**DTTC COMMITTEE MEETING - TUESDAY 22nd APRIL 2025 19:30 AT DTTC**

**PRESENT:** Anne Borrowdale, Graeme Boyd, Elaine Colquhoun, Gordon Duff, Kenny Lee, Alison Telfer,David Niven (new member, invite agreed via WhatsApp)

**APOLOGIES**: Norma Brown, Dawid Sulkowski, Kay Solaja

**MINUTES OF LAST MEETING**: Agreed

**BUILDING AND MAINTENANCE (Gordon)**

* Front door:
	+ Emergency General Meeting on 25 March approved DTTC entering into a loan agreement, minutes on website.
	+ Energy Saving Trust Application is in.
	+ Future committee meeting to discuss who gets a key card once new door is installed.
* Slippery floor issue:
	+ Dylan has revarnished part of the floor and recommends refinishing the whole floor, by hiring a sander and using a roller. Anne to ask him to organise this.
	+ The problem areas most likely come from spillages rather than footwear. We will continue to recommend players change into indoor footwear, but will not require it as this can be off-putting for occasional players. Session organisers will encourage players to use the doormat to remove outdoor damp/grime. Anne will investigate a bigger, better doormat. We need more shoe storage in the inner lobby for use by large groups, job has been added to those below.
* Condensation in hall: Anne to check where Graham Gault has got to with possible solutions to this, as it needs to be resolved before next winter.
* Anne will also check if Graham Gault has any further information re boiler/pipework and electric heaters – Ryan Johnstone at Fusion has mentioned heat diverters as another option.
* Outstanding jobs: James Wallace and Pat Christie plaques, outside sponsor board, shelf for the microwave, shelf in the office, splashback behind the kitchen sink; large, simple shoe rack in inner lobby. Gordon will ask Iain MacCleod for a chat about these jobs, and will ask around if anyone else – e.g. Kay?? – could do some of the jobs. Graeme Boyd was asked to investigate whether the outside sponsor board ought to be done by a specialist contractor – e.g. Signcraft Heathall
* Disposal of old light fittings – Gordon keeps hassling Matthew Wallace …!
* Update on cutting back trees at the rear of the club: Alison will contact a friend at the council who may be able to expedite this.

**FINANCES & MEMBERSHIP (Kenny)**

* Bank Balances etc.
	+ \* Bank of Scotland £9,656.69
	+ \* Hampshire Trust Bank Easy Access (3.87% variable) £17,507.92
	+ \* Hampshire Trust Bank 1 Yr Saver (4.55% Fixed - Matures 12th November
	+ 2025) £70,000.00
* Bank charges for the period 10th January to 9th February are due to be taken on 22nd April. The amount is £9.29 (invoice previously circulated showing the breakdown).
* Anne to nudge Kenny weekly about updating the accounts for the financial year end so they can be audited before the AGM on 23 September.
* We are now on the Export and Earn Plus tariff of 15.1p/kwh. Kenny will see results of this in next electricity bill in May*.*
* The Fusion Solar App is now working. Kenny to input new tariff so we can see earnings
* Membership update: 128 members: 59 x £5 Basic, 49 x monthly £15/20. 15 x Annual, 3 lifetime, plus 2 registered, unknown if paid. 111 are registered via our online form, 81 have signed up to the club email list.
* Online registration form and database – nothing further to report.

**HEALTH & SAFETY (Alison)**

* The First Aid box has been moved to be above the defibrillator in the main hall
* First Aid training
	+ Senga recommended Stuart Robb of 1staid4u. He can do a First Aid for Sport course at the club which covers falls, breaks, twists, scalds and other injuries, anaphylaxis, bandaging, and heart and respiratory issues.
	+ He can include a refresher on defibrillator use – our previous ones were 2 years ago.
	+ He will look at risk assessment and prevention, and best practice for reporting incidents and aftercare including of volunteers who deal with incidents.
	+ The course is normally 9.30 – 4.30 including a 1 hour lunch break, but we can opt for shorter lunch break. Stuart needs 3 – 4 weeks’ notice to set it up.
	+ The cost for completion of the day and official certification – e.g. for our coaches - is £50 per person. For attendees who don’t need formal certification - e.g. other volunteers/organisers - it is £25. Payment is made after the course has happened.
	+ Stuart has a cap of £400 for the day, with a maximum of 12 attendees. Attendees must be 14+, and those aged 14 – 16 accompanied by a parent/carer.
	+ The Committee agreed to pay for attendees, as this is a benefit for the whole club.
	+ Anne to give Alison names of those who should be contacted to see who already has First Aid training and who is interested in doing the course with or without formal certification.
	+ Stuart recommends prominently displaying [*What Three Words*](https://what3words.com/products/what3words-app) for the club, as ambulance control is in Glasgow and the postcode is not specific enough. The words for the club entrance are *hubcaps.oaks.supper*
	+ The club’s First Aiders will be listed publicly in the club. A nominated First Aider should be identified for public sessions and events.
* Alison is yet to update the Risk Assessment

**CLUB MATTERS**

* End of Season Awards Night
	+ Invitations have gone to award winners, and emails to the general membership will go shortly.
	+ Alison agreed to coordinate the raffle, and will work with juniors to ask sponsors for prizes.
	+ An organiser is needed for the entertainment. Elaine will ask Brian Clayton if he would coordinate this, in consultation with Graeme. She will also invite the ukulele group who played last time. Other acts welcomed. Stand up Bingo and Pass the Bat also suggested.
	+ Trophies: Graeme and Gordon are coordinating this. Nominations being considered for most improved player in the coaching group. New trophies suggested for the most improved Disability Group member and the most improved 50+. Gordon to get quotes for trophies and engraving. Adult runners-up did not receive medals/trophies in 2024, but some players new to table tennis appreciate receiving them. Gordon to get quotes for small medals or trophies.
	+ Dylan was previously involved in speaking and providing Gordon with information for Awards night. Anne to check if he would like to do this again.
* PVG scheme membership and Safeguarding Policy. The latest PVG guidance suggests all our coaches, volunteers and organisers who impact protected adults or children need PVG certification. This includes committee members where we decide on matters affecting these groups. Anne will liaise with Dylan on this as he deals with PVG on behalf of the club. Certification is free. Coaches PGV certificates will be shown on the website Coaching page (Anne).
* Service rules
* The coaching group is getting additional guidance on legal serving.
* Organisers of competitions within the club will set out expectations as to whether service rules will be strictly applied.
* The club will give guidance to members about umpiring in club competitions.
* Code of Conduct: Juniors are being encouraged and educated about how to conduct themselves and communicate. All members and players to be reminded of the club’s Code of Conduct, and both the TTS and DTTC Codes of Conduct should be clearly displayed within the club. (Graeme? Anne?)
* Committee membership: responsibility for League and Competitions, and Teessport/Butterfly agency – held over till next meeting.
* Alison and Boyd are representing the club at the Holywood Trust Spring Gathering on Friday 16th May 2025. Alison will check with Hagen about the loan of medals and trophies for the evening.
* Table Tennis Scotland AGM Sat 5 July 12 noon, Edinburgh Sports Club. No resolutions proposed from DTTC (deadline 26 May). Gordon expects to go.
* Who’s Who board: all committee members need to send Graeme clear headshot photos of themselves. It will have a Safety and Wellbeing section showing First Aiders, Safeguarding Officer, etc. Anne also needs short blurbs and photos for the website Committee page from Alison and David.
* Club Development and strategy. Dylan and David are putting together a proposal to circulate to the committee in the next 2 weeks, including funding options. It focuses on a club development role of bringing more of the community into the club, combined with a club management role.
* Top 8 Senior Scottish Assessment Sunday 4 May - cancelled due to lack of interest
* Table Tennis Table for Sale £100 – Alison has told seller she cannot take it. No further action.
* Anne to add David Niven to Committee WhatsApp.

**From WhatsApp** **– for minutes:**

* Agreed to ask David Niven to join the committee
* Solway Disability Support taster booked for 23 April 1.15 – 2.15 pm
* Table loaned to Jordan at PureGym for British Heart Foundation fund-raising
* Boyd received £50 from Rotary
* Thank you cards sent to Jason and Steve (much appreciated)
* Mallory Nursery booking for Friday 18 April (subsequently cancelled)

**LEAGUE AND COMPETITION:**

* Scottish National league remaining fixtures for B and C teams – to take place 7 June
* World Table Tennis Day “Spring Smash” Wed 23 April – 27 registered
* 50+ summer league – likely to be informal, possibly could use Spring Smash group format.
* Completion of League – Graeme/Kenny. All matches played. Kenny to input final result from Gaulty Towers vs Spinners.

**From WhatsApp** **– for minutes:**

* Inter-league Aberdeen 25/26 April: no interest, so no teams entered

**COMMUNICATIONS**

* Dreamhost email issues – now solved
* Club WhatsApp chats – held over to next meeting
* Website: Addition of Disability group page, and possible Still Gamers page – nothing to report
* Promotion of open sessions – nothing to report

**CORRESPONDENCE**

* Facebook Live videos will in future be deleted after 30 days, old ones to be kept must be downloaded by 8 July. Kenny to check if any DTTC videos should be preserved.

**AOB**

* David and Senga are holding free open sessions for Junior and Secondary School pupils 5 – 6 pm on Mondays 19 and 26 May, and will encourage them to join Monday evening coaching.

**NEXT MEETING**: **Tues 22 April 2025**