

There will be a meeting of the Cringleford Tennis Club Management Committee  
on Thursday 29<sup>th</sup> February 2024 at 1900 held at  
*The Cellar House* meeting room.

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 January 4<sup>th</sup>, 2024) and matters arising (see separate document)

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## SECTION A: ITEMS FOR DISCUSSION AND ACTION

### A1. Membership

To receive:

- A report from the Hon. Membership Secretary (Sally Hardwick)

### 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)
- Discuss the following resolution:  
*'Any member wishing to play for a team will be assessed and placed in a squad appropriate to their ability. All squad members to be offered the opportunity to play for their designated team before a member of a different squad is approached to play.'*

### 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)
- Discuss the proposed club mission statement from the AGM:  
*“Our mission is to promote and encourage the playing and enjoyment of tennis for all ages, abilities and backgrounds to the population of Cringleford and surrounding areas by offering a vibrant and sustainable tennis club encouraging player development with both competitive and social tennis in an inclusive and friendly environment”.*

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**SECTION B: ITEMS FOR REPORT**

**B1. Finance**

To receive:

- A verbal 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

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**SECTION C: CONFIDENTIAL AND RESERVED**

There are no confidential and reserved items

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