

There will be a meeting of the Cringleford Tennis Club Committee  
on Thursday 7 September 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 July 13<sup>th</sup>, 2023) and matters arising

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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 discussion of concerns raised by a member to the Chairman regarding inaccurate speculation regarding premises developments.

### **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)
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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)

**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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