

HACKNEY CITY TENNIS CLUBS LIMITED

BOARD OF DIRECTORS

MINUTES OF BOARD MEETING HELD ON WEDNESDAY 18TH October 2017

Present:

Directors: Howard Bennett (Acting Chair); Maurine Lewin, Francesco Caselli; Alison Hunter; David Harrison

In Attendance: Christian Coombs (Head Coach and Acting Director of Tennis); Kara Day (Operations Manager, Minutes)

Item		Action
1	Apologies for Absence David Smith	
2	Conflicts of Interest No further conflicts were declared.	
3	Minutes of meeting held on 19 September The Minutes of the Board meeting held on 19 September were approved as a true record.	
4	Items approved via email Nothing to report	
5	Action points from previous meeting Items are up-to-date.	
6	Finance Audited accounts are being finalised. There are some final areas to be clarified. Actions <ul style="list-style-type: none">Howard and Christian to respond to some final queries from the auditors to assist the finalisation of the audit.	HB/CC
7	Management Team Update Competition organisation A number of management options for Adult competitive play has been discussed and sent to adult team captains. Those who have responded to this have indicated Option 3, whereby Hackney Tennis organises activities with the support of Adult volunteers, is preferable. However responses have not come from all areas of the adult competitive community making it difficult to move forward. Concerns raised recently over the future of the Box League/Ladder are to be addressed. A short term solution is in place for results entry, while a more permanent solution, such as a Competitions Manager is considered. Appointing a Competitions Manager has been proposed as a matter of urgency to organise teams as part of a wider role including tournament, box league and ladder management for both adults and juniors. LBH will need to be consulted on the creation of such a role. The objective will be that income generated through competitive play covers the cost of the role.	

	<ul style="list-style-type: none"> • Management Team to review court booking T&Cs to determine if a 'plays at own risk' line currently appears along with a statement about injury or loss on the courts. • Amend Lone Working Policy and create a Lone Working Procedure and circulate on email to finalise. • Risk Assessment procedure to be reviewed and confirmed to the Board as fit-for-purpose on email by the management team. • Ensure a complete policy and procedure list is in place with future reviews diarised. 	<p>CC/KD</p> <p>AH</p> <p>MT</p> <p>JH</p>
9	<p>LBH Update LBH will be conducting an audit on Hackney Tennis systems and procedures in preparation for the upcoming tender process in the coming weeks. The next meeting with Ian Holland is set for November prior to the next board meeting.</p> <p>Actions</p> <ul style="list-style-type: none"> • Howard to liaise with LBH auditors to determine their requirements. 	<p>HB</p>
10	<p>Next meeting Tuesday 21st November</p> <p>Future Meetings Wednesday 20th December</p>	