

Location: Tennis Room / Rec Club TBC

Date: TBC

Time: 19:00

1.0	Previous Months Minutes – Accurate & True – Authorised for circulation Conflicts of Interest Update of previous assigned actions	All All All
2.0	Treasurers Report & Financials – Monthly Update on Cash income & Expenditure – Next month's forecast and recommendations –	Treasurer
3.0	Membership Report- Status of membership and monthly highlights – Member of the month –	Membership Secretary
4.0	Fixtures Update & Report- Status of Previous & current month Fixtures	All
5.0	Competitions Report- Status of Previous & current /future month Competitions-	All
6.0	Club Update - Status of Previous & current Club highlights ,	All
7.0	Health & Safety Report- Status of Previous & current H&S issues and any maintenance observations	All
8.0	Development & Project Report	All
9.0	Website & Media Update Report	All
10.0	Monthly Planner Items – Discussion & agreement on monthly planned issues – Allocation of tasks	Secretary
11.0	AOB- <ul style="list-style-type: none"> Items to be added monthly raised by committee or members that are not covered in above agenda items 	All

Next Planned Meeting:

First Tuesday of a calendar month unless communicated in advance due to diary commitments