

Hackney City Tennis Club Limited – Board of Directors

Minutes of Board Meeting held 20:00 4 November 2020 (Virtual Meeting on Zoom)

Present:

Directors: Howard Bennett (Chair), Daniela Aramu, Alison Hunter, Christian Winder, Lisa Watch, Maurine Lewin, David Harrison, Francesco Caselli.

In attendance: James Mills

Conflicts of interest not previously recorded: None

The minutes from the previous meeting were approved.

Actions since last meeting:

Managing Director's report.

HT is continuing to follow government and LTA COVID-19 guidance.

No safeguarding matters to report.

Confirmation that the COVID-19 lockdown will run through to 2 December. The initial plan is to furlough all staff during this period except for Natalia who may be put on a flexible furlough depending on the workload and James who will remain working and will not be furloughed.

A draft general coach assistance plan has been put together and James will circulate to the Board for approval in the next few days.

A discussion followed on whether the employed staff should receive the 20% top up on the 80% furlough grant and it was agreed that this would be provided and reviewed at end of the lockdown period.

David Harrison reminded the Board about difficulties faced during the previous lockdown with some Hackney Tennis players using the courts during lockdown. James was tasked with mitigating this issue.

James answered a question previously raised by Cristian Winder about events and campaigns expenditure. James confirmed that this expenditure was made up of payments to Spin for administration of the singles league.

There were no additional questions on the accounts.

Twelve holiday camps were run across Clissold, Hackney Downs and London Field sites. The camps were very well subscribed, and the HT coaching team did an excellent job with delivery. 9U and 10U tournaments were also run during the week and well received.

Alison Hunter asked whether HT has enough referees to run tournaments as this had been an issue in the past. James confirmed that coaches can referee grade 6 & 7 events.

The Millfields courts and mini courts at Clissold are getting cleaned this week by Tennis Court Surface Solutions Ltd. James will be gathering quotes for an annual service plan for the annual cleaning of all the HT Courts.

The first phase of the painting of the pavilion has been completed and the decorator will return in late November to complete the work.

A draft facilities development plan circulated to the Board in advance of the meeting will be shared with LBH before the end of the year.

The AGM is scheduled for Wednesday 9 December 7:00pm. Notice of the meeting will be released early next week along with a request for applications from anyone interested in joining the Board. Knox Cropper have drafted the accounts and report. James requested that the Board review these and get back to him with any questions.

In preparation for the AGM, the Board tested a variety of Zoom's features. It was agreed that an email would be sent out ahead of the AGM to provide members with a clear explanation to members outlining the Board's reasoning for the proposed special resolutions. Brabners Solicitors are finalising the revised Articles of Association.

Alison Hunter asked James to ensure that if Hackney Tennis does successfully change to a Charity, the Board members stepping down at the 2020 AGM should not have their names put forward as Trustees.

The previously discussed adaptations were made to the Spin League, and the competition attracted 140 players for the Oct-Dec league, which is a new record high for Spin league entry. James said that HT is now invoicing Spin for payment.

Howard asked if one must be a Hackney Tennis member to play in the Spin league and James confirmed that membership was not required.

Due to the growth of the Spin league, David Harrison asked if it would be possible for players to book courts an extra day in advance. This was discussed and it was decided that it was better not to do this and ensure all players have the same booking rights.

Howard asked for an update on upgrading HT's current floodlights to LED fittings. James confirmed that this should be a relatively simple process and quotes were being collected so the costs could be assessed by the Board.

There was no other business and Howard brought the meeting to a close.