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Date: 29/10/2024

Dear «Forename»

Management Committee Meeting Minutes 2024-10

Date: 28th October 2024

Attended: Gordon Hughes (GH) Dee Hughes (DH) Matt Frier (MF) Sarah Jones (SJ) Alison Westray (AW) Gillian Bunting (GB)

Apologies: Colin Scott (CS) Will Harrison (WH)

Item	Discussion	Actions	By whom	When
1	Safeguarding: Sarah completed the LTA safeguarding training session during October. DBS require checking to see if they have expired, check to see if they need renewing. Some policies require updating as per the LTA requests. WhatsApp groups: the LTA advise that anyone under 18 is not allowed on these groups unless their parents/carer or responsible adult are on the group as well.	 Check with appropriate member Refer to LTA sample polices Note for all members	 GH SJ	 ASAP ASAP

2	Finances: As at the end of September the YTD figures are, clubhouse is £7.2k profit and tennis shows £3.8 loss As at today we have £9.3k in the building society and £12.3k in the bank Sponsorship: we are continuing to progress with any opportunities Donations: we have received £900 to-date and thank to those who have already donated to date.	Continue any action Encourage members to participate	CS GH	On going ASAP
3	Tennis Topics: Winter league: Is now underway and progressing. Ladies' 3rd team is progressing well to date with 2 wins out of 3. Championship Trophies: Men's double final & Ladies Singles matches need to be played by the 1st of December to compete in the championship season. The presentation evening proposed to 10th Jan, more details to follow. Pickleball status: Still progresses to be very popular, active group of which an article will be going into the Melton Times composed by Margaret Roskill and Penny Biggs. Wednesday night pickleball session to be reviewed Pickleball Risk Assessment: WIP George has released a new set of coaching sessions	Partticipants please note deadline Review with Pickleball players	GB	ASAP

	on WhatsApp groups and on our website, please support these sessions where possible via George and the booking system.			
4	Social Programme: 13th Dec Drag Christmas Party Evening 24th Dec Music evening with local artist Katie Rose 31st December Similar group New Years Eve			
5	Facilities update: Electrical certification: Approval has been given for the contractor to continue at a cost of £5k plus VAT, work to be undertaken during w/c 11th November. Court lighting switches to be investigated. Court security: method to be determined Courts status: Trees behind courts 1-3 - immediate action being taken to cut back the trees, however it needs to be determined what is the legal level these can cut back to due to light and noise levels to our neighbours. More brushes will be provided on courts in order to brush the courts prior play, and members are actively encouraged to drag the courts after play. Willow tree to be cut back asap. Bottom courts surfaces: a few holes have	Contact the contractor reference the scaffolding required for the bottom courts Repair or replace WIP Contact the environment agency Establish specification and purchase brushes To be actioned Obtain quote to fill holes, matching	GH MF GH GH GB/DH WH	This week This week ASAP Urgent ASAP Urgent

	appeared. Brush machine: WIP Gully in front of courts 1-3: It is believed a bottle is stuck, Doug is going to try and remove with Matt's support. Stream status: the stream has had some initial work undertaken by willing volunteers, but still requires further work to avoid flooding.	paint finish Progress Progress asap to prevent flooding Seek volunteers to monitor and undertake any necessary work to avoid flooding	GB WH MF GH	ASAP ASAP Urgent ASAP
6	AOB: Internal cleaning: clubhouse cleaning is under review. First Aid: training updates and kits need updating.	Action required Determine way forward	GH/Helen GH/DH/Helen	Urgent Urgent
7	Next Meeting date: 18th Nov - 18.30pm			

Dee Hughes

HLTC Secretary