

There will be a meeting of the Cringleford Tennis Club Management Committee
on Wednesday 3rd April 2024 at 1900 held at
Sally's House.

Minutes: Holly Setchell

AGENDA

1. BUSINESS OF THE AGENDA

- Items in Section A are for discussion and action by the Committee.
- Items in Section B are for information only.
- Items in Section C are Confidential and Reserved.

2. APOLOGIES FOR ABSENCE:

3. STATEMENTS FROM THE CHAIR:

To include approval of the minutes of the previous meeting (held on February 29th, 2024) and matters arising (see separate document)

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. Membership

To receive:

- A report from the Hon. Membership Secretary (Sally Hardwick)
- **Membership Drive - discuss ways to promote the club and increase membership. Eg Open Day with NTA, poster campaign, local flyer drop with a distributor.**

A2. Premises & Maintenance

To receive:

- A report from the Premises and Maintenance lead (Chris Mitchell)
- A report on progress on the clubhouse project and arrangements for an Extraordinary General Meeting (Chris Mitchell)

A3. Teams

To receive:

- A report from the Hon. Match Secretary (Fraser MacMillan)

A4. Tournaments/Events

To receive:

- A report from the events coordination sub-committee (Holly Setchell)

A5. Website/PR

To receive:

- A report from the website representative (Chris Hardwick)
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SECTION B: ITEMS FOR REPORT

B1. Finance

To receive:

- A verbal/written report from the Hon. Treasurer (Kevin Woolrich)

B2. Coaching

To receive:

- A verbal report from the coaching sub-committee (Paul Henery, Sally Hardwick, Amanda Bailey and Jenny Chambers)

B3. Club sessions

To receive:

- A verbal/written report from session coordinators (Jenny Chambers)

B4. Risk and compliance - Health & Safety/Safeguarding/Disciplinary/Data Protection

To receive:

- A verbal/written report from the safeguarding officers (Paul Henery/Amanda Bailey)

B5. AOB / DATE OF NEXT MEETING

TBC

SECTION C: CONFIDENTIAL AND RESERVED

There are no confidential and reserved items
