



Scottish Charity SC034153

**Minutes of the 2021 AGM of Melrose Waverley Tennis Club
held on Monday 8 November 2021 at Melrose Rugby Club**

Committee members present: Will Grieve (President, in the chair), Leslie Young (Treasurer), Alison Moore (Secretary), Andrew Panter, Lesley Watters, Mac Brown, Gemma Ross, Glen Gordon, Lorna Hutchison, David Owen

Non-committee members present included: Allan Dawson, Katrina Slater, Brian Lumley, Brenda Lumley, Ian Reilly, Rosie Leslie

Apologies: Rachel Fourie, Anne Lyal, Liz Leitch, Jenni Young, John Barrow

Adoption of the 2020 AGM minutes was proposed by Leslie Young and seconded by Lorna Hutchison.

President's Report:

The President, Will Grieve, welcomed everyone to the 2021 AGM and presented his President's Report, which is appended to these minutes. As part of his report, Will thanked Colin MacBrayne for all of his work in initiating and organising the mini leagues which have proven to be very popular.

Treasurer's Report:

The Treasurer, Leslie Young, presented the annual audited accounts to the meeting. There was a question from the floor regarding whether the committee should consider replacing all of the floodlight bulbs at one time if one of them goes, rather than hiring a cherry picker each time and also because of their age. There was then a follow up question regarding whether the club should consider replacing all of the floodlight bulbs with LED ones. Concerns were raised about this costing thousands and potentially too much light spilling over into the caravan park but it will be looked into.

Leslie stated that he will ensure the accounts are signed off by Will. Thanks were expressed to Leslie for his preparation of the accounts.

Thanks to our auditor Alastair O'Neil were also noted. Alastair had indicated that he will be stepping down from this role now. Will and Leslie reported that they have presented him with a gift and thanks on behalf of the club for his time and work as Honorary Auditor and these thanks were reiterated at the meeting. A new auditor will need to be found.

Approval of membership fees for next year:

As part of his Treasurer's report, Leslie set out his proposal for membership fees for the next year which were unanimously supported by those present. Leslie will email out to all of the membership with details of the new fees which have reverted back to previous levels.

Membership Report:

Andrew Panter presented his report as Membership Secretary. It was noted that the membership figures continue to be very encouraging and that Thursday club nights are well attended but it would be good if existing members and new members could mix in slightly more. It was also noted that some of the reinstated men's and ladies' sessions are quiet just now. The report is appended to these minutes.

Team Captains' Reports:

Glen presented his report as the men's teams' captain and his report as the mixed teams' captain. Lesley presented her report as the ladies' team captain. These reports are appended to these minutes. League matches have been reinstated this year.

Glen indicated that he will be standing down as men's captain and that Andrew Stavert will be replacing him. He also indicated that he will be standing down as mixed captain and is in the process of finding a replacement. He was thanked for all his work in the two roles.

Juniors and Coaching Report:

Ian Reilly presented the report on behalf of himself and junior rep, Rachel Fourie. The report is appended to these minutes.

Proposed changes to the constitution:

Leslie presented the suggested amendments to the constitution that he and Ali had previously identified, and which had been circulated to all members more than two weeks' earlier. These changes were approved unanimously by those present.

Election of Committee

The election of the committee then took place and the committee for 2021/2022 is as follows

President: Will Grieve

Due to the unprecedented past couple of years the club has had with Covid, Will had offered to stay on for a third year as President to see the club through to normality resuming. Proposed by Leslie Young and seconded by Mac Brown

Vice President: Glen Gordon Proposed by Will Grieve and seconded by David Owen

Hon Treasurer: Leslie Young Proposed by Will Grieve and seconded by Lorna Hutchison

Hon Secretary: Alison Moore Proposed by Leslie Young and seconded by Will Grieve

Membership Secretary: Andrew Panter Proposed by Mac Brown and seconded by Alison Moore

Senior Secretary: Mac Brown Proposed by Will Grieve and seconded by Lorna Hutchison

Junior Rep: Rachel Fourie Proposed by Alison Moore and seconded by Will Grieve

Club Referee: Will Grieve Proposed by Leslie Young and seconded by Brenda Lumley

Web Administrator: Gemma Ross Proposed by Will Grieve and seconded by Lorna Hutchison

Safeguarding Officer: Jessica Bennett Proposed by Gemma Ross and seconded by David Owen

Committee: Lesley Watters, Lorna Hutchison, David Owen and Rosie Leslie

Rosie Leslie was voted onto the committee as a new member. Proposed by Andrew Panter and seconded by Lorna Hutchison.

The Club Coach (not a committee role) is Ian Reilly.

AOB

Rosie requested that the new 1-hour limit for court booking be increased to 90 minutes. This was discussed and it was agreed that there are pros and cons to the current limit but that increasing it to 90 minutes may result in courts being booked for 3 hours unnecessarily. A doodle poll asking members for their views on this will be considered.

Andrew Panter repeated Will's earlier thanks for the record to Colin MacBrayne for his work in organising the mini leagues.

The President closed the meeting by thanking everyone for their attendance.



MELROSE WAVERLEY
TENNIS CLUB

Scottish Charity SC034153
President Report, Will Grieve

My second year as President began rather disappointingly as there was no Quiz Night or Christmas Draw!

In March, Dawn MacBrayne, resigned from her positions as Vice-president and Committee member. My thanks go to Dawn for her contribution to the Club during her time in office

My thanks also go to Colin MacBrayne for all the time and effort spent in organising the Mini Leagues.

During the summer, the Club replaced the nets and posts on all three courts. A new main entrance door was fitted to the clubhouse. The exterior was painted and my thanks go to Andrew Panter and John Barrow for all their hard work doing this.

With the relaxation of the Covid Guidelines the Tennis Leagues and Cup matches were able to resume. Well done to our team captains, Lesley Watters and Glen Gordon, for selecting and organising their respective teams.

The Club hosted the Borders Confined Tournament in August and the Club championships were played in late August/September/October. My congratulations go to all the winners.

Iain Reilly, our club coach, has once more done a great job coaching the Juniors and Seniors. Rachel Fourie has also done a great job organising the Junior matches.

Many thanks to all committee members for their help during the year and special thanks to Ali and Leslie for all their hard work behind the scenes.

Will Grieve



Melrose Waverley Tennis Club
Treasurer's Report for the Year Ended 30 September 2021
Scottish Charity No SC034153

General

The Melrose Waverley Tennis Club accounts for the year 2020-21 (1 October 2020 to 30 September 2021) show a surplus of £3,746. The surplus was £5,217 in 2019-20. At the year-end on 30 September 2021, the Club's funds totalled £32,366 (2020 - £28,620).

Income

Gross Income for the year was £24,043, which was £986 higher than 2019-20. The main reasons for the increase were increased Coaching Fees, Court Hire and Miscellaneous Income which offset the loss of Fund Raising Income.

Expenditure

Gross Expenditure for the year was £20,297 which was £2,457 higher than 2019-20. The main reason for the increase was expenditure on Clubhouse Development and Court Development offsetting the lack of expenditure on fund raising.

Membership Fees

Membership Fees totalled £8,580 which was slightly higher than last year's membership income of £8,413. The number of members has increased significantly over last year as shown in the table below. The total membership must surely be the Club's highest. At last year's AGM members agreed that existing members should be offered a 40% reduction on their Membership Fee to reflect the lack of court availability in 2019-20 due to the COVID restrictions. Four 2019-20 members asked for the partial refund that was offered.

	2021	2020
Ordinary	0	0
Adults	69	59
Concessions	55	46
Family	9	5
Juniors (Age 11 – 18)	39	28
Children Under 10 (Free)	83	59
Total number of members	281	211

The Club's membership fees remain the main source of income for the running of the Club.

Coaching Fees

Coaching Fees totalled £12,361 which compares with £10,764 received in 2019-20. Coaching was stopped after Christmas 2020, because of the COVID-19 situation. It started again from 14 March 2021 and has continued regularly since that date.

Junior Coaching

Coaching fees		£12,361
Expenses		
Coaching retainer	£600	
Coaching expenses	£8,704	<u>£9,304</u>
Net Surplus		£3,357

The above expenditure does not include coaching tennis balls which are included under 'Tennis Balls'.

Court Hire

The Club's courts were hired on three occasions. In October by St Mary's School (£110), in June and July by Tennis Scotland (£600) and in August by Tennis Borders (£300). The hire by Tennis Scotland was for a Tennis Coaches' course and is likely to be repeated.

Miscellaneous

The Club received £1,500 following the transfer of its bank account from the Royal Bank of Scotland to The Co-operative Bank.

Fund Raising

The Committee had decided not to go ahead with the Quiz Night and the Christmas Draw in November and December last year. The Committee continues to hope to organise these or alternative events as soon as circumstances allow.

Tennis Border Fees

The Club paid fees of £360.00 to Tennis Scotland offset by a refund of the Club's entry to the Scottish Cup.

Miscellaneous

In Autumn 2020 I proposed that the Club should use Sage Accounting software for the management of its financial records. This was agreed by the Committee and means that there is easier access to these records as these will now be held on 'the Web'. An annual fee of £72.00 is paid for the use of Sage Accounting. The Club also paid £200 for the hanging baskets which hung on the clubhouse from June to October.

Court Maintenance

This expenditure includes £518 for the replacement of one of the floodlight bulbs in June. (A further bulb was replaced in August, but the bill was not paid until October).

Clubhouse Maintenance

The exterior of the Clubhouse was painted during the summer by Club volunteers (£333), the interior ceiling was repaired (£327) and there were various repairs to the hot water system and toilet.

Electricity

The Club's electricity meter has not been repaired and has not been working since June 2020. In the last conversation Scottish Power hoped to obtain the required part by October 2021.

Cleaning

The clubhouse has received minimal cleaning from KenKleen during the year because of the COVID situation. It is hoped that regular fortnightly cleaning will start soon

Clubhouse Development

The Club replaced the faulty sliding door with a new clubhouse door and entrance in the summer.

Court Development

The Club purchased new net posts and nets during the summer.

Banking

The Club transferred its current account from the Royal Bank of Scotland to The Co-operative Bank in January 2021. In March 2021 the Club received its financial incentive of £1,500. In March 2021 the Scottish Building Society wrote to the Club to say that its Treasurers Account will no longer be offered from 31 July 2021. As a result, the Committee agreed to open a 95 Day Savings Account with The Co-operative Account. This was opened in May 2021. The current interest rate is 0.12% gross AER, paid twice a year.

Melrose Waverley Tennis Club
Treasurer's Report for the Year Ended 30 September 2021
Scottish Charity No SC034153

Membership Fees

The Committee would propose that the subscriptions for 2022 return to pre-COVID levels

	2022
Ordinary	£13.00
Adult	£85.00 or three monthly payments of £32.00
Concessions/Country	£47.50 or three monthly payments of £16.75
Juniors (Age 11 – 18)	£32.00
Children (10 years & under)	Free
Family	£180.00 or three monthly payments of £63.50
Winter Adult	£45.00
Winter Concession	£25.00
Winter Junior	£17.00
Winter Child	Free

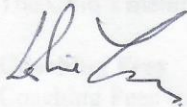
Future

Financially the 2020-21 year was better than expected given the loss of income from any fund raising events. This was because of the increased membership and the one-off incentive from The Co-operative Bank. There are no current plans for any major expenditure. The one risk that could require significant expenditure is that several of the floodlight bulbs could fail at the same time. (8 of the bulbs are 17 years old).

The Club should be aiming for a surplus of between £4,000 and £5,000 each year. This level of surplus is required to bring the Designated Fund to an appropriate level for future major expenditure on the courts and floodlights. If the membership numbers remain at similar levels to 2020-21 this should be achieved in 2021-22.

Audit

I would like to express my thanks to Alastair O'Neil for auditing the Club's accounts again. This year Alastair is retiring from his role. The Club would like to thank Alastair for his work on behalf of the Club over many years in his roles as Hon. Treasurer and Club Auditor.



Leslie Young
 Hon. Treasurer

Date: 14 October 2021

Junior Coaching		
Coaching fees		£12,361
Expenses		
Coaching material	£1,400	
Coaching expenses	£8,704	£9,204
Net Surplus		£3,157

The above expenditure does not include coaching courts balls which are included under 'Tennis Balls'.

Court Hire

The Club's courts were hired on three occasions. In October by St Mary's School (£110), in June and July by Tennis Scotland (£800) and in August by Tennis Scotland (£100). The hire by Tennis Scotland was for a Tennis Coaches' course and is likely to be repeated.

Miscellaneous

The Club received £1,500 following the transfer of its bank account from the Royal Bank of Scotland to The Co-operative Bank.

**Melrose Waverley Tennis Club Receipts and Payments Account
for the Year Ended 30 September 2021
Scottish Charity No SC034153**

	<u>30-Sep-20</u>		<u>30-Sep-21</u>	
Income	£	£	£	£
Membership Fees		8,413		8,580
Visitor Fees		501		425
Coaching Fees		10,764		12,361
Court Hire		50		1,010
Miscellaneous		145		1,620
Bank Interest		130		41
Sale of Tennis Balls		293		0
Donation		13		6
Club Merchandise		239		0
Fund Raising Income				
Christmas Draw	1,337		0	
Quiz Night	1,089		0	
Club Tournament	83		0	
		<u>2,509</u>		<u>0</u>
Total Income		<u>23,057</u>		<u>24,043</u>
Expenditure	£	£	£	£
Tennis Border and Tennis Scotland Fees		120		330
Coaching Retainers		600		600
Coaching Expenses		8,139		8,704
Tennis Balls		826		711
Tennis Equipment		15		23
Club Merchandise		239		0
Printing & Postage		20		0
Swipe Card Expenditure		135		102
Miscellaneous		560		442
Bank Charges		125		158
Fund Raising Expenses				
Christmas Draw	305		0	
Quiz Night	444		0	
Tournaments (Club and Tennis Borders)	145		0	
		<u>894</u>		<u>0</u>
Court Maintenance	2,825		2,928	
Clubhouse Maintenance	0		908	
Electricity	1,387		1,219	
Cleaning	900		199	
Insurance	1,055		930	
		<u>6,167</u>		<u>6,184</u>
Clubhouse Development		0		2,011
Court Development		0		1,032
Total Expenditure		<u>17,840</u>		<u>20,297</u>
Operating Surplus/(Deficit) for the Year		<u>5,217</u>		<u>3,746</u>

Melrose Waverley Tennis Club
Statement of Balances as at 30 September 2021
Scottish Charity No SC034153

	2020	2021
	£	£
Bank and Cash in Hand		
Opening Balances	23,403	28,620
Surplus/Deficit for year	5,217	3,746
Closing Balances	28,620	32,366
Cheques Outstanding	0	0
Reserves		
General funds	3,620	3,866
Designated Fund	25,000	28,500
	28,620	32,366
Represented by:		
Royal Bank of Scotland Treasurers' Account	3,892	0
Scottish Building Society Treasurers' Account	24,728	0
The Co-operative Bank Community Directplus Account	0	3,866
The Co-operative Bank 95 Day Savings Account	0	28,500
as at 30 September 2021	28,620	32,366

Note 1 All funds are unrestricted
i.e. No Restricted Funds
No Expendable Endowments Funds
No Permanent Endowment Funds

Note 2 Assets held by the Charity
Buildings
Courts/Floodlights
Other Assets/Trophies

Note 3 There are no liabilities or contingent obligations.

Note 4 The Designated Fund is considered to be the Sinking Fund for the replacement of courts and floodlights.

Approved by the Trustees and signed on their behalf



Mr William Grieve, President

Date 2/10/21

Independent examiner's report on the accounts

Report to the trustees/members of: Melrose Waverley Tennis Club
Register charity number: SC034153
On the accounts of the charity for the period
Period start date: 01 October 2020
Period end date: 30 September 2021

Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement:

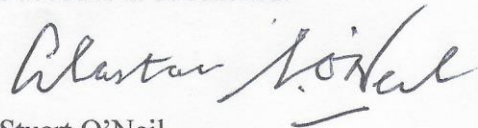
My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement:

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

30/10/21.

Name: Alastair Stuart O'Neil

Relevant professional qualification(s) or body (if any): MCBI

Address: 4 The Stables
Buccleuch Chase
St Boswells
Melrose TD6 OHE



MEMBERSHIP SECRETARY REPORT

Introduction

Since the last AGM, membership has continued to grow significantly. Total membership is now 292, compared to the 223 noted in the previous AGM report and the circa. 185 pre-Covid figures. To date, for 2021/22 there have been 84 new members, including a few recent winter applications. Amongst the 42 lapsed members for this year and others from 20/21, there are still a small number who we might have expected to re-join. Had those members re-joined, membership would now certainly top 300.

Membership Survey

A membership survey was conducted in May 2021 to assess members general views of the club and the overall level of engagement. Due to a very low return of responses, the survey failed in its key aim of assessing overall level of engagement across the membership. However, for the few who responded, they expressed a general level of satisfaction with the organisation of the club and accessibility for play.

Membership engagement

Despite the outcome of the survey, there do not appear to be any significant issues over access to play. There is however some indication that some new members have found it difficult to integrate with the established membership, but many appear content with accessibility, aided by the booking system. The resumption of scheduled play slots is largely successful, although it may take some groups time to return to pre-Covid activity.

Covid restrictions have limited social activity in the club, especially use of the clubhouse and the running of organised events. This is likely to have affected integration for some new members.

Welcome letter

The standard Welcome letter has been revised with full club information and advice and is now being issued to all new members. Those who previously only received Covid restriction advice have all now received the letter retrospectively.

COVID

The club continues to operate track and trace recording via a QR code and manual sign-in/out. Compliance is patchy. Observation suggests this is largely through oversight, despite signage.

Andrew Panter

MWTC

Membership Secretary

8/11/2021



MEN'S AND MIXED CAPTAIN'S REPORT

Men's

The men's leagues began in May with a short three match friendly mini-league which allowed us to dip our toes in the water again after some of the covid guidelines had been lifted. We entered three teams of four players and tried to give as many players as possible the chance to play.

In June we had a more recognisable league structure with our 1s playing in division1 with teams of six and our 2s and 3s playing in division2 with teams of four. It had been decided, due to the threat of covid and clubs' ability to play their best team, that the borders league championship would not be at stake.

Our 1s went on to win this league and our 2s finished second in div2, although had all the matches been completed, the 2s would most certainly have won this division. Our 3s finished 6th out of 8 teams and enjoyed a lot of competitive matches throughout.

We also sent a team into the Scottish Cup where we played Lomond Park through in Edinburgh. We played well but were well beaten.

Mixed

The mixed leagues began in July, and it was decided that in the mixed events we would be competing for the border titles. We entered three teams of six into the two divisions which is the most we have ever tried. There was only one week where I needed to look outside of the squad to find players which is really great. We have a large group of players both willing and able to turn out for all the matches.

Our 1s finished runners-up in division 1, just one point behind the winners. The 2s won division 2 remaining unbeaten through the whole campaign. Our 3s finished bottom but I saw the 3s as a chance to try to give everyone a game.

We then went on to the Mixed Knockout Cup. We entered two teams. Our 2s had a great win against St Boswells in the first round which set up a semi-final against our 1s. Our 1s went through to play Peebles in the final, played at St Boswells, the chosen neutral venue. After a very close and very exciting match, going all the way to the final set, we became the Mixed Knockout Cup champions. It is our first major title for a good few years.

The 40+ mixed league is on-going and will go on way into December. We have entered two teams of four, and as it stands, are still in with a chance of another trophy

It has been a pretty successful summer and autumn for the men's and mixed teams and I'd like to thank all of the 22 players that played in the men's teams and the 30 players that played or are making themselves available for the mixed matches. It makes the captains job much easier when you have such a keen group of players. So, thank you all.

Club Championship

We started the club championship a little later this year for no other reason than we forgot to get it going at the usual time.

It ran pretty smoothly with only a few hiccups due to players taking too long to get their first matches organised. We also failed to play all the finals on final's day. One not played was because of covid so couldn't really be helped.

We have two new club champions. Andy Stavert and Laura Barrie winning the men's and ladies' singles. Andy also won the men's doubles title with Mike Turner, and the mixed title with Rosie Leslie. Rosie followed that with a win in the ladies' doubles with her partner Catherine McQuarrie.

The plate events were won by Mike Turner and Catherine McQuarrie.

Before I finish, I'd like to let you know that I will be standing down as men's and mixed captain once this latest 40+mixed competition is completed. Our new club champion Andy Stavert has kindly agreed to take over the men's captaincy for next year. I have still to find a new mixed captain but will hopefully have someone in place before the fixtures meeting next year.

Thanks

Glen

LADIES' CAPTAIN REPORT

We fielded three ladies teams.

19 women played.

The first team came third in group 1. The second team came first in group 2, and our third team came 5th in group 2.

We welcomed three new players to the team, Catherine, Rosie and Laura. Special mention to Ailsa Owen who at the last minute stepped in to play for Hawick who were short of a player in the match against our third team. And also to Brenda who despite running off the court at her first match because of thunder and lightning, thankfully returned to play more matches.

Well done to all the ladies who played, it was good fun to be playing competitively again.

Lesley



COACHING AND JUNIORS REPORT

Coaching programme is going very well with a good intake of new younger players. Retaining high school age players remains an ongoing issue along with getting players to play competitively.

We have been able to field a team in the recent Borders Junior Autumn Leagues Division One and the boys were delighted to take 2nd spot, only being knocked off the top by Earlston who were on the same points but pipped us in the final count. A big thanks should be noted for the parents of players who came along to support the team at matches.

Several juniors competed in The Borders Junior confined with Rory Wight Runner up in the Boys 10U and Jack Fourie bringing the trophies back to club in the Boys 14U Singles and Doubles, playing with Harris McDougal from Earlston Tennis Club.

Junior Club Championships are being planned for Saturday 20 November.

Ian is currently coaching over a 100 children per week during term time. This is always fluctuating as children come and go but has remained around this number over the past year. The school hall has become available again although he only has the two sessions over the winter at this venue.

Ian is in the middle of a very successful block of adult coaching and hopefully again this has proved valuable for the club. So successful he needed to run two groups with around 12 adults in each group on Sunday evening.

Ian continues to be an Accredited Plus Coach with the Lawn Tennis Association which means he can continue to attend training and courses to maintain his coaching standards. He currently has five Level One Coaching Assistants working with him at this time. They provide invaluable support with the coaching programme.

Ian looks forward to continue to work for the club and Rachel is looking forward to continuing to volunteer and support the junior teams.

Ian Reilly Accredited Plus Coach.

Rachel Fourie Junior Team Captain

Proposed changes to the Constitution of Melrose Waverley Tennis Club

The proposed changes are shown in italics for each paragraph.

Paragraph 4

(VI) To continue to consult and liaise with the Trustees of the Gibson Trust as owners of the courts.

Revised version:

(VI) To continue to consult and liaise with the *Scottish Borders Council as the lease holders* of the courts.

Paragraph 9

The Management Committee will comprise a President (who shall act as Chairman at all meetings of the Club), a Vice President, Honorary Secretary and an Honorary Treasurer who will the Office Bearers of the Club and not more than eight other members. The Management Committee will meet at least 6 times per year and the Office Bearers may meet out with these meeting to ensure the smooth running of the club. Minutes of the Meeting of the Office Bearers or Management Committee will be maintained by the Honorary Secretary.

Revised version:

The Management Committee will comprise a President (who shall act as Chairman at all meetings of the Club), a Vice President, Honorary Secretary and an Honorary Treasurer who will the Office Bearers of the Club and not more than eight other members. The Management Committee will meet a *minimum of 4 times per year but more often if required*. The Office Bearers may meet out with these meeting to ensure the smooth running of the club. Minutes of the Meeting of the Office Bearers or Management Committee will be maintained by the Honorary Secretary.

Paragraph 15

An Annual General Meeting of the Club will be held within 2 months of the Club's financial year end, each year at which the President or Hon. Secretary will present, for information, an Annual Report: The Hon. Treasurer will present, for approval, the audited Statement of Account and a Summary of Income and Expenditure for the year: The Management Committee for the ensuing year will be appointed and fees and subscriptions for the following season will be set.

Revised version:

An Annual General Meeting of the Club will be held within 2 months of the Club's financial year end, each year at which the President or Hon. Secretary will present, for information, an Annual Report: The Hon. Treasurer will present, for approval, the audited Statement of Account and a Summary of Income and Expenditure for the year: The Management Committee for the ensuing year will be appointed and fees and subscriptions for the following season will be set. *An Annual General Meeting, or a Special General Meeting, requires a minimum quorum of nine.*

Paragraph 21

Notices calling the Annual or other General Meetings of the Club will be published by insertion in a newspaper circulating within the Melrose area, and by display within the window of the Ormiston Institute and at least 14 days prior to each such meeting.

Revised version:

A minimum of 21 days' notice prior to the Annual General Meeting, and other Special General Meeting, must be given to all members of the club by means of electronic communication and notices in the clubhouse.

New Paragraph 22

The Committee may make arrangements, in advance of an AGM or Special General Meeting, to allow members (or their proxies) to fully participate remotely, so long as all those participating in the meeting can communicate with each other, and all members (or their proxies) may vote during the meeting. A Member or proxy participating remotely by such means shall be deemed to be present in person at the AGM.

The numbering of all subsequent paragraphs in the Constitution will increase by one.

Proposed changes to the Constitution of Melrose Waverley Tennis Club (contd.)

Paragraph 23:

The funds of the Club will be held in a properly nominated account, or accounts, in a local bank and in the name of the Club. Such account or accounts may only be operated upon any two signatures of the Honorary Treasurer, President, Vice-President and Honorary Secretary.

Revised Version.

The funds of the Club will be held in a properly nominated *bank account, or bank accounts, in the name of the Club*. Such account or accounts may only be operated upon any two signatures of the Honorary Treasurer, President, Vice-President and Honorary Secretary.



MELROSE WAVERLEY TENNIS CLUB

Constitution

1. The Club was re-established following a Public Meeting held in the Ormiston Lounge, Melrose on Wednesday, 4th March 1998.
2. The Club is established for charitable purposes and is known as “The Melrose Waverley Tennis Club”, herein after referred to as “the Club”.
3. The Club is based at the Municipal Courts situated within the Gibson Park, Melrose.
4. The prime objects of the Club are to achieve the following:
 - (I) To establish maintain and conduct a Club for the purpose of promoting community participation in healthy recreation by the provision of facilities for playing Lawn Tennis.
 - (II) In furtherance of but not otherwise:
 - (III) To provide a club that is socially inclusive and all participants are welcomed and encouraged.
 - (IV) To work closely with the Tennis Scotland and other statutory bodies in developing the game of tennis.
 - (V) To continue to assist in the development of playing facilities which exist or may in the future come to exist, within the Gibson Park, in whatever manner may be deemed appropriate and relevant thereto.
 - (VI) To continue to consult and liaise with the Trustees of the Gibson Trust as owners of the courts.
5. In furtherance of the above purpose, the Club shall have power to promote fund-raising events and obtain, collect and receive money and funds by way of subscriptions, donation and contribution; legacies, grants and other lawful method, and accept and receive gifts of property of any description other than heritable, and shall be entitled to make payments, gifts, grants and loans relative to the objects stated at “4” above.

MEMBERSHIP

6. Membership of the club is open to all who support the Club’s objectives on payment of the appropriate subscription.
7. All Members of the Club will have the right to vote at meetings of the Club.

MANAGEMENT

8. The affairs of the Club will be managed by a Management Committee comprising of not more than twelve members of the Club. Club Coaches are invited to attend Management Committee meetings but will not have voting rights.
9. The Management Committee will comprise a President (who shall act as Chairman at all meetings of the Club), a Vice President, Honorary Secretary and an Honorary Treasurer who will the Office Bearers of the Club and not more than eight other members. The Management Committee will meet a minimum of 4 times a year but more often if required. The Office Bearers may meet out with these meeting to ensure the smooth running of the club. Minutes of the Meeting of the Office Bearers or Management Committee will be maintained by the Honorary Secretary.
10. The Management Committee will seek to involve Junior Members in the running of the club and encourage them to attend Management Committee meetings from time to time.

11. The Management Committee will be entitled to co-opt to its ranks not more than three persons as it may, at its sole discretion consider appropriate. A co-opted member who is replacing an elected member will be entitled to have voting rights but ad hoc co-opted members will not.
12. All members of the Management Committee, including any co-opted members will hold office until the next following Annual General Meeting of the Club when they will retire but will be eligible for re-election.
13. The Management Committee will have full power to fill vacancies arising in its membership during the year and to appoint such Sub-Committees as it deems appropriate to the efficient management of the Club's affairs.
14. At any meeting of the Management Committee, a quorum will consist of no fewer than five members.

GENERAL MEETINGS

15. An Annual General Meeting of the Club will be held within 2 months of the Club's financial year end, each year at which the President **or** Hon. Secretary will present, for information, an Annual Report: The Hon. Treasurer will present, for approval, the audited Statement of Account and a Summary of Income and Expenditure for the year: The Management Committee for the ensuing year will be appointed and fees and subscriptions for the following season will be set. An Annual General Meeting, or a Special General Meeting, requires a minimum quorum of nine.
16. Nominations for membership of the Management Committee will be made by members of the Club at the Annual General Meeting. Should the number of nominations exceed the number of vacancies, election will be by ballot at the said meeting.
17. The President, Hon. Secretary and Hon. Treasurer of the Annual General Meeting will be those who have held office in these positions for the preceding year. They will demit office at the conclusion of the said meeting but will be eligible for re-appointment.
18. The Books of Account will be examined and certified by a capable independent examiner (who must not be a member of the Management Committee). This appointment will be made at the Annual General Meeting in accordance with the approved laid down procedures from the Office of the Scottish Charity Regulator (OSCR).
19. Additional General Meetings may from time-to-time be called by the Management Committee as they consider appropriate.
20. The Management Committee must call a Special General Meeting of the Club within 21 days of receiving a written request to do so, setting out the reason for such a request and signed by not fewer than 20 members of the Club.
21. A minimum of 21 days' notice prior to the Annual General Meeting, and other Special General Meeting, must be given to all members of the club by means of electronic communication and notices in the clubhouse.

Miscellaneous

22. The Committee may make arrangements, in advance of an AGM or Special General Meeting, to allow members (or their proxies) to fully participate remotely, so long as all those participating in the meeting can communicate with each other, and all members (or their proxies) may vote during the meeting. A Member or proxy participating remotely by such means shall be deemed to be present in person at the AGM.
23. The financial affairs of the Club will be directed by the Hon. Treasurer who will close the Books of Account at the 30th of September each year and prepare there from a Statement of Account and a Summary of Income and Expenditure for the year to that date for scrutiny by the appointed independent examiner and presentation thereafter at the Annual General Meeting.
24. The funds of the Club will be held in a properly nominated bank account, or bank accounts, in the name of the Club. Such account or accounts may only be operated upon any two signatures of the Honorary Treasurer, President, Vice-President and Honorary Secretary.
25. The Management Committee will have full power to make, alter or amend Rules or Bylaws for the governance of the game and the management of play on the Gibson Park courts as they, at their sole discretion, deem appropriate.
26. The property of the Club will be vested in the Management Committee during their term(s) of office.
27. No alteration to these rules may be made except at an Annual or Special General Meeting. Written notice of any proposed alteration must be submitted to the Honorary Secretary, or raised formally at a meeting of the Management Committee, at least 28 days prior to the meeting at which it is to be considered.
28. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to local recognised charitable organisation(s) having objects similar to those of the Club.



Scottish Charity SC034153

Melrose Waverley Tennis Club

Committee Members (Trustees) Year ended 30 September 2021

Will Grieve – President

Dawn MacBrayne – Vice-President (resigned 24 March 2021)

Alison Moore – Hon. Secretary

Leslie Young – Hon. Treasurer

Mac Brown

Rachel Fourie

Glen Gordon

Lorna Hutchison

Dr David Owen

Andrew Panter

Gemma Ross

Lesley Watters