



Management Team Committee Meeting Minutes.

Date: 20th September 2021

Attended: Gordon Hughes (GH) Dee Hughes (DH) Edwin Shufflebotham (ES) Graham Brown (GB) Matt Frier (MF) Barrie Farnsworth (BF)

Apologies Will Harrison (WH)

Observer (part time) Margaret Roskell (MR)

Item	Discussion	Actions	By whom	When
1	Welcome	Gordon welcomed Edwin as the new Vice Chair		
2	<p>President Comments</p> <p>He outlined his view of the club situation whereby the recent communication methods were causing splits within, not only the club, but withing the tennis members.</p> <p>Also, there were some complaints that need resolving by apologies being made</p> <p>We need to put a line under these issues and move on as one club</p>	<p>All attended agreed</p> <p>Apologies to be sought</p>	ES	Urgent
3	<p>Communication:</p> <p>It was questioned that the MC had agreed unanimously that the TC could use their email, it was pointed out this was not the case as the TC had set up the email without any reference to the MC, and that was agreed that members would need to give permission for their email be shared</p> <p>To resolve the communication issues, it was proposed that all email communications should come from the HLTC domain</p>	All agreed by a majority vote		

	<p>All group type emails would be sent via the membership database (as usually happens)</p> <p>It was recognized that there does need to be a facility whereby the tennis members can communicate directly to the Tennis Committee on a one-to-one basis, so it was suggested that an email should be set up withing the HLTC domain to allow this and that all the MC and TC members would have access to this email. The members of the TC would respond accordingly</p> <p>It was asked that the current TC email address should be removed</p>	<p>An email for this purpose to be created</p> <p>Remove email</p>	<p>GH</p> <p>GB</p>	<p>By 30th Sept</p> <p>Now</p>
4	<p>MC Committee</p> <p>We still have a vacancy for the role as treasures.</p> <p>We have two applications to consider</p>	<p>Meetings to be arranged and the Chairman will make a recommendation for the MC approval</p>	<p>GH</p>	<p>ASAP</p>
5	<p>Membership status</p> <p>The status is:</p> <ul style="list-style-type: none"> • Adult Tennis 93 • Junior Tennis 15 • Social 146 • Coaches 2 • Staff 9 • Total 265 <p>We went through the tennis members who had not joined</p>	<p>Write to members who may have overlooked their renewal</p>	<p>GH</p>	
6	<p>Tennis Matters</p> <p>The question was asked, "What actions are the TC taking to increase the membership and how is the one club ethos being considered"</p> <p>There was no answer to this question.</p>	<p>The TC are requested to put forward proposals to the MC for consideration</p>	<p>GB</p>	<p>By next MC meeting</p>

	<p>Junior tennis - The junior coaching has stated with the Saturday “drop in” in the first 3 week we have taken £272 les the coaching costs (excellent, well-done Libby). The weekday coaching sessions will commence after the autumn camp</p> <p>A question was asked about court bookings through Clubspark. GB requested access to the system to be able to book courts</p>	<p>Junior tennis coaching to be more present on Facebook</p> <p>Create a new page on our website for Junior Tennis</p> <p>TC to clarify rules</p> <p>Grant Access</p>	<p>DH</p> <p>GH</p> <p>GB</p> <p>GH</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
7	<p>Financial Status:</p> <p>The bookkeeping system has now been updated to take account of 3 cost centers, being Tennis, Clubhouse and General</p> <p>The figures to the end of August show Based on revenue and direct cost (no apportionment for the general cost)</p> <p>Tennis £5.3k Gross Profit</p> <p>Club house £17.2 Gross Profit</p> <p>General £8k loss</p> <p>It was agreed that the General Cost center cost would be split between the Tennis and Club House cost centers, based on 30% / 70%</p> <p>Currently we have £36k in the bank and £18k in the building society</p>			
8	<p>Facilities</p> <p>Court Backboards</p> <p>Court Lighting. It was approved and agreed at the last meeting to proceed with LED replacement lighting on court 3 to establish if the lighting fixes the current issues. The lights are available awaiting further instructions</p> <p>For clarification there is no such category of “Will Lighting Funds” any monies raised go into the Club Development Funds and the MC decide where the monies are spent.</p>	<p>Still awaiting cost from W Harrison</p> <p>Scaffolding and timing await W Harrison</p>	<p>WH</p> <p>WH</p>	<p>Awaiting Response</p> <p>Awaiting Response</p>

9	<p>Social update:</p> <p>A Quiz night is in the process of being organized for 15th October</p> <p>There are not many slots in the club diary for social event over the next 2 months,</p>	<p>Complete and advertise</p> <p>Investigate possibilities</p>	<p>MF</p> <p>MF</p>	<p>ASAP</p> <p>ASAP</p>
10	<p>AOB:</p> <p>The LTA are focusing on safeguarding with a view of making venues “Safe to Play” With this the Welfare Office is invited to become an adviser to the MC, and it will form part of the MC agenda</p> <p>The current Safeguarding document has been updated which has been approved by the MC</p>			
11	<p>Next Meeting Dates</p> <p>18th October 2021</p> <p>22nd November 2021</p>			