

Topic	Minutes of agreements - 6th December 2021 - 7pm	Action owner
Confirm chair for the meeting (does not have to be a member)	MK	
Welcome Deborah	DK welcomed as new club secretary	
Confirm minute taker	DK confirmed as minute taker	
Apologies	Present: Maria Kitt, Liz Hill-Smith, Nigel Gardner, Elizabeth Ho, Deborah Kearns Apologies: David Gibbs and James Ambler	
Facilities		
- court resurfacing (1-2)	MK has 3 acceptable quotes, each differ in specification. MK asked Alastair Cox the lead UK court inspection guy to review and assist the club with choice of contractor. He will prepare a 'guarantee clause' in the contract for the contractor to meet defined standards.	
- court repair (3-5)	MK took over the court resurfacing inspections from JA. The head UK court inspection chap attended on 01 Dec and gave the courts a glowing report for slippage and the other minor issues raised. This safeguards the club. Cost and time heavy, club now needs to move on and embrace the new courts. Management improving but still leaf & tree management ongoing	MK / JA
- court sweeping and work parties	Update from Dietrich about hand over / billy goat job needed. Programme of works needed.	MK / Diet
- clubhouse maintenance	toilet rolls and soap need replenishing - Follow up info - key gadget for the dispensers is a white plastic thing on a string on the back of the Ladies Changing Room door. Lou rolls are on top of the cupboard in the middle lou, soap is in big bottles in the cupboard. With this information, all committee members are now briefed to restock these dispensers between cleaner visits if one runs low.	LHS / all
- other	NG has laptop and will return to JA who deals with key fobs	
Tennis		
- patterns of play - group coaching?		
- Box leagues	Box leagues have been set up and matches commenced	
- finals update		
Membership	Club has 94 adult members and 40 juniors	
Comms		
	FB used to advertise clubhouse	L H-S
Social		
	Pub Drinks arranged by Jon on 3.12.21 a success. Club is sponsoring mince pies and mulled wine after each of the sessions for Xmas. MK will contact each session organiser. Rather than a big clubhouse lunch etc [covid]	Session leaders
Finance		
- Overall financial position	Fees operate on an almost not for profit basis BUT the club house needs to be let for the club to rebuild its reserves. Minimum charge £12.50 but ideally £25p.h	MK/NG
Letting of the club house	Critical to keeping the membership low cost and raising funds e.g. court resurface. Somebody to keep booking system & liaise with hirers. Pilates to run 2-3 nights p.w from January-available to members	MK/NG
- Coaching fees issue needs to be sorted	Critical and minor spending must be approved by 2 committee members, for items over £1000 put to all members to approve. (Constitution). Seems to be wasting lots of money on cleaning as recycling not taken. Tennis balls - sessions are awash with balls at each session. Court inspection c.£1000 in terms of time and consultant cost.	MK/NG
- Coaching fees issue needs to be sorted	Fees are a % of turnover not profit so if costs are high fees are disproportionate. Fees are linked to an INCREASE in turnover. Review whether coach receives % of profit of club rather than turnover. LTA has guidance for alternative club/coach arrangements	MK/NG/JA
Coach contract	Must be Renewed for Jan 2022	MK/NG/JA/DK
Governance		
- AGM and accounts	MK to draft strategy plan. AGM in March 2022.	MK/ALL
Club survey	not needed at this time	
- committee posts to fill	Deb Kearns now on board. Requisite posts filled according to constitution for approval of accounts.	
- Date of next meeting	10.1.22 confirmed. Send Zoom link with agenda - it is the same one and has phone in option if necessary.	