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BATH STREET MARINE TABLE TENNIS CLUB General Management Committee Meeting - Held 24 July 2017

Present: Ian McElwee (Chairman), Graham Turner (Secretary), Ian Brownrigg (Treasurer), Lesley Blanchard, Mary Delamere, Keith Hardman, Des Logan, Dave Noden.

1. Introduction

The Chairman opened the meeting at 1pm welcoming all members of the Committee. The agenda had been circulated in advance.

2. Apologies for Absence

No apologies had been received. Dave Noden had rung to say he would be a few minutes late. No response had been received from Ken Jackson. He is an elected member of the Committee however the Chairman advised that he understood that Ken was not joining the Club this year, as a non-member he could not continue to be a member of the Committee. It was agreed that Secretary should try and clarify the situation.

3. Matters Arising from Minutes of Last Meeting

Secretary drew attention to 4 matters, one of which would be covered by an agenda item.

- Keith Hardman's role: As Keith had not been at the last meeting when roles were allocated it seemed appropriate to check that he was content with his role and understood what was asked of him? Keith confirmed that he was content and understood the role.
- First Aid: It had been agreed previously that Barbara Allcock should be asked to keep an eye on the club first aid box and ensure it was maintained up to date. The question is whether she had yet been asked? She had not. The box is though believed to be up to date, Keith or Ian B will follow up with Barbara when they see her next.
- Safety Notices: Secretary had undertaken to prepare some safety notices for the table tennis room. These will be covered as a separate item on the agenda.
- New membership information forms: A draft had been circulated following the last meeting. This was approved and will be brought into use for all members (new and old). Some copies were provided to be kept at the hall.

4. Terms for New Hall

It was reported that a letter had been received from Marine AFC dated 3 July 2017 setting out proposed terms for a new agreement in respect of the Peter Ross Table Tennis Room should the proposed redevelopment go ahead. A copy of the letter was provided to members present. There were two issues;

- The terms themselves; and
- The penultimate paragraph making clear that irrespective of the redevelopment plan the present building would be demolished sometime after May 2018.

Secretary had drafted a possible response to Marine and this was circulated. After a brief discussion, it was agreed that if any members wished to make suggestions etc for the draft these should be provided to the Secretary by Thursday, otherwise the response as drafted will be sent by close on Thursday.

It was agreed that the Club also needed to have a Plan B in the light of the penultimate paragraph of the

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letter from Marine. It was agreed this should be taken forward in conjunction with Sefton Borough Council and possibly also with the L&DTTL. Secretary will take first steps. It was further agreed that at the present time individuals should not explore other possible venues that may have some potential letting time available.

5. Club Tournament – 2016/17

It was agreed that the club should have a tournament relating to the 2016/17 season. The one-day format had proved successful last year and was the preferred option again. Secretary will seek a suitable venue, with Anfield being the first choice if available. The preferred date is Saturday 2 September. Dave Noden will lead on tournament organisation. The event to be roughly 10am – 4pm and to include singles and doubles. Entry would be free this year. For anyone with travelling difficulties arrangements will be made to transport them to the venue.

6. Health & Safety Update

- i. First Aid: See note under Matters Arising. The current first aid box is up to date and Barbara will be asked to maintain it, any expense being born by the club. There is also now a new accident book and this is being used. It was suggested that it may be useful to set out at the front of the book the kind of information that should be recorded.
- ii. Fire Safety: The Chairman addressed this issue in the light of a recent further communication from a former member. He explained that he had brought the matter to the attention of the Chairman of Marine AFC. Marine were once again able to confirm that all relevant compliance is met. Further there has been a recent building risk assessment made, relating to an insurance application, and all found satisfactory. A new Risk Manager is being appointed for the building by Marine AFC. Regarding the email sent to Keith Hardman, it was explained and confirmed that he is not a 'Responsible Person' in relation to the table tennis room under any present regulations. As to exits from the table tennis room. There are 3 – these are not necessarily formal 'fire escapes' - just ways of getting out of the room quickly and safely. Secretary said he had prepared two draft notices for consideration, and these were passed to Keith. Keith will also consider adding a smoke alarm to the table tennis room, and whether it might be possible to have a fire alarm in the room. The siting of the keys to the rear access door will also be moved so that they are not behind the internal door when that door is opened. The Committee agreed that all appropriate matters had now been addressed and proportionate and appropriate actions taken to ensure the safety of members whilst in the table tennis room. Chairman said this matter should now be considered closed.
- iii. Defibrillator: It was agreed that aspirationally it would be ideal for the Club to have its own piece of equipment situated in the table tennis room. However, for the time being there is access to two machines within Marine. The Chairman also reported on a local community initiative to have defibrillators placed in public places, and said that the outside of Marine had been agreed as one such location. The timing for this was uncertain but if this came to fruition then potentially there would be immediate access to 3 machines. A St John Ambulance Trainer is to be asked to come to Marine to go through the use of such a machine with members. All team captains and committee members will be asked to attend this session and any other members may also attend. Secretary to arrange date.

7. Finance Transition

Ian B reported that current balances stood at £3,494 at bank and £244 cash. Ian has yet to arrange an appointment for the Club Officers to attend the bank to change signatures on the club bank account. He

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will address this and book a date. Fees for the current year are now due, and secretary agreed to provide a draft note for publication asking for fees. Although the balances are healthy now, members were reminded of the continued need to set aside funds should the development project proceed.

8. National Table Tennis Day Feedback

It was felt that the Club's participation in this had been worthwhile. Although the press photographer had attended and taken some great pictures (copies of which are on the website and will be displayed at the clubhouse), the article had apparently not made it into the newspaper but was shown on the newspapers website under 'Pixonline', 12 July. About 25 members had taken part, the club had been kept open from 10am until mid-afternoon and a few members of the public had either come into the club room or been attracted to the outdoor mini table. Using the outdoor space had been worthwhile on such a lovely day. 2 potential new member enquiries had arisen, and a further new potential member has started attending. The event was reported on the club's Facebook page.

9. Club Selection Committee

The next meeting of the Club selection committee was set for Wednesday 16 August at 7:30pm. This committee consists of the Chairman, secretary and last season's team captains. It was agreed that potential team captains for the coming season could also attend. The Chairman and Treasurer will ensure that the club acquires an adequate quantity of table tennis balls for the new season, as the L&DTTL are not providing any this year. Team Captains will be asked to return stocks of used balls to the club room for the ball bucket. Secretary to convene the meeting.

The Minutes of this meeting will again be displayed on the Club notice board and posted on the club's website. The meeting was closed by the Chairman at 3:05pm.

Date of next meeting – Monday 4 September 1pm.

Graham Turner (Secretary)
24 July 2017