

Decision and Action Log

Meeting: ATSC Main Committee Meeting (Emergency). *Required due to Tier 3 (moving to 4) announcement by UK Government.
Location: ATSC Clubhouse
Date: 18th December 2020, 10:00
Present: Alan Brialey, John Phipps, David Evans, David Herron, Simon Townsend
Apologies: Ben Milner, David Wright

No.	Decision, Action or Message	Who?	When?	Who needs to be told?	Action completed?
1.	ACTION: ATSC to make all changes required by new Tier 4 status as imposed by the Government. All requirements to be met in full with regards to Tennis, Squash and Clubhouse.	ALL	IMMEDIATE	ALL CLUB MEMBERS	YES
2.	ACTION: Tennis activities continue as per Tier 3 standards with a few exceptions, notably restrictions to doubles play (only available to those in the same family / support bubble). Singles play to continue as before. Coaching to continue. Latest regulations to be found at the LTA and GOV websites and clearly linked in email to members. Subscriptions to remain static, monitored going forward dependent on future restrictions.	ALL	ONGOING	ALL CLUB MEMBERS	YES
3.	ACTION: Squash court access to cease with immediate effect. Communication to members that booked courts need to be cancelled to ensure payment isn't taken. Subscriptions to be discussed at the next meeting (date TBC).	ST / DH	IMMEDIATE	ALL CLUB MEMBERS	YES
4.	DECISION: Bar and functions to remain closed and future bookings to end of March 2021 to be cancelled.	AB	ONGOING	ADMIN / BAR STAFF	IN PROGRESS

5.	ACTION: Clubhouse to close fully with immediate effect. This is to include WC access which cannot be provided at this point. Front door to be unlocked each morning to allow access to the porch area enabling floodlight operation by members. Notification of this change to be emailed to members.	ST / DH	IMMEDIATE	ALL CLUB MEMBERS	YES
6.	ACTION: Due to Clubhouse being closed, JWT coaching team are asked to keep equipment off site. JP to liaise with James Woodwards and gather feedback.	JP	IMMEDIATE	COACHING TEAM	NO
7.	DECISION: Clubhouse repairs which are considered essential are to be pursued while the Clubhouse is closed.	ST / DE / JP	ONGOING	N/A	IN PROGRESS
8.	DECISION: Clubhouse cost saving measures: cleaning to be reduced, heating / hot water temperature to be reduced. Apart from already agreed plans, only essentials to be considered for additional expenditure.	ST / JP	IMMEDIATE	N/A	YES
9.	ACTION: Volunteer club security patrol team to be reinstated.	ST	IMMEDIATE	VOLUNTEERS	YES
10.	ACTION: Relevant information to be relayed to members via Mailchimp as soon as possible.	DH	IMMEDIATE	N/A	YES

Notes:

It is likely further meetings will become necessary at short notice due to the constantly changing Covid-19 situation. Subscription freezing / refunds need to be discussed as soon as possible.

NEXT MEETING: Friday 8th January 2021, 9:30 - ATSC Clubhouse. Agenda to follow.