

Decision and Action Log

Meeting: ATSC Main Committee Meeting

Location: ATSC Clubhouse / Remote attendance

Date: 24th March 2021, 15:00.

Present: Simon Townsend, Kenneth Shaw, Yvonne Shaw, David Wright, David Evans, David Herron, Sue Miles.

Apologies: Ben Milner, Alan Brialey, John Phipps, Tom Phipps.

No.	Decision, Action or Message	Who?	When?	Who needs to be told?	Action completed?
1.	DECISION: Reopening of tennis: Track and Trace needs to be in place with QR code. Tennis court risk assessment needs to be updated. Clubhouse only open for use of toilets, no other usage. Entry and exit via front door. Mailchimp to be sent to members with expectations.	DH / YS / KS	IMMEDIATE	ALL CLUB MEMBERS	IN PROGRESS
2.	ACTION: Notice to be put on tennis court gates telling the last player leaving the courts to lock gates with padlock. New padlock code to be broadcast to members, not by Mailchimp. Solution to be found on how to share the code to current subscribers.	DW / KS	IMMEDIATE	TENNIS SUB COMMITTEE	IN PROGRESS
3.	ACTION: Membership renewals: Letter to be composed regarding renewals. Squash members' access to tennis courts to be included.	KS / DH	IMMEDIATE	ALL CLUB MEMBERS	IN PROGRESS
4.	DECISION: Membership renewals: All rejoiners need to be strongly encouraged to use MMM. Any renewals not using MMM will need to accept the club code of conduct, not feasible for them to sign a hard copy of their acceptance due to GDPR. Cheque payments (although discouraged) must be annual and not monthly.	KS	IMMEDIATE	ALL CLUB MEMBERS	IN PROGRESS

5.	DECISION: Court refurbishment: Additional scope for court 4 replacement, plus work to courts 8, 9, 10 has been requested. Some private money could be contributed. To be reviewed by the rest of the Committee members. Proposed 7 June start, 3 week process; start date agreed by ST.	ALL COMMITTEE MEMBERS	ONGOING	ALL COMMITTEE MEMBERS	IN PROGRESS
6.	ACTION: DE thinks courts 8, 9, 10 shouldnt be used as they are dangerous. Tennis committee will arrange for this to be checked. Court restrictions and subsequent availability due to the works will be ascertained and broadcast as necessary.	KS / DH	ONGOING	JWT / ME	IN PROGRESS
<p>Notes: Safeguarding; nothing to mention, meeting with LTA to be attended by DE and DH 24/05/21. Clubhouse to be used as polling station for local elections, 7am - 10pm, 26/05/2021.</p> <p>NEXT MEETING: TBC.</p>					