

# LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Town Council: The Old School,  
Church Plain, Loddon, Norfolk, NR14 6EX  
Tel: 01508 522020 | Email: PFCommittee@loddontowncouncil.gov.uk

## **Minutes of the Loddon Tennis Club (TC) Subcommittee meeting, held in the Hollies Rear Hall, Loddon, on Wednesday 2 April 2025 at 7.00pm**

### **Committee Members Present:**

Carolyn Frosdick (CF) - Vice chairman - Treasurer  
Robert Atkinson – Leagues / Matches  
James Preston – Social media and website updates  
Ross Wilson (RW) – Club Coach  
Elaine Muston (EM) – Club Captain  
Jane Hale (JH) - L & C Playing Field Committee Chairman

**In Attendance via remote means:** Rik Balfour (RB) – Chairman.

**In Attendance:** Emily Curtis (Clerk), Kerry Sturman (RFO)

**Members of the Public in Attendance:** one.

**Absent:** None.

### **1. Welcome and meeting etiquette:**

CF (Vice Chairman) welcomed everyone to the meeting and offered everyone the opportunity to introduce themselves. The Chairman, RB will be attending remotely due to work commitments.

### **2. To receive and consider apologies for absence and consider accepting them:**

Apologies were received and accepted from Craig Broadley Naylor as he was at work and Jo Fisher as she was unable to attend due to a prior engagement.

### **3. Declarations of Interest for items on the agenda and to consider any requests for dispensations:**

All members declared an interest as members of the Tennis Club (TC). RB and JH declared an interest if the Jubilee Hall is discussed as they are a Trustee.

### **4. Minutes of the meeting held on the 3 January 2025:**

It was **resolved** to approve the minutes of the meeting held on the 3 January 2025 as a correct record.

### **5. To receive an update on matters arising from previous minutes (not on this agenda):**

#### **5.1: Coach Agreements**

The Clerk met with RW on the 21 February 2025. Amongst other things, the draft coach agreement was discussed.

#### **5.2: First Aid Training**

JP has arranged for the first aid training to take place on the 12 April 2025, 10.00am – 2.00pm at Loddon Fire Station. All members have been invited to attend.

#### **5.3: Direct Debits for the Membership**

The ClubSpark website is now linked to the Council Go Cardless account. Members can set up monthly direct debits to make membership more affordable.

#### **5.4: Virtual Landline**

The Tennis Club now has its own phone number: 01508 486 129 via Virtual Landline. RB has the log in details and can grant access to nominated Subcommittee members and LTC.

**Action:** RB. The number can also be added to the website and signage. **Action:** JP.

#### **5.5: Consumer Unit Cover for the Jubilee Hall Changing Rooms**

Kevin Williams was instructed on the 19 March 2024 to build a cabinet to house the consumer unit in the Jubilee Hall Changing Rooms. **Action:** RFO to chase contractor for installation date.

#### **5.6: Tennis Court Floodlights**

LTC are unhappy with the light pollution caused by the new floodlights and are discussing a resolution with the contractor. **Action:** Clerk.

### **6. Public forum:**

None.

### **7. Finance:**

#### **7.1: Separate Entity:**

RB presented a report on the viability of the Tennis Club becoming independent from the L & C PFC, and this will be discussed at the next L & C PFC meeting on the 16 April 2025.

**Action:** L & C PFC Agenda.

#### **7.2: Finance Report**

The RFO presented the Tennis Club financial accounts of 2024/25. **Action:** RFO to circulate finance reports.

#### **7.3: Report on Grant Expenditure (Saracen's Grant)**

The Parkinsons rebranded as Indoor Soft Tennis session to ensure that it is inclusive.

JP suggested an expenditure of £100 on a social media campaign to increase numbers.

**Action:** JP.

Sessions to 8-10 SEN children have been agreed with Loddon Junior School and the timetable has been adjusted to accommodate these sessions.

The current balance of the Saracens grant is £4,680.

### **8. Tennis Courts:**

#### **8.1: Club Signage including road sign**

JP has designed a new road sign and will add the club phone number. **Action:** JP to circulate proof.

#### **8.2: To receive an update on the Jubilee Hall changing room/toilet access**

The Club has been verbally informed by the Jubilee Hall that the Tennis Club will have a direct arrangement with the Jubilee Hall for future use of the changing rooms. A key will be stored in the clubhouse for use by members. **Action:** Jubilee Hall to provide agreement.

#### **8.3: Sponsorship Hoarding**

It was resolved to create hoarding with the timetable and Heads Up Coaching information for the courts. **Action:** Tennis Club.

#### **8.4: Court Maintenance**

A discussion was had regarding the required resurfacing of the courts. **Action:** L & C PFC Agenda.

## **9. Coaching and Club Sessions:**

### **9.1: Heads Up Coaching Update on Junior coaching, Parkinsons Sessions, Walking Tennis, Club sessions (Heads Up), Cardio tennis, Pickleball**

The Club Coach, RW reported that all sessions are going well. Numbers are low on a Saturday morning. Junior sessions are very well attended. Cardio sessions are going well but numbers could increase.

### **9.2: Club Communications (Spond and WhatsApp)**

Spond will be used for all team fixtures. WhatsApp is still being used for some club sessions, including Ladies and Mixed.

### **9.3: ClubSpark homepage update**

The Softball Indoor session needs to be added to the website. **Action:** JP.

New images of the painted courts need to be added to the website. **Action:** JP.

Phone number needs to be added to social media and website. **Action:** Clerk.

## **10. Club Membership and Committee Roles:**

### **10.1: Update on Membership**

The membership remains stable at 75 adult members. Total membership is 117. Coaches need to reinforce that people who apply for Couple Membership must reside in the same household. **Action:** RW.

In June 2025, Indoor Softball Membership should now be paid for Softball attendees, £15. The sessions are free till end-June, funded by grant, and then a fee will be introduced. **Action:** Coach Beth Drinkell. Photos to be sent to JP.

### **10.2: Subcommittee Roles**

Jo Fisher, and Ross Wilson received LTC approval at the Council meeting on the 12 February 2025.

### **10.3: New club kit**

EM circulated a sample from 'Striptease', a company based in Diss. They also provide clothing for other local tennis clubs. **Action:** EM to assist Striptease to set a shop so members can order directly.

## **11. Club Competitions and Leagues:**

### **11.1: Club competitions and leagues**

EM reported that the league matches are starting soon.

RA reported that the Davis Cup competition went very well.

### **11.2: Future club competitions and leagues**

The Club Championship Final will be held in September 2025. Compliments were given to JP on the result board.

Team Nadal vs Team Feder.

Two more mixed leagues. Entry fee is £25. match fees will cover the costs of the league.

The RFO confirmed that the balls were on order so should be available for the 5 May 2025.

## **12. Safeguarding/welfare:**

### **12.1: Welfare Officer Report**

No report.

Welfare and issues should be raised initially with CBN. Welfare affects adults and juniors. The TC Welfare Officer email address is: loddontenniswelfare@loddontowncouncil.gov.uk.

### **12.2: DBS applications for Committee Members**

The DBS application for EM has been restarted and JF's has been initiated. **Action:** Clerk.

## **13. Fundraising / Social Events:**

### **13.1: Club social events**

There is a quiz/table tennis event on Saturday 26 April 2025, 7.30pm at Jubilee Hall. JP and JA offered to help. Bella Ciao will also be attending to provide food. Glasses will be required. There will be a meeting prior to the event organise final arrangements. **Action:** LTC card machine may be required.

Coach RW will be organising an open day at the start of the summer.

Clerk advised that Holy Trinity Church was having a traditional church fete on the 28 June 2025. **Action:** Clerk to send church fete details to RB.

### **13.2: To consider any fundraising proposals**

None.

## **14. Correspondence:**

All correspondence has been forwarded to RB. Mainly membership and coaching enquiries. JP enquired if the tennis club membership could be shared with other local tennis clubs.

## **15. Items for a future agenda:**

- Resurfacing
- Floodlights

## **16. 2025 Meeting Dates:**

### **Tennis Club Sub Committee Meetings**

(quarterly 1<sup>st</sup> Wednesday, 7.00pm) in Hollies Rear Hall

2 July 2025

1 October 2025

**The meeting closed at 20.31pm**