



TABLE TENNIS WALES

Minutes of TTW Board Meeting 6pm 27th October 2022 Sport Wales National Centre and via “Teams”

Present- Nicki Arthur (NA), Mostyn Lewis (ML), Owen Rodgers (OR) ,Andrew Thomas (AT), Steve Heydon (SH), Ben Rose (BR), ,Neil OConnell (NOC), Dennis Bromage (DB),

Apologies - Susie Osbourne (SO), Peter Francis (PF)

NA opened the meeting welcomed all present.

Action Points – The Action Points from the previous meeting were:

AP1 Dave Loosemore to plan for next update

AP2 NA/OR to hold a sub group meeting on TTW Strategy

AP3 AT to set up Finance sub group

AP4 NA to review board structure in line with GLF and skills matrix, review job descriptions

AP5 NA People and Diversity Director to advertise asap as position critical

The Board were satisfied that the above action points had been completed.

OR – Regarding the Strategy, no feedback from members, so will approach from a different direction and ask what members want TTW to do. One to ones with clubs completed. The Board decided to restart webinars to engage with members.

AP1 – NA/OR to restart webinars

Declarations of Interest – NOC confirmed that he had received no declarations of interest.

OR reported to the meeting that safeguarding is of particular concern to him . 11 out of 37 clubs had nominated a Safeguarding Officer (SGO), some clubs with no young people believe that they don't need a SGO, which is incorrect, and he mentioned one club with young people and no SGO who were unaware of the requirement. ML stated that he believed that local leagues have a responsibility to ensure that clubs who play in their league have a SGO.

OR stated that the current position was that clubs have until 01/12/2022 to nominate a SGO. A decision may need to be taken on clubs who do not nominate a SGO.

SH stated that he would like to see DL contact the clubs without a SGO directly to ask how TTW could assist them. The meeting decided that this was a good idea.

AP 2 – DL to contact the clubs without a nominated SGO and ask how TTW could assist them.

ML suggested that a SGO may be able to do more than one club. SH believed that this was a good idea.



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AP3 – SH to explore possibility of SGO covering more than one club with DL.

OR informed the meeting that a CPSU inspection would take place shortly and he would update the Board on the result of this inspection at the next Board meeting.

Financial Update – AT reported that the Finance sub group had met and compared the current budget to projected budget. Although it showed a small deficit money had been saved in certain areas (competition expenses, staff savings). There is also money which can be carried forward. OR mentioned the pressure on budgets with increased travelling costs, however the budget was balanced in this area. The Board discussed travel costs and it was agreed that a travel agent sponsor would be an advantage. AT stated that at present TTW used travel agents occasionally when large teams were travelling, for smaller numbers we book individually with the cheapest carriers. NOC asked if the Audited Financial Report for 2021-2022 would be available for circulation prior to the AGM and AT replied that it would.

Recruitment – NA updated the meeting regarding the appointment of a South East (SE) and a North Wales (NW) Regional Officer. The meeting agreed that the recruitment pack was an excellent piece of work. The current situation regarding Swansea University was discussed as the TTW coach has left TTW to work for Swansea University delivering table tennis and other sports for them. TTW has a contract with the university until September 2023. ML informed the meeting that these officers are crucial in attracting young people to the sport. OR informed the meeting that the Swansea coach will still deliver the TTW aspire coaching program. OR reported that meetings with North Wales partners had gone well, and they had provided the contact details of every sports liaison officer in every college in that area. He anticipated that this would get a North Wales Regional Officer off to a good start and our participation numbers should increase substantially. He reported that he had ordered branded kit to improve the image of the staff.

BR asked what the Officers would do in school holidays and OR replied that they would deliver training camps.

The Board decided to go ahead with the recruitment of the Regional Officers.

NA stated that she TTW needed another elected director responsible for competitions. Also required are directors for the following areas:

People and Diversity

Commercial

Communication

Company Secretary

NA reported that in order to progress some of the work around governance a People and Diversity director is urgently required. The Board discussed and agreed to buy in induction packs and staff handbook so that the new director would have these ready to go. There are some IT issues at the moment that PF is looking at, but he may need assistance with them.

Byelaws – DB reported on the progress of the Byelaws sub group. Accreditation being a controversial area. ML added to the explanation of areas that may cause concerns. OR stated that the changes need to be written up and circulated for comment. Also a questionnaire will go out to clubs next week. He reported that he had also met with businesses in order to establish links that could support TTW.

AP4 – byelaw changes to be written up and circulated for comment



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Risk Register – NA reported that most of the red risks were around Covid and these could be downgraded, however in view of the issues around SGOs she believed that Safeguarding should now be a red risk. The Board agreed. AT outlined a system that was available to manage the risk register. The system would prompt individuals to complete actions that would mitigate individual risks. It would also produce reports, and was an altogether better way to manage risks. The cost is £1900 plus vat per annum, and can be ended at the end of a year. SH asked how many users would it support, AT replied that it was unlimited on a single risk. ML stated that the GLF action plan needs to be added to the Risk Register

AP 5 OR to add GLF Action Plan to Risk Register

The Board was enthusiastic but would like a demonstration before committing to the investment

AP 6 OR to request demonstration for future Board meeting

AOB – The technical issues with bringing “TEAMS” into the AGM will need to be resolved before the AGM.

AP 7 OR to liaise with Sport Wales Tech staff to ensure AGM can be accessed by TEAMS.

Meeting up before Christmas was suggested, no date was decided upon.

