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Date: 07/09/2023

Dear «Forename»

## Management Committee Meeting Minutes.

**Date:** 8<sup>th</sup> August 2023

**Attended:** Gordon Hughes (GH) Colin Stott (CS) Alison Westray (AW) Matt Frier (MF) Gillian Bunting (GB) Will Harrison (WH)

**Apologies:** Dee Hughes (DH) Sarah Jones (SJ)

Item	Discussion	Actions	By whom	When
1	Safeguarding:  Nothing to report.			
2	Finances:  June 2023 YTD shows a £0.5k loss, for the club house, and £4.5k loss for tennis again due to the repainting of the bottom courts.  As at today we have £18k in building society & £9k in bank but have a £2.8k VAT bill to pay soon.  We may have to use some of the club funds to repair the leaking roof.  Funding team are still progressing options with the local council and possible Samworths WIP.			

	Investigating sponsorship options	Circulate proposal to MC members for review	CS	ASAP
3	<p>Energy:</p> <p>Energy costs have tripled versus 2022, we would ask all members to be vigilant.</p> <p>Solar panels are work in progress; it was suggested we try Sports England</p> <p>A suggestion was made to have an end of day check list to ensure all un-necessary energy is not consumed overnight.</p> <p>The heating issues have now been fixed</p>	<p>Circulate usage information to MC members.</p> <p>Investigate if viable.</p> <p>Follow up with Helen.</p>	<p>DH</p> <p>DH</p> <p>GH</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
4	<p>Tennis Topics</p> <p>Members are coming forward for the winter league which is encouraging.</p> <p>Coaching Issues: there was a discussion about the R2R performance.</p> <p>There was a discussion about the club championships, and it was decided to change the dates.</p> <p>Notice to be set up in the foyer re tennis balls usage</p>	<p>progress.</p> <p>Meeting required with R2R.</p> <p>Members to be advised.</p> <p>Create some signage.</p>	<p>GB</p> <p>GB/GH</p> <p>GB/WH</p> <p>CS</p>	<p>ASAP</p> <p>ASAP</p> <p>Urgent</p> <p>ASAP</p>
5	<p>Social Events:</p> <p>Events are all in place for August. Planned events for September needed.</p> <p>We are implementing a new ticketing system for events whereby payments can be made either via our website or at the bar.</p>	<p>Create September plan.</p>	<p>MF</p>	<p>Urgent</p>
6	Marketing:			

	<p>The marketing team are concentrating on three main areas.</p> <p>New Tennis membership</p> <p>New social membership</p> <p>Promoting more functions</p>		The marketing team	
<b>7</b>	<p>Facilities update:</p> <p>1<sup>st</sup> priority the club house Roof: the initial leaks have been fixed £3.5k cost to complete our roof leaks.</p> <p>2<sup>nd</sup> priority is the Club house now in progress.</p> <p>3<sup>rd</sup> priority is the club house Frontage: 3 quotes received for the monocouche render or maybe option is to paint the front and do the same signage and up-lights.</p> <p>Net posts: to do these properly they would require shot blasting and powder coating.</p> <p>Court gates: Review at a later stage</p> <p>Clubhouse Cleaning: Deep clean has now been done and a schedule exists for the staff to continue the cleaning.</p> <p>Work continues with the Patio area</p>	<p>Establish when the balance of the roof will be completed.</p> <p>Will now paint to reduce costs.</p> <p>Obtain quotes</p>	<p>GH</p> <p>GH</p> <p>GB</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<b>8</b>	<p>AOB:</p> <p>We discussed our drinks prices and whether or not we should offer a discount period for our members</p>	<p>Investigate where we stand relative to local drinking places</p>	<p>GH/All</p>	<p>ASAP</p>
<b>9</b>	<p>Next Meeting date:</p> <p>12th September @ 6.30pm</p>			

**Dee Hughes**

**HLTC Secretary**