

Proposed resolutions for AGM 2023

Changes to the Club's Bye-laws

During the year since the last AGM, the Board of Maidenhead Lawn Tennis Club Limited has made certain changes to the Bye-laws. In accordance with the Bye-laws, these changes must be approved by the Members in general meeting. The Members are invited to consider and approve the changes, set out in groups below (sections 1, 2 and 3).

1. Changes required by the Licensing Act 2003

The changes to the Club's Bye-laws which are set out in the resolution below are **required by law** (the Licensing Act 2003) and have been approved by the licensing authority of the Royal Borough of Windsor and Maidenhead.

It is hereby resolved that the amendment of the Bye-Laws of the Club required for the purposes of the Licensing Act 2003, as set out below, be approved.

(i) That new Bye-Law 4.12 be inserted as follows:

4.12 Membership

In accordance with section 62 of the Licensing Act 2003, no person may be admitted to membership, or be admitted, as candidates for membership, to any of the privileges of membership, without an interval of at least two days between their nomination or application for membership and their admission.

Persons becoming Members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming Members and their admission.

(ii) That the following sentence be inserted at the end of Bye-Law 4.13 (currently Bye-Law 4.12):

For the avoidance of doubt, Visitors, Temporary Playing Members and Temporary Social Members are not full Members of the Club and are guests for the purposes of the Licensing Act 2003.

(iii) That the following sentence be inserted at the end of Bye-Law 4.19 (currently Bye-Law 4.18):

In accordance with Section 62 of the Licensing Act, alcohol shall not be supplied to Members on the premises otherwise than by or on behalf of the Club.

2. Establishment of a Finance Sub-Committee and expenditure controls

The Board approved a resolution to establish a Finance Sub-Committee with the remit as set out below, aimed at strengthening budget controls and ensuring that there is a regular review of the Club's income and expenditure. Bye-law 4.8 has been amended to include a reference to the new Finance Sub-Committee, and Appendix 2 to the Bye-laws has been amended to include the Finance Sub-Committee's remit. Bye-law 4.15 sets out rules on expenditure and delegation of authority.

It is hereby resolved that the establishment of a Finance Sub-Committee with a remit as set out below, and the amendment of the relevant sections (4.8 and 4.15) of, and the relevant appendix to, the Bye-laws be approved.

Maidenhead Lawn Tennis Club Limited Finance Sub-committee

Main Purpose:

To ensure that financial matters at MLTC are managed effectively, including planning for longer term expenditures related to court re-surfacing and capital expenditures related to upgrading club facilities. Requires close coordination with other sub-committees to ensure the club remains a going concern, there is alignment on planned expenditures and that these are affordable.

Chair: Honorary Treasurer

Members: Chair, Honorary Secretary

Co-opted:

Meetings: As per the following schedule, or as agreed by the Sub-Committee;

1. April - Review of full year income and expenditure (April - March)
2. July - Review of first quarter's income and expenditure
3. October - Review of second quarter's income and expenditure, setting of subscription proposal for following year and pre sight of the Treasurer's report
4. January - Review of third quarter's income and expenditure
5. February - Setting of the following year's budgets
6. As required

Quorum: 3

Budget, spending approval & administration:

Treasurer to communicate any items to the Board that they should be aware of.

Key Responsibilities:

1. To manage the Club's income and expenditure effectively
2. To propose budgets for each financial year (after consulting other sub-committees)
3. To propose subscription rates for each financial year
4. To provide a forum to allow the Treasurer to share information on the Club's financial health on a regular basis
5. To manage the Club's relationships with financial services providers (e.g Bank, Bookkeeper, Accountant etc)

Bye-law 4.8 is amended by adding the words “Finance Sub-Committee”

New Bye-law 4.15

4.15. Expenditure and Delegation of Authority

Directors and Committee / Sub-Committee members may not spend Club funds or incur expenditure unless the amount spent or to be spent falls within the relevant current budget approved by the Board, and is in line with the budget process approved by the Board. When setting the budget the Board may impose additional restrictions beyond total annual spending as appropriate. The Board has authority to amend the budget and/or the budget process as required.

Emergency spending which does not fall within the budget may be incurred if permitted by the budget process.

3. Membership categories

The Board agreed to amend the membership categories in the Bye-laws to add a new category to distinguish between members who have Honorary Life Membership and those who have honorary membership for a temporary period, generally because of their role at the Club, e.g. coaches. This requires a change to the Bye-laws as set out below.

It is hereby resolved to approve the amendment of Bye-law 4.1 as set out below, to add an additional class of members, “Honorary Temporary”, such Members to be appointed annually at the discretion of the Board.

The word “Life” shall be inserted after Honorary and before “Membership” in the final sentence of Bye-law 4.1. A new sentence shall be added as follows, “Honorary Temporary Members shall be appointed annually at the discretion of the Board; this category is intended for coaches and employees of the Club.”