



**COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB**  
**Monday 21st May 2018 – 7.00 pm**

Venue – Tennis Club

**AGENDA**

1. Apologies
2. Approval of the minutes for the committee meeting held 19 March 2018
3. Matters arising
  - Action points from last meeting
    - PR to sign contract for cleaning with ZH
    - AS, DS and SG are to meet before May to discuss club rules – Adam to produce updated rules
    - SG and DS to have meeting about the club rules and invited other committee members to attend
    - MC to feedback on EON energy costs – It appears we have a half-hourly meter and we are currently getting the data from EON.
    - MC to update mandate with the correct membership
    - CG to take forward replacing of the front doors
    - Committee to review the maintenance plan and consider what should be the top three items
    - CC and DS to update safeguarding policy
    - SS to consider other venues for the Christmas party
    - DS and SG to contact the LTA and arrange for the contact of the Wimbledon draw to be changed
    - CB will liaise with CG about the draw.
    - MC and DS will also sort permissions on the LTA website so CB is an administrator.
    - Find out the LTA's view of doubling the price of court hire for non-members.
4. Chair Person's Report
  - Club Rules: Pay and Play
  - Project Initiation Document (PID)/ Business Plan/Development Plan
  - Meeting with Council-new court
  - New Court part two! Fundraising and CASC
  - Community Amateur Sports Club CASC
  - New court -part three
  - GDPR
5. Treasurer's Report
6. Coaching Report
7. Social Secretary's Report
8. Secretary's Report

9. Membership Secretary's Report
10. Match Secretary's Report
11. Maintenance & H&S Report
12. Safeguarding
13. Any other business

Next meeting 16/07/2018