

Barcombe Tennis Club

Minutes of the 54th Annual General Meeting held on 28th November 2018, 7.30pm, at the Royal Oak, Barcombe

1. **Present:** Terry Pack, Richard Rimmer, Ian Hilder, Debbie Culley, Kyle Harnden, David Liddell, Theo Richards, John Hutchins, Leon Potnoi, Sheena Bridger, Egbert Willems

2. **Apologies for absence:** John Kelly, Toby Rolph, Elaine Hawes, Jon Gregory, Charlotte Mitchell, Charles Darley, Liz Cullen

3. Minutes of 53rd AGM 2017

The minutes of the last AGM (53rd) were adopted as an accurate record.

4. Matters arising

There were no matters arising.

5. Chairman's Report¹

John H welcomed members and offered a summary of the year's business. He thanked the committee for their work. Looking ahead to 2019, John mentioned the introduction of a welfare officer and an investigation into the role of trustees in relation to the lease.

John thanked members of the committee for their efforts this year.

6. Constitution

The constitution has been sent to members and is available on the Barcombe Tennis Club website. David Liddell and Richard Rimmer thanked John for his work on the new constitution and noted the clarity of the document.

David Liddell proposed the new constitution and Terry seconded the proposal. The constitution was unanimously adopted by the committee.

7. LTA and Policies

In the past year, the committee have reviewed the value of LTA membership. The committee decided to renew LTA membership for 2018-19. John outlined the benefits of belonging to the LTA and full details can be found at the end of these minutes.

Terry has been working on a number of new policies, including safeguarding and data protection. Debbie (Welfare Officer) confirmed that she had looked at the safeguarding document and is happy with them.

Terry will email new policies to members to promote awareness. The committee will review and refine new policies in the new year.

¹ John's full report, including more information on Constitution, LTA and policies can be found at the end of these minutes

8. Membership Report²

Terry presented a report on membership. This year, the Barcombe Tennis Club website was integrated with Go Cardless to allow for one-off direct debit payments. Terry also mentioned that Clubspark offers a great deal of functionality, pointing out that this as a significant benefit of LTA membership.

Membership levels are down slightly. Surveys were sent to people who did not renew but only one person responded to the survey request.

Terry suggested keeping the current membership packages as single, double, family and student. He also proposed a 3% increase in fees to keep in line with inflation, especially as there has not be an increase since 2017. His proposed pricing increase in 2019 was:

£77 increasing to £79 for singles before 1st May
£85 increasing to £88 for singles after 1st May
£118 increasing to £122 for doubles before 1st May
£130 increasing to £134 for doubles after 1st May
£136 increasing to £140 for families before 1st May
£150 increasing to £155 for families after 1st May

There were no objections to these proposals.

There was some discussion about the definition of a 'family' and how many children this encompasses. The constitution states ' Parents and their children under the age of 18'. The definition of family membership will be reviewed and ratified by the committee in the new year.

9. Social and Marketing Report³

John Kelly sent a report. The quiz was a success again and the LTA draw also ran smoothly. BBQs were well attended and benefited from the good weather. The 'American Tournaments' were a success, but the Cup of Nations did not run due to lack of participants. John K would like to carry out a survey of the membership to find out what sort of events members would value.

10. Coaching⁴

Sheena presented a comprehensive report on coaching which can be found at the end of these minutes.

The committee will explore the position of the coach in relation to the club and school next year.

² Terry's full report can be found at the end of these minutes

³ John's full report can be found at the end of these minutes

⁴ Sheena's full report can be found at the end of these minutes

11. Treasurer's Report

David wishes to express thanks to Chris Arbenz for checking and verifying the accounts. David shared the accounts to December 2017 and a projection for figures until March 2019. A copy of these reports will be kept in the AGM file.

Increases in cost include paying for LTA training for a coach and new, on-court benches. Richard enquired about any significant expenses in the coming year. John confirmed there were no exceptional spends beyond the planned resurfacing of court 1 and normal running costs.

12. Maintenance

Kyle updated the committee on the risk assessment and measures taken to reduce risks in 2018. These included relocating the gas bottle in a fire-protective case, highlighting the step with a high-contrast strip, introducing an accident book, fire blanket and signage in the clubhouse. Kyle has also introduced a five-yearly plan for checking hoses etc. The Lawn mower and strimmer have been removed.

Kyle intends to install a fire guard behind the hob in the new year. Sheena mentioned that the courts are slippery early in the morning. John H and Kyle to take a look.

13. Election of officers and trustees

Management committee

Richard extended thanks to the committee on behalf of members. John wished to point out that he is willing to stand – but for one more year only. David also expressed a desire to serve for only one more year.

Role	Person	Proposed	Seconded
Chairman	John Hutchins	Richards Rimmer	David Liddell
Secretary	Leon Portnoi	Sheena Bridger	David Liddell
Treasure	David Liddell	Terry Pack	Ian Hilder
Coaching	Sheena Bridger	Richard Rimmer	John Hutchins
Welfare	Debbie Culley	Richard Rimmer	Sheena Bridger
Membership	Terry Pack	John Hutchins	David Liddell
Social / Marketing	John Kelly	Terry Pack	Ian Hilder
Maintenance	Kyle Harnden	Ian Hilder	Terry Pack
General	Egbert Willems	Richard Rimmer	David Liddell

John to contact Toby Rolph to see if he wishes to continue as a general committee member.

Trustees

Chris Oastler has reluctantly had to step back from his Trustee role. Jon Gregory has talked to Chris, reviewed the lease / trustee responsibilities and has agreed to takeover Chris's position, subject to verification of responsibilities and liabilities.

14. Next committee meeting

Wednesday 23rd January – 7.30pm The Oak

Appendices

1. Chairman's report

John Hutchins

This is my second year as Chair of the club and has certainly been busier than last year. One of the main activities has been in bringing our constitution up-to-date and creating and adopting a series of policies to ensure that the club is run and managed correctly and complies with legislative and other requirements.

Alongside this we now have a requirement to appoint a Welfare officer to the committee who is responsible for ensuring the wellbeing of club members and I am very pleased that Debbie Culley has kindly offered to take up this position and thank her for the work she has put in to overcome all the hurdles.

We are also in the process of clarifying trustee responsibilities. Having looked at the documentation, it has become obvious that there is a lack of clarity as to their liability and I will be looking at this early next year. Ian and Nigel are willing to continue to act as trustees whilst Chris has had to step down due to his health at this time - thanks. We will vote on his replacement during the election of officers

Club status

Thanks to everyone's efforts we continue to be a viable club with steady membership and revenue allowing us to continue confidently into 2019 – we will of course have an update from David on finances

We have again run a series of events for our members including quiz night, open day and Wimbledon draw, doubles tournament, Isfield tournament and evening BBQs – I will go into events in more detail when I read out John Kelly's report later.

Whilst we have had problems sourcing a 'permanent' coach I am pleased to say that, thanks to Sheena, Elaine and Emily the Club continues to coach children from the school as well as, of course adults.

Our facilities continue to improve with, amongst other things, new benches being installed this year.

Committee

In closing, I would like to thank the committee for the hard work they have put in this year:

1. Sheena for picking up the challenge of managing coaching, working on finding a replacement coach and ensuring we comply with coaching requirements
2. Kyle for his work on health and safety and bringing the club up to scratch
3. David for his continual work on the accounts
4. Terry for getting to grips with the new web management and membership system and for managing our communications
5. John Kelly for his work pulling together the events this year and helping us market them
6. Egbert for picking up LTA liaison and ensuring the club draw happened
7. Finally, to Theo, for religiously taking the ramblings from the committee meetings and turning these into minutes we can all understand

6. Constitution

John Hutchins

What has changed / why

Committee wanted to bring constitution up-to-date and simplify it, splitting out rules from constitutional matters. Whilst doing this we decided to incorporate best of breed clauses taken from the LTA and other sources. This has resulted in a more comprehensive document (7 pages) although we hope it is easy to read / understand.

Where is it

The 2018 constitution is available for all members of the club and the public to read, on our web site. Notification was sent out to everyone last week.

Vote

There is a requirement for changes to the constitution to be voted on at the AGM. If anyone has any questions about clauses in constitution or disagrees with anything can they please raise them now.

Can I please have a show of hands supporting the 2018 constitution.

7. LTA and Policies

John Hutchins

LTA

The committee reviewed the value of the club's association with the LTA given the increasing demands on our club to conform to their policies and the workload this presents to the committee. After some debate it was agreed that the club should remain affiliated with the LTA for another year given these benefits:

- Liability insurance included
- Club web site and membership booking system provided
- Wimbledon draw

POLICIES

This year we have been busy updating the constitution and creating new policies to ensure the club is compliant with government and LTA requirements.

ü Constitution

ü Safeguarding

ü Diversity and inclusion

ü Data Protection and GDPR

All are available from our web site (under 'The Club' menu) to view at any time.

They may well be subject to some refinement in 2019 at which point members will of course be notified.

8. Membership

Terry Pack

This is my first year as membership secretary and therefore it has taken me time to get to grips with the work involved. As my role includes 'communications' I have spent a fair part of the time looking into the operation and functionality of the Club's website, which is operated on the LTA's package called ClubSpark.

In terms of membership, we are slightly down on the numbers that we had last year - we had 92 adults and 31 children in total join the club this year. I did send out a small survey recently to those members that didn't renew to try to find out the reasons for the decline in numbers but only managed to get one response. It will be something that I will be monitoring more closely next year, should I be elected as the Membership Secretary. As you may know we offer a number of membership packages for joining the club and in particular we have tried to encourage new families to join.

To cut down on administration I have tried to better use the ClubSpark website package to manage memberships and communication and on the whole, I think that has worked well. This year we integrated the website with an application called 'GoCardless' where members can pay their fees by a one-off Direct Debit...this new application has saved a fair bit of time for some of the committee in reducing the handling of cash and cheque payments. We plan to use the same facility next year and would encourage members to use this Direct Debit form of payment.

On to next year, the plan is to continue with making the same range of packages available to members, as these have appeared to work well over the last year or so. I have had discussions with the Treasurer and Chairman before the meeting and to keep pace with inflation we are proposing that we would add approximately 3% on to the cost of some of the membership fees for next season. Rates have remained the same since April 2017. If agreed, this will mean that for the 2019/2020 season, the cost would be as follows:

Single Membership	£79 up from £77 this year if paid before 1 May 2019 £88 up from £85 this year if paid after 1 May 2019
Couples Membership	£122 up from £118 this year if paid before 1 May 2019 £134 up from £130 this year if paid after 1 May 2019
Family Membership	£140 up from £136 this year if paid before 1 May 2019 £155 up from £150 this year if paid after 1 May 2019

The cost for Juniors and Students to remain the same.

Finally, I would like to thank the rest of the committee, and in particular John, for their help and support in getting me up to speed with the workings of Barcombe Tennis Club.

Terry Pack
Membership Secretary November 2018

9. Social and Marketing Report

John Kelly

As the new social representative on the committee I would like to thank the members who supported our events and look forward to our 2019 programme. I am sorry I can't be here to present this in person, so I've kept it brief

As ever the quiz was our star event, sold out early and was a great success.

Our open day was unfortunately rather damp but those attending spent a very cosy hour crammed into the clubhouse when the rain did come down. I share my predecessor's thoughts about the effectiveness of this approach given the time and effort spent.

Several barbeques were very well attended so we hope to continue with them.

Our attempt to run the cup of nations, renamed the commonwealth cup, failed to reach numbers and so had to be cancelled.

The two American tournaments (one ladies, one gents) were a success and next season I hope to propose more such events including mixed open events.

Next year, if our 'IT' permits, I will ask members for views on what the club wants in case we are missing things.

I have enjoyed my first season supporting the club and am happy to stand for re-election.

10. Coaching

Sheena Bridger

2018 has been a good one from the coaching perspective despite having started the year with the disappointing news that our newly appointed club coach, Brett Macdonald, had to resign due to other commitments. Elaine Hawes kindly stepped in and immediately resumed coaching the "Tuesday group" which is flourishing, with a following of approximately 15 members and an average of 8-10 players turning up on a weekly basis. Any member of the club is welcome to come along to this session. We focus on a different stroke each week and play a variety of games that suit any number of players and then there is time for some doubles for the last 20 minutes or so. It's very good fun.

In the summer term and during September, Elaine kindly ensured that Barcombe Tennis Club was able to continue its coaching offer to young people and organised two coaching sessions after school for primary school pupils on the tennis courts, which was hugely successful. There was one group of 6-7 year olds and another of 10-11 year olds and Elaine was very pleased with the progress that these children made in their tennis in a few weeks. She is planning to offer this again next season.

Looking to the future and, in the hope of meeting the demand that exists locally for children's tennis coaching, the Committee advertised a sponsorship opportunity for a club member to undertake the LTA training to become an Assistant Club Coach. Emily Cheal took this up and has already achieved her Assistant Coach Qualification to Level 1 of the LTA pathway and has also completed the first aid course. Emily will shortly commence level 2 and hopes to complete this training early in 2019. In addition to the portfolio requirement to undertake a significant amount of coaching practice, which Emily has been doing at another club, she has also been assisting Elaine with the Barcombe coaching and will do so again in 2019.

We are working on the future development of the coaching programme and also hope to offer some indoor 'mini-tennis' sessions. If any club member would like to volunteer to help with the children's coaching, we would be happy to hear from him or her.

On behalf of the Committee and Barcombe Tennis Club I would like to thank Elaine and Emily for all the coaching that they are providing, which is appreciated and enjoyed by all involved.

Sheena Bridger
Committee Member
November 2018