

COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB
Monday 17th July 2017 – 7.00 pm

Venue – Tennis Club

AGENDA

1. Apologies
2. Minutes of meeting held 15 May 2017
3. Matters arising
Action points from last meeting
 - PR - Following agreement PR to arrange the purchase and fitting of the signs about risk
 - AS - Confirm how the club rules apply to Pay and Play
 - DS - Consider alternative funding for modification of the entrance
 - AS, DS, SG, PR - Review the business plan, constitution and would present the work at a future date to the committee
 - MC - Finalise end of year accounts
 - DS - Obtain second quote for the radiator
 - PR - Put hooks in the shower room
 - PR SG - Review H&S policy
 - DS SG - Amend and sign coaching contract
 - SG - Update on LTA Regional Services meeting
 - DS - Review central heating settings
 - SS ZH - Renew website hosting
 - SG HH - Discuss suitable people who could take over as Match Secretary and discuss responsibilities for the handover
 - SS - Look at other alternatives for hosting the Christmas party
 - PR DS - Arrange a spare set of keys for the club to be made
 - PR - Mend the toilet flush
4. Junior Club Items
5. Chair Person's Report
 - Additional Court
 - Health and Safety Policy
 - Cleaning
 - Match Secretary replacement
 - Teams and leagues
6. Treasurer's Report
 - Treasurers report;
 - Income and expenditure to 30 June 2018;
 - Variance to same date;
 - Payments to Dave for year ended 31 March 2017;
 - Funding summary for year ended 31 March 2017;
 - Payments to Dave to 30 June 2018;
 - Funding summary to 30 June 2018
7. Coaching Report

- Attendance levels
- Schools programme
- Disability programme
- Website
- What's going well
- To improve
- Calendar
- Action points

8. Social Secretary's Report
9. Secretary's Report
10. Membership Secretary's Report
11. Match Secretary's Report
12. Maintenance & H&S Report
13. Safeguarding
14. Any other business

Next meeting is to take place on 11th September 2017 at 7PM