



Management Team Committee Meeting Minutes.

Date: 18th October 2021

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

Apologies Sarah Jones (SJ)

Observer (part time) Margaret Roskell (MR)

Item	Discussion	Actions	By whom	When
1	Safeguarding: As Sarah Jones was not available, we did not discuss any issues/action	Await next meeting		
2	Complaints: Various complaints were discussed, and an action plan devised	Implement	All	Urgent
3	Committee Status: It was agreed that Alison Westray would be appointed as the HLTC Treasurer The role of Match Secretary is now vacant following the resignation by S Plaistow. Eileen Merrison has agreed to stand in for a temporary period	Confirm New Match Secretary to be found	GH WH	ASAP ASAP
4	Staff: An update on the staff situation was discussed, new contracts have now been signed by most of the staff and termination agreements are being sought for other members	Action	GH	Urgent

5	<p>Financial Status:</p> <p>We have an adjustment to the end of August P&L to take account of some late invoices and allocation adjustments, therefore the figures (including the agreed 30/70 overheads split) are:</p> <p>Tennis – £3k</p> <p>Clubhouse - £5k</p> <p>Our cash in the bank is currently £36k with £18k in the Club Development funds</p> <p>It was noted that from October there will be no furlough payback</p>			
6	<p>Tennis Matters:</p> <p>The plan – WH explained that a short-term plan was being implemented which includes team training and touch tennis, more details to follow from the Tennis committee</p> <p>Junior Tennis – Going well as per the last news update recently sent to all members</p> <p>The LTA registration has been submitted, awaiting the LTA opening the registration on 1st November</p> <p>A question was raised regarding any issues with being fit to play</p>	<p>TC to communicate plan to members</p> <p>Follow up</p> <p>Amend application forms to include a fit to play option</p>	<p>WH</p> <p>GH</p> <p>GH</p>	<p>ASAP</p> <p>11/21</p> <p>ASAP</p>
7	<p>Facilities Management:</p> <p>Court Light Lighting – The lights and a cherry picker are now on order. It was decided that the new lighting would now be installed on court 1</p> <p>Backboards – Proposed costs required</p> <p>A Court Survey is being organized</p>	<p>Organize</p> <p>Provide costs</p>	<p>MF/WH</p> <p>WH</p> <p>BF</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

8	<p>Social update:</p> <p>The recent quiz held was very successful with 65 people attending</p> <p>Christmas and New year social plan to follow</p> <p>The Greek Taverna has been booked from May 22 onwards (further details to follow)</p>	<p>Communicate plan</p> <p>Communicate</p>	<p>MF</p> <p>MF</p>	<p>ASAP</p> <p>ASAP</p>
9	<p>AOB:</p> <p>There was a discussion about the minutes that were issued in January 2020 regarding the split of the club development funds between the tennis and the clubhouse. It was advised that this was overridden because of a negative reaction from members. All monies go into one pot (The Club Development Fund) and the MC decides where the money is allocated</p>			
11	<p>Next Meeting Dates</p> <p>24th November 2021</p>			