

**Minutes of the Aylsham Tennis Club
Annual General Meeting 2020
at the Recreation Ground Pavilion
on Monday 10th February 2020 at 7.30 pm**

Committee Members Present:

Sue Appleby *Fundraising/H&S (SA)*, Marion Arnold *Treasurer (MA)*, Robert Harmon *Membership Sec. (RH)*, Richard Moore *Chair, LTA Rep and Rec. Committee Rep (RM)*, Andy Tovell *Welfare Officer (AT)*, Katherine Tulley *Secretary (KT)*, Sarah van Poortvliet, *Minutes Sec. (SvP)* and John Woodeson *(JW)*.

Members/Others Present:

Sue Catchpole, Terry Deller, Keith Hilton (Recreation Ground Committee), Alan Marchbank and Stephen Michael.

1. Apologies

Rachael Goldson *Coach (RG)*, Sarah Wright *Junior Rep (SW)*, Nigel Arnold, Jane Attewell, Gareth Goldson and Wouter Poutman.

2. Welcome & Minutes of 2019 AGM

RM welcomed all those present, especially Keith Hilton from the Recreation Ground Committee. In the absence of any comments on the 2019 AGM minutes, MA proposed the minutes be accepted as a fair and accurate representation of all matters discussed at the 2019 AGM. This was seconded by Sue Appleby. All voted in favour, and RM signed the minutes.

3. Annual Reports from ATC Committee 2019/2020 – please see attachments

Chair's Report (attached)

RM thanked SvP for four years' service on the Committee and he presented her with a gift. SvP has resigned from the Committee but stated her willingness to support the Club.

Treasurer's Report (attached)

MA talked through the 2019 accounts, and stated that the accounts were in a healthy state.

Coach's Report (attached) - in RG's absence KT read out the Coach's Report. Encouragingly, this document indicated the successes of the individual, team and group coaching on offer to a wide range of abilities and ages. In addition, the Club is growing links with Cromer Tennis Club.

4. Subscription Charges

RH proposed that subscription fees for 2020 remained unchanged, and the motion was seconded by MA. All present agreed to this proposal. Thus subscription charges remain:

Junior (under 18) @ £22
Student¹ (18-25) @ £30
Parent & Child @ £65

Adult @ £55
Family² @ £115

¹ Student (18-25) is available for members who are in full time education under the age of 25 and with appropriate student ID.

² Family membership is 2 adults and any number of children (under 18) from the same household.

5. Code of Conduct

RM stated that the Committee had reviewed the Club’s Code of Conduct (applicable to Members, Visitors and P&P Players). The Code of Conduct (see attachment) has been divided into three parts: the main body, to which all people are to be held accountable; a second section detailing Club rules and additional guidance, and a final section outlining the Club’s etiquette. RM believed that the document was compatible with the ethos of the Club. Sue Catchpole asked for the following change to the reporting of accidents in the document:

“Use the Accident Book in the Club Hut to report ANY ACCIDENT or NEAR MISS and inform a Committee Member.”

Alan Marchbank pointed out that “Welfare Office” should be replaced with “Welfare Officer”.

The Code of Conduct, together with the changes listed above, was proposed by JW and seconded by SvP. All present were in agreement that the Club should adopt this revised Code of Conduct.

6. Election of Officers for the Committee

Prior to all existing Committee Members standing down, RM stressed that there remained some vacancies on the Committee, notably the role of Secretary. RM is in discussion with a few Members about the possibility of them joining the Committee – our Constitution allows for up to three persons to be co-opted onto the Committee before our next AGM. RM stated that there may be a degree of fluidity between the specific Committee roles. The motion for election to the Committee was as follows:

Committee Position	Name	Proposed by	Seconded by
Chair	Richard Moore	Katherine Tulley	Marion Arnold
Treasurer	Marion Arnold	Robert Harmon	John Woodeson
Secretary	<i>Vacant: RM in conversation with a possible candidate</i>		
Head Coach	Rachael Goldson	Sarah van Poortvliet	Andy Tovell
Welfare Officer	Andy Tovell	Sue Appleby	Sarah van Poortvliet
H&S/Maintenance Officer	Sue Appleby	Katherine Tulley	John Woodeson
Fundraiser	Sue Appleby	Katherine Tulley	John Woodeson
Minutes Secretary	Katherine Tulley	Richard Moore	Marion Arnold
Junior Representative	<i>Vacant</i>		
Rec. Committee Rep.	Tony Gray	Robert Harmon	Richard Moore
LTA Representative	Steve Michael	Sue Appleby	John Woodeson
Teams Co-ordinator	Alan Marchbank	John Woodeson	Robin Burden
Website Co-ordinator	Alan Marchbank	Sarah van Poortvliet	Marion Arnold
Communication Officer	<i>Vacant: RM in conversation with a possible candidate</i>		
Social Secretary	<i>Vacant</i>		
Member without Portfolio	Robin Burden	Steve Michael	Sarah van Poortvliet
Member without Portfolio	John Woodeson	Sarah van Poortvliet	Marion Arnold

RM thanked those who had volunteered to remain on or to join the Committee, stating that the Club is entirely dependent upon its volunteers.

Sue Catchpole reminded the new Committee that she and several other Members would be very willing to offer to help at various tennis and social events held at the Club.

AT asked if the Club might consider electing a Vice Chair. RM stated that this would be discussed, though such a step would necessitate an amendment to our Constitution.

RM informed us that the following had been selected as Team Captains:

Lisa Kimber	Ladies A Team
Sally Homfray-Davis	Ladies B Team
Robbie Ollman	Mens A Team
John Woodeson	Mens B Team
Dawn Crafer and Dick Makepeace	Mixed Leagues

7. Long Term Maintenance

RM itemised six key components of our long term maintenance, listed as follows:

(i)	Court resurfacing	The projected total cost is £45K. The LTA recommend resurfacing every 10 years (ie 2023) but ATC hopes to extend to 2025.
(ii)	Painting of surface	Every six years
(iii)	Floodlighting: bulb replacements	Requires cranes and we need to monitor how long bulbs have been lit.
(iv)	Replacement of floodlighting posts	Whole floodlighting replacement likely to cost £30K. Every 10 – 20 years.
(v)	Court fencing and Club Hut	No specific dates or costs to report.
(vi)	Other large items	New nets needed, preferably over the next season. £2K card entry access proposed, though this cost will be offset by not having the annual lock change and key distribution.

RM emphasised that there will be many discussions on long term improvements and indeed possible changes such as the orientation and choice of surface of the Courts at Committee meetings, as well as at strategic sub-Committee levels. He welcomed anybody with expertise in this area to assist in long term planning.

RM explained that, depending on the timing of resurfacing (2023-2025) we need to make deposits annually of approximately £8-10,000 into our sinking fund for major works. Fundraising and prudent accounting remain necessary to ensure adequate long term funds, not to mention Members deriving pleasure from fundraising events.

Keith Hilton also indicated that the Recreation Committee did expect to be able to make a contribution towards some of the costs of long term maintenance. SA stated that the Club would apply for grants a year ahead of planned major works.

Keith Hilton asked about the condition of the courts and how much certainty there was around the planned resurfacing in 2023/25. In response SA expressed a concern that the poor cleaning of the Courts in early 2019 had led to a loosening of the surface of the Courts, possibly resulting in increased penetration of moss. Furthermore, the mild and wet autumn and winter have accelerated moss growth. RM responded that timing was the key uncertainty from a budgeting perspective. In spite of this, both RM and SA were optimistic around the 2023-2025 timeframe which was similar to the advice that the Town Council had had when the Courts were inspected

last year. In the meantime, the club has sufficient funds to cover day-to-day maintenance and was able to increase the total funds in savings to £21,000 last year. They both expressed how helpful Keith Edwards had been in his contracted maintenance work for the Club, mainly with regard to cleaning the surface and to applying moss killer.

RM drew attention to the proximity of an oak tree to the Courts. Currently the main problem is the dropping of acorns but he expressed a concern that the roots might start to cause damage to the surface. As a pre-cautionary measure, it was suggested that the tree should be removed in consultation with the Rec. Committee sometime over the next few years and before the Courts are re-surfaced.

RM thanked everybody for attending the meeting, especially given the unexpected snow earlier in the afternoon. The meeting finished at 8.30 pm.

Attachments:

- Chair's Report 2020
- Treasurer's Report 2020
- Accounts 2019
- Coach's Report
- Code of Conduct (with latest approved amendments)