**DTTC COMMITTEE AGENDA - TUESDAY 24 JUNE 2025 19:30 AT DTTC**

**PRESENT:** Anne Borrowdale, Graeme Boyd, Norma Brown, Elaine Colquhoun, Gordon Duff, Kenny Lee, David Niven, Kay Solaja. In attendance: Graham Gault

**APOLOGIES**: Dawid Sulkowski, Alison Telfer

**MINUTES OF LAST MEETING**: Agreed

**BUILDING AND MAINTENANCE (Gordon)**

* Boiler replacement/Electric heating: The committee agreed the previously circulated proposal (copy in website’s committee area) from Graham Gault to replace the current gas boiler with an electric boiler. This would take advantage of our solar panels, removes gas from the building, and avoids the need to replace the current illegal piping upstairs. Using a conservative estimate of solar panel income, payback would be in 7.1 years. A potential grant from Business Energy Scotland would have a payback of 3.6 years. Anne to contact BES about the grant.

Graham further proposed 4 – 8 convection heaters be installed in the hall to alleviate problems of condensation in cold weather. Agreed, subject to him checking whether new dual infrared/ convection heaters would be more cost-effective.

* Key cards for new front door: agreed to offer key cards to committee members, coaches, 50+ and Disability session supervisors and team secretaries. 20 come with the system, Anne to ask for a further 10 @ £45 + VAT. Deposit of £15 required for new holders, deposits will be returned to anyone surrendering a current key without being given a fob. Current keys also open the office door – Anne and Kenny to discuss whether a different lock is needed.
* Update on upstairs refurbishment – with Dylan
* Updates on outstanding jobs:
	+ James Wallace and Pat Christie plaques – not allocated
	+ Outside sponsor board – Dylan unwilling to do this. Gordon to get quotes from joiners.
	+ Shelf in the office – Elaine will ask Flora’s husband
	+ Loose panel on changing room floor - fixed
	+ Cutting back trees at the rear of the club – Alison still due to speak to council contact
* Need for a replacement cleaner in the autumn (2.5 hours pw), held over till next meeting

**From WhatsApp for minutes**

* Flora’s husband has begun job of fitting the shelf for the microwave and the splashback tiles
* The old light fittings have gone!

**FINANCES & MEMBERSHIP (Kenny)**

* Bank Balances, charges etc., solar export income
	+ Bank balances are:

Bank of Scotland £6,504.51

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

For month of May to date: Total Paid In £1,188.93 Total Paid Out £5,219.10

* + Bank charges of £8.33 for the period 10th April to 9th May were taken on 21st June.
	+ British Gas took a direct debit of £4,841.52 on 09/06/2025 due to an erroneous reading on 18/05/2025. Following correspondence with British Gas on 9th and 10th, we are due a refund of £4,975.04. This has not been received , so Kenny will chase it up later this week as it will be more than 10 working days.
	+ Kenny has emailed British Gas on 10th June to query if we are due our first payment for export soon, and will chase this up later this week.
	+ Anne to continue nudging Kenny to complete the accounts for year end 2025
* Membership update: 141 members: 64 x £5 Basic, 50 x monthly £15/20, 16 x Annual, 3 lifetime, plus 8 where payment not confirmed. 117 are registered via our online form, 83 have signed up to the club email list (1 pending
* New registration form and membership database – work in progress
* Membership fees and packages 2025/6 – held over till next meeting

**From** **WhatsApp for minutes**

* Agreed to waive fees for Junior Ukranian refugee Tykhon until his mother gets a job

**CLUB MATTERS**

* Club Development and strategy – proposal from David.

The committee agreed the objectives for the role of Club Development Manager (See Appendix). We also agreed in principal to use £9000 of club funds - previously set aside for a Development Officer - to fund David to work for 6 months from 1 July 2025 to develop and implement the strategy outlined in the document. David will contact TTS for guidance on employing a Club Development Manager, following which we will draw up a precise job description.

Initially, David will focus on finding sustainable funding for a full-time role. In addition, he will trial new tournament formats and summer activities; draw up a player/member recruitment plan; meet core partners, and plan coach education in schools. (Full proposal in the website’s committee area).

* Who’s Who board (Graeme) – nothing further to report
* “A Listening Ear” UN International Day of Friendship 30 July/ D & G Celebration of Friendship: Agreed the Still Gamers’ session on Thursday 1 August will focus on the theme of this day, with additional activities and refreshments. Elaine and Fiona Clayton will organise.
* Update on PVG scheme membership: 11 new PVG certificates have been applied for. Anne to check status with TTS and add PVG certificates to the website for relevant individuals.
* Still Gamers’ Skills List (Elaine) No offers of skills received
* Dumfries carnival community artist project 2026: Elaine has registered our interest, no response yet
* Update on Teessport/Butterfly agency – nothing to report
* Moffat Primary Schools Health Week 18 June – Gordon and Danny attended for lively and successful table tennis sessions in Moffat
* Table Tennis Scotland AGM Sat 5 July, Edinburgh Sports Club. Gordon still plans to attend. He was asked to report back on what is said about TTS stopping use of TT365 and what this means for club data and running our league.
* Free Kettler table is going to Holywood Hall

**HEALTH & SAFETY (Alison)**

* The First Aid course was scheduled for Sat 28 June but facilitator Stuart has a hospital appointment at 1.30. Graeme to contact him about rescheduling to 2 x half-days.
* Risk Assessment – first draft from Alison was tabled. Committee members are asked to comment on it to Alison before our next meeting. The Risk Assessment needs to outline our protocol for dealing with incident reports

**From WhatsApp for minutes**

* Large doormat now in place

**COACHING (Graeme)**

* Graeme previously circulated a report from the Coaching group meeting which looked at the DTTC Code of conduct, Skills levels and Summer activities starting 7 July:
	+ Open sessions will continue through the summer from 19.00 – 21.00 on Monday and Wednesday evenings and 10.30 – 12.30 on Saturdays. Rota being drawn up, should include a named First Aider.
	+ There will be an informal session for Juniors 18.00 – 19.00 on Mondays.
	+ Thursday coaching may take place depending on availability.
	+ Disability and Still Gamers sessions will continue as now.
	+ David N will organise some Summer Smash events, including midweek and Sunday events.
* Elaine will ensure that Dawid’s Thursday Still Gamers coaching is put in the club diary

**LEAGUE AND COMPETITION (David)**

* Dates for 2025/6
* League teams
* South of Scotland Disability competition

These items were held over until the next meeting – also to include 2 week pre-league practice sessions

**COMMUNICATIONS**

These items were held over until the next meeting:

* Club WhatsApp chats (Graeme)
* Website:
	+ Update on Disability Group and Still Gamers pages
	+ Website admin rights
* Facebook admin rights
* Club emails (incoming and outgoing)

**CORRESPONDENCE**

* Invite to attend Freshers Fair, SRUC Barony Campus, in September – David Niven will attend
* Invite to Glasgow Uni Welcome Week at Crichton Campus Monday 15th & Tuesday 16th September 9.00 – 3.30. Anne to forward information to David to attend
* Senga is planning a CWPS course free to affiliated members on child and adult wellbeing as well as mental health support. Ask her if we need other support or info

**AOB**

* Gordon has organised a friendly match with Carlisle at DTTC on Sunday 29 June

**NEXT MEETING**: **Tues 22 July 2025**

**Future meetings: 19 August, 7 October, 4 November, 16 December AGM 23 September**

**Appendix: Development Manager**

**The role’s objectives** are to work both independently and with the Committee to:

• Reinforce DTTC’s position as one of the leading table-tennis clubs in the country, and a model for facility-owning community sports organizations

• Work with the Committee to create a development plan for the club

• Assist committee members, the coaching team, and volunteers by supporting day-to day operations at the club

• Build positive relationships with all schools in Dumfries, and with selected clubs and schools across the region

• Create new and develop existing partnerships with organisations such as Active Schools, Active Communities, the NHS, D&G College and many more

• Create a year-round activity plan for coaching courses, camps, tournaments & events

• Expand the DTTC League and increase participation by 25% in Yr 1

• Increase adult club membership by 20% in Yr 1

• Increase junior club membership by 100% in Yr 1

• Secure funding from governing bodies, trusts, and other community & private sources of funding to ensure financial sustainability for the club, with a target of 15,000-18,000 GBP in Yr 1 and guaranteed funding for subsequent years

• Maximise revenue for the club through an increase in memberships and expanded range of club activities

• Grow the overall number of hours per year the facility is used by 25%, and rent out the facility to supervised 3rd parties as per Committee requirements

• Generate XXX GBP in revenue for the club through engaging local businesses to deliver new sponsorships, fund-raising events, or activities

[Note: figures in yellow are tbc and can be reviewed/plugged in once current figures for activities and revenues can be provided.]