### HACKNEY CITY TENNIS CLUBS LIMITED

## **BOARD OF DIRECTORS**

# MINUTES OF BOARD MEETING HELD ON WEDNESDAY 18<sup>TH</sup> October 2017

Present:

**Directors**: Howard Bennett (Acting Chair); Maurine Lewin, Francesco Caselli; Alison Hunter; David Harrison

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

Item		Action
1	Apologies for Absence David Smith	
2	Conflicts of Interest No further conflicts were declared.	
3	Minutes of meeting held on 19 September The Minutes of the Board meeting held on 19 September were approved as a true record.	
4	Items approved via email Nothing to report	
5	Action points from previous meeting Items are up-to-date.	
6	<b>Finance</b> Audited accounts are being finalised. There are some final areas to be clarified.	
	Actions     Howard and Christian to respond to some final queries from the auditors to assist the finalisation of the audit.	HB/CC
7	Management Team Update	
	Competition organisation A number of management options for Adult competitive play has been discussed and sent to adult team captains. Those who have responded to this have indicated Option 3, whereby Hackney Tennis organises activities with the support of Adult volunteers, is preferable. However responses have not come from all areas of the adult competitive community making it difficult to move forward.	
	Concerns raised recently over the future of the Box League/Ladder are to be addressed. A short term solution is in place for results entry, while a more permanent solution, such as a Competitions Manager is considered.	
	Appointing a Competitions Manager has been proposed as a matter of urgency to organise teams as part of a wider role including tournament, box league and ladder management for both adults and juniors. LBH will need to be consulted on the creation of such a role. The objective will be that income generated through competitive play covers the cost of the role.	

#### LTA update

2017/18 LTA registration is largely complete. The club is on track for Tennis Mark + status. Currently awaiting the LTA to overcome some technical issues.

Usage and user figures have been provided to the LTA Community team. Since April 17 there have been approximately 950 individual participants on Hackney Tennis programmes and approximately 150 participants through LTA programmes including Tennis Tuesdays, Advantage Tennis. GBTW and Kids for Free sessions. Total percentage court usage between April and September 17 across all venues was 54.94%.

Christian recently attended a LTA 'Transforming British Tennis Together' forum regarding £250m investment over the next 10 years focused on the growth of tennis. Match funding is required and the focus is on opportunity for facilities improvements. Applications must be in partnership with another club/organisation. Peter Smith from Tower Hamlets has met with Christian to discuss opportunities for joint bids.

#### Actions

- Howard to liaise with LBH over the potential of creating a Competition Manager role
- Christian to develop a Competition Manager role specification and remuneration guidance for the Board's consideration.
- Christian to reiterate the short term solution for Box League/Ladder data entry with Frank. A notice to be drafted with Frank to issue to the Box League/Ladder participants.
- The board to issue a statement to teams indicating the options and a response deadline so a decision can be made on the way forward.
- Christian to upload management report to the Board folders.

#### 8 **Update on Policies & Procedures**

- Thanks to Maurine and Alison for all their work in developing the Policy and Procedure documents.
- Capability procedure is being finalised by Alison and Maurine. This will be circulated on email for agreement.
- Data Protection policy is finalised and adopted by the Directors with the understanding that further updates will be required prior to May 2018.
- Health & Safety Policy adopted by the Directors
- Lone Working policy further adjustments required to separate into both a lone working policy and a lone working procedure.
- Safeguarding Policy adopted by the Directors
- Risk assessment procedure final review to be made by the Management team.

### Actions

- Alison and Maurine to circulate Capability procedure on email for agreement regarding adoption.
- Adjust all policies to refer to Hackney Tennis and not HCTC
- Management Team to develop a data protection file with records from suppliers outlining supporting data protection policies etc. that is regularly available for board review
- Membership data protection requirements to be considered and implemented straight away in readiness for May 2018

AH/ML

MT

CC/KD

JH

HB

CC

CC

HB

CC

	<ul> <li>Management Team to review court booking T&amp;Cs to determine if a 'plays at own risk' line currently appears along with a statement about injury or loss on the courts.</li> <li>Amend Lone Working Policy and create a Lone Working Procedure and circulate on email to finalise.</li> <li>Risk Assessment procedure to be reviewed and confirmed to the Board as fit-for-purpose on email by the management team.</li> <li>Ensure a complete policy and procedure list is in place with future reviews diarised.</li> </ul>	CC/KD  AH  MT  JH
9	LBH Update LBH will be conducting an audit on Hackney Tennis systems and procedures in preparation for the upcoming tender process in the coming weeks. The next meeting with Ian Holland is set for November prior to the next board meeting.	
	Actions     Howard to liaise with LBH auditors to determine their requirements.	НВ
10	Next meeting Tuesday 21 <sup>st</sup> November	
	Future Meetings Wednesday 20 <sup>th</sup> December	