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Date: 20/05/2024

Dear «Forename»

## Management Committee Meeting Minutes.

**Date:** 15th May 2024

**Attendees:** Gordon Hughes (GH) Dee Hughes (DH) Alison Westray (AW) Gillian Bunting (GB) Colin Stott (CS) Matt Frier (MF)

Apologies: Sarah Jones (SJ) Will Harrison (WH)

Item	Discussion	Actions	By whom	When
1	Safeguarding:	Nothing to report		
2	Finances:  The end of year 2023/2024 YTD are still in process.  As at today we have £9.3k in building society & £7k in bank.  The Funding team are still trying to get funding for solar panels.  Sponsorship is progressing with cold calls and letters to approach local businesses, but with little response.	Team is progressing further options.  Continue to progress	Funding Team  CS	Ongoing  Ongoing

3	<p>Tennis Topics</p> <p>Coaching: George is now providing the coaching, although the Tuesday session numbers have dropped off, but the Thursday session is improving, and the junior take up is progressing, George will not be available for individual coaching until July.</p> <p>George to be given a list of the team fixtures.</p> <p>Consider Cardio sessions.</p> <p>The summer league teams (12 in total) are all in place, the mixed teams are still to be established.</p> <p>Another Open Day probable in August to be considered.</p>	<p>Investigate options with Dan Potter</p> <p>Liaise with George</p> <p>Sort mixed teams.</p> <p>Establish possible open day.</p>	<p>GH/GB</p> <p>GB</p> <p>GB/WH</p> <p>GB</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASA</p>
4	<p>Pickleball: It is now all set up on court 6 with 2 courts 8 Players) Karen Walker is the co-ordinator. The sessions are Saturdays and Mondays, Mondays seem to be more popular.</p> <p>More advertising is required and boosting Facebook.</p> <p>A discussion took place about opening the pickleball for general use, but the logistics of payments and the equipment security was a concern</p>	<p>Action advertising</p> <p>Investigate possibilities with Karen</p>	<p>The marketing teams.</p> <p>GH/GB</p>	<p>Urgent</p> <p>ASAP</p>
5	<p>Social Events:</p> <p>The programme is set up to the end of June, the race night may be cancelled if there are no reservations, need to push this.</p> <p>The social team are in the process of establishing the programme for the further 3 months.</p>	<p>Review</p> <p>Compile, advertise and communicate</p>	<p>Social Team</p> <p>Social Team</p>	<p>By 24<sup>th</sup> May</p> <p>End of May</p>

<p><b>6</b></p>	<p>Facilities update.</p> <p>Court 4 Lighting - WIP</p> <p>The ladies' shower needs fixing.</p> <p>Court brushing machine.</p> <p>Potholes – Colin has completed this and has informed the neighbours.</p> <p>The damaged step to the bottom courts has been fixed.</p> <p>The gents changing room toilet needs fixing.</p> <p>The key locks on the gents and ladies changing rooms should be activated and the code issued to the members, but the baby changing mat would need to be relocated before this is done.</p>	<p>In progress</p> <p>Install Shower</p> <p>Repair with new brushes.</p> <p>Action</p> <p>Check suitable location for the baby changing matt</p>	<p>MF</p> <p>WH</p> <p>WH</p> <p>Helen</p> <p>MT/Helen</p>	<p>By 20<sup>th</sup> May</p> <p>Asap</p> <p>Asap</p> <p>Urgent</p> <p>ASAP</p>
<p><b>7</b></p>	<p>AGM:</p> <p>There were no changes to the constitution submitted.</p> <p>The AGM pack is now required to be issued to the members</p>	<p>24th May @ 6.30pm</p> <p>Issue pack</p>	  <p>DH</p>	  <p>This week</p>

8	<p>AOB:</p> <p>It was suggested that we should have a welcome pack for new members.</p> <p>It appears that some people have been playing on the courts without, being a member, using the “pay and Play2 or booking the court, notice to be created stating members and Pay and Play only etc.</p> <p>It also appears that there are still kids playing on the courts, it is reminded that members should not approach the kids directly but should inform the bar staff, who should deal with any issues</p>	<p>Create draft.</p> <p>Create notices.</p> <p>Remind the staff</p>	<p>CS</p> <p>CS</p> <p>Helen</p>	<p>ASAP</p> <p>ASAP</p> <p>Urgent</p>
9	<p>Next Meeting date:</p> <p>17th June @ 6.30pm (TBC)</p>			

Dee Hughes

HLTC Secretary