



Management Team Committee Meeting Minutes.

Date: 14th July 2021

Attended: Gordon Hughes (GH) Dee Hughes (DH) John Vickers (JV) Graham Brown (GB) Matt Frier (MF)

Item	Discussion	Actions	By whom	When
1	Welcome	Gordon welcomed John, Graham and Matt to the meeting and explained that the nomination for the Tennis Committee chair was now on the notice board and we wait for any responses to the call for the financial positions		
2	<p>Financial Status:</p> <p>We now have the accounts for May, awaiting June. As at end of May we show a profit of £1.6k</p> <p>Currently we have £33k in the bank and £8k in the building society</p> <p>We are working on the system to be able to get a breakdown by cost center (Club House, Tennis and General)</p>	WIP	GH	ASAP
3	<p>Tennis Matters:</p> <p>Head Racket Demo Day – 22nd July</p> <p>Junior Open Day 31st July</p> <p>It was stated that because we are in the development stage of re generating the junior programme, The Junior Co-Ordinator will continue to report to the chairman.</p> <p>A monthly update is required to track members movement</p> <p>A question was asked about what restrictions will exist from 19th July</p>	<p>Information to be issued</p> <p>Actions in progress and helper sought</p> <p>Investigate with the membership Secretary (Ellen Jackson)</p> <p>Members will be informed before the 19th of July</p>	<p>GB</p> <p>GH/Selwyn/ Libby</p> <p>GH</p> <p>GH/DH</p>	<p>Urgent</p> <p>Urgent</p> <p>ASAP</p>

4	<p>Health and Safety:</p> <p>We will now focus on updating the H&S manual</p>	WIP	DH	ASAP
5	<p>HR Status:</p> <p>New contracts are to be presented to staff for signing</p>	WIP	GH	July
6	<p>Social update:</p> <p>Need to review the function booking and establish what dates are available for organizing social events and possible ideas</p> <p>Need to encourage social members who are rarely seen back to the club</p>	<p>Meeting required</p> <p>Review list of members and decide communication</p>	<p>MF, DH, Jan Brookes, and Helen</p> <p>MF</p>	<p>ASAP</p> <p>ASAP</p>
7	<p>Club Vision:</p> <p>The chairman has created a club vision for the MC members to consider</p>	Share vision with MC members	GH	July
8	<p>AOB:</p> <p>Create a business plan for Padel Court(s)</p> <p>A marquee setup that could be used for wedding function</p>	<p>Investigate</p> <p>Investigate</p>	<p>JV</p> <p>MF</p>	<p>ASAP</p> <p>ASAP</p>
9	<p>Next Meeting Dates</p> <p>24th August</p> <p>11th October</p>			