



**MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB
Monday, 2nd September 2019 – 7pm**

Present

Susie Grainger as Chair (SG), Daniel Light (DL), David Sanger (DS), Amanda Nagle (AN), Carolyn Day (CD), Andy King (AK), Colin Gilbey (CG), Amanda Nagle (AN).
(Plus Dimitri Antoniou - invited by DS).

1. Apologies

Apologies received from Celia Barron.

2. Minutes of last meeting – 15 July 2019 were approved.

3. Matters arising

- ~~DS/CG - Arrange the Annual Ralph Beatty Tournament (done)~~
- ~~AK to organise Christmas Party. (done)~~
- ~~CG to organise Tennis on the club TV (done)~~
- ~~All - September meeting - to discuss price rises for next year. (done)~~
- CB – To provide committee with a Safeguarding briefing.
- ~~DL to contact Martin Cavey re: Annual Return (done)~~
- ~~CB to update website regarding how teams are chosen/ including implementing some changes (done)~~

Item 4. Chair Person's Report

Chairpersons report to Committee 2 September 2019

1. Charitable status update

As promised the Charities Commission have provided a monthly update informing us that they are now dealing with the backlog from March 2019. So if they maintain this level of progress we should not expect to have our application assessed until December. However we can continue the process that we embarked on some time ago to identify possible sources of funding assuming that we are awarded charitable status.

Committee to note

2. Business plan - Marketing

Firstly a huge thank you to everyone who gave their time and energy to the event at Littledown. We have four families who took advantage of the £15 offer and I know that Colin sent out over forty? follow up emails to people who had expressed interest in the club and what we have to offer. Also the flags were a huge hit as were the stress balls and stickers. At the time of writing I am awaiting the full costings of the event with a view to us setting up our marketing budget to enable us to continue to attract and retain more members.

We also need to identify where the overall responsibility for this area of work is best placed and how the outline marketing plan can be resourced both in money and person terms.

Committee to agree the way forward

3. Business plan – Finance and fundraising

Dave and I recently met with Dorset LTA to explore how clubs can assist them to rebuild county tennis and in particular to identify juniors who show excellent potential. They also gave us details of the small grants scheme the main aim of which is to increase participation . We could consider making an application for funds to attract new members (marketing) and to contribute towards the refurbishment of the club house. Applications are accepted for between £500-5000. They are likely to ask us to match fund any award made.

Committee to discuss and agree what we should prioritise

4. Maintenance Co-ordinator

No one has responded to my verbal or written pleas to take on this role. I am intending to highlight this in my report for the AGM unless anyone has any other ideas!

5.Preparation for AGM

The meeting is being held on 14 October at 7 here in the club house. 21 days notice of the meeting must be given to all members, we need to agree the membership fees for 2020-2021, we need to thank and acknowledge the contributions that were made by people who retired during the year, we need to think about refreshment options, present the end year accounts etc. Therefore at this meeting we need to formally agree the accounts for the period year end March 2019.

Committee to finalise all necessary arrangements and agree accounts

6.Table Football Table

There have been several questions during discussions about the club house refurb in relation to this. Currently it does not enhance the plans to update and make the whole area more attractive although it is used by our junior members. Dave and I have found a foldable table on wheels for under £100 which we hope will offer a compromise to all parties concerned.

Committee to approve the purchase of a replacement table

7.MPLC License

We have been contacted by M.Connell again to inform us about significant changes to Section 72 of the Copyright, Designs and Patents Act 1988 and that the showing of broadcast television programmes and film in public places now requires a copyright licence. This now means if TV programmes and films from our studio partners, whether broadcast on television (terrestrial, Freeview or satellite services), DVD/Blu-ray or viewed from the internet are shown in sports or social clubs, bars, restaurants, hotels or other similar locations, an MPLC licence will now be required.

They ask that we now review the use of television within the club and to further clarify, the MPLC licence is required in addition to the TV Licence. The fee starts from £100.20 + vat per year.

I have spoken to them to ascertain whether or not our very limited use still requires us to pay this fee. Previously I contacted the LTA who at the time advised that we were not required to do so. However MPLC are still adamant that all non domestic viewing requires a licence. The fee is based on the square meterage of viewing space and we are well within the lowest category.

Committee to agree way forward

Committee Thoughts

A discussion was had regarding a marketing plan and the committee agreed the language used in this regard – i.e. marketing or promotion.

Regarding the finance and fundraising it was agreed that we should put one application in to the LTA, but splitting this into two sections. 1. Getting more

members and 2. To help us improve our environment. DS/CG and SG agreed to action this.

Regarding the maintenance co-ordinator SG agreed to make a plea for someone to take this on at the AGM. It was also agreed we would all ask people if they would consider this, and to be aware there is already a small team of people that do most of the work, they just need a co-ordinator.

Table Football Table – Committee were in agreement to sell the old table and to purchase a new smaller, more manoeuvrable table. DS will organise this.

Regarding the MPLC (Motion Picture Licensing Corporation), CG has looked into this and explained his research. It appears we are exempt from needing a license as we meet an agreed criteria, but unfortunately this doesn't stop call centres calling us to chase us up – and they have little interest in being told that we meet the exemption criteria. CG will put a procedure in place regarding use of the television and SG will call the MPLC. CG will also look into how we can lock the amazon account (used for Tennis viewing) to fit in with the requirements.

Junior Committee Liaison

Junior Club Member Dimitri joined our meeting as he is interested in being a Junior committee liaison and representing Junior members at committee.

Dimi offered to help us with our social media and digital marketing – which is something he does as a job. He explained how a number of things work to us and agreed to put a sheet of thoughts together of things we need to talk/ post about.

Committee would like to thank Dimitri for his input and await his further thoughts with interest.

Item 5 - TREASURERS REPORT

SOUTHBOURNE TENNIS CLUB

Payments made during July and August over £150 are as follows:

Dave Sanger Ltd - July Invoice	£1,087.13
Dave Sanger Ltd - June Invoice	£2,721.20
Tennis Balls - Disability Programme	£280.00
Tennis Balls - August	£238.80
Engie Power - Electricity Aug	£153.98
Big Print Little Print - Flags	£180.00
Hotline - Stress Balls	£280.60
Xmas Party Deposit	£300.00

Expenditure for the 5 months to 31/08/2019:

Please see attached a Summary of Receipts and Payments for the period together with two schedules of variances - from last year and from this year's budget.

Major Variances

Membership - Fees are £755 above budget and £1647 above last year for the 5 months

Disability Programme - All timing diffs. Should be self funded.

Fund Raising - this represents the final payment received of £1250 from the Tesco scheme. £280 of this has been allocated to Disability tennis balls with the balance for promotional costs. (See attached breakdown)

Repairs - Low spend to date but costs still to be charged for the repairs to the gates.

Exceptional item - Receipt of £1406 in early August from Water2Business. This is the company we pay the water rates to. Still trying to find out what this is for.

Committee Thoughts

Debit Card - CD explained to us why we need a debit card – for example Amazon need one for the monthly/ annual payment for an account. Committee approved the application for a card and CD advised she will hold this.

Card Reader – it is felt that the club could do with a card payment machine to allow us to receive payment by card. It is felt there are occasions and events where this would be very helpful, and we are somewhat behind the times in not having one currently, as society moves further away from cash payments. CD will investigate the options for this.

Item 6 – COACHING REPORT

Coach report 2nd Sept 2019

Review of data:	-2017	-2018	-2019	-2020
• Adult members	176	162	168	138??
• Junior/Student members	56	58	64	56
• Mini members coaching	112	111	114	106
Total	344	331	346	292
• Junior Coaching Groups	20	21	21	21
• Individual Coaching members	50	50	50	50
• Individual Coaching non	8	8	8	7
• Group Coaching Adults	40	40	40	40
Total	118	119	117	116
• Disability Members	52	52	52	52
• Disability Community/Sch	50	50	74	76
• Schools Primary/Sec	60	60	65	65
Total	162	162	167	169

- **Attendance at junior Members Session**

Junior membership going well but been quieter over the summer holidays

- **Attendance at Girls Members & P&P Session**

Recommences September with Liana as coach

- **Attendance at Mini/Junior coaching programme**

*Sign up for Autumn term in progress.

*New TFK session planned for end of Sept.

- **Attendance at Adult coaching programme**

*Intermediate coaching session on a Monday at 7pm for an hour and a half with around 6-8 attending.

*Beginner Session on Wednesday evening 7.15-8.15pm has 6-8 players.

*Thursday Beginner/Improver adult morning coaching about 12 players is going really well.

*Additional adult coaching will be added on demand and subject to availability.

*Men's hitter's sessions are trying to be set up through interest from Men's team players.

- **Schools & Community programme**

- GBTW is 28th & 29th Sept**

- *After school sessions set up at St Peters, St Kath's, Christchurch J, and Priory.

- Disability programme**

- *Session with Lifeskills Christchurch set up for 14 young adults with Autism will continue in September.

- *Taster session set up at Portfield school for children with Autism ages 6-14 yrs old Friday 20th September.

- *Victoria Education Centre coaching weekly starts September.

*Down Syndrome (DS) Active Sessions Sat 11.30am-12.25pm 6 participants each week. Advertising through Longfleet Football and Linwood school and DS Active.
*Southbourne wheelchair session every Tuesday and Thursday has 3/4 people taking part. Had ex Wheelchair National Coach Ash Smith come along to access players
*Sportability session to be set up
*DS Active session start time is 11.30am and Learning disability session start time is Sat 2.30pm for an hour each, could do with more helpers if anyone has a spare hour.
Finance – Disability funding for 2019 Tennis Foundation for Jan-Dec 2019 is £5060. We have received £2000 from Primrose Fund for wheelchair, day centres and DS active session development of the disability program. £200 from Rotary for LD tournament.
Portfield Autism, have a student doing work experience on Mondays.

More help with funding applications and ideas would be appreciated.

Competition programme

Southbourne Open Tournament review.
Club Championships sign up and event
Ralph Beatty Competition Friday morning event TBA

Social programme

Summer Beach party

- **Web site and marketing**
We have over Facebook also doing well and we have 657 'likes'. All the coaches are updating Facebook almost daily.. Matt is working on Twitter and putting regular tweets on.
- **What is working well?**
Disability work still expanding. Everything seems to be running very well at the moment with the schools and disability programme continuing to expand.
Schools marketing is going well as can be seen increased attendance.
All club and coached morning sessions very busy.
- **What could be improved?**
Targeted marketing – work with companies – volunteering – covering the mini court / padel court £30K / court 7- funding
- **Annual Calendar for year** Up to date currently. To be reviewed and updated each month.
- **Action / Talking points**

Dimtri who just turned 17 to attend committee meeting with thoughts of becoming the junior committee liason.

Sally Revell leaving role as club coach at Southbourne but will continue organising tournaments on Sat pm.

Littledown Family Fun day review

New notice board & Club Champs boards

Rotary Meeting and use of funding – Outside box for defibrillator

Ray new beginner group Sunday evening, would like to offer a free racket in the coaching cost, club support. Dorset LTA funding????

Membership action group – looking into new member offers & discounts, marketing- free trial sessions/bring a friend, discounted membership for beginners, Junior Membership fee TBA / no joining fee / Discount at renewals / under 30's membership / monthly direct debit

- **Extras**

Carpet cleaning / kitchen & Decoration / (back doors £) / New nets

New court benches

Date of next meeting

Committee Thoughts

The moving of the club championship boards to facilitate the revised notice board was discussed by the committee. Unfortunately some members have reacted negatively to the club championship boards being taken down. Committee discussed this at length, because whilst committee had previously unanimously agreed with moving the boards, it is now thought that the outcome has not been as successful as would have been hoped. The main purpose for moving the boards was to allow use of the space to make better use of a main notice/ events board which we have purchased. From our experience now it perhaps seems that the new notice board location might be slightly better directly opposite the main entrance door, and that the loss of “character/ charm/ authenticity” etc. that the club championship boards gives us was not fully understood. It was felt that sometimes you only understand something when you change it. We have listened to member feedback and re-appraised.

LTA funding – it was agreed to include costs of rackets for Ray’s beginners group into our LTA application as this is entirely in line with getting more people playing tennis.

AN agreed to look into dates of when various fun days / open days are so we can plan 2020 marketing etc. Examples of this would be Littledown family fun day/ Fisherman’s walk revival etc.

CG updated on the follow up to the Littledown family fun day and despite 47 emails being sent out there has been no immediate joiners as a result. However

there has been a lot of people take up family coaching offers etc. and there seems a decent chance that we will pick up 1 or 2 adult members as a result of this and a few juniors.

Item 7 - SOCIAL SECRETARY'S REPORT

Social Secretary Report

September 2019

Events held since last committee meeting:

Littledown Family Fun Day

Held annually at the Littledown Centre. A free to attend event focusing on families.

It was decided this event would provide an opportunity both to help promote Southbourne Tennis Club, as well as trying to increase membership numbers. A special promotional offer was introduced, specifically for both this event and the LTA Great British Tennis Weekend, with incentives to encourage people to become members.

LTA Great British Tennis Weekend

A free, national, LTA event, aimed at encouraging more people to get playing tennis. Turn out was very good, with a number of people registering to take part in the various activities throughout the session and expressing an interest in STC. This included a couple of people who took advantage of the August promotional offer.

Total amount raised from kitchen sales: £23.30

14U Junior Tournament took place the same afternoon as the GBTW. Total amount raised from kitchen sales: £15.00

Southbourne Junior Open

Our annual Southbourne Junior Open tournament took place week commencing Sunday 18th August.

Sarah Stout was happy to organise the catering and plan a rota of people to help in the kitchen throughout the week. Rota worked well with enough people to call upon. Cakes/biscuits were also kindly donated by members!

Total amount raised from kitchen sales: £45.00

Summer Beach Party

A chance for all members, their friends and family, to get together and enjoy a summers evening at the beach. Around 30- 40 people attended, each invited to bring along their own food, drink, games etc for the evening.

Hoping to make this a regular social event to take place during the school summer holidays.

Box League Social

Social evening for all members to attend which included medal presentation for the latest round of Box League winners and runners up.

Future Events:

- **Great British Tennis Weekend – Saturday 28th September**
- **Ladies Fun Tournament**
Celia is planning to hold a ladies' fun tournament on Sunday 29th September. Details are yet to be confirmed.
- **Club Championship Finals Day – Sunday 13th October**
- **Ralph Beatty Tournament?**
Are we still planning to hold this? If so, when?

Action Plan:

- Liaising with Sarah to continue to help work on a programme of social events appealing to as many members across the different membership groups as possible.
- Continue to provide catering support to ensure the kitchen is operational for any future tournaments and events.
- Review the prices of food and drink sold in the kitchen.
- Design a poster aimed at encouraging more members to volunteer and help with tasks around the club when required.
- Finalise arrangements for this year's adult Christmas Party. Matters to be decided:
 - Choice of which room/hotel
 - Meal option
 - How much to charge members

My recommendation would be to charge members £30pp but happy to discuss further.

Committee Thoughts

It was agreed the Summer Beach party was a great success and we should look to repeat this in the summer holidays going forward.

DS advised there is low coach availability currently and therefore that he would prefer not to hold the Great British Tennis weekend event this year. Committee supported this.

Christmas party discussion: This was discussed in depth. The agreement was to take the smaller Cottonwood room, because if it ends up a bit small, there will still be an atmosphere, whereas a large, unfilled room, could be unhelpful to the atmosphere.

It was agreed we would pursue the 4 course sit down meal which has a cost of £29.67 per person. Prices were discussed, and the agreement was that this event should not be a fund raising event for us and that we should seek to sell tickets at approximately cost price. Thus £30 per person was agreed as a price.

AK agreed to send an email to everyone and ultimately will do a seating plan (assistance welcome).

Item 8 – SECRETARY’S REPORT

Secretary’s Report – 2nd September 2019

Committee Meeting

- Committee Members – These need to be voted on by members at the AGM, however we should also do this ourselves prior to the AGM, and minute this.
- Door Maintenance contract – authorised and actioned – with the company to take forward. Dave has the paperwork.

AGM

- We need reports from everyone for the AGM – report of the years key events and anything of note
- Need to agree AGM Agenda - See draft (details of the key points need to go in the invite/notification)
- Article 32 of the new Mem and Arts states that;

“At the first annual general meeting all the directors must retire from office unless by the close of the meeting the members have failed to elect sufficient directors to hold a quorate meeting of the directors”

I suggest for this AGM that we consider all Directors resigning and standing for re-election.

Committee thoughts

Committee agreed the attached Agenda and Poster for the AGM. The fees for next year, which need to be agreed at the AGM we agreed upon at the meeting, however several committee members felt that having to agree next years fees so far in advance, and just after this years have come into force, is far from ideal and ties our hands.

CG expressed he would like to have an EGM for this at a later date. Committee decided to push ahead with agreeing fees for next year at this point, however several committee members agreed with CG that this is not an ideal situation.

It was agreed that officers reports for the AGM would be sent to DL a couple of weeks before the AGM, so that DL can organise for these to go up on the website.

DL agreed to organise a simple proxy form, which again can go up on the website.

It was agreed that it would be good to have Junior, Team Captain and Disability Tennis Representatives, and DL agreed to look into whether the Mem and Arts allows these positions to be formalised.

Lastly, there was no Quorum at this meeting to confirm new committee member positions (The Quorum would need to exclude AN, AK and CD, as these were the members to vote on). It was agreed however that as per article 32 of the MEM and Arts, ALL committee members would resign at the end of the AGM, and then stand again, so that the members could vote on them continuing.

Item 9 – MEMBERSHIP SECRETARY’S REPORT

Membership Status Report

Membership Group	Members as at 31/7/19	New Members this month	Members as at 31/8/19
Adult	78	Brenden Howard, Andrew Cook Michael Kusters (yet to pay) plus Karen Goodlet rejoined after injury	82
Country	9		9
Family	8		8
Over 65's	56	Denise Adderson	57
Students	1		1
Juniors	52	Alex Russell	53
Girls Friday Club	2		2
Totals	206		212

CG explained the above figures are very much in line with last year. What has happened is that there has been a shift of the age profile from Adults into the over 65's category as members have aged. We therefore need to increase our over 65's fees to prevent our income falling.

Committee Thoughts

The committee agreed that the discount provided to over 65's, compared to standard adult fees, needs to reduce. It is felt that the majority of the over 65's will be able to afford this and potentially get better value from the fees as they are often able to use the courts more, and in the quieter daytime periods.

**Item 10 - MATCH SECRETARY REPORT September 2019
(Discussed in CB's absence)**

Match Secretary report

Results

Looking at the results of the summer season we really should be incredibly proud of our 11 teams playing in the Dorset and H & IOW Leagues.

Dorset

Men's 1 - 4th in Div 2

Men's 2 - 2nd in Div 4 **promoted to Div 3**

Men's vets - 3rd in Div 1 (1 match to play at time of writing)

Ladies 1 - 3rd in Div 1

Ladies 2 - 1st in Div 2 **promoted to Div 1**

Ladies 3 - 6th in Div 2 but results still to come in so could be relegated to Div 3

Ladies Vets - 1st in single division

Mixed 1 - 4th in Div 1

Mixed 2 - 1st in Div 3 **promoted to Div 2**

So next summer we will have 4 teams in Div 1 2 teams in Div 2 (maybe 3) and 1 team in Div 3 (maybe 2) not counting ladies vets where there is only 1 division.

H & IOW

Men's - 2nd in Div 1 (1 match to play)

Ladies - 4th in Div 1 (3 matches to play)

Many teams in the leagues have given walkovers this summer but I'm proud to say that Southbourne have managed to avoid this.

Meeting with team captains

This was a very profitable exercise in that it was good to be able to listen to views and opinions on the various topics discussed. It was agreed to reduce match fees to £2 per person per match (but for both home and away) and because captains felt that keeping match balls was very important for team players this would be reinstated.

I have also organised 2 official Team Practice evenings which Dave has also agreed to attend . These will be on Tues 10th and 17th Sept, the main aim being for captains to get their teams together, with subsequent discussions re any necessary changes to squads. I have also put out a general invitation to Club members to make themselves known to Dave or myself if they feel they are strong enough to play in a team and would like to be considered.

Our aim for the coming year is to try to raise the profile of our teams with publicity within the club. I will continue to put monthly match reports on the website, and the new notice boards can be used for match results etc.

All captains for the summer have agreed to continue for the winter season, even though for some of them it hasn't been a stress-free season. Actually I'm not sure I asked them if they were happy to continue (!) but I haven't received any resignations(yet!)

Winter season

As of today (29th aug) I have just 4 matches left to arrange for the winter season, so am hoping to get the finished schedule out to captains and Dave early next week. (That's if I have internet access where I'll be staying)

Website

I have revamped the squad and match selection section on the website

Ladies Fun Tournament

I am planning to run another tournament on Sunday sept 29th in the afternoon with a notice going up in couple of weeks. I'm thinking of tying it in with The Big Macmillan coffee morning (which is Sept 27th) and just doing tea and cake with profits going to Macmillan unless there are any objections.

Safeguarding Report

AT LAST I have been able to sign up for a Time To Listen course November 13th

As CB was unable to attend this meeting her Safeguarding Briefing to the committee was postponed until a later date.

A.O.B

1. Jenny has money raised from cakes etc which she wants to go to disability tennis not into general club funds. (Dave knows about this so he should be able to explain)

2. A few 'presentations' at xmas party???

Committee Thoughts

Committee recognised what good news the teams performance is.

In terms of presentations at the Christmas party, it was generally felt not to do this as the party is aiming to be just an informal social event.

Item 11 – MAINTENANCE & H&S REPORT

Maintenance, Health & Safety Reports

SG advised there is still nobody agreeing to act as Maintenance co-ordinator. There is a team of people in place that do most of the required work, we just need someone to co-ordinate. Committee agreed to promote this role with people we come across who might be able to help. SG will make an appeal for someone at the AGM.

DL advised that, following committee approval, he accepted the quotation for the main door maintenance contract and this should now be serviced twice yearly as agreed.

H&S – no reports this month. These will be fed to AN to report to the committee as and when appropriate.

Committee Thoughts

As above in the absence of a Maintenance co-ordinator.

SG advised that Paul Woods has agreed to take on the Health and Safety checks and will update AN as and when necessary.

Item 13 – VICE CHAIRPERSONS REPORT

Vice-Chairperson's Report September 2019

Boscombe + Southbourne Rotary Club

Following the last committee meeting, I have had discussions with the local Rotary club and they have invited a representative(s) of STC to attend one of their lunchtime meetings. This would involve a 20 minute presentation about the work we do with people with disabilities and to feedback how the disability tennis at the club has directly benefited from the donations we have previously received from Rotary.

As part of the presentation we could then mention the fact that we are planning on fundraising to develop the clubhouse facilities, which would improve access for people with disabilities - for instance wheelchair friendly flooring / more accessible kitchen area etc.

I understand that Rotary would potentially be willing to consider donating a small contribution towards the work on the clubhouse, providing it would directly benefit the disability tennis. They fundraise for charitable causes, of which improving the disability tennis would be one, but they would be unable to give money towards other things such as new sofas/chairs/tables/noticeboards/TV etc. They would then hold a vote on this within their own committee to decide if it is a cause they would like to support.

There are three potential dates available for the presentation - Thursday 26th September, Thursday 17th October or Thursday 7th November.

Once the presentation has taken place there is the possibility for STC to be featured in the Rotary club's regular column in the Southbourne Eye which would discuss the disability tennis and promote the club.

Local Advertising

There are community noticeboards at Tuckton Library (and presumably Southbourne Library) and local Co-op stores, where local clubs/events can advertise for free. I feel this is something we should be utilising to promote the club within the community and potentially attract new members. We could also advertise future events held at STC.

Action Points

1. A decision needs to be made as soon as possible about who would be available to present at the lunchtime meeting. I will then liaise with the Rotary club about date availability.

2. AN to contact the Southbourne Link and the Southbourne & Christchurch Eyes respectively re advertising for STC (separately to Rotary).
 - Discuss the timing of this with the Committee members – perhaps Spring is a better time of year rather than Autumn/Winter. Or consider advertising bi-annually.
 - Has an advert for STC previously been designed, or will this need to be arranged?

3. AN to put up STC flyers/posters at local libraries and Co-op stores, and to investigate other possible locations (community centres, shops etc)

Committee Thoughts

AN will pull together a list of where she has put flyers for future reference.

DS will look into what advert we have that can be used for the Southbourne eye magazine.

DS wondered if the Rotary club might support a defibrillator box to allow us to relocate our defibrillator outside the club so that it may be more widely available when the clubhouse is not open. AN will enquire and report back to DS. DS will confirm his availability for the Rotary meeting following this.

AOB

CD raised the fact that Peter Richardson, former Vice Chair, is a bank account signatory and we should really replace him. Committee agreed this and DL agreed to be added in Peters place. CD will organise this.

Carpet Cleaning – it is felt the carpets are badly in need of a clean and the committee agreed. CG will obtain a quotation for this.

Coffee Machine – Peter Storr is looking into prices for an alternative coffee machine to that discussed at our last meeting. Committee are interested to hear what he comes up with.

Next meeting: AGM 14/10/2019 and Committee Meeting 18/11/2019

Action points from the meeting

- SG to make a plea for further assistance/ maintenance coordinator at the AGM.
- DS/ SG to put together an application to the LTA for funding.
- DS to sell Table football table and organise a replacement.
- CG to put in place a procedure regarding use of the clubhouse television.
- CD to organise a debit card for the club
- CD to investigate card readers for club use
- AN to investigate dates of various open days etc. which we could use for future marketing.
- AK to advertise the Christmas Party and invite attendees.
- DL to organise AGM administration issues
- DL to investigate whether Mem and Arts allows additional roles to assist the committee.
- AN to investigate whether the Rotary club might support a defibrillator box outside the club.
- CD to organise DL being a bank signatory.