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Date: 29/02/2024

Dear «Forename»

Management Committee Meeting Minutes. 26th February 2024

Attended: Gordon Hughes (GH) Dee Hughes (DH) Alison Westray (AW) Matt Frier (MF) Gillian Bunting (GB) Will Harrison (WH)

Apologies: Sarah Jones (SJ) Colin Scott (CS)

Item	Discussion	Actions	By whom	When
1	Safeguarding:	DB Check still to be sorted, awaiting the LTA	GH	ASAP
2	Finances: January 2024 YTD shows a £10K loss for the club house and £9.4K loss for tennis (Due to the court and clubhouse refurbishments, along with the energy and roof repair costs) As at today we have £8k in building society & £16k in bank We have not been successful with the council funding, but the Funding team are still progressing other options in terms of solar panels.	The team is progressing further options.	The funding Team.	ASAP

	Sponsorship is progressing with approaches with local businesses and the court signage is being replaced with invite signs, supplied by Digitaldeadline FOC for 1 year's sponsorship	Progress.	CS	Ongoing
3	<p>Tennis Topics</p> <p>Coaching: The "meet the coach" was extremely successful and the new coaching programme starts on the 27th of February:</p> <p>Tennis Open Day: all set for the 7th of April and volunteers are being sought.</p> <p>Summer league: captains and teams are being sought.</p> <p>Special subscription rates: it is planned to offer the special rate (£75 for the year from the open day until the end of April)</p> <p>Pickleball: it is anticipated this will commence in April. The courts (court6) will be painted, subject to weather conditions, equipment is on order and our website will be used to manage the booking. We are seeking a coach to help us manage the play.</p> <p>Melton Sports ordered all the kit with 25% discount, and a donation of £100 to support.</p> <p>Melton Sports in conjunction with the HLTC are creating a post to go the Melton Messenger expected early March.</p>	<p>Arrange a meeting to sort out the open day.</p> <p>Follow up required with the men to extend the men's team selection.</p> <p>Chase painting the courts weather permitting.</p>	<p>GB</p> <p>WH</p> <p>GB</p>	<p>ASAP</p> <p>By mid-March</p> <p>Early March</p>
4	<p>Social Events:</p> <p>The next 3 months programme has been determined</p>	Give details of social programme	MF/DH	Urgent
5	<p>Facilities update.</p> <p>Court 4 Lightening</p>	Scaffold needs to be sorted for lightening project.	MF	Urgent

	<p>Court brushing machine to be operational.</p> <p>We are in the process of compiling a matrix and prioritising work that needs to be undertaken, subject to funds.</p> <p>It has been noted that there were some broken glasses in the men's changing room.</p>	<p>Obtain new brushes.</p> <p>Complete</p> <p>Consider using the keycode lock on the changing rooms when events are on.</p>	<p>WH</p> <p>GH/CS</p> <p>GH/HS</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
6	<p>Marketing:</p> <p>Publish the 3 months events plan, Yvonne taking the lead on marketing activities to lead the team</p>			
7	<p>AGM:</p> <p>The MC have set the AGM date as the 24th May commencing at 6:30</p>			
8	<p>AOB:</p> <p>None was discussed</p>			
9	<p>Next Meeting date:</p> <p>18th March 2024 @ 6:30</p>			

Dee Hughes

HLTC Secretary