



**Old College Lawn Tennis Club
Committee Meeting
7.30pm on Tuesday, 8th July 2025**

Present: Caroline Beck – Chair and Treasurer
Bob Henderson - Vice Chair and Executive Secretary
John Barton – Director Clubhouse and Grounds
George Ranson – Director of Membership
Manjit Roseghini – Member Representative
Bernard Stilwell – Chair of Tennis

Charlotte Ireson – Chair of the Project Steering Group (only for item 1)

Apologies:
Virunee Viravong – Social Secretary

1. Clubhouse Regeneration Update

Bernard Stilwell of BSA Architects presented the updated drawings and draft planning application pack for the Clubhouse Regeneration. The updated drawings incorporated comments taken from members over the past months (collated by Charlotte Ireson as Chair of the Project Steering Group). These included changes to the design of the changing rooms, toilets and storage room to provide more flexibility. The design also included a new plant room to make our links to the electricity supply and provide energy efficient light, heating and cooling. This will also provide a little more space in the clubroom. The area behind the Clubhouse was also proposed to be covered to improve resilience in wet weather and to provide additional storage options.

Ample discussion followed with Manjit raising questions on the ping pong table location, baby-changing facilities, kitchen design (undershelving), fridge/freezer options, patio cover and storage. Responses were provided by BSA which can also be addressed in the following months as they were not essential for the planning application.

John raised questions about alcohol storage, security and heating and these also gave rise to further discussion and these items will be addressed in further detail in the months to come.

Overall, the Committee considered the designs to be a significant improvement from the earlier version and thanked BSA and Charlotte for their dedication and effort.

On timing for planning application, BSA advised that many documents still needed to be finalised but the intention was for the planning application to be made in 4-6 weeks. Given the timing, the Chair requested the **Committee delegate final approval to submit the Planning application to the Project Steering Group which was unanimously approved**. The Chair agreed that any material changes would be communicated to the Committee by e-mail.

2. Approval of Minutes and Actions

The draft minutes of the Club Committee for 13th May, 2025 were unanimously approved. *Action:* Bob to have these uploaded onto the OC website. On actions from the previous minutes, three items were discussed:

- (i) Discussion with Jean Sutton on over 80's annual subscription (George) – George advised that this had been further discussed with Jean who had raised the question whether long serving members who had made particularly significant contributions should be recognized – for example with lower fees or otherwise. The discussion around an over 80's fee reduction was also considered. After consideration, the Committee considered that no specific acknowledgement or fee reduction seemed appropriate. It was not easy to distinguish persons who had made "significant" contributions as there were many members who had dedicated time and attention over the years. Further an over 80s reduction did not seem necessary – if individuals had financial difficulties, they would always be considered for the hardship exception and could also elect to be an off-peak member. *Action:* George to respond back to Jean Sutton.
- (ii) Implementation of Privacy Policy (Bob) – Bob advised that this had been delayed following discussion with Owen Savage but he would now liaise with Virunee and/or Owen to implement this policy. *Action:* Bob to complete implementation of Privacy Policy
- (iii) Inclusion of request for reasons to any Leavers (George) – George advised that Emily is now requesting this from leaving members. He would look to see if it could be more automated. *Action:* George to keep Manjit on loop on development of standard questions asked.

2. Club Championship and Social Events Review

As Virunee was absent, it was agreed that this would be deferred to a subsequent meeting.

3. Communications follow up from June meeting

A draft Newsletter had been circulated to the Committee as pre-read. It was agreed to split the communication into a Chair's Newsletter and separate Clubhouse Regeneration Update. Following discussions at the meeting, updated versions would be circulated to the Committee and Charlotte (in respect of the Clubhouse Regeneration). The Committee members were asked to respond promptly so that the Communication to Members could be sent out next week. *Action:* Caroline to update communications and circulate to Committee Members who would be asked to respond asap.

On the follow-up to the June communication, Virunee had provided a communication on the website management. Following discussion, the Committee agreed that the website clearly needs updating but expressed different views on how best to handle the website management. It was agreed that this would be discussed further with Virunee with John. In the meantime, it was agreed the Committee could take more responsibility for posting to the website and volunteers to work with the Committee on this. Owen Savage will provide specific IT and backup support. *Action:* Caroline to arrange meeting with Virunee to follow up on website management.

4. Tennis Committee Update

Bernard gave a brief update on Tennis Committee issues. One specific concern is that the Head Coach Alex has expressed concern that he is spending too much time on administrative matters. The Committee expressed sympathy for this issue and were supportive of engagement of an administrative assistant. *Action:* BS to aim to further clarify support needed to the Head Coach and bring proposal back to the Committee.

5. Clubhouse Private Events

Caroline provided an update on the rules around private events – particularly, only members could host private events at the Clubhouse (lease restrictions) and it must be associated with tennis activities (insurance provisions). Other “Do’s and Don’ts” had been prepared by the Chair and will be circulated to the Committee for noting shortly.

6. AOB

Given the timing, the only AOB raised was the proposal by one of the members to host a “Men’s Social” on the first Friday of the month similar to the Ladies Social. The Ladies Social has certain benefits (lights provided by the Club). The Committee members had different views. BS, as Head of Tennis, indicated that he had refused a proposal for a “Mums at Home” event during the week supported by the Club as he considered that special interest events could divide the Club members and that the Club should really only support events that are open to all. He considered the Ladies Social was an exception which arose following Covid. Following discussion, BH proposed that any such event would be organized by Members without Club contribution apart from use of What’s App groups and/or other agreed comms.

The meeting ended at approximately 10:30 pm.