

**Old College Lawn Tennis and Croquet Club
Club Committee meeting
26th January 2022 at 7.30pm
at 31 Pymers Mead, SE21 8NH**

Present: Nigel Thorpe Chair
Ivan Savage Vice Chair
Caroline Beck Treasurer
Sara Pearce Membership Secretary
Bernard Stilwell – Chair of Tennis
Aruna Iyengar Member Representative
Anna Leslie Social Secretary
Joy Jackson – Executive Secretary after item 2

Apologies: Andrew Sheppard Executive Secretary and Lindsay Gibbons

1. Approval of Minutes of 8th December

The minutes of the last meeting of the old Club Committee on 8 December were tabled and approved.

2. Appointment of Executive Secretary.

The Board approved the appointment of Joy Jackson as Executive Secretary who then joined the meeting in that capacity.

3 .Finance

3.1 Review of 2021/22 Budget

CB went through the budgets and cash flow position and remarked that for the year the budget was flat. She recommended that the Committee should try and keep discretionary spend to a minimum in view of the impending expenditure on the new court. Most discretionary costs relate to maintenance and this budget included a provision for interior painting of the clubhouse, hot water and men's changing room layout and a provision for £5000 to be spent on fencing between Gallery Meadow and courts 4, 5, 6 and 7. In addition, the bar did not make a net contribution during lockdown – this budget assumes that it will break-even. The Committee notes this and the potential for further income from the bar. The budget for 21/22 was approved.

3.2 Review of Q1 income and expenditure

It was decided to query the floodlight electricity costs for court 4 which appeared to be very high, and to verify whether the costs for courts 5 and 6 were included in this amount.

3.3. Review of Discretionary spend requests

3.3.1 It was decided that the existing clubhouse cooker was not fit for purpose and needed to be replaced.

3.3.2 The request for additional court brushes was considered but it was agreed that this was not an essential, and should be deferred for the time being.

3.3.3 Floodlight system. As it had been considered that the current floodlight system was wasteful IS tabled the following proposal:

The lights would go on and off with each individual booking rather than remaining on regardless of whether the court is being used.

The timings can be adjusted so the lights will come on for five minutes before the session begins and remain on for ten minutes after the booking period ends (depending on previous and forward court bookings). This is the system currently being used by Park Langley.

The new system would require a bank of switches to replace the existing coin operated ones. This would mean that if the lights failed to come on due to technical problems the lights could be operated manually. The switches could be key operated if we thought this necessary. Miles, who runs MyCourts, says the system is very robust so it should be very rare that manual switching is necessary.

The costs for the proposed system would be as follows:
Schneider Electric TM221 control unit and a Windows 10 Pro computer (to run the light control software @ approx £400 + VAT
Control Board with switches approx £1000 + VAT
Installation Approx £600 + VAT

The additional monthly service charges for Automatic Light Controls would be £10 per court per month + VAT, thus an additional £70 per month + VAT for all 7 courts (or £80 + VAT when we have the additional court).

It was also proposed that we replace the existing touch screen and old XP computer that runs it with a new all in one touch screen and computer. One like the Shuttle X50 costs approx £450.

The system would operate if the internet connection was down; the light control system would continue to run based on its last known schedule of switch times.

This expenditure was approved by the Board

4. New Court Planning Consent and next steps

BS reported that planning permission had been approved at the Council Planning Committee with one abstention.

The projected initial costs were £153K and he was going to ask Trevor May, Chiltern Sports and a company called ETC to tender for the project. The next step was removal of some trees; there would be access to Lovers' Walk for a day for these to be completed. Quotes for these had varied from £5000 to £1000. Southwark had required tree mitigation and wanted us to plant 11 trees. Majestic Trees had given a quote of £9,000 to £11,000. This had not been included within the original £153K estimate.

It was agreed that a formal tender process would be required for the court works, and a formal contract be signed with the successful contractor.

5. New Court Surface survey AI

There was unanimous agreement that this survey should be deferred until such time as the tender prices had been submitted, so that respondents were acquainted with all the relevant information.

6. Waiting List Off-Peak Members SP

It was stated that our criteria for admitting new members should be transparent. However because of the lack of court utilisation during the day, people on the waiting list should be contacted with the offer of off-peak membership on the understanding that it did not indicate preferential treatment to becoming a full member when vacancies occurred.

7. Bar Committee

There was agreement that members' should be encouraged to make better use of the bar. The new social programme would also encourage this. Against this background it was decided that a Bar Committee should be established as soon as possible. IS, AL and SP were nominated as members. AI suggested that the Bar Committee approach Silvia Schubert for advice as she had hotelier experience. It was noted that there had been requests for the vending machine not to sell fizzy drinks and chocolate bars and that an alternative might have to be found. There was no decision on this.

6. Social Programme AL

AL outlined the social programme for the year which was approved:

Ladies Social on 18th February and every third Friday
Wine Tasting evening on 23rd March
Dulwich Festival Open House and Artist's Private View Friday 13th May
Dulwich Festival Open House Sat and Sun 14th and 15th May
Dulwich Festival Open House Sat and Sun 21 and 22 May
Jubilee Mid-summer Party Saturday 4th June
Finals Day – Saturday 10th September
Quiz Supper Saturday 26th November
Santa Tournament Saturday 17th December
New Years Disco Saturday 31st December

The Committee approved an allocation of £250 towards Prosecco on the night of the Artist's Private View.

AL also mentioned that she might try and obtain a presentation by an expert in nutrition.

7. AGM Date

It was agreed that we would try and hold the AGM in the Spring in order to get it more in line with the club year end accounts.

8. New Logo Designs

These were submitted and left in abeyance for the time being.

The meeting ended at 9pm.

Signed.....

Date.....

**Old College Lawn Tennis and Croquet Club
Club Committee meeting
30th March 2022 at 7.30pm
at 8a Lancaster Avenue SE27 9DZ**

Present: Nigel Thorpe - Chair
Ivan Savage - Vice Chair
Caroline Beck -Treasurer
Sara Pearce - Membership Secretary
Bernard Stilwell – Chair of Tennis
Aruna Iyengar - Member Representative
Anna Leslie - Social Secretary
Joy Jackson – Executive Secretary
Mabel Wanogho - after item 3a

Apologies: Lindsay Gibbons

1. Approval of Minutes of 26th January 2022

The minutes of the meeting of the Club Committee on 26th January 2022 were tabled and approved subject to some amendments

2. Matters Arising

NT stated that most matters arising were already on the Agenda

3. Quick Items

a) Appointment of Member Representative

Mabel Wanogho was appointed Member Representative

b) Head Coach

NT said that Chris Barker had resigned in order to pursue a career in Performance Coaching. The Club now had the opportunity to strengthen the coaching team. Mark Alderson had agreed to chair a sub-committee to set the criteria for the next appointment and to select suitable candidates for a short list. Emma Michell, Marc Baylis and other members would assist in the selection.

MW requested that the new Coach had sufficient hours to make themselves available to all levels of players. [Subsequently MW was appointed to this sub-committee.]

c) Floodlights update

IS reported that there had been a delay in obtaining the required hardware but it was hoped that the next set received by the supplier would be for us.

d) Financial Update

CB reported that we were within budget with less expenditure on tennis balls. The electrical contract was up for renewal and it had been clarified that the floodlight costs which had been questioned related to courts 4,5 6, 7 and 3. The costs were £300-400 per quarter for each court. The increased electricity

costs are partly offset by higher than expected no show fees. Emily would be authorised to renew the contract.

CB also informed the Committee that holiday camps earned around £4500 revenue for the club and that we should ensure that these were operative for the summer.

CB reported that Malcolm Kemp had agreed to be the new Independent Examiner. The Committee approved this nomination.

e) Renewals and Waiting List

SP reported that around 60% of members had already renewed and that there had been 9 resignations. She had emailed those on the waiting list about the potential to become off-peak members and around 57 had indicated that they would be interested in off-peak membership. CB pointed out that her cash flow projections had anticipated about 40 off-peak members. The Committee agreed that as a first step 20 should be admitted. Depending on how this went, more could be admitted in due course. It was also agreed that there needed to be further discussion about the various categories of peak and off peak membership and the appropriate subscriptions. It was also agreed that we ought to look at the possibility and ramifications of introducing a family membership category.

f) Perimeter Fence

NT reported that he had received a complaint about aggressive behaviour of youths who had entered the club premises via Lovers Walk. He hoped that once the new court fencing had been erected it would be possible to improve the perimeter security of the Club.

g) Data Protection

NT pointed out that the club data protection policy had been made in 2015 and not updated in accordance with GDPR of 2018. JJ had been asked to look into this and was work in progress.

h) Conduct Committee

NT reported that he had a complaint about on-court behaviour. A Conduct Committee had been formed to look into the incident. It was agreed that there are a number of members who occasionally unhelpful and may not meet expected club standards of consideration. Therefore, NT suggested that perhaps members could be sent a reminder about on court behaviour. This was taken away for further consideration.

i) Club Name Change

NT noted that the 2021 AGM had approved the change of the Club's name to Old College Lawn Tennis Club. The implications of what needed to be changed were discussed and JJ was authorised to change the name of the Club with Companies House.

j) AGM

NT stated that we needed to hold the AGM at a time appropriate to passing the most recent set of Annual Accounts. This was agreed

4. New Court

4.1.Tender Report

BS went through the building costs and explained how he had gone back to ETC. ETC had revised their tender to include additional items originally omitted. Trevor May (TM) is thought to have included these costs in their tender although they had not provided the equivalent breakdown. Therefore as far as practical, these two quotes are considered comparable. In addition ETC could start the work in June whereas TM have a longer order book and therefore would start later and were less certain of their start date. For this and other reasons (cost, and the way that ETC had behaved during the negotiations) the ETC quote is preferred.

The additional costs for installing a clay carpet for both courts 3 and 3A at the same time (32.5K) are significantly cheaper than doing this later (circa £40K).

| Costs of building new hard court | | | | |
|--|--------|----------------|----------------|--------------|
| Spent to date (these costs are not recoverable) | | 7,506 | 7,506 | |
| | | ETC Quote | TM Quote | Difference |
| Floodlighting - Luminance | | 35,402 | 32,184 | (3,218) |
| Ground works | | 31,666 | 40,272 | 8,606 |
| Build court | 67,765 | | | |
| Landscaping of surrounding area | 7,347 | | | |
| Fence between courts 1&2 and 3 & 3A | 4,525 | | | |
| Other costs | 4,008 | | | |
| Difference between above & BSA estimates - immaterial | 125 | | 125 | |
| Total costs (breakdown for ETC, not available for TM) | | 83,770 | 86,184 | 2,414 |
| | | 150,838 | 158,765 | 7,927 |
| Planning permission condition re trees - can be deferred to 2023 | | 10,418 | 10,418 | |
| Building New Floodlit Tarmacadam Court | | 168,762 | 176,689 | |
| Costs allocated to new build approved at EGM | | 153,000 | 153,000 | |
| 10% Contingency approved at EGM | | 15,300 | 15,300 | |
| Total approved costs for new court | | 168,300 | 168,300 | |
| Difference between estimate and EGM approval | | (462) | (8,389) | |
| Additional Costs of Clay Carpet | | 32,401 | 37,614 | 5,213 |
| Total Costs | | 201,163 | 214,303 | 13,015 |

The quotes for the hard court uses all of the costs and contingency agreed at the EGM and over by £0.5K. The costs of the clay carpet add a further £32.5K. ETC estimates are not guaranteed. They do not cover delays or costs that are outside of ETC's control and therefore these costs could increase further. These risks of cost overruns should be reduced if we can go through our decision making process quickly.

4.2.Financial Position

CB reported that the 10 year forecast using these estimates show the Club could afford to pay for both the hard court and the clay carpet out of current cash reserves. There is no projected overdraft. The lower projected cash balance is £17K at 30th December 2022. This should be sufficient to get the Club through to March 2023 provided that 2023 subscription receipts are paid at the same times as for 2022 and other winter income holds up.

This forecast does not include any provision for additional new court costs. Further cuts to short term maintenance could save the Club £23K (see Appendix 1). If Lindsay and Ivan confirm these savings are achievable these could be reclassified as a new court contingency provision. This was confirmed by Ivan.

Nigel, Joy Ivan and Caroline had considered if there are other events that required a cash cushion. Most conceivable events that result in consequent loss

of income are covered by our insurance. Therefore, further provision for such events is not considered necessary.

By taking the decision to reduce maintenance budgets now, all estimated costs can be covered and there should be sufficient flexibility within our plans to manage any reasonable cost overruns.

Decision on Contractor and Court Surface

Each Committee member was asked for their opinion on the contractor and surface. It was agreed by all that ETC should be the preferred contractor and that, subject to members' approval, we should adopt a clay surface in view of the savings which had now been made apparent.

4.3. Timing

BS stated that timing was of the essence as the end of the one month acceptance period was occurring, and things would be delayed if the preferred contractor won another job in the meantime. There would be delays as certain components of the construction were ordered and delays were possible.

4.4. Governance/Consultation

NT and the Committee agreed that the membership should be consulted and this should be done with maximum speed. It was felt that a survey to all members would be more representative and this should be done using Survey Monkey. It would outline the background, the additional costs and cost savings achieved by having clay courts laid now in preference to later, and would ask members which court type would be preferred.

An open meeting would be held on 12 April to answer any questions from members.

The meeting closed at 9.25pm.

New court update

Appendix 1: REVISED MAINTENANCE BUDGET

| Classification | Item | 21/22 Budget £ | 21/22 Revised | 22/23 Forecast £ | 22/23 Revised |
|---------------------------------|---|-------------------|------------------|---------------------|------------------|
| Courts | Court maintenance - SPP and Trevor May | 4,202 | 4,202 | 4,412 | 4,412 |
| Clubhouse | Interior painting of clubhouse | 5,304 | 5,304 | | |
| Clubhouse | Guttering | 500 | 500 | | |
| Clubhouse | Hot water and men's changing room layout | 2,100 | | | |
| Clubhouse | Provision for new doors - will be uncommitted spend for some time | | | 8,000 | 2,000 |
| Clubhouse | Contingencies | 1,600 | 1,600 | 5,000 | 2,000 |
| Grounds | Fencing between gallery meadow and Courts 4,5,6 | 5,000 | | | |
| Grounds | Tree Pruning and lawn/paths maintenance/gradening | 3,000 | 3,000 | 3,150 | 3,150 |
| Grounds | Contingency | 3,500 | | 5,544 | 2,000 |
| | | | | 8,694 | |
| | | 25,206 | 14,606 | 26,106 | 13,562 |
| Potential Budget Savings | | | | | |
| | Deferral of fencing | | 5,000 | | |
| | Deferral of hot water/men's changing room | | 2,100 | | |
| | Deferral of new doors - repairs only | | | | 6,000 |
| | Reduction in other contingencies | | 3,500 | | 6,544 |
| | | | 10,600 | | 12,544 |

**Old College Lawn Tennis and Croquet Club
Club Committee meeting
7th June 2022 at 7.30pm
at 8a Lancaster Avenue SE27 9DZ**



Present: Nigel Thorpe - Chair
Ivan Savage - Vice Chair
Caroline Beck - Treasurer
Sara Pearce - Membership Secretary
Bernard Stilwell – Chair of Tennis
Anna Leslie - Social Secretary
Joy Jackson – Executive Secretary
Mabel Wanogho – Members Representative

Presentation:: Alex Heath

1. Introduction of Head Coach Alex Heath

Alex introduced himself and gave an outline of what he intended to do. He intended to arrest the attrition in juniors by making contact with local schools and doing road-shows. He would employ LTA Youth Start and introduce mini tennis in the October half term. He would also try and build a relationship with state schools.

With the adults he would organise things to introduce new members, and run programmes such as Tennis Express and Rusty Racquets. He would run classes for advanced players and have tactical input for singles players.

For teams he would drive competition and create established pairing within teams.

He would establish more cohesion within existing coaches and would recruit another coach. He would make an approach to a female level 3 coach.

2. Minutes of Meeting on 30th March.

These were approved. NT stated that the logo on the club sign needed to be changed.

3. Financial Update

CB presented the financial forecasts and stated that all the results suggested that the results were currently on budget. She had previously referenced the possibility of there being bad events during the winter but at the moment things were benign.

Regarding the new courts depreciation policy all costs would be capitalised over 15 years on a straight line basis which would take it to 2036. Our lease will expire in 2033 but it was unlikely that the Dulwich Estate could use the land for development of housing, so the Committee would have to take a view on this. It was decided that it would be inappropriate, at this stage to enter into lease negotiations with the estate. BS stated that guarantees for the clay courts would be for 10-12 years. On this basis, the Committee considered that the risk of the lease not being renewed is remote and, therefore, a depreciation policy of 15 years on the new courts was approved.

CB also mentioned that members had asked for refunds on the four hour booking system and that there had to be a charge for refunds when people had a credit balance and left the club as the bookkeeper became involved and there were costs involved. MW stated that she thought this was unfair.

It was subsequently agreed that the most cost effective method was for the transfer of any credit to an existing member who would then make a repayment to the person passing the credit. [Subsequently, CB has proposed updates to the Finance Controls & Procedures Policy Section 7.2.]

The Accounts had been approved by the Independent Examiner and sent to the Finance Committee for review and comment. A condensed version (the micro accounts) would be submitted to Companies House. The Independent Examiner had made a comment on updating the procedures and control policy. No comments were made by the Committee. Therefore it was agreed that, subject to these final checks being completed, the Accounts could be put forward for member approval at the AGM.

The Treasurer proposed on the recommendation that of the Independent Examiner that a stock count be held when stocks were low to reduce the amount of discussion about the net contribution of the bar. It was agreed that a stock-take should be taken on the bar. AL pointed out that there was no record of the type of sale being made on the system.

4 New Courts

BS reported that Luminance had already started removing posts. ETC would begin work on 20th June with a scheduled completion date for the 26th August. A larger amount of land would have to be given to ETC for storage. It had transpired that their quote had only allowed for black tarmac path in the pathway between the courts whereas previously red tarmac had been used.

NT reported that the Club had made commitments about the height of the hedge to College Gardens but in reality it would be hard to achieve cutting the hedge beyond a certain height. The previous committee had also committed to replacing the hedge where the old pavilion had stood. The club would plant six trees along the strip of ground between the courts and five trees along the border. The costs of this would be deferred until next year.

5 AGM

NT announced that the AGM would be held on 28th June as the Accounts had to be submitted by 30th June, and that we would hold another AGM in the Spring of next year in order to get back to our normal practice.

6. Floodlights

IS reported that the equipment had been tested and hopefully would be installed by the end of June..

7. Coaching and Non Members

NT reported that currently non-members could have coaching up to five sessions a year after which they were expected to join the club. There was a discussion about how unavailable coaches were to members who wanted coaching sessions and it became apparent that their coaching hours were limited by the club. Coaches should be paying a visitors fee for non-members who were coached.

It was decided that in view of the likely disruption to normality by the impending building works that any decision on this should be deferred until the new courts were in operation.

8. Coaching Fees and Coach contribution to the Wear and Tear Fund

NT reported that Alex had recommended that he paid 10% wear and tear and that coaching fees ought to be raised. It was agreed that Alex should charge £40 and the other coaches £35. The other coaches will contribute 5% to the wear and tear fund for the time being.

9. Membership and Possible Review of Subscriptions

SP reported that 50 members had not renewed. 9 New Off-Peak members had joined as a result of her initial e-mail programme to potential off peak members. and 9 could not join because of injury.. The 50 full time members should be replaced and there was room for another 20-25 off peak members.

She would be looking at reviewing the subs and family memberships over the next few months.

10. Social

The Committee congratulated Anna for all the social events so far which had been very successful. She stated that she wanted the first Wednesday of every month to be cultural/educational. Georgina Anderson, English Literature teacher at Alleyn's, had agreed to head up a book group which would meet every third month.

It had been decided that the bar mark-up should be 100%

11. Men's and Ladies Captains Policy.

NT proposed that the positions of Men's Captain, Women's Captain and Mixed Captain are elected by voting (male for the Men's, female for the Ladies', and all for the Mixed) members at a General Meeting. They are appointed for a period of two years, with a mutual review with the Chair of Tennis after one year. They may be re-appointed for one further year if no other member wishes to take up the role. Candidates must be nominated and seconded by a voting member in the normal way. This was approved.

12 Conduct

NT reported that there had been various complaints from members about conduct during social play. It was suggested that our rules might be put on display in the Clubhouse. In fact it transpired they are already displayed there.

The Meeting closed at 10.00pm.

**Old College Lawn Tennis and Croquet Club
Club Committee meeting
8th August at 7.30pm
at 8a Lancaster Avenue SE27 9DZ**



Present: Nigel Thorpe - Chair
Ivan Savage - Vice Chair
Caroline Beck –Treasurer – via Zoom
Bernard Stilwell – Chair of Tennis
Anna Leslie - Social Secretary
Joy Jackson – Executive Secretary
Mabel Wanogho – Member Representative

Apologies were received from Sara Pearce

1. Minutes of meeting on 7th June 2022.

These were approved.

Matters Arising

NT stated that most of the matters arising from the last Meeting and AGM were already included on the Agenda..

3. Financial Update

Revenue & Expenses: CB stated that the numbers were more or less in line with the budget. The bar and vending machine were expected to make a contribution of £1.5K to £2.5K for the full year. She had not been able to identify tennis ball sales from sum up.

Also YTD visitors fees were down by a third compared with budget. As coaches should not be coaching non members there was the possibility that people inviting guests were not putting them on the system thus avoiding paying guest fees.

Cash Position: The BAU projection presented at the AGM indicated that lowest cash position could occur at the end of March 2023 before 23/24 subscriptions are received. This was projected to be £13K but this is more likely to be £9K. The difference is due to cost overruns of £9K (discussed below) less the impact of a 2.5% 1 year retention not included in the cashflows presented to the AGM.

The real pressure will occur if the income from projected joining fees and subscriptions from new members is not achieved. To meet our original budget we require around 62 new adult members (50 due to the new court) in the next 8 weeks, although this was unlikely to happen in that time frame. AL stated she thought we had too many members but NT stated that our membership was not too large based on adult numbers and the fact we had eight courts with floodlights. Action: NT to discuss with SP on her return from holiday.

The amendments to the financial control policy where leavers were encouraged to sell unused credit balances to an existing member, were approved.

4. New Court Progress Report

BS reported that construction was on schedule. Tarmacking would commence within 3-4 days and the carpeting would be laid on 16th August. Completion was still scheduled on or around 26th August. Extra costs had been incurred because the surface of court 3 had a tilt and needed to be levelled off, which resulted in an additional 21 tons of asphalt, costing an additional £6K. In addition it had been found that the ground of new court 4 had insufficient bearing capacity which needed to be reinforced. After some discussion, BS had negotiated a 50/50 split on the additional cost of dealing with that (and after the financial calculations used above were finalised). Our share is an additional £1300.

BS also said that he appreciated he was a volunteer of the club, but stated that he would like recognition that his firm had put in about 500 hours of unpaid time for this project, over and above the initial agreed fee of £5000. The Committee appreciated all the hard work BS had put into the project whilst effectively acting as a Project Manager, which had probably accounted for the large difference between the quotes. NT stated that next year we would re-visit re-imbursing staff costs incurred by his firm on this project.

5. College Gardens Commitments

NT stated that the previous Chair had, in discussion with the residents of College Gardens, offered to remove the croquet hut and grow leylandii in its place, and to increase the height of the whole hedge. On examination these ideas did not look practicable. NT had told one of the College Gardens team, Tariq Katri, that our plan now was to retain the Croquet hut, and to grow the hedge across it. We did not think the hedge height could be increased as the gardeners could not maintain a higher hedge, but in any case we were to plant 7 trees in front of the hedge, to replace those removed from the Lovers Walk boundary. NT believed this should meet College Gardens' concerns.

6. Court Maintenance and Floodlights

IS confirmed the maintenance is going on the clay courts currently. The recent problem with the floodlights was because they had been wired incorrectly and were now working properly. It was hoped that Luminance had not caused further problems with their installation of floodlight pillars on the new courts.

7 Hitting Wall

NT reported that it was preferable for the hitting wall to be on a hard court as its use would cause excessive wear on a clay court. It was agreed that it would be fitted to court 2. It was also agreed that people using the hitting wall should be encouraged to use low pressure balls, although this had probably not been communicated to members previously.

8 Vending Machine

NT stated that the vending machine was broken and not giving change. Should it be changed? Hamid Irshad had obtained quotes: £5000 for a new one, £1200 for a second hand one, and the possibility to lease one for £100 per month. The Committee agreed to defer an opinion until it had a better appreciation of the amount of turnover and profit it creates.

9. Wednesday Club Play

There was discussion as to how Wednesday nights had become less of a social event at the club since team parameters had been introduced, and that some

lower level players were now attending.. It was thought that these sessions should be coach led until the end of September to see if there was an improvement.

10 Membership

A discussion was deferred until Sara's return..

11.Social Events

AL was congratulated on the success of recent social events. IS stated there would be no gazebo this year for Finals Day. AL stated her surprise that the plan was to only cater for 60 meals on Finals day. She felt that we should be offering teas and coffees from 10 am and that the barbeque should be opened as early as possible as when people smelled the burgers they would continue to queue for them.

Charles Biscoe was available to hand out the prizes on Finals Day.

12. Breast Cancer Fund Raising Tournament

NT had previously circulated Jill Thompson's proposal for a charity tournament for breast cancer. on the 8th October. This was agreed, although clarification on tournament times and number of courts required was needed.

NT also stated that under the Club's liquor licence, which was a licence for a members Club, it could not sell drinks to the public. Drinks could only be purchased by members for their guests. Equally, the Club did not have a licence to sell food to the public. He would explain these constraints to Jill, but did not think they would affect the success of the event.

13 Second outside Tap

It was decided to obtain an estimate for this work.

14 Club Logo

It was decided to set up a working group to pursue this issue. NT would invite Sara Pearce, Judy Hammond and Simon Godfrey to take part.

15 Any other Business

MW requested that electronic voting and proxy voting be put on the next Agenda.

The meeting ended at 9.30 pm

**Old College Lawn Tennis Club
Club Committee meeting
27th September at 7.30pm
at 8a Lancaster Avenue SE27 9DZ**



Present: Nigel Thorpe - Chair
Ivan Savage - Vice Chair
Caroline Beck –Treasurer –
Bernard Stilwell – Chair of Tennis (via zoom)
Anna Leslie - Social Secretary
Sara Pearce – Membership Secretary (via zoom)
Joy Jackson – Executive Secretary
Mabel Wanogho – Members Representative (via zoom)
John Barton – Director Clubhouse and Grounds

NT welcomed John to the Committee.

The Chairman also wanted to make initial comments about finals day which had been so successful. The big matches had been played on court 3. Many congratulations to Anna on the social side and to Ivan for the barbeque which had all been a great success. Congratulations also to Mark Alderson, Hamid Irshad and Alex Heath for their organisation of the tournament both beforehand and on the day.

1. Minutes of meeting on 8th August

These were approved.

2. Matters Arising

NT stated that the floodlights were now working properly. There was a proposal for changing Wednesday night Club play to go to the Tennis Committee but this had been delayed. . John Barton will get a quote on the second outside tap. It was suggested that JJ and MW look at electronic voting and come to the Committee with a recommendation. The question of the non payment of visitors fees still had not been addressed, and a reminder should be sent to members.

3. New Court Completion

BS stated that most things had now been cleared from the site. There were a few admin issues like an operating manual and a few extra payments to sort out. Drag mats have been ordered and he would follow up on court brushes. Windbreaks were to be put up as walkers down Lovers Walk were visible to some players on the court. The gardeners will replant the beds.

Trees should be planted in the first quarter of the next financial year in accordance with planning consent guidance. These would cost around £10,418. CB asked that emergency requirements should take priority over this if necessary.

4. College Gardens

NT reported that there had been an unhappy meeting. Previously AF had promised to remove the croquet hut and plant leylandii in its place and increase the height of the hedge. The leylandii hedge could not be grown higher than it is already because it would not be easy to cut. The Committee considered some of the complaints which were new. A photograph could be taken of the view of

CG windows from court 4 to demonstrate there was no threat to privacy. CG said they would make representations to Dulwich Estates and Southwark Council. As far as the Committee were concerned the Club had complied with the planning requirements.

5. Financial Review

CB reported that our cash reserves were £50K which is in line with the cashflow target but this is because payment of sundry invoices of £6K and circa £5K due to ETC has been delayed to October. Therefore income is approximately £11K below target. The main cause is delays in admission of new members and therefore collection of both their joining fee and membership fee. Some of the impact has been ameliorated by recent social events but these do not make up the difference.

As regards new members, we had lost 46 full members and 20 off peak members, and required an additional 40 full members for the new court. We had achieved 70 new members with some 36 in the pipeline. We were to mail 40 members for two sessions of peak and off-peak for play-ins. The off peak were nearly at the end of their list. CB asked if recruitment could be continuous so that we would not be unduly affected by any non-renewals in the next subscription year.

There was a discussion about raising the fee for improvers, but it was thought this could lead to membership attrition unless they were given more court access, and statistics showed that their utilisation was not as high as other groups. This required a more detailed discussion when all the facts could be taken into account. There would need to be a discussion on subscription fee increases for next year at the Committee's November meeting.

It was also agreed that 22/23 budgeting process be completed as soon as practical after the year end. CB should be in a position to give the Committee an update in November.

These actions should contribute to the Committee being able to call an AGM early in 2023.

6. Maintenance Agenda

NT had a quote for repair of the fence on Lovers' Walk and this was approved. Clay had been laid on courts 7 and 8 – this is covered by current budgets. Shutters for the bar had been completed – this is covered by current budgets. Grounds company would be instructed to re-plant and make good around the courts.

JB would get a quote for cut trees/bushes to be cleared from behind the clubhouse

NT is awaiting a quote for the fencing by courts 5-8.

Trees to be bought and planted on the fan and along Lovers Walk

The perimeter along Lovers Walk would be made secure. We would plant trees and under-plant with hawthorn

The gate near the clubhouse was to be secured with a bolt rather than a keypad Vending Machine – JB would investigate the vending machine. In the meantime it was suggested that prices of similar products in the bar and the vending machine should be made identical, and there was a suggestion that all products in the vending machine should be priced at £1 so that no change was needed.

The path around courts 4-8 leading to the fan by court 4 would be dealt with next year.

A quote would be obtained for the water tap by court 7/8

Replacing the hitting wall – Alyson to follow up.

7 Next Big Project

NT suggested that the next large project should be the clubhouse but this would not be tackled before 2025/2026.

8 Membership Report

NT noted that the differing fees for Advanced and Intermediate players, against that for Improvers, made recruitment a cumbersome process. In discussion there was agreement that the ideal situation would be one fee for Peak and one for Off-Peak members. This would enable playing in after joining. But this would mean a significant increase in the Improver Subscription. Approval at an AGM would be necessary. In addition there would have to be equal benefits in terms of court access, club sessions and coaching opportunities. . An AGM could be held in January/February for this purpose.

NT suggested that BS take this suggestion up with the Tennis Committee to sound out their thoughts on this. Action: CB to forward analysis of MyCourts membership usage to BS for further discussion at the Tennis Committee.

It was agreed to discuss subscription fee increases for next year at the Committee's November meeting.

9. Social Report

AL reported that the next talk would be on October 5th The Lessons of Athenian Democracy. She asked if the clubhouse had the facilities for a power point presentation and was assured it did. Other events were Jill Thompson's cancer charity competition, Breast Cancer Now, a Pink Ribbon event which should accommodate 48 players.

AL also reported that when she had gone into the clubhouse with some supplies that evening the cold tap was fully on, and the supplies put on the oven nearly caught fire because two plates were on full. It was concluded that this was vandals but was most disturbing. The absence of a smoke alarm in the clubhouse was noted. JB was asked to fit one.

10. Coaches Contracts

NT reported that he had updated the contracts which extended their notice period to two months, although he had not received back signed copies at this stage.

11. Logo Working Group

SP reported that this was well in hand and that she was working with Judy Hammond to tidy it up

12 Future Management of Club

NT suggested that the Club was now at a size that made management by a volunteer team difficult He suggested that we ought to consider employing an outsourced part time manager for around one day a week. This would require careful thought as to the Job Description, and careful consideration of the financial implications. He asked colleagues to think about it and let him have their views.

The Meeting closed at 9.15.

**Old College Lawn Tennis Club
Committee meeting 7.30pm on 15 November 2022
At 5 Warmington Road SE24 9LA**



Present: Nigel Thorpe - Chair
Ivan Savage - Vice Chair
Caroline Beck –Treasurer –
Bernard Stilwell – Chair of Tennis
Anna Leslie - Social Secretary
Sara Pearce – Membership Secretary
Joy Jackson – Executive Secretary
Mabel Wanogho – Members Representative (via zoom)
John Barton – Director Clubhouse and Grounds

The Chairman made opening comments thanking Anna for the success of the wine tasting evening the previous Saturday and also for the idea about the commemorative trees of which 6 had already been sold.

1. Minutes of meeting on 7th October

These were approved.

2. Matters Arising

NT reported that the Logo Working Group were still working on the matter. Regarding future management of the club, he had been in touch with the administrator of Telford Park Tennis Club. She was part time and was paid £24K a year and was responsible for everything.

3. Financial Report

CB reported that the income and expenditure for the year end was in line with expectations and that the draft accounts had gone to the Independent Examiner for approval. The cash balance at the end of October was where it was expected to be but she was not yet in a position to state what the end of November position would be.

CB was preparing a preliminary budget for next year and would have a chat to Sara and Emily to ensure that we were making increases in line with market expectations. The Coaches' contracts had been renewed. We would have to increase subs by 10%. The expenses monthly run rate is approx. £11K before allowing for any income. She was hoping for a decrease in electrical costs due to the alterations made to the floodlighting system where we would not be paying for floodlights not being used.

CB suggested that we should increase floodlight costs by £1 and it would be easy to implement. IS was to ask My Courts how long it would take to implement. This was approved by the Committee.

BS said there was no way to turning off lights when a booking has not been cancelled and there is no-one is playing.

4. Maintenance

NT reported that he and Ivan had gone over to College Gardens and visited the first floor flat of Tariq Khatri. They acknowledged that there was a problem with the glare

from the bulbs of some lights and that this would have to be rectified. Luminance had quoted £1300 + Vat for installing hoods over these bulbs.

There was a clear view of the court over the croquet hut, and this could be remedied by the installation of palisade fencing court side, which would cost around £500. There was also an anomaly with court 4 lights being permitted until 9.30 as per planning permission, and it was agreed that these should only operate until 9pm in line with the remaining courts.

JB reported on some of the things he had looked at:

Bike Stands – there had been a complaint about them being muddy. A plastic grid could be installed but it would cost around £700-£800.

Hot water Cylinder – there was a cylinder in the loft with a timer which operated 24 hours a day but only fed the changing rooms and not the kitchen. The pipework was extended over a long distance which resulted in a long wait for hot water. The men's shower ran off a pump. He suggested altering the timer to operate for an hour in the morning and afternoon. He could also change the pipework to a much shorter distance, which would be surface mounted until such a time as the clubhouse was refurbished.

Main Gate – the keypad kept jamming. He would keep monitoring it to identify what exactly was causing this.

Clubhouse Doors – Ivan and John would repair

Vending Machine – 3 sections not working at all. Coin machine erratic. There was a suspect refrigeration unit. Decision on this would be postponed for the present.

Heating – This was programmable on a daily basis. John would programme to come on for three hours. Other adjustments could be made by hand.

5. Membership

SP reported that they had been having two playing-in sessions a week and had now recruited the 60 new members needed for the new courts and 25 additional off-peak members. We had now dealt with all those who applied in 2021. The waiting list was now 200.

She reported that recruiting a new member under the present system generally meant an exchange of around 9 e-mails which was quite an administrative burden. The proposal was to move applying for membership to an on-line form and to ask applicants for membership to self-assess their ability. This would enable their immediate admission, subject to them attending a coach-led session within a month of joining. Any player in the wrong category would be so assessed by the coaches. The only difficulty would come over Improvers who had over-assessed themselves and who would have to be moved and their subscription adjusted. Improvers could join on a concessionary rate and move up after one year to the same rate as Intermediates and Advanced. There were instances where Improvers have never moved up or been told that their category had changed. Rationalisation of the fee structure effectively to just peak and off peak would streamline the recruitment process. AH had introduced features like tennis express for improvers.

6. Schools Outreach

The Club currently has a successful outreach programme with Dulwich College and Dulwich College Prep which brings in £350 per month.

Emma Michell had made a proposal to give three children from St George's Primary School in Lewisham the opportunity to attend a week of summer camps in 2023 which would be funded by the club. She proposed that Alex Heath attend the school to deliver a fun hour of tennis to year 4's. He would work alongside the teacher and identify a group of children who would like to attend the club. From these the teacher would identify 3 Pupil Premium children who should attend the summer camp.

It was agreed we should do a pilot to see how easy this was to manage.

7. Coaching for non-members

BS suggested that this should be allowed, particularly for newer coaches and only for mid-week day time. The appropriate £5 Visitors fee would be payable to the club.

8. Proxy Voting

It was acknowledged that for the recent AGM some members without a printing facility had found it hard to comply. It was agreed that the system needed reform, which would permit the use of email, including accepting an email signature or a typed signature.

It was agreed that the Proxy Vote Guidance at Club General Meetings, as tabled, should be adopted

9. Social Secretary Report

AL reported that there would be book launch by Adrian Hornsby on 7th December. She had encouraged him to ask his friends to this as well as club members.

There would be a quiz supper on 14th January.

All social events had been profitable and AL suggested that all profits should be ploughed back into the running of the clubhouse. To this end she requested that the club invest in a commercial glass washer which would cost approximately £1000. Before the wine tasting, every glass had to be rewashed. The Committee recognised all the hard work that has gone into social events this year. It was agreed that this would be looked at once the Club's cash position had stabilised.

10. Trees and Lovers Walk Boundary

BS reported that 12 trees had been bought for January 2023. He would confirm after tonight. 7 of these would be planted along the hedge with College Gardens and the rest on the boundary with Lovers'Walk. There would also be substantial underplanting along Lovers' Walk.

It was agreed that the plaques to be put on commemorative trees should be uniform.

11. Health and Safety

NT reported that there were a few issues with Health and Safety which needed to be remedied in the next year.

The meeting closed at 8.45pm

