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Date: 29/02/2024

Dear «Forename»

## Management Committee Meeting Minutes.2024-01

**Date:** 22<sup>nd</sup> January 2024

**Attended:** Gordon Hughes (GH) Dee Hughes (DH) Colin Stott (CS) Gillian Bunting (GB) Matt Frier (MF) Sarah Jones (SJ) and Dan Potter (DP) and George Bull (GBull) (part time)

Apologies: Alison Westray (AW) Will Harrison (WH)

Item	Discussion	Actions	By whom	When
1	<p>Meet the Coach:</p> <p>Dan and George introduced themselves and gave a view of the expectations.</p> <p>It was confirmed that the general Meet the coach will take place on the 6<sup>th</sup> of February and it is expected that a coaching programme will commence on the 27<sup>th</sup> of February</p>	<p>Sort out possible coaching days and timings.</p> <p>Update the website regarding the coaching.</p> <p>Determine how any booking and payment system will work</p>	<p>GB/GBull</p> <p>GH/DP/GBull</p> <p>GH/DP/GBull</p>	<p>GH/DP/GBull</p> <p>GH/DP/GBull</p> <p>GH/DP/GBull</p>
2	Safeguarding:			

	No incidents to report	Check DBS status.	GH/SJ	asap
3	<p>Finances:</p> <p>As at end of November the P&amp;L YTD shows Club house -£9.94k and the tennis at -£8.64k (mainly due to the court and clubhouse refurbishment work, the roof repair and energy costs)</p> <p>£8k in building society and £11.6k in the bank,</p> <p>Funding team continue to work on progressing options, being the council for any grant towards solar panels, which we are not likely to hear from until March, a request has been sent to and possible funding from the Melton Building Society-</p> <p>Sponsorship,</p> <p>Th options are now on the website, and an email has gone out to the member, for any support</p>	<p>WIP</p> <p>Potential contact to be pursued</p>	<p>CS</p>	<p>ASAP</p>
4	<p>Tennis:</p> <p>Coaching: The R2R contract has now been terminated.</p> <p>The contract has now been signed for Dan Potter Tennis</p> <p>It is planned to have an "Open Day" on 7<sup>th</sup> April.</p> <p>It is planned to start pickle ball in the spring, probable using court 4.</p> <p>A discussion took place about how to get more tennis member to use the club house</p>	<p>Investigate possible court layout!</p> <p>Investigate possibilities</p>	<p>GB</p> <p>CS</p>	<p>ASAP</p> <p>ASAP</p>
5	<p>Social Events:</p> <p>The social team have put together a possible plan of events for the year</p>	<p>Need to consolidate 3 months ahead to ensure good advertising.</p>	<p>MF</p>	<p>ASAP</p>
6	Facilities/Maintenance:			

	<p>Court 4 lighting: 2 or maybe 3 lights are full of water, we have spare lights available.</p> <p>Frontage lighting to be actioned.</p> <p>In terms of maintenance etc: a matrix will be compiled determining priorities, health risk costs and maintenance frequencies.</p>	<p>Organise some scaffolding and seek volunteers to help put this together.</p> <p>Complete</p> <p>Compile</p>	<p>MF</p> <p>MF</p> <p>GH/CS</p>	<p>Urgent</p> <p>Weather dependant</p> <p>Urgent</p>
7	<p>Marketing:</p> <p>We need to look at ways of increasing our marketing, which needs to be broken down into 3 steps, marketing strategy, planning and implementation.</p>	<p>Investigate how we could get marketing strategy support, either through out members or some external source</p>	<p>CS</p>	<p>ASAP</p>
8	<p>AOB:</p> <p>None discussed</p>			
9	<p>Next Meeting date:</p> <p>Tuesday 20<sup>th</sup> at 18:30</p>			

**Dee Hughes**  
**HLTC Secretary**