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Date: 20/05/2025

Dear «Forename»

## Management Committee Meeting Minutes. 2025-05

**Date:** 12<sup>th</sup> May 2025

**Attended:** Gordon Hughes (GH) Alison Westray (AW) Colin Scott (CS) Matt Frier (MF) Gillian Bunting (GB)

Apologies: Dee Hughes, Will Harrison & Sarah Jones

Item	Discussion	Actions	By whom	When
1	Safeguarding:  Nothing to report			
2	Finances:  The YTD accounts for March (yearend) 2025 are still in progress  As at today we have £3.3k in the building society and £10.6k in the bank  Sponsorship: we are continuing to progress with any opportunities.	Send email to members about sponsorship possibilities	CS	ASAP
3	Tennis:			

	<p>Summer league: is now in progress</p> <p>The Open Day:</p> <p>The possibility of an Open Day during the Wimbledon period was discussed but it was decided that we will not arrange a day during this period, but we would offer a membership discount during 30<sup>th</sup> June to 13<sup>th</sup> of July being £90 for the year or £7.50 per month</p> <p>Pickleball Status is going well, and we are getting more people playing, which is causing an issue with available spaces, particularly on the Mondays.</p> <p>Guest Players, need to remind members that it costs £5 per guest for members to play with guests</p>	<p>Sort Teams and communicate to members</p> <p>Need to advertise the promotion</p> <p>Send communication</p>	<p>GB/WH</p> <p>GB</p> <p>GH</p>	<p>ASAP</p> <p>During June</p> <p>ASAP</p>
4	<p>Social Programme:</p> <p>The programme is in progress</p> <p>The Fun Run in August, Date to be set to avoid tennis matches, suggested the 24<sup>th</sup> of August</p>	<p>Issues programme</p> <p>Liaise with Patrick</p>	<p>MF</p> <p>MF</p>	<p>Within 2 weeks</p> <p>ASAP</p>
5	<p>Facilities update:</p> <p>Electrical certification: Still awaiting the certificate</p> <p>Courts 4 lights are still not working, as the lighting is not needed at present, they will be disconnected until we have time to look at the light units, Scaffolding will be required, it was decided to leave this until September</p> <p>Court security: method to be determined WIP</p> <p>Courts status:</p> <p>The willow tree has the potential to be cut down which has been instigated by the neighbour whose property the tree resides in. Colin has a quote re the willow tree (£1500) and will go and see the lady to progress costs and next steps. The club has raised £156 towards this thanks to those who bought a recent raffle ticket</p>	<p>Progress</p> <p>Progress</p> <p>Sort when available</p> <p>Liaise with Neighbour</p>	<p>MF</p> <p>MF</p> <p>GH</p> <p>CS</p>	<p>Urgent</p> <p>August</p> <p>ASAP</p> <p>ASAP</p>

	<p>It was also suggested that maybe the tennis captains could check the court status in advance of any matches to establish if the court needed any debris clearing and advise in order this could be done in plenty of time.</p> <p>Court maintenance, the top courts are being revitalised asap, dependant on the tree status thanks to a very generous donation from a valued member.</p> <p>Bottom courts surfaces: a few holes have been fixed and painted by Barrie and Doug.</p> <p>Brush machine: Still in progress</p> <p>Members bar status: The new flooring, is now in place, just need to fill in the hole in the top corner</p> <p>We had a discussion about the pickleball request to extend pickleball to court 5, based on the feedback from the pickleball players and the potential of new members and the possibility of interclub matches, based on this we have decided to paint court 5 the same as court 6, it was recognised that the courts will still be required for certain tennis matches and regular tennis sessions</p> <p>Car park lines, it was agreed that this will be done, we will need to purchase the materials</p>	<p>Put in place</p> <p>Progress</p> <p>Progress</p> <p>Obtain costs and arrange the painting</p> <p>Progress</p>	<p>GB</p> <p>WH</p> <p>MF</p> <p>GB</p> <p>AW</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>AAP</p> <p>Urgent</p>
6	<p>2025 AGM</p> <p>The date for the 2025 AGM was agreed to be Monday the 16th of June 2025 at 6:30</p> <p>The necessary processes are now in hand starting with any constitution changes and the management committee nominations (it is important we have volunteers for the MC, no MC, no club)</p>			
7	<p>Trustees:</p> <p>It was agreed that John Carruthers would be asked to be the fourth trustee</p>	Propose Candidates	GH	ASAP

8	AOB: First Aid: exploring cost effective courses, still to sort	Progress	GH	ASAP
9	Next Meeting date: To be arranged by the incoming MC			

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