



**COMMITTEE MEETING - SOUTHBOURNE TENNIS CLUB**  
**Monday 15th July 2019 – 7.00 pm**

Venue – Tennis Club

**AGENDA**

1. Apologies
2. Approval of the minutes for the committee meeting held 20th May 2019
3. Matters arising

**Action points from last meeting**

- CD to arrange to meet CG and DS to discuss club budget etc.
- AK to organise selling Raffle tickets for the beach hut week
- AK and SS to put together a list of kitchen helpers
- DL to understand our companies house annual return dates and procedures
- CG to progress membership flyers
- CB looking to update website regarding how teams are chosen/ including implanting some changes
- SG/ DS/ CB to organise a working group for team issues.

4. Chair Person's Report
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 Monday 9<sup>th</sup> September (main meeting), Tuesday 20th August (working party)