

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTES OF BOARD MEETING HELD ON TUESDAY 20TH AUGUST 2019

Present:

Directors: Howard Bennett (Chair); Maurine Lewin; Daniela Aramu; Francesco Caselli

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

Item		Action
1	Apologies for Absence David Harrison, Alison Hunter	
2	Conflicts of Interest Nothing further to declare	
3	Minutes of Meeting held on 16th July 2019 The Minutes of the meeting held on 16 th July 2019 were approved. Action <ul style="list-style-type: none">• Upload July minutes to the website• Post July minutes on the notice board	KD KD
4	Actions since last meeting Change of company name to Hackney Tennis has been investigated. This requires a special resolution at an AGM after which the new name must be registered with Companies House.	
5	Items approved via email <ul style="list-style-type: none">• N/A	
6	Finance Contracts are to be reviewed and if necessary be altered to ensure there is a stipulated annual salary review. The coaches pay increase was approved, and is to be backdated to 1 st April. Coaches need to invoice for the additional payment. Agreed that CC is to maintain seasonal contracts for the coaching team. 2 new coaches have been brought in. Simone John-Baptiste will take over Raquel's mini tennis duties, Josh Smith will bolster the existing team. This will mean adjustments to individual coaches hours. Contracts are based on the timetable set for each coach. Annual accounts are still being prepared. Knox Cropper is asking for an additional sum for draft accounts preparation. Bank account signatories need to be updated following David Smith standing down from the board. Action <ul style="list-style-type: none">• Christian to determine coach back-dated pay and communicate this asking for it to be invoiced	CC

	<ul style="list-style-type: none"> • Howard to contact Knox Cropper to understand what is involved with the draft accounts. • Email Directors re bank signatory requirements 	HB KD
7	<p>Management Team Update</p> <p>Health & Safety No Safeguarding issues to report.</p> <p>Membership scheme The Board approved all membership packages apart from the Adult package that requires further discussion.</p> <p>Free membership supported by an initial one-off £5 registration fee was approved. An ongoing free membership is very positive and will help to engage parents, light players and non-players with Hackney Tennis. There is the potential to be an annual £5k loss in revenue by scrapping the membership fee, however other benefits such as being more inclusive and making the club voting structure fairer are significant.</p> <p>Box league and ladder package was agreed as being fair and sustainable.</p> <p>The Junior squad registration package was agreed and will help to simplify squad membership and the sign-up processes.</p> <p>With the Adult team package, there are concerns that some players may benefit over others by playing more matches. It was suggested that by being committed and playing regularly and supporting the club they will benefit. Concerns raised around:</p> <ul style="list-style-type: none"> • whether only a small group of people will end up playing matches. • that some players who play less often will find it price prohibitive. <p>This would need to be policed by the DoT.</p> <p>OpenPlay has an annual auto renewal opt-in feature which will be utilised to simplify the renewal process.</p> <p>The Hackney Tennis benefits package is to remain largely unchanged, with the exception of the box league and ladder which will be superseded by that package.</p> <p>Room hire will maintain a 10% discount for members. There has however not been an increase in room hire rates since taking over the pavilion and this is to be considered.</p> <p>As this is a significant change alongside the new membership overview a disclaimer is to be included noting that membership packages are subject to change.</p> <p>Actions</p> <ul style="list-style-type: none"> • Board to feedback on the Adult package 	HB
8	<p>LBH update</p> <p>Christian and Howard met with Ian Holland and Julie Simpson from the council which has confirmed Hackney Tennis has won the tender to continue delivering tennis in the borough.</p> <p>Feedback was positive and the scoring for our submission was considered to be strong. Areas where they felt we met the criteria but could improve upon included:</p> <ul style="list-style-type: none"> • certification for quality of service, 	

	<ul style="list-style-type: none"> • resolution of a couple of points in the LTA safeguarding audit • commitment to an apprenticeship programme • more details about securing physical access to the courts, eg. Coded entry to courts. • plans to increase use of the pavilion. The innovative ideas section focused on use of courts and didn't include use of pavilion • an official certificate on legionella testing wasn't included <p>LBH has agreed to a site audit for fencing requirements prior to the contract being signed.</p> <p>Springfield Park is to come on board but won't come into the booking system until April next year.</p> <p>The Council is keen to discuss development of facilities at other sites, maximising what is already in place:</p> <ul style="list-style-type: none"> • Near the London Fields courts there is a disused building with toilets. This will need work but could be managed by Hackney Tennis for storage and as a coach base. • Access to the Rugby Pavilion at Spring Hill will be made available on a timetabled basis. • At Millfields there is a disused keepers house alongside the courts – LBH has suggested the potential for a 5-7 year lease for Hackney Tennis. This will need some work but could be used as a pavilion for Millfields. • Getting floodlights at Millfields could also be explored. There is already a floodlit basketball area that Hackney Tennis could make use of. <p>A £10m programme being funded by Sport England was raised. This was related to discussions around accessing schools especially with school budgets being cut – Kingsmead Primary which Hackney Tennis ran a programme with last term, is in the centre of one of the pilot areas this funding scheme is focusing on. Goal is to get people who are completely inactive to become active.</p> <p>The Council said a Coach licensing scheme will happen. Policing coaching by non-Hackney Tennis coaches is very difficult. However, if HT can run full programmes on each site that will partly police bookings. Measures to be taken include having prominent signage on the courts and facilitating easy ways of booking coaches. Fabian (Fabtennis.co.uk) is the number 1 court booker in Hackney and we have tried to involve him with HT in the past. He has a lot of support from people who play down at London Fields. A goal is for Fabian to become accredited and start working with HT, however this has been encouraged in the past.</p> <p>Actions</p> <ul style="list-style-type: none"> • CC to reach out to Fabian about joining the HT programme. 	CC
9	<p>AOB</p> <p>Club Finals Finals day is 15th September. This year as there are difficulties in engaging people to help with catering, rather than serve lunch we will encourage everyone to bring a picnic. People are to be asked to bring a cake for a cake sale.</p> <p>AGM This will have a December timing. This will need to be communicated soon.</p>	

10	<p>Next meeting Wednesday 18th September</p> <p>Future meetings Tuesday 15th October Wednesday 20th November</p> <p>AGM December TBC</p>	
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