

There will be a meeting of the Cringleford Tennis Club Management Committee  
on Thursday 27<sup>th</sup> June 2024 at 1900 held at  
*The Red Lion, Eaton.*

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 May 2nd, 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 (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)

## **SECTION B: ITEMS FOR REPORT**

### **B1. Finance**

To receive:

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

### **B2. Coaching**

To receive:

- An update on NTA progress (Sally Hardwick)

### **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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