minimal, and that membership is not compulsory in order to use HT-managed facilities or access the general programme.</li> </ul> <p>Following the AGM, David Wilson (accountant) had some suggestions for managing questions based on charity AGMs he has been involved with, including:</p> <ul style="list-style-type: none"> <li>• asking members to put questions forward beforehand, the board raised concerns over the volume of queries we might receive and by people who might not then attend the meeting</li> <li>• Have periodic meetings/open discussions with members so not all down to the AGM – the Board agreed that specific meetings on</li> </ul>	

	<p>specific items such as the recent ladder meeting could be useful.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Update minutes with recommendations and circulate for final Board review with response deadline of Friday</li> <li>• Howard to discuss feasibility of coach licensing system with LBH</li> <li>• Ensure HT Strategy doc is on the new google drive</li> </ul>	<p>KD</p> <p>HB</p> <p>CC</p>
8	<p><b>Finance</b></p> <p>Christian is working on finalising quarterly accounts with David.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• CC to report back end of next week.</li> </ul>	<p>CC</p>
9	<p><b>Management Team Update</b></p> <p>An update on court usage has been provided to the LTA by Christian in recent weeks.</p> <ul style="list-style-type: none"> <li>• LTA have informed HT that 13% of all on court activity in South East England takes place on HT courts</li> <li>• LTA reporting included: <ul style="list-style-type: none"> <li>○ Most popular single court is located at Aske Gardens, but this is followed by the two London Fields courts and then courts at Clissold Park.</li> <li>○ HT had over 41k hours of court bookings last year, 1,111 unique users booking courses, and over 5k unique players booking courts.</li> </ul> </li> </ul> <p><b>Programme review:</b></p> <ul style="list-style-type: none"> <li>• Numbers are steady for juniors and adults for the Spring term, minis are slightly down for Spring vs Autumn but this is expected with Jan-March term the most affected by weather</li> <li>• Summer programme is being set up and finalised now.</li> <li>• Teams have been entered in Middlesex and Cup competitions. Team tennis still to be entered, deadline is January 31.</li> <li>• Need to decide how to manage competitions in the Summer term. Jan does not wish to run tournaments this Summer. Options need to be explored.</li> <li>• Adult tournaments have had a mixed response with few HT players signing up. Frank suggested that being a Grade 6 is an issue and for him is just like playing a ladder match. Frank suggested people play for rankings not ratings and that Grade 5s would be more engaging. Christian reiterated that HT needs to go through the process with the LTA demonstrating the successful running of adult events which will hopefully lead to the awarding of Grade 5s in the future.</li> </ul> <p><b>Council systems audit</b></p> <ul style="list-style-type: none"> <li>• The team received very positive feedback from the auditor who made four recommendations that he considered to be non-essential but better practice. A formal report will be delivered prior to the next board meeting.</li> </ul> <p><b>Floodlights</b></p> <ul style="list-style-type: none"> <li>• HT is experiencing a persistent problem with the floodlight management. This is currently controlled by a mobile app, however there have been issues with mobile phone masts going</li> </ul>	

	<p>down – this and issues with the app have caused numerous problems. The Management Team is endeavouring to get the manual override reinstated as a back-up system. There will be a need to redress H&amp;S concerns of OAs having to manually switch the system on and off on their own should it be required.</p> <p><b>Coach wages</b></p> <ul style="list-style-type: none"> <li>• There has been no increase to coach rates for 5 years. Board agreed an increase is warranted. This is to be reviewed against financial planning with course increase considerations to ensure viability of sessions.</li> </ul> <p><i>NB: Howard recused himself from this discussion due to his declared conflict</i></p> <p><b>Funding Opportunities</b></p> <ul style="list-style-type: none"> <li>• The MT have received a number of funding opportunities from the LTA recently, these can't currently be accessed due to our current terms of tenure with LBH and the pending tender process.</li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• CC to check/request a special dispensation to run tournaments.</li> <li>• Explore online/upfront charging for tournaments</li> <li>• Plan a coach rate increase into the budget for next board meeting.</li> <li>• Howard to discuss limitations around accessing LTA funding with LBH</li> </ul>	<p>CC CC CC HB</p>
10	<p><b>LBH Update</b></p> <ul style="list-style-type: none"> <li>• Howard next meeting with LBH on the 17<sup>th</sup> January.</li> </ul>	
11	<p><b>AOB</b></p> <p><b>Adult Teams</b></p> <ul style="list-style-type: none"> <li>• Need to renew efforts to get a discussion going again with teams. There has been no response to the proposal put forward at the end of last year. Teams have been entered for Middlesex Summer Leagues and the Team Tennis deadline is end-of January.</li> </ul>	
12	<p><b>Next meeting</b> Wednesday 21<sup>st</sup> February</p> <p><b>Future meetings</b> Tuesday 20<sup>th</sup> March Wednesday 18<sup>th</sup> April Tuesday 15<sup>th</sup> May Wednesday 20<sup>th</sup> June</p>	