

THE LANSDOWN TENNIS, SQUASH AND CROQUET CLUB
MINUTES OF A COMMITTEE MEETING
TUESDAY, JULY 27th 2021, BY ZOOM

Present

Claire Ackerman (CA)
David Barnes (DB)
Andy Ewings (AE)
Jeremy Goulding (JG)
Howard Grove (HG)
Mark Groves (MG)
Jeremy Labram (JL)
Mark Radley (MR)
James Scully (JS)
Jean Wilson (JW)

The meeting started at 19.30 hrs.

Apologies

Apologies were received from John Foulds

Business conducted

JG thanked everyone for attending and explained that the meeting had been called to discuss the recent resignation of the General Manager (PT), and updates to office management.

JG noted that the exact timing for PT's departure were being finalised. JS explained that an Office Administrator had been appointed (Natalie Curtis (NC)) and that she would start in August, with a transition of tasks and training on systems where appropriate from PT. JS also noted that PT was progressing well with an extensive list of matters that included administrative and management tasks, with strategic/management tasks to be debriefed to JS/AE/JG. There would also be a formal exit interview conducted by JG/JS with PT prior to PT's departure.

There ensued a varied discussion about what tasks would be covered by whom and how the transition would be managed. AE would be responsible for informing all staff, some of which had been carried out. Communication to all other parties would be handled within the transition document and actions that JS referred to being produced by PT.

The committee delegated the completion of any outstanding financial matters related to PT's contract to AE, JG and MG such that PT continued to perform his duties satisfactorily for

the remainder of his employment, and to secure access for assistance from PT in the weeks following his departure should that be called for by NC or other staff/committee.

DB commented that he had spent over 1 hour in a very productive meeting with PT last week where they reviewed the mandatory controls, various health and safety compliances required, and that this has been documented. DB noted that PT had conducted this in a thoroughly co-operative and professional manner.

There being no further business, the meeting ended at 20.00 hours.