

HINSTOCK LAWN TENNIS CLUB

AGM for year 2022

Held on

6th February 2023, 7.30 pm

(By ZOOM)

Opening

The meeting was opened by the Chair (MG) and those present were thanked for their attendance.

In attendance

Michael Griffith (Chair and Maintenance) (MG)

Krista Hainsworth (Treasurer) (KH)

Lucy Gough (Welfare) (LG)

John Booth (Secretary and Asst Chair) (JB)

Tim Hainsworth (Club Captain) (TH)

Christian Channer (PR and Marketing) (CC)

Sarah Barrett (SB)

Robert Audino (RA)

Apologies received from :

Gail Stallwood

Sue Vaggers

Martin Thomas

Lou Costello

1. Approval of previous years (2022) minutes

MG proposed and CC seconded the AGM Minutes from the previous AGM were approved.

Motion carried.

2. Review of open actions

ACTION 1/18 Ongoing Unfortunately the Secretary (JB) still has not had time to deal with 1/18. He will contact the LTA legal helpline to clarify what would be required and if any legal assistance is available in finding the best Legal Status for the Club. JB would endeavour to do this over the coming year **(JB)**

3. Reports

Chair:

It was good to see the continuation of the opening up process following the coded lockdown. Last season there was still obvious restrictions but this season came close to 'back to normal'. Let's hope that there's no resurgence of this in the future.

we fielded four teams from the summer leagues. Two ladies and two men's. Three teams in the autumn league. it was great to see so many new names on team sheets. we did struggle to run the three autumn league teams, but this was down to an unprecedented injury count. I had originally pushed for four autumn league teams. Well done to those who resisted me!

Thanks also to the team organisers.

As with previous years and as with almost any organisation that is run by volunteers most of the work is carried out by a small core people. I would like to express my thanks to these people. Without them the club could not function. Last year I said that I was aware of the burden of work that was shouldered by John Booth and I said that I would try to lighten this by taking on more of the work myself. Unfortunately, this is not happening so I will try harder this year.

I was disappointed with the unilateral decision by our coaching contractor to change our regular Tuesday slot, without any consultation with the Club. To some degree I believe it reflects a real lack of loyalty to long term clients. Fortunately the Tuesday slot was reinstated later in the year, but only because the project for which we were inconvenience was not as successful as they had participated.

We have been asked by the parish council to improve public access to the tennis courts. So their initial approach was somewhat aggressive arrogant, we have engaged with them. This will be covered in detail and a separate item on the agenda.

as always, thank you to all of the club members. without you we do not have a club.

Treasurer:

This was delivered in 2 sections by KH

1. Treasurers Review of the Accounts: Year Ended December 31, 2022

Summary:

Club funds total £25,394 with surplus of income over expenditure for the year of £1,739.

Income and Expenditure Account:

Income

*Increase of £559 (21%) in membership subscriptions seen - partly new members partly increased subs. Not sure how many of the new memberships are actively involved in club activities so whether we retain these ?

(Reconciliation post AGM to figures presented by JB 32 @ £75; 1 @ £50; 4 @£185 = £3190 less club spark charges)

* New members adhered to visitors fees which accumulated to £12 in the year to 31/12/22 with no visitor fees from existing members. Maybe a reminder to all players including how to pay might be beneficial.

*As last year no income was received through Ollies' Rusty Rackets courses which in 2020 brought in new members and £48.

*A charge for an internal tournament was levied which totalled £65 and players received. Hinstock Hurtle water bottles as well as a super tournament!

*Interest of £364 received. This is as a result of maxing the amount in the savings account and also higher interest rates. The interest is held in a 90 day account. I had kept £1k in the instant savings account with a very poor interest which we could consider moving to the notice account but more regular assessment of any funding the club needs would be necessary.

*Included in income is key deposits of £125.

KH noted last year that given these are potentially refundable accountancy methods would normally stipulate that they are also seen as a liability on the balance sheet. I had made the potential liability very clear on the face of the accounts, but since the amount potentially refundable has now increased I have this year made an adjustment in the accounts to reflect this increased liability. The accounting consequence of this is such that in the expenditure it looks as if £523 was refunded. £75 that was actually refunded to members leaving who returned their keys. The additional £488 being the amount payable if all those on the register requested a refund on returning keys and no longer being club members.

* Match fees are self evident however it should be pointed out that these are less than they should be due to both a misunderstanding in how the drinks tab has historically been shared on the evening after each match and also the fact that not all team players socialised after the match. Match fees have to cover the opposition's first round of drinks. Given the confusion both in the summer and autumn league I believe a point of action should be that a policy is written and explanations given by a captain to team players prior to playing to be fair to all team players.

It has been suggested that a £2.50 charge could be included if a pub is still to be used to cover any future issues in covering the opposition's drinks.

Any policy should also include that match fees are the same and payable by both junior and senior players.

There was also confusion this year not having dedicated team captains and in future it is only fair that if players want to represent the club that the responsibility of captaincy is shared. I recommend that only if there is a dedicated team captain can a team be put forward to play but presume this will be covered during the AGM outside of this treasurers report

Expenditure:

This is on the whole self explanatory.

Three points:

* Re court maintenance: Last years costs of £1741 included the annual cleaning/moss killing and also we purchased and installed LED lights with the use of a hired scissor lift. This year I have included an accrual for the winter work of de-mossing the courts which was actually only done in January 2023. Weather conditions had stopped it being completed in 2022. I have considered as we have further potential court repair work to be completed (which I have been advised would cost about £1k) and that by accruing the expense the accounts will look more consistent over the years and reflect better the club court maintenance commitments rather than having a £2k+ expense in a year.

* Kitchen facilities are drinks and cleaning products.

* Members key refunds this include the potential deposit liability already discussed

Balance Sheet

Bank balances are self explanatory. The larger balance of savings being important for when the courts require resurfacing or more major netting repairs needed.

A reminder that with the Junior Development Fund bank account not having being used for many years it is now used to collect monies from members with any surplus amounts being transferred as required to the main bank account.

As agreed at last years AGM with the Treasurer now permitted to make online payments I believe John Booth now routinely looks at the bank balances.

(JB confirmed he regularly looks at this as he accesses his own business accounts)

We also agreed that the accounts should in ad hoc years be reviewed. Christian kindly did this last year. If anyone wants to do this for 2022 let me know otherwise we should consider it is reviewed next year so that it is completed at least bi-annually.

JB proposed and LG seconded that the accounts are accepted.

The motion was carried.

CC volunteered to carry out the Account Examiner Function prior to each AGM.

JB proposed and LC seconded that CC is nominated to examine the accounts prior to AGM's in future. The motion was carried.

KH proposed that the Junior Development account be re-named. JB Seconded,

Motions Carried

2. Possible Match Fees Policy

KH Outlined a Policy that should be adopted uniformly by Team Captains this was discussed by all and there was general agreement.

Main points were.

- The team captain is responsible for the collection of match fees.
- Match fees are payable equally by all team members - juniors and seniors alike.
- An equal amount is charged whether the match is home or away (*to ensure players are not dissuaded from playing home matches*).

- The match fee needs to cover the cost of balls, a contribution to electricity, some footfall and also a post match meal and drinks for the home team and their opposition.
- All players are encouraged to socialise after the match for light refreshment and drinks There could be an additional £2.50 match fee charge per non attendee or as required to cover one opposition players drinks and to avoid a shortfall.
- At the end of the season each team captain is responsible for forwarding the full teams match fee; either paid directly to the tennis club bank account or to the treasurer.

ACTION 1/23 – KH to draft a **Match Fee policy** to be circulated to committee members for further discussion. . Once agreed then to Team Captains

Electricity/Memorial Hall

JB informed the committee that we normally Pay £90 for electricity in arrears accompanied by a £40 contribution to Hinstock Memorial Hall to towards up keep/Vandalism and HLTC would owe this for 2022. There is no method of calculation, so we have always paid what is felt as fair. As power costs have risen it was felt that a payment of £150 would be more realistic reflection. Also that the £40 be dropped. This leaves £90 for year 2021 plus £150
=£240

ACTION 2/23 – KH to supply JB with a cheque for £240 payable to ‘Hinstock Memorial Hall’.

Club Captains Report:

TH gave a combined Report the salient points being:

- 2 Mens teams
- Mens 1st Team were promoted to 4N but this year were relegated to 5N
- Mens 2nd Team played in 6N but were relegated
- 2 Ladies Teams
- Ladies 1st Team held their place in 4N
- Ladies 2nd Team were in 5N but were related to 6N

TH thanked Alison Griffiths and Michael Griffiths for their help in acting as Team Captains, in what has been a very difficult season with all teams being hit by high levels of injury. Tim was looking forward to a better 2023 season.

The committee was unanimous in giving thanks to TH acting as Club Captain and for the ongoing overall organisation of the teams and fixtures we play in.

Membership Secretary:

JB re-iterated that this administration for this role apart from meet and greet had completely been integrated into the Secretary's Office as membership and application process was automated, within Club Spark. JB said that he will make up New Membership Packs online for 2023. JB reported that this year there had been an establishment of 47 (was 55 in 2022).

Members broken down as follows:

- Adult Membership - 32 (was 30 – in 2021/22)
- Adult Concession – 0 (Chris Simon) Not on Club Spark
- Adult Concession - 0 (David Charlesworth) Not on Club Spark
- Adult Mid Year Joiner – 0 (was 1 in 2021/22)
- Club Coach – 1
- Family Members - 13 (4 families) (was 7 families, 27 in 2021/22)
- Junior Members – 0 (was 2 in 2021/22)
- Student Members – 1 (was 1 in 2021/22)

Club Secretary:

JB reported that he had re-registered the club with the LTA and had completed the annual risk assessment which is necessary to obtain third party insurance. The annual premium was £240.

Also there is a Safeguarding and Welfare Assessment, which we have recently passed.

JB Reported that the Parish Council have now taken ownership of the playing fields form Fields in Trust (formerly the National Playing Fields) .

The parish Council have a goal to renovate leisure areas and promote the facilities to Parishioners.

There does however remain issues with our own lease as the landlord may have changed but the lease has not.

As such, ACTION 1/18 is now redundant.

Social Secretary:

Jointly held by LC and Sue Vaggers (SV)

Neither Lou Costello or Sue Vaggers was present. There was agreement that they had both done, once again a great job.

Prior to this meeting SV has tendered her resignation of this position.

Those present were unanimous in thanking LC and SV for their efforts organising and making the events very enjoyable.

Coaching Programme:

There was no coaching report.

4. Welfare and Safeguarding:

LG announced that after many years as Welfare Officer, she wished to step down from this role. SB volunteered to take on this Office. LG agreed to brief SB and do a 'handover' LG also recommended to SB that attending the Loughborough University course would be beneficial.

JB reported that we had an 'all clear' from a venue assessment carried out by Alyson O'Donnell the Regional Safeguarding Officer.

JB Reported that he has made Welfare and Safeguarding more prominent on our website.

5. Public Access Initiative

Hinstock Parish Council (HPC) wished that Public access was their goal as with all facilities that are associated with the village. Its goal was to encourage use of sports and social facilities.

MG and JB were invited to attend a HPC Meeting, where it was alleged that members of the public found it difficult to get access to the Tennis Courts. A terse discussion and comments from JB followed. JB was most surprised at this as he handles and grants access when approached after sending introductory emails with club policy links attached.

MG and JB formed a working group with Councillors Liz Hutchinson and Dan Darke. It was explained to The Councillors that it was in our Constitution to promote tennis in the community and that we move towards this aim. Also, that there is a lot of work involved in

running a club and ensuring our current rules and Welfare and Safeguarding are observed to comply with LTA and our Insurers requirement. JB, who handles most requests he received from the public successfully, knows who is booking and has contact details in case of any issues. JB also stated that most of the requests we receive are from surround areas such as Market Drayton and not Hinstock. So we are seemingly doing better on public access than HPC appears to view.

The basic principle is HLTC needs to know who is booking and to ensure anyone booking is clear on what is expected of them. JB has always been keen on extending the Pay and Play principal to our club, however the LTA's solution of a gated access would cost c£7,000 plus annual fees of c£1,500 to run a gated system where by the Booking app could be used by any member of the public who should log on, be identified, be given the club Rules and then after agreeing to these , pay by debit card on a new system Stripe. It has never been financially viable given that enquiries do not exceed 15 people per year.

At the second meeting it was agreed that a trial be undertaken and the LTA system be circumnavigated by a more cost efficient SIM based pocking system at the rear gate JB has spent time with Club Spark and is aware how to switch the system on. HPC has agreed in principal to pay costs incurred by HLTC and provided we are happy as a Club with is to run the trial. The booking system we use will give priority to members over the Public and the Public entrance will be different from Members entrance. Public will not have access to Club Facilities. It was suggested at the initial meeting that HPC would extend their system, but that was not in accord with MG, JB and what MG and JB felt was the LTA processes.

Dan Dark who successfully runs a pay and booking system for the Snooker Club (public cannot just walk in there) is to source a suitable gating system (SIM based) that can be opened by a code issued by Club Spark. This code is separate to our members gate.

We await a further meeting to review progress and await agreement of funding and that the Club not be put to disadvantage.

JB's comment is that after speaking with other clubs locally they appear to operate how we are doing already and have not moved to operate a system like this even though two clubs, Cound and Eccleshall are advertised on the LTA site as being able to accommodate remote booking!

This remains open and MG/JB will report back to membership.

6. Team Entries (2023)

There was a discussion and all agreed that HLTC would attempt to field 2 ladies and 2 men's teams for the forthcoming League.

TH – Fixtures would shortly be made and teams selected. TH would ask for players in the near future with a view to seeing how many responses we have by 28th Feb to select teams before the fixtures meeting.

7. Coaching Program

Coach was not present.

8. Fund Raising

Ideas in the form of a 100 Club (RA) and Raffle (JB) were discussed and to a large degree discounted.

It was generally agreed that some more members should get involved in setting up or assisting with events and that fund raising would be considered if appropriate.

TH and MG, would each be the centre point for an event, in this forthcoming year to assist LC.

9. Club Maintenance - To do list

1. Jet Wash **(JB)**
2. Clean up for spring.
3. Spray weeds **(TH)**
4. Roots **(JB/MG)**
5. Leaking Roof Drainage **(MG)**
6. Annual Court Cleaning £950 figure to be agreed **(JB)**
7. Costs for resurface **(JB)**

Additional Item from Agenda - Membership Fees

JB proposed and LG seconded that subscriptions will be maintained at

- *Adult - £75*
- *Family - £185*
- *Junior/Child - £30*
- *Student - £35*
- *Mid Term joiner - £50*
- *Key deposit £25*
- *Visitor or Guest - £6 per person, paid by member inviting.*

This motion was carried.

10. 2023 Calendar

Tournament Dates: TBN

Event Date: TBN

11. Election of Committee Members:

JB proposed that, there being no candidates to take over an Office that committee members in office be reappointed for a further year. This was seconded by LG

This was carried unanimously.

The Officers for 2022/23 will be;

Chairman – Michael Griffith

Secretary - John Booth

Treasurer - Krista Hainsworth

Welfare & Safeguarding Officer – Sarah Bennett *to Replace Lucy Gough.*

Membership Co-ordinator - Alison Griffith

Club Captain – Tim Hainsworth

Captain Men's 1st Team - Tim Hainsworth

Captain Men's 2nd Team – TBN

Captain Women's 1st Team – Lou Costello

Captain Women's 2nd TBN

Social Secretary - Louise Costello/Sarah Barratt

Maintenance - Michael Griffith

Marketing - Christian Channer

12. AOB

None

13. Date of Next AGM

Monday 5th February, 2024

14. Close of meeting

At 22:14 Meeting Closed by MG

HINSTOCK LAWN TENNIS CLUB, MINUTES of AGM for 2022 held on
6th February 2023

Approved by

Name:

Name:

Office:

Office:

Signature:

Signature:

Date

Date: