

# HACKNEY CITY TENNIS CLUBS LIMITED

## BOARD OF DIRECTORS

### MINUTES OF BOARD MEETING HELD ON TUESDAY 17<sup>TH</sup> JULY 18

#### Present:

**Directors:** Howard Bennett (Chair); Alison Hunter; Maurine Lewin; David Smith; Francesco Caselli; 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	
2	<b>Conflicts of Interest</b> The following potential conflicts of interest were declared and authorised: N/A	
3	<b>Minutes of Meeting held on 20<sup>th</sup> June</b> The Minutes of the meeting held on 20th June 2018 were approved as a true record.  <b>Action</b> <ul style="list-style-type: none"><li>• Upload June minutes to website</li><li>• Post June minutes on the notice board</li></ul>	KD KD
4	<b>Actions since last meeting</b> <ul style="list-style-type: none"><li>• Review of different maintenance responsibilities and associated costs is still to be completed. It's important to consider which services will help deliver the best experience to the public and which of these services Hackney Tennis is able to take on and improve on what is currently being delivered.</li></ul>	
5	<b>Items approved via email</b> N/A	
6	<b>Finance</b> First Quarter accounts review is being prepared.  Income is down around £2.5k on London Fields court takings against the comparable period last year. Courts have been out of action for 5-6 weeks for resurfacing which has lost us a significant sum from lost court bookings and cancelled courses. Income in the first quarter is also down because of issues with the lights at Hackney Downs and April rainfall also affected bookings. The heat and World Cup have also impacted bookings. Expect court bookings to be about £3.4k down on equivalent quarter last year. Q1 is usually the strongest of the year.  A review of card services providers was presented to the board comparing bank-based services and newer more systems. The more modern systems which operate on a flat rate per transaction but don't carry expensive ongoing hardware	

	<p>costs work better for HT given the relatively low volume of card transactions we take. The Board approved moving to iZettle as the new card service provider. This also offers a free point of sale system and will upgrade to contactless.</p> <p>There has been no further update from Knox Cropper regarding the audited accounts.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• KD to give notice to current card services provider and set up iZettle account</li> <li>• CC to follow-up with Knox Cropper regarding audited accounts</li> </ul>	<p>KD CC</p>
<p>7</p>	<p><b>Management Team Update</b></p> <p><b>H&amp;S</b></p> <p>Board would prefer to have the H&amp;S report a week in advance to review ahead of the meeting.</p> <p>Costs to do Legionella testing is approved. Please ensure the qualifications of the provider are appropriate and research into the various options allows an informed decision of which provider to go with. A further risk assessment is then required following the testing.</p> <p><b>GDPR</b></p> <p>GDPR internal policy is to be finalised. Training is then required to meet the policy.</p> <p><b>Summer Term update</b></p> <ul style="list-style-type: none"> <li>• Men's 1<sup>st</sup> team training has stopped. Men's 3 said they wanted to take a break from Team Training for the Summer period as they didn't feel there would be enough players around over the Summer period. Men's 3<sup>rd</sup> team training is also in decline as largely match play rather than training – suggestion that if coached there may be more interest. Previously there were rules around team training being compulsory to be eligible for selection. There is now some leniency with regard to this rule based on player availability. Women's team training has been largely positive. Team training has been subsidising match fees to an extent. The numbers will need to be looked at for the Winter and potentially match fees may need to be adjusted to ensure there is no overall loss. Could potentially consider differentiated match fees – eg. evening matches vs daytime weekend matches with varying court time and rates.</li> <li>• Movements among the team captains mean new team captains need to be arranged. These need to be determined within the next few weeks ahead of entry deadlines for the winter leagues.</li> <li>• Adult club tournament entries are now in. A slight adjustment was made to the doubles age groups following feedback reducing over 50s to over 40s doubles. Last year there were 47 entries, this year there have been 43 under the new format.</li> <li>• Performance funding allocation has been reviewed across the board by the LTA and Hackney Tennis has not been awarded this from September for the following year. LTA recommended we apply for the same category but have been stricter on their criteria and more prescriptive as to how the funding is allocated, eg. funding being focused on the 10 and under performance players with the priority going to the 4-8 year old age group.</li> </ul>	

	<p>The number of centres to be supported was also reduced from 20 high performance centres down to 10 Regional Player Development Centres in Wales and England, and from 90 performance accredited centres down to 50 Local Player Development Centres. The remaining 10 high performance centres were downgraded to Local Player Development centres. This left only 40 spaces for Local Player Development Centres across the country. Funding was previously just over £4k per year – this was being split across around 15 players. HT income should not be affected, although some players previously receiving funding may wish to reduce their sessions.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Proceed with Legionella testing, ensuring service provider selected has appropriate qualifications</li> <li>• Revisit the relative costs of team training (coached or otherwise) and whether training can be made more appealing.</li> <li>• Follow-up with outgoing team captains regarding replacements</li> </ul>	<p>CC/JH</p> <p>CC</p> <p>CC</p>
8	<p><b>LBH</b></p> <p>Additional data has been provided to the LBH tender team. TUPE information has been requested, this is currently being produced. Once sent this will complete the information that has been requested.</p>	
9	<p><b>AOB</b></p> <p>Frank is leaving to move to Germany end of September, so will unfortunately be stepping down from the board.</p>	
10	<p><b>Next meeting</b> Wednesday 22<sup>nd</sup> August</p> <p><b>Future meetings</b> Tuesday 18<sup>th</sup> September Wednesday 17<sup>th</sup> October Tuesday 20<sup>th</sup> November</p>	