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BATH STREET MARINE TABLE TENNIS CLUB General Management Committee Meeting - Held 13 June 2017

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

1. Introduction

The Chairman opened the meeting at 7.30pm welcoming the all members of the new Committee and especially those joining the Committee for the first time. An agenda for the meeting had been provided to each in advance of the meeting.

2. Apologies for Absence

Received: - Mary Delamere and Keith Hardman, both on holiday.

No word had been received from either the President Billy Clayton, or Committee Member Ken Jackson. Ian explained to the meeting that he was uncertain whether Ken intended to continue his membership of the Club.

3. Chairman's Introduction

Ian said that as newly elected Chairman he would first like to set out how he sees the Club going forward, and how he wishes the Club to conduct its business. He made the following points:

- It is important that the Management Committee is seen to be organising and controlling all aspects of club business with an open two-way line of communication between the Committee and our members.
- If a Club Member identifies an issue it should be brought to the attention of a Committee Member, so that the issue can be reported to the Man Com, controlled by that group, and brought to a satisfactory conclusion. Unless an issue is very minor or urgent Club Members should leave the issue of resolution in the hands of the Man Com.
- Would like to have regular Man Com meetings, if possible on the 1st Monday of each month. The next meeting will though be on Monday 24 July at 1pm, and subsequently on 4 September (time to be finalised).
- For all meetings of the Man Com the aim should be for the meeting to be precise and conversations relevant to the agenda topic. Where possible tasks would be identified suitable to each Committee Member with the aim of all being involved in the responsibilities of the Committee. Minutes of all Man Com meetings will be made publicly available and displayed on the Club Noticeboard if possible within 7 days of the meeting. Any matters for consideration by the Man Com should be notified to the Secretary, preferably in writing and at least 7 days ahead of the relevant meeting date and will be included in the agenda to avoid as far as possible the use of 'Any other Business' on Committee agenda's. An agenda for each meeting will be circulated to all Man Com members at least 3 days before the relevant meeting.

Ian emphasised that we are facing a very important and challenging 12 months ahead with the prospect of new premises in the summer of 2018. In this respect, it will be of utmost importance that the Club is able to show that it is well run and progressive. We are already in a good place and Ian expressed the desire that the Committee work together to tighten up and improve on our management to the benefit of the whole Club.

4. Rolls and Responsibilities of Committee Members

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It was proposed and agreed that all members of the Committee should have a portfolio of interest, and would as far as possible take the lead on behalf of the Man Com in that area, reporting back to the Committee or bringing forward matters for decision and so on. The following was agreed:

President – the position of President is an honorary one so no specific roll is allocated or expected.

Chairman – overall direction of the Club and its management.

Secretary – all general enquiries about the club, its facilities, activities, administration, membership, and development. Organisation and operation of the Club's teams in the L&DTTL.

Treasurer – all financial aspects of the club including fees, maintaining financial records, and ensuring proper conduct at all times of all financial aspects of club business.

Dave Noden – will assist the Secretary in particular regarding the L&DTTL and the Club Tournament.

Mary Delamere – will continue as the Club Welfare Officer, the club operating and applying the welfare policies of TTE. Mary will also lead as Social Secretary.

Lesley Blanchard – will assist Mary in all social matters.

Keith Hardman – Property/Building manager – managing all aspects of property maintenance and ensuring that appropriate health and safety standards are maintained.

Des Logan – will act as Junior Liaison Officer ensuring that juniors and their parents are kept fully informed of club activity. He will also act as assistant to Keith in matters relating to the property, especially ensuring appropriate health and safety standards.

Other tasks may be allocated as occasion demands. Just because an individual has a particular roll it does not mean they have to be the person that 'does' everything. All members are free to involve others in necessary actions, especially those with relevant skills and expertise; for example, in fund raising or property maintenance.

5. Report Back from Club Selection Committee Meeting

The Club Selection Committee met on the 6 June. The primary aim of that meeting was to consider the number of teams to be entered to the L&DTTL for the 2017/18 season and whether the Club had the necessary player resources for those teams. The actual constitution of each team is decided nearer the start of the season.

It had been decided that the Club should enter 8 Teams, withdrawing 1 team from Div 1 but adding an extra team at Div 5. The Man Com confirmed it was satisfied with this proposal.

6. Health & Safety Issues

The Chairman reminded members that at the AGM two main issues had been raised and it was appropriate these be properly addressed.

- i. Doors, exits and Fire Safety: It was reported that following discussions with the management of Marine FC two routes are to be designated as fire exit routes. The first is via the main door into the table tennis room, this takes people out to the car park to gather in the event of an emergency. The second is by the door to the snooker room, across and through the former Board room (not out into the bar area) and from there to the football pitch. This second route should only be used in the event of a real emergency as the former board room is alarmed at all times. Keys have been provided to the club for this emergency exit route. This meant that in the case of an emergency there were exits to the front (car park) or rear (football pitch) providing as far as possible the maximum safety.

Marine FC has also confirmed that it has in place all relevant up to date fire compliance certificates

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(which it must have because of the public nature of the football stand). Responsibility for compliance throughout the premises rests with Marine, and it is not the roll or responsibility of the table tennis club to ensure appropriate compliance or to test Marine's equipment, alarms, or processes. The TTC will however ensure that the exit routes are clearly signed, and will display a notice about those exit routes (Secretary to address).

- ii. Defibrillator – there are two of these on the premises. One behind the Marine FC bar, the other for public use kept near to the main stand. The TTC are to be given access to this second piece of equipment, and obviously also have access to the first at any time when the bar is open. Aspirationally it may be ideal for the club to have its own piece of equipment, but it was agreed that initially the Club would make use of equipment owned by Marine FC which they were offering to make available. Key members of the club and Man Com will be shown where the equipment is, and there will be an opportunity to walk through the new exit route and see where the equipment is on a day agreed with Marine when the alarms are off. It was stressed that no individual should attempt to use a defibrillator unless they feel confident to do so, and the first response to an emergency is always to immediately call 999. The Club will also try to arrange some relevant training/awareness through St John Ambulance and this will be offered to all team captains and members of the Man Com and any other Club Member who may wish to attend. Secretary will work to arrange this. Chairman is dealing with door signage, and the newly appointed Health & Safety Officer will be asked to ensure relevant actions are in place.

It was agreed that the safety and wellbeing of all members whilst at the table tennis club was of key importance and that the club took seriously the matter of health and safety. It was also agreed that regular checks should be made to ensure the first aid box was up to date – Barbara Allcock will be asked to assist with this, and an 'accident' book will in future form part of the first aid box. In the event of any accident or incident at the table tennis room a note should be made in that book of the relevant facts by persons present at the time. This is in the interests of all members. It was also agreed that the property/building manager would also hold the roll of health and safety officer and that Keith & Des would share these responsibilities between themselves.

7. Finance Report

The Chairman reported that he had now completed the handover of the Club books and accounts to the new Treasurer. Arrangements will have to be made to update the Club bank account and this will require the Chairman, Treasurer, and Secretary to attend the Bootle branch of HSBC. The new Treasurer to make arrangements for this. As part of the drive to properly account for membership and ensure appropriate fees are collected a new membership application template is to be introduced (Secretary to draft). All applications for membership are for the Man Com to determine, and individuals should not be accepted as members without an application being brought before the Man Com. The balance on the Club's account at present stands around £3,000 and it was confirmed that the Club intention is to continue to set aside additional funds toward a Property Fund over the next year.

8. Fund Raising

It was reported that the social event held on Friday 9 June had raised in total around £400 for the Club. This was acknowledged as a tremendous effort and the Committee expressed their appreciation to Mary Delamere and Colin Mitchell for their efforts in making this such a successful event.

It was agreed that the Treasurer would take overall lead on behalf of the Man Com in relation to fund raising. And further that Mary Sefton should be encouraged to continue the fantastic start she has made in assisting the Club with fund raising initiatives. Members were encouraged to think as widely as

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possible about fund raising as this was likely to be a key issue over the next 12 months, for reasons that would become clear later in the meeting. Any, and all, proposals should be brought back to the Man Com so that decisions could be made about how to proceed. On fund raising we can either continue with our own club fund raising and/or support community fund raising initiatives of Marine FC as both likely to be directed to the same end.

9. National Table Tennis Day

Table Tennis England has designated Wednesday the 12 July as National Table Tennis day. It was suggested that the Club should try to use this day to promote the Club, what it does and what it has to offer, and to enlist community support for the continuance of a table tennis room at the Marine FC site, offering information about the proposed property development project and the funds needed to make it a reality. It was felt that there may not be enough time to prepare anything substantial for this day. However, Secretary will seek to obtain resources information from TTE and contact the local newspaper (The Champion) to do a feature on the Club for that day, and feature in that the success of the Club in the last table tennis season. Subject to weather conditions and permission of Marine FC it may be possible to have an outdoor table in use on the day, and a 'challenge the robot' opportunity. The aim will be to have groups of members present throughout the day from 10am – 4pm, to have a 'photo booth' and refreshments. This could be a good opportunity to raise awareness of the Club, awareness of table tennis as a sport for all, and awareness of the development proposals for Marine.

10. Property Maintenance & Development

Chairman & Secretary confirmed that they had been in discussions with Marine FC about the proposed development at Marine involving the table tennis room, and had today attended a meeting with Marine FC, Sefton Borough Council and Progress Schools the third party in the intended development.

The aim remains to demolish the existing building that houses the table tennis room, the snooker room, and the former Board room, but to replace it with a new purpose built modular constructed building of high quality following the same footprint as the present building. The proposal document was presented to SBC today and this includes for the first time an initial cost estimate for the project provided by Elite Building Systems. All parties had been a little surprised by the estimated total cost of the project which at present exceeded £300,000. But if the project does proceed then the building will be put out to tender and 3 tenders will be required to support any funding bid. The initial reaction of SBC is that this is a good project and because of the involvement of the three parties and what they offer it should strike the right note with all funding criteria. The amount however took the project above the normal threshold of the new Community Asset Fund, and it might be that a funding bid would require the parties to contribute up a third in total of the cost. Marine however expect to be able to obtain a grant from the Football Foundation Stadium Fund for the required football improvements of up to 50% of the cost of the 'football' related parts of the scheme.

SBC are now exploring what might be the best way forward and it is expected that this will be by way of one single project lead by Marine FC for the cost of the project; with Progress Schools and Bath Street Marine TTC strongly supporting the bid.

It was also explained that if the project is successful then BSMTTC will be granted a formal lease over the table tennis room, but that will involve the club in paying rent and occupiers costs of rates, heat, light, and insurance. It has been made clear to Marine FC that the Club will not pay rent as well as participating in the Marine lottery. The Club are expecting to receive a letter from Marine about the terms shortly.

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At the present, there is no Plan B or C if the 'one project' plan falters. The Club did not wish to go off exploring other alternatives at present however it may be that a Plan B is needed if, for example, Marine FC decided to demolish but only erect new football facilities on the basis they would be funded at least in part by the Football Foundation. All 3 parties had however affirmed their aim and intention to work together for a single project to provide top class facilities for all three parties.

Full details of the project together with the latest drawing are held by the Chairman and Secretary and can be viewed by members on request.

There being no other business the Chairman thanked all for attending and closed the meeting at 22:01.

Graham Turner (Secretary)

13 June 2017