

COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB
Monday 8th January 2018 – 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
 - DS to email quotes for the automatic and manual doors to MC and start discussing the options.
 - SG to email the cleaning contract and formalise at the next meeting.
 - PR and CB to review the infrastructure replacement plan for the next meeting.
 - SG to provide a reply for the member's letter
 - AS and SS to arrange food for the party.
 - SS to distribute party tickets
 - PR to arrange maintenance morning
 - PR to look into having an emergency maintenance rota
 - PR to arrange location on shared drive to store maintenance documents
 - PR/DS to look into obtaining a new freezer
 - CB and DS attend LTA safeguarding course.
4. Chair Person's Report
5. Treasurer's Report
6. Coaching Report
7. Social Secretary's Report
8. Secretary's Report
Calender updated on the website
9. Membership Secretary's Report
10. Match Secretary's Report
11. Maintenance & H&S Report
12. Safeguarding
13. Any other business

Next meeting 12/03/2018