

There will be a meeting of the Cringleford Tennis Club Management Committee
on Thursday 26th October 2023 at 1900 held at
The Red Lion 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 September 7th, 2023) 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)
- A report from the membership fees sub-committee (**SH, AB, CH, FM**) on proposed fee structures for 2024-25

A2. Premises & Maintenance

To receive:

- A report from the Premises and Maintenance lead (Chris Mitchell)
- A proposal from the membership regarding facility development presented verbally by the Hon. Secretary.

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/PR representatives (Malcolm Clarke/Chris Hardwick)
 - Planning of the AGM Agenda and issuing a formal call for contributions from the membership
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SECTION B: ITEMS FOR REPORT

B1. Finance

To receive:

- A written report from the Hon. Treasurer (Rob Hall)

B2. Coaching

To receive:

- A written report from the club coach (Katie Brooks)

B3. Club sessions

To receive:

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

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

To receive:

- A verbal/written report from the safeguarding officers (Paul Henery/Mandy Bailey)
- A proposal (**FM**) to ensure reimbursement of costs related to annual DBS checking, as per club constitution

B5. AOB / DATE OF NEXT MEETING

TBC

SECTION C: CONFIDENTIAL AND RESERVED

There are no confidential and reserved items
