



**COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB**  
**Monday 21st January 2019 – 7.00 pm**

Venue – Tennis Club

**AGENDA**

1. Apologies (Colin Gilbey)
2. Approval of the minutes for the committee meeting held 19 November 2018
3. Matters arising

**Action points from last meeting**

- ~~DL - to update calendar and re-circulate it/ update website (done)~~
- CB, SG, DS – to progress the review of DS Coaching Contract
- SS – to advertise the Christmas party and bring tickets to the clubhouse.
- SS/ CB – to liaise with team captains to get them to promote the party to their teams
- DL – to work with CB to allow access to the shared drive
- DL – to investigate creating an editable version of the Memorandum and Articles of Association
- PR – to investigate prices of shoe cleaners for people to use
- PR – to organise trial of 360 litre recycling bin
- PR – to purchase a Broom for sweeping and leave it in a secure place
- PR – to do the yellow parking lines for the coach/ Wheelchair parking area
- SG – to confirm if available for 11<sup>th</sup> or 18<sup>th</sup> December working group.
- SG – Date to be set to meet with BCVS

4. Chair Person's Report
5. Treasurer's Report
  - Income and Expenditure
6. Coaching Report
7. Social Secretary's Report
8. Secretary's Report
9. Membership Secretary's Report
10. Match Secretary's Report
  - Match Fees
11. Maintenance & H&S Report
12. Safeguarding
13. Any other business

Next meeting TBC