

CROSS IN HAND LAWN TENNIS CLUB – ANNUAL GENERAL MEETING MINUTES – NOVEMBER 2017

Held on Tuesday 14th November 2017 at 20:00hrs, the Chairman called the meeting to order at 20:05hrs.

Present (Committee and Voting Members): Chris Groom - Chairman (CG), John Tetzlaff – Hon. Treasurer (JT), Rob French – Acting Secretary for AGM/Joint Membership Secretary (RF), Helen French – Joint Membership Secretary (HF), Corrie Huntley – Welfare Officer (CH), Bryan Hamblin – Match/Tennis Secretary (BH), Martin Stringell - Provisions Manager (MS), Danielle Cruickshank – Social Secretary (DC).

Massimo Brooks, Kirsty Chambers, Ian Cruickshank, Joyce Eldridge, Michael Eldridge, David Eyres, Amanda Gillet, Stephen Godfrey, Mike Hammerton, Patrick Kyle, Andrea Law, Linda McNamee, John Robinson, Dorothy Russell, James Smith, Joanne Smith, Caroline Tetzlaff, Clive Turrell, Elizabeth Winter.

Present (non-voting members): Anna Broad.

Apologies for Absence (Committee and Voting Members): Paul Dent (PD) of South Coast Tennis (SCT).

Tracey Boorman, Linda, Davis, Andrew Deadman, Helen Garvey, Janie Huggins, Jerry Oliver, Claire Turrell.

Agenda: The following had been posted on the club noticeboard in advance in accordance with the club constitution as well as being e-mailed to members -

(CG) Chairman's report, including other updates from the Committee.

(JT) Treasurer's report, including accounts and projections.

(HF) Membership update.

(PD) Coaching report from SCT.

(DC) Social activities

(CG + RF) Committee and Member proposals.

AOB

(CG) Chairman's Report, including other updates from the Committee and Social activities:

CG opened the meeting, thanking those members that were in attendance for their ongoing support and noting that he was covering items from Hon. Secretary, Match/Tennis Secretary, Maintenance and Social Activities. CG highlighted the sound financial performance of the Club; healthy number of new members; new gate to the astro courts; simpler floodlight switching arrangement; maintenance board and competitive performance by the teams representing the Club.

CG noted that the biggest item for the future is the replacement of the astro courts but that the administration of the Club is stable, and this has been achieved due to a collegiate approach from the Committee. CG thanked the Committee, and also the Members who contribute so much including, but not limited to, Andrea & Katie (quiz night), Janie and Linda (flower planters), all the team captains and players, June (ladies' day) Mass and Andrea (tournaments), Dot (100 Club), Peter, Mike and Dave (various maintenance items), Andrea (auditor) and Steve (general advice and support).

Regarding match/tennis matters, CG noted how grateful team players were to the captains and that the Club had not missed a match commitment this year. There have been notable successes including the Men's 3rds who won their league, as did the Men's 1st team in the Horam league.

On more general matters, CG wished to note the contribution of Mass to the Committee and the Club. In his absence, the Committee members were stretched, and 1-2 others are really needed to share the load, which can be tailored to the individual and what they wish to be involved with. Items currently under discussion include additional security lighting and investing in our own defibrillator. CG noted the updates to the honours board, a sign of a healthy tennis club environment.

CG then reported on Club maintenance, noting the improvements that have been made. Attention was drawn to the maintenance board which is having a good effect. People are noting jobs and clearing them. CG reminded everyone that that the top half of the board contains standing tasks and volunteers are sought for those too.

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Finally CG noted the improving social scene, with Danielle joining the Committee and reinvigorating curry evenings and Linda's bring-a-dish tennis Saturdays also proving popular.

CG closed with a plea for all Members to update their opt-ins for the Wimbledon ballot on the LTA website, as this dictates how many tickets Club Members can receive via the Club ballot.

CG received a round of applause from the members, following which Steve Godfrey noted that he was aware that the Ladies 1st Team have withdrawn from the winter leagues. CG agreed to take this forward to investigate.

(JT) Treasurer's report, including accounts and projections:

JT comprehensively covered a review of the annual accounts for year ended 30 September 2017, which have been approved by the Chairman and Treasurer on behalf of the Committee and independently reviewed by an independent Examiner, Andrea Law. JT also provided a review of an updated cashflow projection for the next 5 years (Oct 2017 – Sep 2022) with a focus on the expected timing and cost of replacing the 4 astro courts. The Statement of Receipts and Payments Schedule had been revised so that 2017 and 2016 can be compared on a like-for-like basis.

Receipts for the year were £27,820, which compares to £28,031 for previous year, marginally down by £211 (1%). On a like-for-like basis (after removing impact of one-off items and showing SCT charge on a consistent basis), the comparative figure for the previous year is £27,190, marginally up by £630 (2%). Payments for the year were £15,378 compared to £15,005 for the previous year, marginally up by £584 (2%). Once restated on a like-for-like basis, the comparative figure for the previous year is £14,164, up by a more significant £1,214 (9%). The surplus for the year was £12,441, compared to a surplus of £13,026 for the previous year, down by £584 (4%).

During the year a further repayment of £2,500 was made on the £10,000 loan from Tennis Sussex and we have now repaid the loan in full. The bank balance now stands at £67,089 at as at 30 Sep 2017, which is an increase of £9,950 over last year's balance of £57,139.

JT noted that the 5-year forecast is important as it allows the Club to plan any significant upcoming capital works, in this case the replacement of the 4 astro courts. The main assumptions now being used are that subs income will be flat apart from an inflation increase, and general repairs and improvements funds will be set aside for annual court lighting servicing, general (known) maintenance and servicing and a general reserve of £1,000 p.a. for any other expenses which should arise. All other income and expense, apart from the flat fee received from SCT, are now assumed to increase in line with inflation which is conservatively set at 4%. The new 5-year forecast is pretty much in line with last year's forecast, with some refinements, and shows that the Club should have sufficient funds to replace for the 4 astro courts in Spring 2020 as per last year's forecast. In their last visit, SSP again stated that the astro courts were in reasonably good condition for their age and expected that they would last another 3-4 years. A quote for replacement of the 4 astro courts has been received from Trevor May and £100,000 is a reasonable estimate. The Club would probably look at taking out another loan with Tennis Sussex for £10,000 so that it had a reasonable level of surplus funds available, just in case any other significant expenses arose at that time.

JT concluded that it had been a reasonable year financially, in line with forecast set out at last year's AGM and the previous falls in membership subscriptions had levelled out. Some income lines have improved such as fundraising and several significant repairs and improvements were completed in line with last year's forecast. The priority is now to maintain this stability and, to reflect that, next year the 5-year projection would be used as the basis for comparison rather than the prior year actuals.

JT asked if there were any questions and Steve Godfrey asked if floodlight usage was included in SCT's simplified, single payment contract. JT confirmed this was the case. Michael Eldridge then asked if the situation had changed in terms of trust payments for floodlight usage, and Steve Godfrey reminded everyone that in contrast to e.g. Seaford, free-to-member floodlights applied a lot of the time at club sessions, team practice, matches and coaching. Hence lower income was to be expected. Patrick Kyle repeated that there was more income, but it was within SCT's single payment. Steve Godfrey mentioned that the foundations of courts 5 and 6 were and concern, and JT confirmed that the £100,000 figure was at the high end to include a reasonable amount of such works. Andrea Law asked if a decision had been made to retain astro as the surface, and it was confirmed this would be by Member consultation nearer the time. Mike Hammerton asked if LED floodlighting was financially viable yet, and RF confirmed that several sources had confirmed that that point had not yet been reached. £40-£50,000 was a likely cost which made servicing the current lights the best option for now at least.

The members clearly appreciated the clarity and detail of JT's report and gave him a round of applause.

(HF) Membership update:

HF noted that the report related to the membership year (April to March) and was therefore not directly reconcilable to the Club financial year, plus the changes to the membership categories agreed at the last AGM have made recording and reporting easier. The number of adult members is exactly the same as last year at 114, although juniors have fallen by 31 to 81. This was partly expected because of the introduction of the non-member coaching surcharge, although 50% of the 18 and under group from last year has moved on. It is recognised that this is a hard group to move directly into full adult membership. Financially the membership income is stable as mentioned by JT, even after losing 4 families to moves away from the area which is an approx. £1000 impact. 78 adults took advantage of the lower early renewal fee, which helps a great deal with admin and gives the committee an earlier indicator of the membership numbers. The non-member coaching surcharge has already brought in £350 and 19 new members have been welcomed so far in this membership year. HF confirmed that the membership form continues to serve a purpose in terms of the Members giving their commitment to current terms and conditions, and that new data privacy processes will be worked in. No changes to membership categories are proposed for the 2018/19 year. It was also noted that no dissatisfaction with the club had been raised as a reason for non-renewal, which was mainly due to health reasons. The membership noticeboard had been used extensively by prospective members arriving at the club on spec and SCT have also been great advocates for the club and moved people through to membership. After her report, HF received a round of applause from those present.

(PD) Coaching Report from South Coast Tennis - via e-mail hence delivered to the meeting by RF:

PD ran through the current coaching programmes, and noted that numbers continued to grow on Saturday mornings in all junior categories. Anna Broad and Ben Barden received special mention for their assistance, although Ben has now moved on and been replaced by Dan Watt. There has been similar development during the week, with Mikey Turek expanding his hitting with the younger players as well as developing himself and playing for the men's teams. The academy is still progressing well, as are the weekday adult sessions led by Darren amongst others from the SCT team. There were reductions in the numbers attending holiday camps, but this is a competitive area and a conscious decision was made to run tennis sessions and not just be there for babysitting. Overall the numbers have increased across all the programmes and the SCT coaching team has been strengthened. There are several players that have achieved great things, not just at club level but by being recognised by the County. SCT are in the process of reviewing how they move forward for 2018 and are confident of an even better year.

(CG + RF) Committee and Member proposals:

The following had been posted on the club noticeboard in advance in accordance with the Club Constitution as well as being e-mailed to members -

The following Proposals have been sponsored by the Committee (C):

Proposal C1 - The Committee proposes to remove the specific reference to a £ level of guest fees from the Constitution. These will be set for each membership year alongside the member and lighting rates, which are themselves not part of the Constitution.

Additionally, it will be made clearer that non-members are not entitled to use the courts unless in the presence of a coach or another Member, in the case of a guest. This is in-line with the coaching surcharge structure which was discussed and agreed at last year's AGM.

Proposal C2 (not subject to vote at AGM – legal requirement) - The Committee proposes to make specific reference to a Privacy Policy in the Constitution, which will be published on the Club website alongside other such policies e.g. Equality and Discrimination.

The following Proposals have been received from Members (M):

No Member Proposals had been received by the deadline for submission of 6th November or were raised at the meeting.

At the meeting, the following discussions and votes took place:

C1 – Proposed by Ian Cruikshank, seconded by Massimo Brooks and unanimously carried by the voting Members present. Note that the Club Constitution will be updated accordingly.

C2 – No questions were raised, and no vote held as this is a legal requirement. Note that the Club Constitution will be updated accordingly.

Any Other Business:

CG informed the meeting that the current Committee had all volunteered to continue and that no alternative nominations had been received. Andrea Law has also agreed to continue as the club Auditor.

Steve Godfrey asked if the Committee had produced an up-to-date Fit and Proper Persons declaration as required by HMRC. RF confirmed this was in place, current and additionally provided for the Club insurance which requires a similar although not identical declaration.

The Club will hold its annual Christmas social evening on Friday 8th December 2017.

It was noted in the meeting notice that the following Committee roles are currently vacant

Management Committee roles per Constitution: Hon. Secretary, Junior Representative.

Other: Maintenance Organiser.

There being no further business, the meeting closed at 21:05hrs.