



**Management Team Committee Meeting Minutes.**

**Date: 24th March 2021**

**Attended:** Gordon Hughes (GH) Dee Hughes (DH) Lesley Sutherland (LS) Jan Brookes (JB) Selwyn Carter (SC)

Item	Discussion	Actions	By whom	When
1	<p>The Management Committee:</p> <p>Statement from the MC</p> <p>We welcome Selwyn to the MC as a seconded member until the AGM on 1st July It is disappointing that Graham and George decided to step down after their meeting with the TPT and stated their reason was work related, but they did praise the MC for their efforts in the last year.</p> <p>The result of the request for replacement members only resulted in one member coming forward, so we will continue as we are, we do at least have a quorum until the forthcoming AGM</p>			
2	<p>Financial Status:</p> <p>The cash situation is we have £14.5K in the bank and £8.5K in the building society.</p> <p>As at the end of February our P&amp;L is £7K profit. The projection to the end of March is going to be dependent upon any required yearly adjustment like depreciation</p> <p>Budget for 2021-2022 is still to be created which was held back due to the lockdowns, when we re-open a budget will be created.</p>	<p>Compile Budget</p> <p>Start-up grants to be investigated</p>	<p>LS</p> <p>LS</p>	<p>May</p> <p>April</p>

<p><b>3</b></p>	<p>Tennis Matter:</p> <p>TPT have suspended themselves from tennis activities as per the email from Mark Ashman 9th March, this in turn has caused a lot of conflict within the club.</p> <p>Club captain will be aiding the selection of the tennis teams for this coming summer leagues.</p> <p>Club captain wants to arrange an open day and organise the club tournaments this summer with volunteers to support the running.</p> <p>MH &amp; JJ have come forward as volunteers to arrange tennis social play. Details to follow.</p> <p>Club captain is reviewing junior tennis.</p>	<p>Work with Graham Brown</p> <p>Investigate possibility</p> <p>Communicate and sort with Margaret and Jan</p> <p>Produce possible solution for Juniors</p>	<p>SC</p> <p>SC</p> <p>SC</p> <p>SC</p>	<p>Urgent</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<p><b>4</b></p>	<p>Club House Opening:</p> <p>Nick Steans has offered several gazebos to go in the garden</p> <p>Painting of the garden benches and tables have been completed. Further painting of fence and patio benches will continue over the coming week.</p> <p>Website to be updated with updates for tennis and facilities opening etc.</p> <p>Meeting to be arranged with HS for opening specific details to cover H&amp;S etc.</p>	<p>Arrange</p> <p>Done, looking great</p> <p>Update</p> <p>Arrange</p>	<p>Helen</p> <p>GH</p> <p>JB</p>	<p>ASAP</p> <p>ASAP</p> <p>Urgent</p>

5	<p>Facilities:</p> <p>Courts 4-6 have been cleaned well, cracks filled in by Barrie and Doug, they look in excellent condition ready for our members to use.</p> <p>Karen Walker donated a container of “wet and forget”, which was used and considered successful, further supplies have been purchased and Doug and Barrie are using on the courts 1-3 to get rid of the moss that grows at the back of the courts.</p> <p>We agreed to spend £1.4K on a “Summer Revite” on courts 1-3, by technical services to give better playing surfaces.</p>	Organise	BF	ASAP
6	<p>HR Status:</p> <p>New Job descriptions have been approved by the Club Manager.</p> <p>Updated Staff Contracts and a HR staff booklet are being reviewed by the club manager and a member of staff</p>			
7	<p>AGM:</p> <p>The AGM is scheduled to take place on 1st July</p> <p>Agreed dates are:</p> <p>Constitution proposals accepted from 1<sup>st</sup> May to 3<sup>rd</sup> June</p> <p>Committee nomination on the notice board 3<sup>rd</sup> June. Nominations expire 23<sup>rd</sup> June</p> <p>AGM notice to members 9<sup>th</sup> June with agenda and resolution proposals</p>			
8	<p>AOB:</p> <p>Subscription’s tennis parents go to £20</p> <p>Paul Merrison has reviewed the definitions of the age breaks and this will be updated on the website</p> <p>There are some new policy documents and some policies have been updated</p> <p>New advertising leaflet to be distributed</p>	<p>Review prior to publication</p> <p>Arrange</p>	<p>MC Members</p> <p>JB</p>	<p>ASAP</p> <p>Urgent</p>

9	Next Meeting Dates 22nd April 27th May			