



## AGM – Thursday 13<sup>th</sup> June 2024 (7-9pm)

### Chairman's Report - Club Year 2023-24

- **Highlights** – Overall, 2023-24 was a good year for the Club. We extended our lease for another 25 years, our Sports Wales grant application to instal LED floodlights was successful, membership numbers increased, the Club's coaching program grew, our teams continued to be competitive within the South Wales, Aegon and Cymru Kitchens leagues and the Club's finances continued to stabilise.
- **Lease Extension** - A 'follow on' lease was agreed and signed between our new landlord Carolyn Richardson (being the administrator of the estate of the late Peter Richardson) and trustees of the Club (being John Oliver and Barry Davies), meaning the Club's lease has been extended to 2044 (the original lease expired in 2019).
  - A number of amendments were included in the new lease, the main one being an agreement that the rent amount may never be less than 2K per annum and shall be reviewed annually on set review dates and adjusted on the basis of the average increase in the Customer Proce Index (CPI).
- **Sports Wales Grant** – The amount of 37k was granted to the Club in support of the cost of installing LED floodlights on courts 4 to 6, the Club supported the grant application with a supplementary contribution of 12k.
  - Floodlights were installed by Floodlighting & Electrical in October 2023 to achieve the minimum LTA standard of 400 lux PPA / 300 lux TPA and are fully integrated with the Clubspark online booking and Gate Access systems.
- **Membership** – Fees remained unchanged across all packages for the second year running. Both adult and junior membership numbers increased overall. It was noted the majority of adult memberships are now paid by the monthly direct debit option via GoCardless.
  - Adult taster membership, ie. £1 for 1 month, was deemed a success in terms of attracting new members (approx. 10% uptake) but was open to abuse by a small number of Users.
- **Coaching Program** – was supplied 'as a service' by Pat Wilson Tennis Coaching based on a Coaching Service Consultancy Agreement signed between Pat and the Club. The program continues to be supplied equally for the 2024-25 Club year.



- **Welfare and Safeguarding** – There were no reported welfare or safeguarding issues. All welfare policies were updated and continue to be available via the Clubs website on the [Safeguarding page](#).
  - **Junior sub-committee** – An initiative introduced by the LTA and supported by Tennis Wales. We're struggling to attract junior candidates within the Club.
- **Environmental Sustainability** – The Club continued to support the LTA's Environmental Sustainability Plan to help secure a lasting future for tennis in Britain through positive action on climate change and leadership in sustainability.
  - The Club's environmental strategy doc V0.1 was published in July 2023 and is accessible via the Club's website under the [About Us page](#).
  - Electricity – we switched supplier to British Gas Lite where the majority of energy sourced is renewable. The contract is valid until Feb 2025.
- **Community Amateur Sports Club (CASC)** – The Club continued to be registered as a CASC with HMRC providing facilities supporting the game of tennis as well as remaining compliant with the following conditions:
  - Has an up-to-date Club Constitution
  - Is open to the whole community and has affordable membership fees
  - Is organised on an amateur basis
  - Is managed by 'fit and proper persons'.
- **Annual Club Tournament 2023 (Adults)** – Organised by Pat, this was a great success, winners' names were added to the Club Champions board located within the hut. Categories included:
  - Ladies' singles
  - Ladies' doubles
  - Men's singles
  - Men's doubles
  - Mixed

**Adult Singles Ladders** – Also organised by Pat, this also proved a big success with many members participating.



- **Club Events during 2023-24:**

- Sunday 4<sup>th</sup> June 2023 - French Open BBQ and mixed doubles competition
- Sunday 9<sup>th</sup> July 2023 - Wimbledon social event and mixed doubles comp.
- July – August 2023 – Junior Summer Camps
- Monday 11<sup>th</sup> September 2023 – Annual Police Veterans Tournament
- Sunday 17<sup>th</sup> September 2023 – Club Tournament Finals Day
- Monday 25<sup>th</sup> – Thursday 28<sup>th</sup> March 2024 – Junior Easter Tennis Camps
- Saturday 30<sup>th</sup> March 2024 – LTA Wales Tour 12 & Under competition

- **Club Facilities:**

- **Court Maintenance** – Both sets of courts continued to be brushed throughout the year. In compliance with LTA regulations each brushing session has been recorded within the court maintenance schedule.
- **Courts 1 to 3** – Are nearing the end of their lifespan but remained playable. The plan is to resurface these in 2025 but this is heavily dependent on grant funding and a significant supplementary contribution from the Club.
  - In addition to regular brushing, court 3 was treated with moss and algae solution during the Winter months to mitigate the risk of accidents as a result of a slippery surface.
- **Courts 4 to 6** – No problems encountered with court surface and all courts remained playable throughout the year.
  - Floodlight installation – all courts were confirmed undamaged during groundwork prep and floodlight installation.
  - Perimeter tiles – solution remains an ongoing issue but will be resolved shortly, the loose tiles continue to be deemed a low risk tripping hazard.
  - Dome cable fixing points – work began on removing these from around the perimeter, this task will be completed soon.



- **Floodlighting:**
  - **Courts 1 to 3** – A structural integrity report was obtained in March 2023 and confirmed all lighting posts were structurally secure.
    - Upgrading the floodlights to LED however was put on hold as financing & installing floodlights on courts 4-6 remained the priority at that time.
    - We do plan to resume the upgrade in 2024 but the immediate priority is to raise sufficient funds to cover the Club's supplementary contribution to a new Sports Wales grant application. We anticipate being in a position to apply for a new grant in a few months' time, possibly July/August 2024.
    - Floodlight booking fee – as a result of reduced lighting, the fee remained at £2.00 per hour / per court booking.
  - **Courts 4 to 6** – No issues encountered since floodlight installation complete.
    - Floodlight booking fee - was increased to £4.00 per hour / per court booking.
- **Clubhouse** – Painted externally and guttering repaired by committee member **Dave Parfitt**.
  - In compliance with the Club's insurance policies, all electrical items within the clubhouse are due to be checked in 2024, fire and safety certificates will be obtained and displayed on noticeboard.
- **Pathlight PIR** – A new light was installed in Sept and remains operational.
- **Noticeboard (car park)** – Continued to be used as a focal point highlighting various Club notices, membership fees, contact details, Club events etc.
- **Car Park** – Railway sleepers were painted white by the Club to enhance their visibility, however some of the sleepers were still being pushed out of alignment causing parking and tripping hazards. Members of the Club and the ground staff from Green Meadow Golf Club (GMGC) continued to realign the sleepers, the issue has been raised recently with our landlord to find an acceptable solution. GMGC have also upgraded their CCTV system to now include surveillance of the Club car park.
- **Generator room** - Existing machinery continued to be regularly checked and confirmed safe and isolated.
  - Plan remains to find a way of dismantling and removing the generator completely and ultimately developing the area to accommodate a lounge, changing room with suitable facilities and possible 1<sup>st</sup> floor viewing platform. Our landlord has agreed to this 'in principle' but would need to review plans etc. before formally agreeing.



- **Recycling** – Bins were regularly emptied by the Clubs ground maintenance officer **Dave Parfitt** and the contents disposed of at New Inn recycle centre.
  - New legislation however has recently been introduced by the Welsh Government requiring all businesses, charities and public sector organisations within Wales to sort their waste for recycling. I'm trying to clarify if this law applies to the Club under the 'Entertainment and Sports venues' category.
  
- **Committee** – Members of the management team met on a quarterly basis and also liaised regularly with each other via Whatsapp on numerous matters. I felt the team had a successful year and supported each other when required, we encountered a number of challenges but together managed to overcome these. I'd like to say a big thank you to the team for all their help and support:
  - **Alex Matthews (Vice Chairman & Sponsorship & Grant Funding Officer)** – for dealing with many Club grant applications and helping secure the Sports Wales 'floodlighting' grant, dealing with the environmental planning officer, introducing a number of funding initiatives including the One Lottery, managing the Online Shop account and also making a bespoke bat box.
  - **Sara Tennant (Club Secretary)** – for helping to prepare and support committee meetings and agreeing to be a signatory on the Club bank account.
  - **Simon Davies (Welfare Officer)** – for reviewing and helping to maintain all the Clubs safeguarding policies ensuring we remain compliant with LTA regs, managing our relationship with Tennis Wales safeguarding officer and being commended at our annual review.
  - **Dave Parfitt (Ground Maintenance Officer)** – for regularly emptying and disposing contents of the recycle bins, painting and maintaining the hut, managing path light timings and generally help maintain facilities at the Club.
  - **Phil Hathway (Social Media & Marketing)** – for managing the Club's social media outlets, preparing various flyers and continuing to sponsor the Club.
  - **Leon Davies (Parental Representative)** – for being the main contact for parental / guardian enquiries, supplying court benches, making the 3 seat shelter located on court 6 and also making a bespoke bat box.
  - **Pat Wilson (Head Coach)** – for managing the Club coaching program and making this a success, managing entry into the various leagues and supporting team captains, organising various social events and helping to regularly brush the courts.



- **Sharon Horseman (Club Treasurer)** – Sharon has performed an excellent job since taking over the role from Carol Preece at the start of the 2022-23 Club year. Despite encountering challenges with HSBC and its online banking system and mandate update procedure, Sharon persevered, resolved the Club's issues and provided accurate financial reports when required. Sharon's contribution has been greatly appreciated, she's been a supportive member of the team and will be sorely missed.
  
- **Helen Desmond (Membership Secretary)** – Helen has also performed an excellent job since taking over the role from Sara Tennant at the start of the 2023-24 Club year and also in her previous role as Club secretary during 2022-23. Keeping track of membership figures, maintaining membership packages via Clubspark plus managing queries as well as captaining one of the ladies teams during this time, Helen's contribution has been greatly appreciated, she's also been a supportive member of the team and will also be sorely missed, we wish Helen a speedy recovery from her recent accident.
  
- **Other Support** – A number of non-committee members continued to help the Club in various ways. I'd like to thank the following for their continued contribution to the Club:
  - Catherine Rose – Club gardener
  - Ian Murray – Generator room monitor
  - Nigel Matthews, Darren Howland – Court maintenance support

### **Closing Statement:**

I hope you agree with me, the Club continues to move in the right direction in terms of a strong management team, future development, increased membership and a progressive coaching program.

Financially we are in a positive position, funding initiatives are active, reserves are improving helping us to apply for future grant funding.

Our relationship with the Club's landlord has greatly improved in addition to our communication and support from GMGC.

Regards

**Ian Harris**