



COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB
Monday 19th November 2018 – 7.00 pm

Venue – Tennis Club

AGENDA

1. Apologies
2. Approval of the minutes for the committee meeting held 10 September 2018
3. Matters arising
 - Action points from last meeting
 - DS – Update on court cleaning
 - SS - Keep website updated including Spring Open photos
 - SS - Chase outstanding 02 payments
 - ~~AS – Notes of open meeting to be circulated (done)~~
 - SG - Kelvin Medley-Jones will be presenting the feasibility study at the AGM
 - SG – Update on meeting with the council on the leases
 - SS – Ask Carryn Lefson to see if nibbles can be provided at AGM
 - ~~AS – Code of conduct on shared drive (done)~~
 - ~~AS – Liaise with Dan about potential handover (done)~~
 - CG - To provide SS with contact details for people who want to help
 - SS – Send update on the league results
 - PR – To do yellow lines in the car park
 - ALL – Take part in review of the coaching contract – under Chair Person’s report
4. Chair Person’s Report
 1. Work Programme November 2018 – October 2019
 2. Charitable status
 3. BBC and the Leases
 4. Contract with Dave Sanger Coaching
 5. Committee Roles and Responsibilities
 6. Court 7
 7. Dorset LTA AGM 26 November
 8. Dates of Committee meetings
5. Treasurer’s Report
 - Income and Expenditure
 - Telephone
 - Gas and electric
 - Invoices
 - Receipts and payments
 - Funding payments
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 TBC