

COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB
Monday 6th November 2017 – 7.30 pm

Venue – Tennis Club

AGENDA

1. Apologies
2. Approval of the minutes for the committee meeting held 11 September 2017
3. Matters arising
Action points from last meeting
 - AS – Rules for Pay & Play being revised.
 - AS, SG, DS & PR – Business plan update.
 - DS – working on obtaining a second written quote for the radiator
 - SS - to liaise with coaches on guidance for using photographs on social media on the LTA website especially regarding junior players.
 - SS – to complete food hygiene certificate.
 - PR - to organise cutting one complete set of keys to be kept in the white treasurer's post box.
 - SS - to put a sign on the kitchen door saying that no unsupervised children are to be allowed in the kitchen.
 - PR – will purchase yellow paint for the area directly outside the main entrance and mark out a designated area, in box junction style, to be allocated as parking for disabled and coaches only. Any remaining paint will be used to highlight the steps from the back door to courts 1-3, possibly using glue and/or sand to reduce the slipperiness of the steps.
 - AS - The Health & Safety policy now on shared drive.
 - SS - Christmas party update
 - PR - Update on a maintenance morning
 - PR - Clearing of guttering
4. Chair Person's Report
5. Treasurer's Report
6. Coaching Report
7. Social Secretary's Report
8. Secretary's Report
 - Calendar for 2018
9. Membership Secretary's Report
10. Match Secretary's Report
11. Maintenance & H&S Report
12. Safeguarding
13. Any other business

Next meeting date to be confirmed