

2025/6 Actions

		Redmarley Tennis Club			Committee Meeting		Meeting Date	Wednesday 27th May	
							Next Meeting	Wednesday 29th July	
Date	Attendees	Robin Notley Guy Savage Phill Primett Sue Jones Jo Clarke			Apologies		Location & time	18.00 Club House	
	Actions identified								
Date	No.	Subject	Issue	Action & Status			Who	When	Status
06/03/2024	240	<u>Kit</u>	Club Kit	See previous Action dates for older info: 21/01 Carry Forward for re-launch at the agm. A volunteer is still required to run the kit for the club. 18/03 Actions to be completed - Confirm prices for 2026 / Update Google Forms - see Richard / Update Website & Launch at AGM. Sue has offered to assist once the systems have been updated 27/05 Prices confirmed as the same as last year. Google forms to be updated. Set up some publicity - website / bulletin Samples passed to Sue. Follow up Richard's issues / request. Clothing range to be reviewed / updated. Change Centenary hoodie to a 1/4 zip. ok SJ & RN to meet up to progress in a couple of weeks			RN SJ	Jul-26	In Progress
01/05/2024	12	<u>Finance</u>	Easy Fundraising	See previous Action dates for older info: 18/03 Payment received of £81 in Feb. Total raised £1572 Total Paid £1,310 O/S £262 Total Paid 2025/6 £505 27/05 Payment of £120 received in May. Total raised £1803.29 Total paid £1,430, O/S £373. we have 41 members signed up, approx 1/3 of the total available.			RN	Jul-26	In Progress ongoing

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Date	No.	Subject	Issue	Action & Status	Who	When	Status
24/07/2024	19	Strategy	Strategic review	24/7 progress made, further updating to finalise and then share with key members/stake holders, brief and look for membership resource 23/10 Separate strategic review meeting on Wednesday 27th November 6.30pm 19/02 Actions 214/8/9 to be amalgamated. Strategic Review document currently being finalised, projects identified and to be available to members on the website 26/03 Document complete - 15 year financial plan being finalised once court resurfacing costs are finalised 28/05 - As above 24/06 Currently being finalised and to be presented next meeting 23/07 Significant updates in progress to the Review due to successful completion of court refurbishment programme. 19/08 To be completed and reviewed by the end of 2025 24/09 Next Meeting: Revisit SWOT and Strategic Projects as this has changed since court re-surfacing project is taking place 28/11 Circulate SWOT to committee for comments/ updates and consolidate for next meeting 21/01 SWOT updated. Finalise Strategic Review for release at AGM 18/03 C/F - In progress 27/05 C/F - In progress	RN	Jul-26	In Progress
19/02/2025	36	Coaching	Coaching Costs/ Admin	See previous Action dates for earlier notes 28/11 Cardio on hold and awaiting court re-surfacing to take place before any further promotion Chris Ferns now a L2 Coach and there are 3 junior assistants - one (Beth Pugh) from Hartpury college who is looking to complete L2 outside of the RTC. Teenage Coaching group is doing well . Active numbers attending coaching has increased from an average of 52 in April to 66 in Nov, up 26%. There is a drive to improve the quality of training - monitor 21/01 Poor weather has resulted in half of the 14 sessions planned being cancelled so far this winter. 18/03 Coaching Fees to remain at £6 for Juniors / £8 for Adults. Too many adults want to attend the adult sessions. Looking to restrict numbers by giving priority to new members and standing down 1 every 12 weeks - Under consideration. 27/05 The 0900 coaching slot has been limited to 12 participants - this seems to be working as only once has there been more than 12 wishing to play. Players bumped are given priority for the next few sessions.		May-26	Complete

		Actions identified						
Date	No.	Subject	Issue	Action & Status	Who	When	Status	
19/02/2025	May-38	<u>Maintenance</u>	Resurfacing	See previous Action dates for earlier notes 28/11 Tiger Turf Sales Direcotor contacted for update - all is now good, new machinery dedicated to tennis only, quality now good and delivery on stream - to be confirmed in writing. NEVER RECEIVED. Decision made to switch to Lano - Club Court with same 2 tone surface colours. Saving £1500. Outstanding cost will now be £42,582 once woirk has been completed. Due to be ordered Jan for end March delivery. 21/01 AllCourts has confirmed the order has been placed and works have been brought forward and are now scheduled to commence early March. Works are expected to take a week only. Update Coaching team Continue to monitor 18/03 Resurfacing works completed today - looks good. Invoice due for payment in 14 days - amount due as quoted in Nov @ £42,582. Total spend £47,382, £1500 less than originally budgeted due to supplier switch. Actions - Finalise insurance to cover courts, Obtain guarantee certificates, Pay invoice/ Purchase new brooms for upkeep, move spare tonne of sand to Jo Clarkes Farm for storage, retain several bags for top up. 27/05 Insurance in place. Guarantees received, invoices paid, sand now stored as above. Resurfacing programme complete and general maintenance to be a new Action 67		May-26	Complete	
26/03/2025	42	<u>Social</u>	Centenary Celebrations Quiz/Curry Night	See previous Actions for earlier notes 27/05 The Quiz night for November has been confirmed with Mike Manning - date to be finalised. Jo has a new team of ladies to assist. The Tournament Finals day on 12/13th September to include a BBQ and social event Tennisathon discussed but fundraising activity is not a priority at present - Hold. Look for a suitable Sunday social date for a summer BBQ and American Doubles event. -	JC	Jul-26	In Progress	
26/03/2025	43	<u>Maintenance</u>	Risk Management	See previous Actions for earlier notes 18/03 Inspections for 2026/27 as follows: March - Robin: May - Guy: July - Jo: September - Phill: November - Sue: January 2027 - Robin: March - Guy 27/05 March inspection completed - no faults May inspection to be completed, forms available on the noticeboard	GS	Ongoing	In Progress	
23/07/2025	53	<u>Maintenance</u>	Path Behind Pavilion	23/07 There is a trip hazard caused by the different land levels between the Club's paved path and the footpath behind the Pavilion. This was to be addressed by works to be carried out by the playground group when creating wheelchair access. Chase up the Parish Council who now manage the playground 19/08 Ongoing 24/09 No update from the RPC 26/11 Bring up the issue in the letter to the RPC as per item 54 18/03 - Awaiting response from RPC 27/05 - Still awaiting a response following a chase up in early May.	RN	ASAP	In Progress	

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Date	No.	Subject	Issue	Action & Status	Who	When	Status
24/09/2025	56	<u>Finance</u>	Ground Rent	24/09 The RPC has discovered that they have not been charging RTC ground rent for the last 5 years. They are reviewing the situation with a view of reinstating the charge and claiming back charges. A review of past Annual Accounts indicate that the last entry for a ground rent charge was for £175 for 2018/19. The liability is therefore £1,050 before any uplift. Awaiting further correspondence from the RPC 26/11 In light of the lack of a response from the RPC It was agreed to write with a proposal to agree a lease agreement and a proposal to settle any outstanding lease payments. 21/01 Continue checks to locate any existing lease before creating a new proposal - contact John Giles 19/03 John Giles confirms a 25 year agreement is in place and runs from 1st April 2017 to 31st March 2042. Rent reviews to take place every 5 years. The Club's copy has not yet been located. Follow up with RPC 27/05 A letter to the RPC received a response from Leo confirming an arrears of £1,400 to include 2026/27. The amount was confirmed as correct and an invoice has been requested - 5th May. The letter also requested that grass cutting is included. Awaiting response	RN	Next meeting	In Progress
24/09/2025	57	<u>Welfare</u>	Hot Weather Management Risk Policy	24/09 Following the hot summer RJ has drawn up a proposal for a policy to cover organised tennis when the weather is extremely hot. The view is this is required as the Club has a Duty of Care for our members safety. Introduction slides viewed and discussed, RJ to present the full case at the next meeting. 26/11 The initial presentation and discussion took place highlighting the Duty of Care the Club has to its members and a proposed Risk Management assessment is to be drawn up. Ideas to be consolidated into a draft document for the March meeting with a view for a presentation at the AGM in April 21/01 C/F Update RJ with views discussed at meeting - focus on updating welcome/renew membership letter with health warning about playing in heat. Purchase a Max Min Thermometer 18/03 Further research has identified that a WBGT is the instrument best suited to measure heat exposure and is used by a number of organisations across many different outdoor activities. Cost of a WBGT is approx £150 - a unit is to be purchased for trials and a scheme to be developed to enable best practise at the Club when high temperatures are experienced 27/05/26 WBGT instrument purchased and awaiting draft scheme. A heatwave with temps to 31C occurred for 4 days in May	RN/RJ	Jul-26	In Progress
21/01/2026	61	<u>Summer Tournament</u>	Internal competition	21/01 The summer tournament is to be run this summer. Proposed classes are: Doubles - Ladies/Mens/Mixed. Singles - Mens/ Ladies; Over 50's Mens / Ladies; Juniors - under 16 and Walking tennis - Mixed doubles. Requires a volunteer to manage. Launch at AGM and to run from April to end Aug. 18/03 Jo and Sue will organise the Tournaments. Launch at the AGM, Entries deadline 26th April, Play commences 1st May, Finals Day - W.end of 6/7th September. Tournament entry fee £2.00 27/05 Tournaments Launched and play has commenced. Chase up late paying contestants. Finals day 13th Sept - to include a BBQ, details to be finalised.	SJ/JC	ASAP	In Progress

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Date	No.	Subject	Issue	Action & Status	Who	When	Status
18/03/2026	62	<u>Finance</u>	Constitution	18/03 We currently have 4 signatories to the club's bank account due to Phill taking on the Treasurers role. The Consitution only allows for 3. Kathy to be contacted and stood down. 27/05 Kathy agreed and Bank account access has been cancelled		ASAP	Complete
18/03/2026	63	<u>Teams</u>	Summer LTA Leagues	18/03 The usual 4 x mens and 2 x ladies teams have been entered for the Summer LTA season. The Captains are: Mens: A Team - John Rowe; B Team - Chris Ferns ; C Team - Dave Malcolm; Bernie/Phil Claridge. Ladies: A Team - Jo Clarke; B Team - Kathy O'Keeffe Issue memo re - fees and payments for participating Team players 27/05 Memo re - fees has been issued and matches are in progress.	RN	Jul-26	In Progress
18/03/2026	64	<u>AGM</u>	AGM Meeting	18/03 Date Thursday 9th May. Book Rose & Crown. - Jo. No food to be provided and no skittles as takeup last year was low. Issue Agenda Thurs 26th for 2 weeks notice. 27/05 AGM took place at the village hall as the R & C not open. Attendance low at 24 members. Minutes completed and to be added to website for members to view.		Jul-26	Complete
18/03/2026	65	<u>Admin</u>	Meeting Dates for 2026/27	Wednesday 29th July Wednesday 30th September Wednesday 25th November Wednesday 24th January 2027 Wednesday 17th March 2027 AGM Thursday 8th April 2027	Info	Info	In Progress
27/05/2026	66	<u>Court Maintenance</u>	Court Surface Care	27/05 Investigate sweeper hire / obtain suitable broom. - Blower works well to remove surface debris.	RN	Jul-26	In Progress
27/05/2026	67	<u>Finance</u>	2025/26 Accounts	27/05 Finalise 2025 Accounts and submit to Accountant for inspection and sign off HMRC letter received requesting Tax return to be completed for 2025/26 by Jan 27. - Copy to Jo who will check with Steve what was done last time this was received.	RN/JC	Jul-26	In Progress
27/05/2026	68	<u>Membership</u>	Renewals	27/05 A query was raised - was the welcome letter included -RN checked - yes it was. Should there be an acknowledgement letter once membership has been renewed? Change key safe codes and issue Heat Welfare Instructions at the same time.	RN/JC	ASAP	In Progress
27/05/2026	69	<u>AOB</u>	Glynchbrook GPFA Tennis Nuts	27/05 Request received for a donation for GAC Auction of Promises due to take place in August - Committee agreed to donate a Free Family Membership fo rthe 2027 - 28 season. Inform RJ Guy Savage to attend GPFA AGM at Stanway House on 26th June to represent RTC Add Tennis Nuts to website offering Member Discount on purchases	RN	Jul-26	In Progress
27/05/2026	70	<u>Grounds Maintenance</u>	Grass Cutting	27/05 Grass cutting is currently being carried out by GS. Check insurance for casual cover, sort arrangements for this summer - machinery, Parish Council request to include in ground rent costs, list of potential helpers.	RN/GS	Jul-26	In Progress