



**COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB**  
**Monday 19th November 2018 – 7.00 pm**

Venue – Tennis Club

**AGENDA**

1. Apologies
2. Approval of the minutes for the committee meeting held 10 September 2018
3. Matters arising
  - Action points from last meeting
    - DS – Update on court cleaning
    - SS - Keep website updated including Spring Open photos
    - SS - Chase outstanding 02 payments
    - ~~AS – Notes of open meeting to be circulated (done)~~
    - SG - Kelvin Medley-Jones will be presenting the feasibility study at the AGM
    - SG – Update on meeting with the council on the leases
    - SS – Ask Carryn Lefson to see if nibbles can be provided at AGM
    - ~~AS – Code of conduct on shared drive (done)~~
    - ~~AS – Liaise with Dan about potential handover (done)~~
    - CG - To provide SS with contact details for people who want to help
    - SS – Send update on the league results
    - PR – To do yellow lines in the car park
    - ALL – Take part in review of the coaching contract – under Chair Person’s report
4. Chair Person’s Report
  1. Work Programme November 2018 – October 2019
  2. Charitable status
  3. BBC and the Leases
  4. Contract with Dave Sanger Coaching
  5. Committee Roles and Responsibilities
  6. Court 7
  7. Dorset LTA AGM 26 November
  8. Dates of Committee meetings
5. Treasurer’s Report
  - Income and Expenditure
  - Telephone
  - Gas and electric
  - Invoices
  - Receipts and payments
  - Funding payments
6. Coaching Report
7. Social Secretary’s Report

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

Next meeting TBC