

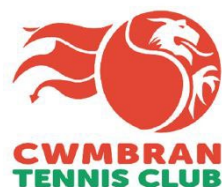


Club AGM – Thursday 13th June 2024 (7-9pm)

Minutes & Actions (Club Year 2023-24) V1.0

Committee Attendees:	Ian Harris (IH) – Chair	Alex Matthews (AM) – Vice Chair
	Sara Tennant (ST) – Club Secretary	Simon Davies (SD) – Welfare Officer
	Dave Parfitt (DP) – Ground Maintenance Officer	Pat Wilson (PW) – Head Coach (ex-officiate)
Membership Attendees:	Hazel Rudland, Anne Lurvey, Beth Morgan, Amelia Davies, Larence Mansell, Georgia Stocks, Sarah Horsfall, Scott Evans	
Other Attendees:	<None>	

Item	Comments	Action	Target Date / Status
1.0	Introduction		
1.1	IH - Attendees welcomed to AGM covering Club year 2023-24 (1 st April 2023 to 31 st March 2024)	n/a	n/a
1.2	Quorum check – total number of membership attendees = 13. IH confirmed quorum valid and compliant with clause 13.2 of Club constitution, meeting can progress. (13.06.24 - total Adult membership where status Active = 100, 1/10 th being 10).	n/a	n/a
2.0	Apologies		
2.1	Committee apologies: Sharon Horseman (Treasurer), Helen Desmond (Club Secretary), Phil Hathway (Social Media & Marketing Officer), Leon Davies (Parent / Guardian Representative)	n/a	n/a
2.2	Member apologies:	n/a	n/a



	Jamie Boycott, Terence James, Ian Murray, Anica Parsons, Angela Fry, Dave Thickers, Nicola Rowlands, Susan Cullingford, Kath Dennehy		
3.0	Minutes of previous AGM (2023)		
3.1	IH confirmed following: <ul style="list-style-type: none"> Minutes distributed to 2023 meeting attendees via email 21st May 2024 and link to pdf version also added to Club website for easy access. Minutes unanimously accepted without comment. 	n/a	n/a
4.0	Chair's Report		
4.1	Provided by Club Chairman Ian Harris (IH). Report included as separate doc – access here	n/a	n/a
4.2	2023 Highlights: High level overview covering lease, grant application, membership, coaching program, leagues and finances.	n/a	n/a
4.3	Lease Extension: Extension agreed, signed and dated in October 2023, lease extended till 2044. A number of small amendments included, main one being calculation of rent amount which may never be less than 2k per annum and shall be reviewed annually and adjusted based on average increase in Customer Price Index (CPI). Question raised re solicitors' fees – IH confirmed all solicitors fees associated with the resolution of the lease extension have been paid. Action: IH to confirm with landlord (via Nicola) date when lease to be reviewed and next payment date.	IH to confirm	Open (IH)
4.4	Sports Wales Grant: Grant application accepted in October 2023, for installation of new LED floodlights to courts 4-6, and 37k awarded. Application supported by Club supplementary contribution of 12k.	None	n/a
4.5	Membership: Confirmation, fees remained unchanged for second year running. Adult 'taster' membership (£1 for 1 Month) introduced resulting in approx. 10% uptake in new members.	None	n/a



	Gift Aid – Question raised by Lawrence Mansell - IH clarified the Gift Aid option was enabled against most membership packages during 2023-24, however following clarification with HMRC, the option has been disabled against all 2024-25 packages and will remain disabled during future membership years as only relevant when payment made as a 'donation' to a UK registered charity.		
4.6	Coaching Program: Continued to be provided 'as a service' by Pat Wilson Tennis Coaching based on details within a Coaching Service Consultancy Agreement.	None	n/a
4.7	Welfare and Safeguarding: Confirmation, there were no reported issues raised in 2023-24. All Club welfare policies have been reviewed and updated by the Club's welfare officer, latest versions available via website Safeguarding page. Junior sub-committee – no candidates to date or any enquiries. SD explained that in addition to the Newsletter, parents were emailed directly and junior members have been made aware of the initiative during lessons.	None	n/a
4.8	Environmental Sustainability: Confirmation, the Club supported introduction of the LTA's environmental sustainability plan. The Club environmental strategy doc was V0.1 published July 2023 and is accessible via link within website About Us page. Electricity supplier – old contract with SSE expired January 2024, we switched to new supplier British Gas Lite (BGL) in February 2024 for 12 months duration where majority of energy sourced is renewable.	None	n/a
4.9	Community Amateur Sports Club (CASC): Confirmation, the Club continued to be registered and remains compliant with HMRC as a CASC.	None	n/a
4.10	Annual Club Tournament 2023 (Adults): Confirmation the annual Club tournament proved to be a great success and thanks offered to Pat for organising. Winners names have been added to Club champions board in hut.	None	n/a
4.11	Adult Singles Ladders: Confirmed well supported and enjoyed by participating members, thanks to Pat for organising.	None	n/a
4.12	Club Events during 2023-24: Events listed in chronological order confirming variety and frequency for Adult and Junior members.	None	n/a



4.13	<p>Club Facilities: (Court Maintenance) Confirmation courts were regularly brushed with court brushing machine and recorded within maintenance schedule in compliance with LTA regulations.</p>	None	n/a
4.14	<p>Club Facilities: (Courts 1 to 3) Court surface remained playable and safe to use throughout the year however are reaching the end of their lifespan. Plan is to resurface courts 1 to 3 sometime in 2025, subject to successful Sport Wales grant application. Moss and algae solution applied throughout Winter months to mitigate slippage.</p> <p>Members expressed concern wrt upkeep of “clay” courts despite other clubs managing.</p> <p>Action: AM to contact LTA and clarify rules regarding LTA Clubs and acceptable court surfaces. AM (21/06): Confirmation received from LTA (case-5517471), “From an LTA perspective, there is no limitation on what surface you wish to install at your venue. This will be completely up to you as a private sporting business”.</p>	AM to clarify	Closed
4.15	<p>Club Facilities: (Courts 4 to 6) Court surface remained playable and safe to use throughout the year with no problems encountered. Floodlight installation – successful and court surface undamaged. Perimeter tiles – remain an issue and unsightly but deemed low risk hazard. Dome cable fixing points – work began to remove these focusing on high traffic areas as a priority.</p> <p>Action: IH to follow up with JO and the contractor to obtain a final fix date. IH (24/06): WhatsApp msg to JO.</p>	IH to f/up with JO.	Open (IH)
4.16	<p>Floodlighting: Courts 1 to 3 – structural integrity report obtained in March 2023 confirmed incumbent lighting posts are structurally secure. Upgrading floodlights to LED postponed to Summer 2024 enabling us to focus on new floodlights on courts 4 to 6. Floodlight booking fee – remained at £2.00 per hour / per court. Courts 4 to 6 – no issues encountered since installation. Floodlight booking fee – increased to £4.00 per hour / per court.</p>	None	n/a



4.17	<p>Club Facilities: (Clubhouse) Painted externally and guttering repaired by DP. Electrics require Portable Appliance Testing (PAT).</p> <p>Action: IH to organise PAT testing and obtain certificate(s).</p>	IH to organise	Open (IH)
4.18	<p>Club Facilities: (Pathlight PIR) A new light was installed in September 2023 and remains operational.</p>	None	n/a
4.19	<p>Club Facilities: (Noticeboard) Continued to be used as a focal point for Club notices, contact details, events, etc.</p>	None	n/a
4.20	<p>Club Facilities: (Car Park) Railway sleepers were painted white by DP & IH to aid visibility. It was noted however the sleepers remain unsecured and are occasionally pushed out of alignment by car park Users. GMGC ground staff have been realigning when they can but a long term solution is still required as current situation not fit for purpose. Sleepers are not sufficiently visible to drivers when reversing, the number of incidents are proof of this, with more reported during the meeting. The simplest solution is to remove the outer sleeper – it was acknowledged that ultimately the decision rests with GMGC who own and manage the car park.</p> <p>Action: IH to contact Nicola to discuss solutions.</p>	IH to arrange	Open (IH)
4.21	<p>Club Facilities: (Generator Room) Machinery continued to be checked and confirmed safe and isolated. Plan is to dismantle and remove the generator and associated oil tank, to free up extra space and allow future development. Electrics require Portable Appliance Testing (PAT).</p> <p>Action: IH to organise PAT testing and obtain certificate(s).</p>	IH to organise	Open (IH)



4.22	<p>Club Facilities: (Recycling) Bins were regularly emptied, and contents sorted and disposed of responsibly by DP at New Inn recycle centre. New legislation – has recently been introduced by the Welsh Government, require clarification if Club impacted, DP to continue sorting in meantime. IF the new legislation is imposed on the club, arrangements will be explored with GMGC.</p> <p>Action: IH to clarify with Monmouthshire Borough Council (MBC) if legislation applies to the Club under the ‘Entertainment and Sports venues’ category.</p>	IH to clarify	Open (IH)
4.23	<p>Committee (2023-24): IH personally thanked all members of the management team for their help and support throughout the year, and also paid tribute to SH and HD who are stepping down from the team, for their contribution to the Club in their respective roles, they will be sorely missed.</p>	None	n/a
4.24	<p>Other Support: IH thanked the following non-committee members for their contribution throughout 2023-24; Catherine Rose – Club gardener Ian Murray – generator room monitor Nigel Matthews & Darren Howland – court brushing support</p>	None	n/a
5.0	Treasurers Report		
5.1	<p>Provided by Club Treasurer Sharon Horseman (SH). (Report included as separate doc to be read in conjunction with these minutes, accessible via website).</p>	n/a	n/a
5.2	<p>IH clarified 2023-24 balance sheet, summary below:</p> <ul style="list-style-type: none"> • Opening Current Account Balance: £7,989.92 • Total Income: £60,140.00 • Total Expenditure: £64,495.58 • Closing Current Account Balance: £3,634.34 • Sinking Fund Account Balance: £2,667.55 • Total Amount in Accounts: £6,301.89 	n/a	n/a



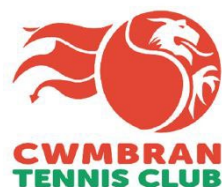
5.3	<p>IH clarified bank balances as of 11th June 2024, summary below:</p> <ul style="list-style-type: none"> • Current Account Balance: £7,089.04 • Sinking Fund Account Balance: £5,007.97 • Total Amount in Accounts: £12,097.01 	n/a	n/a
5.4	<p>GMGC – outstanding invoice(s): It was confirmed the Club recently received an updated invoice for post-match food up to 31st March 2024 – invoice 4140 £534.00. Also email received confirming the updated cost of post-match food for 2024-25 – from 1st April 2024 = £6.75 per person.</p> <p>Action: IH to pay invoice 4140 online. IH (14/06) – paid online.</p>	None	n/a
6.0	Membership Report		
6.1	<p>Prepared and provided by IH. (Report included as separate doc to be read in conjunction with these minutes, accessible via website).</p>	n/a	n/a
6.2	<p>2023-24 membership figures: Based on ‘number of packages sold’ and split between: Fixed Date Packages Date of Purchase Packages</p> <p>Action: Add date in diary to export full membership details at end of Club year, ie. 31st March, before packages archived.</p>	None	n/a
6.3	<p>2023-24 Fixed Date Package Fees: Table reviewed confirming quarterly reduction where applicable. Noted, monthly DD amounts remain static throughout.</p>	None	n/a
7.0	Coaching Report		
7.1	<p>Provided by Head Coach Pat Wilson (PW).</p>	n/a	n/a



	(Report included as separate doc to be read in conjunction with these minutes, accessible via website).		
7.2	<p>Summary based on following:</p> <ul style="list-style-type: none"> • Mini's & Juniors • Tots Tennis (ages 3-5) • Mini Red (ages 5-8) • Mini Orange (age 9) • Mini Green (ages 10-11) • 14 & Under (ages 11-14) • 18 & Under (ages 14-18) • Junior Events – current • Team tennis (Aegon) • Match play events • Sanctioned LTA events • Junior Events – future • Annual Club championship • Youth Start • Holiday Camps • Adult Lessons • Beginners • Intermediate B • Intermediate A • Cardio • Adult Events – current • Singles Ladder • Annual Club championship • Wimbledon Social • League Matches 	n/a	n/a



	<ul style="list-style-type: none"> • Adult events – future • Racquet Demo Days • Regular Social Events • Club Open Day 																																																																		
8.0	Election of Management Committee																																																																		
8.1	<p>The following members were elected to the 2024-25 committee: *Interim* - these positions are vacant, however, Club Constitution states they are mandatory positions. As such, members were proposed and will fulfil the roles until a replacement can be found.</p> <table border="1"> <thead> <tr> <th>Position</th> <th>Nominated</th> <th>Proposer</th> <th>Seconder</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Ian Harris</td> <td>Alex Matthews</td> <td>Hazel Rudland</td> </tr> <tr> <td>Vice Chair</td> <td>Alex Matthews</td> <td>Ian Harris</td> <td>Pat Wilson</td> </tr> <tr> <td>Club Secretary (*Interim*)</td> <td>Sara Tennant</td> <td>Hazel Rudland</td> <td>Anne Lurvey</td> </tr> <tr> <td>Club Treasurer (*Interim*)</td> <td>Ian Harris</td> <td>Alex Matthews</td> <td>Simon Davies</td> </tr> <tr> <td>Welfare Officer</td> <td>Simon Davies</td> <td>Ian Harris</td> <td>Pat Wilson</td> </tr> <tr> <td>Membership Secretary</td> <td>Sara Tennant</td> <td>Hazel Rudland</td> <td>Anne Lurvey</td> </tr> <tr> <td>Social Media & Marketing Officer</td> <td>Phil Hathway</td> <td>Ian Harris</td> <td>Pat Wilson</td> </tr> <tr> <td>Grounds Maintenance Officer</td> <td>Dave Parfitt</td> <td>Ian Harris</td> <td>Alex Matthews</td> </tr> <tr> <td>Sponsorship & Grant Funding Officer</td> <td>Alex Matthews</td> <td>Lawrence Mansell</td> <td>Amelia Davies</td> </tr> <tr> <td>Parent Representative</td> <td>Leon Davies</td> <td>Ian Harris</td> <td>Pat Wilson</td> </tr> <tr> <td>Committee Member</td> <td>Sarah Horsfall</td> <td>Ian Harris</td> <td>Sara Tennant</td> </tr> <tr> <td>Committee Member</td> <td>Lewis Cullinane</td> <td>Alex Matthews</td> <td>Hazel Rudland</td> </tr> <tr> <td>Committee Member</td> <td>Terence James</td> <td>Pat Wilson</td> <td>Simon Davies</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Coach (confirmed ex-officiate)</td> <td>Pat Wilson</td> <td colspan="2">n/a</td> </tr> </tbody> </table>	Position	Nominated	Proposer	Seconder	Chair	Ian Harris	Alex Matthews	Hazel Rudland	Vice Chair	Alex Matthews	Ian Harris	Pat Wilson	Club Secretary (*Interim*)	Sara Tennant	Hazel Rudland	Anne Lurvey	Club Treasurer (*Interim*)	Ian Harris	Alex Matthews	Simon Davies	Welfare Officer	Simon Davies	Ian Harris	Pat Wilson	Membership Secretary	Sara Tennant	Hazel Rudland	Anne Lurvey	Social Media & Marketing Officer	Phil Hathway	Ian Harris	Pat Wilson	Grounds Maintenance Officer	Dave Parfitt	Ian Harris	Alex Matthews	Sponsorship & Grant Funding Officer	Alex Matthews	Lawrence Mansell	Amelia Davies	Parent Representative	Leon Davies	Ian Harris	Pat Wilson	Committee Member	Sarah Horsfall	Ian Harris	Sara Tennant	Committee Member	Lewis Cullinane	Alex Matthews	Hazel Rudland	Committee Member	Terence James	Pat Wilson	Simon Davies					Head Coach (confirmed ex-officiate)	Pat Wilson	n/a		n/a	n/a
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8.2	<p>HMRC's 'fit and proper person' declaration: In accordance with clause 9.5, each new elected member must complete, sign and date a declaration form.</p>	IH to send	Open (IH)																																																																



	Action: IH to create a PDF version and distribute to the management committee. Completed forms will be scanned and securely stored for future reference, hard copies will be securely filed.		
9.0	Resolutions		
9.1	None required.	None	n/a
10	Questions from the floor		
10.1	Golf Ball Risk: LM asked whether additional netting could be installed to protect members from golf balls: It was confirmed that this is being considered and that CLTC are actively in consultation with GMGC to find a suitable solution. In the meantime, members are asked to record incidents so that CLTC can better express the risk to players during negotiations with GMGC.	n/a	n/a
10.2	Post-Match Food: IH advised members that GMGC put prices up as of 1 st April 2024 to £6.75 / head. IH reminded all captains to ensure they confirm requirements with GMGC, cancelling if needs be to avoid unnecessary costs. SD asked if CLTC could justify the cost given that the majority of clubs in the Leagues do not provide an equivalent spread. It was explained that the arrangement is an attempt to improve relations with GMGC, which were strained and now much improved. That said, IH reiterated the importance of captains keeping on top of the orders to minimise the likelihood of wastage and unnecessary costs.		
11	Any Other Business (AOB)		
11.1	None		
12	Distribution		
12.1	Minutes (V0.1) – draft version to be reviewed by committee and attendees for review and feedback. Minutes (V1.0) – final version published on Club website.		
13	Documentation		
13.1	Minutes documented by - Ian Harris Date V0.1 created – 24.06.2024		