

Management Team Committee Meeting Minutes.

Date: 17th December 2020

Attended: Gordon Hughes (GH) Dee Hughes (DH) Lesley Sutherland (LS) Jan Brookes (JB) Graham Brown (GB) George Simpson (GS)

Item	Discussion	Actions	By whom	When
1	<p>Financial Status:</p> <p>YTD November end P&L is breakeven; it is too early to give a forecast on December.</p> <p>We have had to move some monies from the building society to support the cash flow, to avoid using the overdraft facility. Currently we have £15k in the bank and £7k in the building society</p> <p>We are receiving a grant from the council which amounts to around £1.3k per month. This does not cover our running expenses</p> <p>We are also applying for the £1k "wet" grant, which is a 1 off payment, we expect this to be paid in December</p> <p>To reduce ongoing costs, we are trying to remove the coffee and confectionery vending machines and are in dialog with Siemens</p>	<p>Chase</p> <p>Chase</p>	<p>LS</p> <p>LS</p>	<p>ASAP</p> <p>ASAP</p>
2	<p>Tennis Matter:</p> <p>We have now completed the venue registration with the LTA and our insurance is updated. The LTA certificate and the insurance details are now on the Club notice board</p> <p>Currently all interclub matches have been delayed due to lockdown.</p> <p>A performance training pilot is in progress with 8 members, which will be assessed to see the outcome for the wider members</p> <p>Members are reminded that the top courts are for paying tennis members only and must be booked through the</p>			

	<p>Clubspark system. Members can have a guest(s) providing the bottom courts are used and the online Clubspark system should be used to make the booking, adding the guest(s) and paying £5 per guest. Courts 5 and 6 are available for non-members at a cost of £10, again booking through the Clubspark system.</p> <p>GB and GS went through aspects of the vision of the Tennis Playing Team which included:</p> <ul style="list-style-type: none"> • Ensuring the club is sustainable by attracting new members in the interests of the future of the club • To have the best tennis facility in the county • To have the strongest and competitive club teams • For Hamilton to be a strong and well-respected brand in the tennis community. • To have a thriving membership base and fully utilised courts. • To give members the platforms to meet socialise and play against other members, competitively and socially • To have a positive, safe, welcoming respectful club for all members 	<p>Further details to be communicated to the tennis members</p>	<p>GB/GS</p>	<p>Urgent</p>
<p>3</p>	<p>Health and Safety:</p> <p>We have now subscribed to the Peninsula for H&S support.</p> <p>An up-to-date club policy is now displayed on the Club notice board.</p> <p>We are in the process of reviewing all our documents and procedures, not an overnight job!!</p> <p>We are pleased to say we have a volunteer who is prepared to help us with this task</p>			

4	<p>Maintenance Requirement:</p> <p>Some cleaning to courts 4-6 has been undertaken and the courts are considered playable but with caution. Karen Walker has kindly provided us with some 'Wet and Forget' chemical which we are trying to determine if this is an option to reduce the moss.</p> <p>The fir trees and the Laurel have now been removed exposing a large area which could be considered for future development</p> <p>The smoking hut has been repaired and now sits straight</p> <p>The benches are still to be painted, weather permitting</p> <p>The court backboards replacement is still in progress awaiting supplies of the wood.</p>	<p>Progress when possible</p> <p>Chase the wood supplies</p>	<p>DA</p> <p>Barrie</p>	<p>ASAP</p> <p>ASAP</p>
5	<p>Club Opening:</p> <p>The Clubhouse remains closed at this point as we are in tier 3. If we manage to move to tier 2, we will need to do a financial assessment based on the government restriction, which means we still may not be able to open</p>			
6	<p>HR Status:</p> <p>All the staff are current on the government furlough scheme, which is in place until the end of April</p> <p>Staff have been informed that their holiday entitlement is to be taken prior to the end of March.</p>			
7	<p>AOB:</p> <p>The MC need to think about a longer vision for the club re development of the cleared ground, courts, and lighting update, and how to make the club house more attractive to all the members.</p>	<p>Consider options</p>	<p>All MC Members</p>	<p>Ongoing</p>

8	Next Meeting Dates Wednesday 27th January Wednesday 24th Feb			
---	--	--	--	--