



MUSSELBURGH TENNIS CLUB (SCIO)
Annual Report and Financial Statements
For The Year Ended 28 February 2020

Scottish Charity No. SC045399

MUSSELBURGH TENNIS CLUB

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2020

The trustees have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 28 February 2020.

REFERENCE & ADMINISTRATIVE INFORMATION

Charity Name

Musselburgh Tennis Club

Charity Number

SC045399

Address

c/o Stella Smith, 10 Wedderburn Court, Inveresk, Musselburgh EH21 7TU

Current Trustees

Sean Elliot	Chair	(Re-appointed 27/03/19)
Stella Smith	Treasurer	(Re-appointed 27/03/19)
Rosemary Gray	Secretary	(Appointed 27/03/19)
Kevin Duffy		(Appointed 27/03/19)
Louise Kirkpatrick		(Appointed 27/03/19)
Colin Chisholm		(Appointed 21/03/18, resigned 24/06/19)
Tim Price		(Appointed 23/03/17, resigned 27/03/19)
Ian Hunt		(Appointed 23/03/17, resigned 27/03/19)
Joy Young		(Appointed 21/03/18, resigned 27/03/19)

STRUCTURE GOVERNANCE & MANAGEMENT

Constitution

Musselburgh Tennis Club (MTC) has been in existence since 1925. It was previously an unincorporated association, but changed its legal form to a Scottish Charitable Incorporated Organisation (SCIO) on 5 February 2015. It is governed by its constitution which was amended on 10 October 2014 to reflect its change of status; and updated by a Special Resolution at the AGM on 21 March 2018.

Appointment of Trustees

Charity trustees are elected to the Board of Trustees at the Annual General Meeting which is normally held in March. There must be a minimum of three and a maximum of seven charity trustees. Each charity trustee must retire from the Board of Trustees after two years, but may then seek re-election.

Management

The charity trustees are responsible for the strategic direction and governance of MTC, and board meetings are held at least quarterly. In accordance with the amended constitution, specific SubGroups were set up. Some operating matters can be discussed and delegated to these SubGroups, which must contain at least one charity trustee. SubGroups report to the Board of Trustees. All MTC members are eligible to be members of the SubGroups.

OBJECTIVES & ACTIVITIES

Charitable Purpose

The charitable purpose of MTC is the advancement of public participation in sport. Specifically, to promote and encourage public participation in the game of tennis in Musselburgh and the surrounding area; and to provide a safe and secure environment in which the public may play tennis.

Activities

MTC's activities are based at the tennis courts and pavilion within Lewisvale Park, Musselburgh. These are the property of East Lothian Council (ELC) with MTC having an agreement in place with ELC, under the terms of a Service Level Agreement (SLA), for their use. The SLA sets out the expected respective responsibilities for the usage and maintenance of the courts.

In recent years, MTC worked alongside ELC to plan and raise funds for the development of the courts, which culminated in the newly developed courts being opened in April 2015. The redevelopment saw the court surfaces being upgraded to a high quality, all-weather, synthetic clay and the number of courts being increased from three to four. New fencing was erected all around the courts' perimeter, with the additional court being fully enclosed with the installation of a practice wall at one end. Floodlights were also erected for all four courts.

This is the fifth financial year since the improved facilities were opened, and they have enabled MTC to provide all year tennis to members, no longer curtailed by weather or light. MTC is able to offer all year membership, and additional court availability to members, with public access now being managed by MTC. MTC has sought to continue to increase our membership numbers and the coaching programme available to adults, juniors and minis, both to members and non-members, and to facilitate use by local schools.

One of MTC's main priorities is now to raise sufficient funds for the new pavilion project where the aim is to replace the existing, dated and dilapidated one, which is unfortunately no longer fit-for-purpose.

Achievements & Performance

A comprehensive review of MTC's activities throughout the year was prepared for the AGM, which was postponed from 18 March 2020 to 27 May 2020 due to the Covid-19 pandemic, and was then held online via Zoom. The following reports formed part of the AGM Information Pack which was sent out to all attendees:

Chairperson's Report (Sean Elliot)

I'd like to start off by thanking key club members who continue to demonstrate huge commitment to MTC in terms of time & effort to ensure the Club operates & develops for the benefit of all its members:

Rosemary Gray for her work as Secretary & Social Tennis organiser. It is a tough task taking & producing minutes, helping to organise & produce policy documents, contributing to web content, helping with admin tasks such as liaising with East Lothian Council, being the catalyst for 4 weekly Social Tennis sessions & organising American tournaments. Others do need to be stepping in to take some load off, at least in terms of Social Tennis.

Stella Smith for being Treasurer, managing our finances, all payments in & out, producing accounts & being Ladies Club Captain, organising both ladies' teams, helping with mixed teams, contributing to our social media channels & for the hard work on fund raising grant applications.

Louise Kirkpatrick for being Membership Secretary, issuing communications to new members, dealing with membership enquiries & working with Rosemary on website content & Club governance & policy documents.

Kevin Duffy for continuing to review & develop the Club coaching program, working with juniors & adults to improve individual & team skills & for his unwavering enthusiasm for the sport of tennis & commitment to helping the Club succeed competitively & continue to grow.

James Burnet for men's 1st team captaincy, organising the men's 1st team, helping with mixed teams & organising & managing the Club championship competitions.

Special mentions also go to:

Amelia Black for her commitment to our junior & adult coaching programs as well as teams participation, travelling back & forward from Livingston several times a week;

Our Level 1 Coaching Assistants Daniel Elliot, George Gray Jnr & Joe Maitland who help out with junior coaching programs when requested;

Justin Hynd who captained the men's 2nd team;

Colin Chisholm, who relocated to the Borders last summer. Whilst at MTC, he instigated & conducted ladies team coaching & practice sessions on Sunday mornings & was the catalyst for the successful ladies teams we now have. He was also a Board member & we are grateful for his contributions to the Club;

To all Club members who regularly attend Social Tennis, adult coaching, junior coaching & social events, some of you organising social events. The Club wouldn't exist without your contributions & we encourage everyone to bring ideas & consider how else you can contribute to maintain the development & success of MTC.

I'd like to also thank my fellow Board members for the personal time they give up for Board meetings, reports, communications & other time they spend on Club activities. There is a lot of behind the scenes activity that goes into running the Club that most members never see.

In 2017-18, we introduced the Subgroups initiative to devolve responsibility & spread the workload for various Club functions, activities & tasks. That worked well initially, but as a result of various people moving on or unable to take on responsibility, it has not worked so well in 2019-20. Responsibilities are still being handled, but the work is being shouldered by the same few volunteers.

I'd just like to reiterate the Club's purpose: "To encourage people of all ages and abilities from Musselburgh and its surrounding communities to develop a lifelong passion for tennis."

We need to maintain and grow our membership, as the lifeblood of the Club is membership and coaching program fees. Success breeds success & we need to continue to:

- * Build the pipeline of new juniors entering our coaching program.
- * Provide social tennis opportunities for members.
- * Maintain the success of ladies', men's & mixed teams in leagues.
- * Develop our junior teams, providing them with competitive league & match opportunities & practice in addition to coaching.
- * Provide our members with club competition and social events, on & off the courts.

Personally, I don't think we'll be as successful as we could be if we don't have effective Subgroups, populated with enthusiastic people, willing to sacrifice some of their valuable time. We've had some success in this arena during 2019-20, such as the successful ceilidh organised by Ruiqing Hu & Ian Wood in August, raising £360 for our new pavilion project. There have been other events such as Open Days, American Tournaments & social get togethers at local eateries. However, the purpose of subgroups is to involve other members who can contribute to the function of the subgroup rather than have Board members shoulder the bulk of work for a specific subgroup.

During the 2020-21 year, it would be great to see more members stepping forward & volunteering to champion subgroup activities.

Club facilities developments

In December, having agreed the capital expenditure of just over £2,500, we successfully implemented the payment for floodlight usage with online court booking, dispensing with the need for tokens & the associated management of cash. After a few teething problems, this has worked very well.

An update on the new pavilion project is provided later in this pack.

Head Coach's Report (Kevin Duffy)

Our Tennis Programme consists of Adult and Junior Coaching Classes, training sessions and additional support classes, for all ages and abilities.

2019-20 has been a challenging for many reasons.

Our Adult programme continues to grow and develop, and this is clearly shown in our league match play success. Throughout the year, we have consistently delivered classes to match demand, whilst adding to our programme whenever possible. We have successfully added Adult Beginners classes to our current programme, delivered brilliantly by Amelia Black, and we have grown our coaching staff, by introducing a very successful weekend league players class delivered by Grahame Forbes. I would like to give them both praise for the commitment, dedication and excellence towards MTC.

Our Junior programme has had a mixed year with positives and concerns experienced throughout the year. In line with national trend (backed up by LTA figures), our junior participation at the younger end has fallen, whilst on a positive note the juniors already established within our programme have shown great improvement which has led to evident success.

Adult Classes

594 bookings (previous year was 634)

Weekly sessions were delivered for best part of 48 weeks of the membership year, though the year was cut short due to COVID-19, the last session being delivered during week commencing Monday 16th March 2020.

187 classes were scheduled up until 23/03/20. Our first cancelled classes caused by inclement weather were on 21/09/19. Thereafter up until the lockdown we had 50 further classes cancelled, 38 caused by the weather and 12 caused by insufficient demand. February 2020 was our worst winter month since my arrival late October 2016 - we had 13 out of 24 classes cancelled during February due to bad weather.

Junior Classes

622 bookings (previous Year was 1000)

Our timetable followed term times and weekends only with no additional weekday classes. We did not deliver any holiday camps. The biggest decline in attendance was in Mini Tennis Red - having previously enjoyed around 10 in a class, this reduced to 4 from October through to March. Parents indicated cold weather as the main reason.

Junior figures follow a clear pattern based on season and weather. In April 2020, we had 32 attendees, followed by 25, 22, 27, 18 (21/09/29) and then 16 (Late October), 14 (late November) and 15 (Winter 2020 – March).

We scheduled 136 classes during term time. The first cancelled classes caused by inclement weather were on 30/11/19 (1 in 2019 between April and December 31st). In 2020, until lockdown, we had 12 further classes cancelled (only 4 Saturdays) between January and March 2020.

East Lothian's Tennis Development Officer is a post jointly funded by Tennis Scotland and East Lothian Council, but with only 8 hours allocated per week to promote tennis throughout the whole of East Lothian, this leaves little scope to make a significant impact on developing the relationship between Clubs and schools. MTC has attempted to stimulate the relationship between MGS (under the School of Tennis banner) and the Club, as well as Active Schools Co-ordinators. Whilst some progress was made, we have not achieved what we hoped for. As an example, we had a girls-only class comprising MGS pupils, funded by the School of Tennis, which was just beginning to make progress with the girls attending when funding was withdrawn due to 'budgeting'. During the year, we also engaged with Active Schools to look at how we could run taster sessions with primary schools. This initiative did not make any progress, though we intend to revisit it 2020-21, 'new normal' restrictions permitting.

Positives for Junior Programme

We have successfully moved players forward along the development pathway, i.e. red to orange, orange to green, green to junior yellow ball. Retention as children progress is not the issue - we need to keep introducing new attendees into our programme at the entry level.

4 older juniors now play for the Adult League Teams, 2 competing for places in the 1st team, and 2 in the 2nds.

Figures do not include Sean/Angus Weekend additional Junior Teams practice classes which are consistently well attended (up to 9 attendees) which involve players from the joint MTC/Dalkeith/Joppa junior teams squad.

Going forward, this session will be included in the club programme and I would like this class to have a match play/competition theme.

East Lothian district squad grows from strength to strength and we now have approximately 26 local juniors attend sessions on a Tuesday evening. A third of the players are Junior members at MTC.

Positives for Adult Programme

Monday classes continue to be our most successful and consistently attended classes.

Wednesday classes - Amelia has successfully introduced an adult beginners class to the programme and her Doubles Matchplay class continues to attract players every week.

Sat/Sun – Introduced new class, new coach – Grahame Forbes has delivered Adult League Players class with good success.

General

At a review conducted towards the end of 2019, we reduced the Saturday morning time span for classes to 2 hours in order to reduce coaching costs and in line with the reduced demand for junior classes. This reduced the hours for myself by 2 and Amelia by 1.

Adult Classes delivered by Amelia and Grahame only run if they have sufficient bookings to cover coach's costs. Classes are now cancelled the day before if numbers are insufficient. Coaches can choose to run classes with low numbers, however they only earn the turnover received if this is less than the hourly coach rate.

Huge thanks to Amelia, Grahame, Sean, Angus and also, as coaching assistants, to Daniel Elliot, George Gray Jnr and Joe Maitland who have all helped out throughout the year.

Moving Forward after COVID-19

We intend to follow the new LTA Youth Pathway for all our junior programmes. This ensures consistency regardless of who delivers classes and in line with approved best practice by the LTA.

Consider adding Mini Tennis Blue Class for 3-4 year olds.

The final week of each junior block will contain fun match play and competition. Why else do we play the game and get coaching?

Add regular match play and competition events to the Adult Programme. One day events of competition at all levels.

Adult League Match Practice had started only one session before lockdown. We will get this back up and running regardless of when the East of Scotland leagues start.

Membership Update (Stella Smith)

(With reference to the data in the "Membership Information" table in Appendix 1, and the "Membership Fee Resolution" in Appendix 2 of the Trustees' Report)

There was an increase in the number of members this year: a total increase of 15 (10%), from 145 to 160. The main increase was seen in adult membership numbers which increased from 90 to 102, with junior membership increasing from 55 to 58. There was also a significant increase in female members from 42 last year to 55 this year, with the male figure going up from 103 to 105; giving us a ratio of approximately 2/3 male and 1/3 female members.

Membership fee rates have remained static since year 2016/17, thus the overall increase in membership fee income this year by £1,054, from £9,475 to £10,529 (an increase of 11%) can be attributed to the increase in membership numbers.

It was proposed by the Board at the AGM on 27 May 2020 that for the year 2020/21 membership fees should be increased by a percentage rate of between 9% and 15%, depending on the membership category, and that this should then be pro-rated to account for the 2 months that the courts were closed due to lockdown. This resolution was passed.

Senior Teams Report

(James Burnet – Men's Team Captain; Stella Smith – Ladies' Team Captain)

Men's Teams

East of Scotland Leagues

In the East of Scotland Leagues, our two men's teams both achieved promotion in the summer 2019 season.

The 1st team won division 6B comfortably, winning all ten matches, continuing our unbeaten run to 40 matches since we began in division 9 in 2016. Our set % of 92% (100 sets won, 8 lost) was the highest in all leagues by a considerable margin. The 1st team have thus earned their 4th consecutive promotion, up to division 5A.

The 2nd team, captained by Justin Hynd, came 3rd in division 8B – they had 6 comfortable wins, with 2 very narrow defeats to the division winners, Joppa, and a poor result in the first match. 3rd place was still good enough to see them promoted for the 2nd season in a row to division 7A.

If the squads for both teams remain available and injury free, both have every chance of progressing further up the leagues.

East of Scotland Vets Leagues

In the East of Scotland Vets League (age 45+), our 1st team enjoyed its first taste of division 1 tennis and finished a respectable 3rd place. The 2nd team had very few matches, due to opposition pulling out and us struggling to field teams.

Ladies' Teams

East of Scotland Leagues

In the East of Scotland League, the ladies were able to enter a second team for the first time, our numbers having grown to an extent to make this feasible for the first time.

Both teams had very successful seasons, both going unbeaten, and both winning their divisions convincingly.

The 1st Team were playing in division 5B, topped the division, earning promotion up to division 4A; the 2nd Team started off at lowest division, 8B – winning that earned them promotion to division 7B.

We had a strong, very dedicated squad of 14 players for the season (which was just enough but we'd be keen to continue to strengthen our squad), with Rosemary Gray kindly taking on the captaining duties for the new 2nd Team. We continued to meet for ladies' team sessions on Sunday mornings throughout the year.

East of Scotland Vets Leagues

In the East of Scotland Vets League (age 40+) we wanted to enter a second team. However, unfortunately the way the number of teams worked out and there being no teams having dropped out, our second team entry was not permitted. Particularly frustrating as there was then an early withdrawal of a team from the division we were playing in!

We played in division 3, had 4 matches (3 wins and a draw), meaning we comfortably won the division, which will see us promoted to division 2.

Hopefully we can enter a second team in the future (to division 4), as we most definitely have sufficient vet players, all keen to play.

Mixed Doubles Teams

East Lothian Mixed Leagues

There was success too in the East Lothian Mixed Leagues – our 1st team won division 1, our 2nd team managed to stay in division 1, while our 3rd team won division 2. This means that of the 6 teams in division 1 for next season, 3 will potentially be from Musselburgh! Can all three remain in the division?

East of Scotland Winter League Cup

In the Winter Cup (also mixed teams of 4, with Charlie Mollison undertaking captain duties), MTC won all matches to win its group (which included Waverley, Grange, North Berwick and Braid). This earned us a place in the final, for the second year in a row, which Mortonhall went on to win.

Again, as there is sufficient interest in playing amongst eligible players, we will look to enter a second team in future seasons.

East of Scotland Senior Vets League

This was the first year we entered a Senior Vets team – again a team of 4 (for males over 55 and females over 50).

Matches took place on a Wednesday morning from the end of August to the end September.

Seven players were involved, with Rosemary Gray taking on captain duties, and 4 matches were played. MTC came a pleasing 2nd place in the league.

All very enjoyable, played in good spirit and with good chat afterwards. As a result, Wednesday mornings were added to our Social Tennis offering from October last year.

Junior Teams Report (Sean Elliot)

During the 2019 season, we ran combined MTC/DLTC/Joppa teams at 16&U, 14&U & 12&U. Thanks to Angus Scott & Alice Smith for their help in organising the teams, matches & match practice.

The 16&U team played in Division 2D (4 teams but 1 team withdrew). They won 1 match & the other match ended up not being played due to bad weather & inability to get it rearranged.

The 14&U team played in Division 2C (4 teams) & won 1 out of 3 matches played.

The 12&U team played in Division 2C (4 teams) & lost all 3 matches played.

For season 2020, we had intended to field a 14&U team & an 18&U team & it remains to be seen whether any matches at all will be played during 2020.

Pavilion Project Progress Report (Sean Elliot)

2019 proved to be a challenging year for the project. At last year's AGM, we had been told verbally we had been allocated £40,000 by the Common Good Fund. However, this was not formally approved by ELC & there was then a protracted period of lobbying & business case reporting by ourselves to justify the application with various obstacles being placed in the way of approval by some factions in East Lothian Council (ELC). Finally, in February 2020 we received an official letter confirming our funding of £40,000, subject to confirmation of all the other funding sources being secured.

Our new planning permission application was also considerably delayed at ELC for reasons we were not able to establish, following submission of our revised plans in March 2019. Thanks are again due to Ian Hunt of Fouin + Bell for his assistance in all associated design & planning works. We finally received confirmation of planning approval on 24th December 2019.

The positive news was followed by the less positive news that the £20,000 remaining from Phase 1 of the overall project (Phase 1 being the courts redevelopment work) appears to have been requisitioned by ELC. The £20,000 was handed over to ELC at the end of Phase 1 & has been decreed by ELC Finance Department as no longer available for Phase 2, the new Pavilion project. Working with Ed Hendrikson, our contingency for this is to apply for ELC's Community Capital Intervention Grant which can provide 60% of eligible project costs up to a maximum of £50,000. This application has been submitted and our strategy is to wait & see what the outcome of this application is before considering whether we should take any further action on the £20,000 from Phase 1.

At present, we have confirmed funds of £55,000 towards the project) & in terms of other funding routes being pursued to achieve our funding target of just under £243,000 (inc VAT & contingency):

A SportsScotland grant of £100,000. It is unlikely we will achieve an award for the full amount. The next application period was April & we submitted our application on time but have been advised by SportsScotland that reviews of applications is currently suspended due to the Coronavirus situation.

Viridor – Stage 1 of the Viridor application process has been submitted. Unfortunately, Viridor's grant award maximum has been reduced from £50,000 to £25,000 due to reduced landfill taking place in East Lothian as a result of a new incinerator now operating near Dunbar.

SUEZ Communities Trust – awards of up to £50,000 to NFP organisations (eligibility under Scottish Landfill Communities Fund).

Tesco bags – we would hope to raise anything around £1,000 through this.

Fundraising – based on the last few years, we could raise in the region of £500-1,500 during the coming year.

In terms of VAT, there appears to be no way getting the new pavilion zero rated. Case law established in 2019 (HMRC v Greenisland Football Club [2018] UKUT 0440) is a very similar situation to our own. This obviously adds 20% to our costs that we were not anticipating (as there was a long-established assumption that we would be able to avoid VAT costs). Adding a sensible 7.5% contingency (at least for grant application purposes) to the build cost means an overall target of £243,000.

If we have a (hopefully none but at worst a small) gap once our funding round is completed, the final option would be a zero percent interest, 10 year loan from Tennis Scotland – they no longer offer grant funding.

Of course, all of our grant funding applications may be affected as a result of the impact of the Coronavirus situation & lasting economic effects. Should we be unable to reach our target amount, then the Board will need to consider what is achievable with the funding in place, once we have completed the current round of fund raising.

Subgroups Update (Rosemary Gray)

Social Tennis & Tournaments

A new subgroup was set up in 2019, splitting out Social Tennis from the Maintenance subgroup and including Tournaments.

The number of Social Tennis sessions has doubled since the last AGM and it's been great to see so many folk turning up on a regular basis to play tennis with other members. Numbers continued to increase over the year with all available courts in regular use on a Monday and Thursday evening just prior to lockdown. At the end of March 2020 there were 58 people on the WhatsApp group and it's been a great way to communicate with each other – pre and post lockdown.

To make up for the loss of Thursday evenings for home games when a 2nd Ladies team was entered into the EoS leagues, a weekend Social Tennis session was introduced from 27th April 2019. It switched between Saturday and Sunday afternoons for a while before settling on a Saturday afternoon and is now a regular fixture.

Following the success of the Senior Vets league, a Wednesday morning session commenced on 2nd October 2019 from 10am. Two courts were usually occupied and there was a nice mixture of tennis and chat over a cup of tea and cake. Definitely 'social'.

A system has been developed to rotate players which seemed to work well.

We were fortunate with the weather over the winter, only losing a few sessions – mostly to rain, rather than frozen courts.

Through the year we held 2 American Tournaments – 12th October 2019 and 29th February 2020. Another was due to be held on 30th November 2019 but was cancelled due to the weather. Both those held were deemed successful and we plan to hold more this year, COVID restrictions permitting. The format seems to work well, with a number of juniors coming along and playing on the same terms as the adults.

We also experimented with a BBQ after social tennis on Saturday 20th July 2019 and would like to be able to repeat this, again COVID restrictions permitting.

Going forward, it may be a while before Social Tennis sessions are held in the same way as before. We will need to study and abide by guidance received from the LTA and Tennis Scotland.

It's been quite a commitment taking responsibility for opening and closing the courts 4 times a week and I would like to get to the stage that members are able to self-manage this themselves. With the floodlights now automated, this should become easier, though it's good to have one person notionally responsible in case of any problems and/or to welcome new members, etc and I would hope that this role can be shared with a wider group of people when things get back to normal.

Lastly, thanks to James (Toll) Towlson for assisting with the sessions when I was unavailable.

Governance

Following a lot of work in 2018 to comply with new LTA regulations on safeguarding and diversity, etc, with new policies drafted and adopted, 2019 was a much quieter year.

An annual risk assessment is completed every November and Governance, Health & Safety are standing items on the agenda for Board meetings.

An Annual Calendar helps to keep track of deadlines, etc that we, as the Trustees, need to meet to ensure compliance for LTA and OSCR purposes as well as plan and organise Club's activities for our members.

We use ClubServe, an online support platform available through Tennis Scotland, to store all Club policies and governance documents.

I completed a review of the minimum standards expected by the LTA in January and the only outstanding action was to tidy up our PVG record keeping.

Maintenance

There were a few issues over the year with the maintenance of the courts and clubhouse.

Unfortunately we were subject to several incidents of anti-social behaviour and vandalism over the year. CCTV signs were put up and lights which stay on overnight were installed in April 2019. A lock was put on the outer gate in October 2019 and our booking email messages adjusted so that anyone making a booking is informed of the code for this lock (as it is changed periodically). A Crime Prevention Survey was completed in February 2020 with only minor recommendations being made.

Major issues are reported to ELC who generally respond very quickly, e.g. leaking pipes. James (Toll) Towlson has kindly fixed some minor issues.

Broken floodlights are also reported to ELC. Currently one on court 4 is broken and has been reported.

The magnetic lock on the main gate was found to be inadequate and was eventually replaced with something stronger in March, just prior to lockdown.

A separate WhatsApp group for Keyholders was set up in June 2019 to share any issues easily.

Some of the Board met last June with ELC and Allsports, who took over the maintenance contract from Ecosse following an ELC tender for all sports surfaces under their control. However, contrary to their assurances, there has been a lack of communication and visible action from Allsports, and our concerns were raised with ELC, again just before lockdown, as we need to ensure the courts are being properly maintained. This issue will be pursued further with ELC.

FINANCIAL REVIEW

The main sources of income for MTC are membership fees and coaching income.

This year Membership Fee income totalled £10,529 compared to £9,475 last year, an 11% increase. As membership fee rates remained unchanged the increase reflects the increase in number of members this year, where there was an overall total increase of 10% from 145 to 160. More detailed information about membership numbers and fee rates can be found earlier in the Trustees' Report, under "Membership Update".

There was an overall loss of £1,217 made in the coaching programme this year. Coaching income decreased by £1,764 (14%), from £12,390 to £10,626. A detailed explanation for this can be found under the "Head Coach's Report" within the Trustees' Report. The main reason was due to a decline in the number of juniors attending classes, a pattern which is reflective of the national trend. Coaching class income and expenses are reviewed regularly and, although the coaching programme is not run to make a profit and while it is accepted that the adult programme somewhat subsidises the junior programme, when the junior programme started making more prolonged losses, measures were put in place to address this. This involved a restructuring of the Saturday morning classes at the end of November 2019, which proved to be effective at allowing the junior programme to break even again. The 8% decrease in Coaching Fee expenditure (from £12,818 last year, to £11,843 this year) reflects the decrease in coaches' hours from the Saturday morning class restructuring.

This year some significant payments were made towards the New Pavilion project: £2,400 in architect fees and £802 for planning permission, which was successfully obtained from East Lothian Council in December 2019.

MTC is liable to pay an annual Sink Fund payment and Court Usage Fee to ELC. However, ELC did not invoice MTC for these amounts this year, but we estimate that an amount of £7,200 would have been due to the Sink Fund and £400 for Court Usage, a total of £7,600 that we have ring-fenced to cover this liability.

ELC is due MTC an amount of £690 in relation to the last court maintenance visit made by Ecosse Scotland. The arrangement had been that MTC pay Ecosse directly, then reclaim the expense from ELC - however this final payment has not yet been reimbursed to MTC. The court maintenance contract changed through the year, and is now with AllSports, with whom ELC engage and pay directly.

Not included in the accounts is a payment due for the work done to integrate the booking and payment for floodlights into the Clubspark court booking system - the Smartgate System. This takes away the need for club members and members of the public to have to purchase physical tokens to operate the floodlights, and the process can now be done entirely online instead. This is of huge benefit to our tennis-playing community and for the improved, and more efficient administration of the club. The work was undertaken in October 2019 by Halliday, but the invoice for £2,557 was not sent to MTC or therefore paid until after the year end.

With these additional liabilities taken into consideration, the actual year-end position which shows a surplus for the period of £3,725, is somewhat overstated. If these payments (Sink Fund liability of £7,200, Court Usage Fee of £400 and the Smartgate System of £2,557) had been made through the financial year and the amount (of £690 regarding court maintenance) due from ELC had been received, then the accounts would actually show a deficit for the period of £5,742. However, because of our Reserves Policy as further explained below, this would still have been considered to have been within an acceptable range. In the next financial year, we hope to see the coaching programme return to non-loss-making, an increase in membership fee income, and we do not foresee any one-off significant costs such as the floodlight integration expense.

Reserves Policy

MTC require to have a sufficient level of reserves to enable it to meet its future financial commitments.

The most significant of these is the court refurbishment Sink Fund which has been set up to financially plan for the cost of replacing the new court surfaces when required, the estimated life of the surface being around 12 years. This fund is held by ELC and, under the terms of the SLA between ELC and MTC, an annual amount of £7,200 is due by MTC, the first instalment having been paid in October 2017. The amount of this liability will be reviewed every three years. Other regular liabilities to ELC include the annual court usage fee of £400, and a proportion of the utility cost of floodlighting, both of which are also due under the terms of the SLA. The charity trustees aim to maintain reserves at a level which represents at least two years' worth of liabilities due to ELC.

However, with the amount due for 2019/20 not having been invoiced by ELC, MTC are ring-fencing an additional year's liability. Therefore 3 years' worth of liability (£22,800) requires to be covered within the Reserves. The Reserves also include an amount of £15,000 which has been earmarked as funding for the new pavilion project. Therefore, with the Reserves totalling £41,522 at the year end, our Reserves Policy has continued to be met this year.

PLANS FOR FUTURE PERIODS

In line with MTC's purpose, "to encourage people of all ages and abilities from Musselburgh and its surrounding communities to develop a lifelong passion for tennis", we plan to maintain and grow our membership, as the lifeblood of the Club is membership and coaching programme fees. Success breeds success & we need to continue to: build the pipeline of new juniors entering our coaching program; provide social tennis opportunities for members; maintain the success of ladies', men's and mixed teams in the leagues; develop our junior teams - providing them with league and match opportunities, and practice in addition to coaching; and provide our members with club competitions and social events, on and off the courts, within the confines now imposed by Covid-19 restrictions.

Covid-19 has of course changed many aspects of our tennis club life in 2020, not least the fact that no tennis could take place between 24 March and 28 May. Since then we have been lucky enough to be able resume tennis and we have been thorough in following the strict guidelines as laid down by the Scottish Government and Tennis Scotland.

Despite the courts being closed for the first two months of our membership year, and the membership fees being consequently proportionately reduced to reflect this fact, we are experiencing an increase in member numbers and also a significant increase in "Pay & Play" bookings. Therefore it does not appear that our membership and other play income will be adversely affected for the year ahead. The coaching programme has had to operate under tighter restrictions, particularly the number of attendees but we have seen a steady, sustained rate of demand for classes, and both the adult and junior programmes are running successfully.

Covid-19 has had a negative effect on the progress of our fundraising efforts for the new pavilion. The process of grant applications have been put on hold or delayed and the expected award amounts may well be curtailed, with less funds available for distribution. We are currently awaiting the outcome of three applications, and are still hopeful that awards will be granted. Depending on the final amounts of these applications, we may look at adapting the pavilion specifications to fit a lower budget if necessary.

Approved by the charity trustees on 7 November 2020 and signed on their behalf by:



Stella Smith
Treasurer

TRUSTEES' REPORT - Appendix 1

Membership Information

	Membership Numbers				Membership Rates (Since Year 2016/17)
	Year 2019/20	Year 2018/19	Year 2017/18	Year 2016/17	
Adult Full Year	46	42	42	48	£120
Adult Winter	19	9	14	10	£50
Concession Full Year	3	3	1	2	£80
Concession Winter	4	0	3	0	£35
Family 1 Full Year	18	12	15	19	£175
Family 1 Winter	0	0	3	0	£70
Family 2 Full Year	37	37	58	63	£240
Family 2 Winter	0	8	0	0	£100
Junior Full Year	12	9	11	6	£55
Junior Winter	2	1	5	1	£22
Mini Full Year	13	16	10	7	£25
Mini Winter	1	3	7	0	£10
Student Full Year	0	3	3	3	£55
Student Winter	1	1	0	1	£22
Mini Hitting Partner	4	n/a	n/a	n/a	£15
Social Members	n/a	1	5	3	£15
	160	145	177	163	
Adults	102	90	104	91	
Juniors	58	55	73	72	
	160	145	177	163	
Female	55	42	58	58	
Male	105	103	119	105	
	160	145	177	163	

TRUSTEES' REPORT - Appendix 2

Membership Fee Resolution

This is a copy of the resolution which was proposed and passed at the AGM on 27 May 2020:

Resolution to adopt Board proposal for 2020-21 membership fees & pro-rata fees as a result of 'lockdown'

As part of a year end review, the Board considers it financially imperative that membership fees are increased to maintain ongoing viability, balancing the Club's revenue with expenses. Annual fees have not increased since year 2015-16. The proposed increases are greater than the Consumer Prices Index (CPI) and therefore, in accordance with Clause 14 of MTC's Constitution, the increases require to be approved by resolution of members at a members' meeting (requiring a quorum of 10 full members – Clause 39) and must be carried by not less than two thirds of those attending (Clause 43).

Since the Board's proposal to increase membership fees, of course we have been subject to 'lockdown' and now with re-opening of the courts imminent, the Board proposes that the increased rates for full year memberships are pro-rated by ten twelfths. The Board proposes that the same percentage increases will apply to Winter memberships which will commence on 1st October.

Membership Category	2019-20	Proposed increase	2020-21	Pro-rated
Adult (Full Year)	£120	15.00%	£138	£115
Family 1 (Full Year)	£175	14.29%	£200	£167
Family 2 (Full Year)	£240	15.00%	£276	£230
Junior (Full Year)	£55	9.09%	£60	£50
Mini (Full Year)	£25	12.00%	£28	£23
Mini (Full Year) Hitting Partner	£20	15.00%	£23	£19
Student (Full Year)	£55	9.09%	£60	£50
Concession (Full Year)	£80	15.00%	£92	£77

MUSSELBURGH TENNIS CLUB

Statement of Receipts and Payments For the Year to 28 February 2020

Receipts	Note	Year to 28 February 2020			Year to 28 February 2019		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		Funds	Funds		Funds	Funds	
		£	£	£	£	£	£
Donations							
Membership Fees		10,529	-	10,529	9,475	-	9,475
Guest Fees	3	223	-	223	375	-	375
Public Access	4	1,111	-	1,111	770	-	770
Grants		-	225	225	-	-	-
Receipts from Fundraising Activities		1,241	-	1,241	1,587	-	1,587
Gross Trading Receipts							
Coaching income		10,626	-	10,626	12,390	-	12,390
Floodlight income	5	64	-	64	40	-	40
Other		-	-	-	136	-	136
Receipts from Other Charitable Activities							
Court Maintenance reimbursement	6	-	-	-	-	5,220	5,220
Equipment Purchase reimbursement		-	-	-	-	212	212
Total Receipts		23,794	225	24,019	24,773	5,432	30,205
Payments							
Cost of Fundraising		1,126	-	1,126	783	-	783
Cost of Charitable Activities	7	7,100	-	7,100	10,509	5,432	15,941
Cost of Trading							
Coaching fees		11,843	-	11,843	12,818	-	12,818
Coaching equipment		-	-	-	66	-	66
Coaching development		-	225	225	-	-	-
Other		-	-	-	283	-	283
Total Payments		20,069	225	20,294	24,459	5,432	29,891
Surplus for the period		3,725	-	3,725	314	-	314

The Notes on pages 16-17 form an integral part of these accounts

MUSSELBURGH TENNIS CLUB

Statement of Balances As at 28 February 2020

Funds Reconciliation	Note	Unrestricted Funds	Restricted Funds	2020 Total	2019 Total
		£	£	£	£
Cash at Bank & In Hand - opening balance		37,797	-	37,797	37,483
Surplus for the period		3,725	-	3,725	314
Cash at Bank & In Hand - closing balance		<u>41,522</u>	<u>-</u>	<u>41,522</u>	<u>37,797</u>
Bank & Cash Balances					
Bank Deposit Account				41,117	37,797
Cash in Hand				405	-
				<u>41,522</u>	<u>37,797</u>
Other Assets - unrestricted funds					
Coaching equipment (estimated value)				2,000	2,000
				<u>2,000</u>	<u>2,000</u>

The Notes on pages 16-17 form an integral part of these accounts

Approved by the charity trustees on 7 November 2020 and signed on their behalf by:



Stella Smith
Treasurer

MUSSELBURGH TENNIS CLUB

Notes to the Accounts

For the Year to 28 February 2020

1 Basis of Accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Nature and Purpose of Funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. In the financial year 2016/17, an amount of £5,000 of fundraising was identified as being allocated towards the proposed new pavilion project and was thus treated as a designated fund. The charity trustees agreed to add a further £5,000 of funds to the pavilion project in the financial year 2017/18, and a further £5,000 in the financial year 2018/19, giving a total to the designated fund of £15,000.

The trustees maintain the remaining unrestricted funds for the day-to-day running of the Club.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

- 3 Guest Fees are paid to MTC in the instances where members bring along non-members to play at the courts or where prospective members attend social club tennis sessions prior to deciding whether to join.
- 4 Public Access Fees are those which are paid by members of the public to hire a court. They can do this without being a member of MTC. Bookings are made and paid for via the MTC online booking system.
- 5 During this financial year, the method of receiving payment from people booking courts for having the floodlights switched on during the booking was integrated in to MTC's online booking system; replacing the previous cash transaction/physical tokens system.
- 6 East Lothian Council are responsible for Court Maintenance and appoint a contractor to undertake regular maintenance visits. In the previous financial year, MTC had to pay the contractor and then seek reimbursement from ELC. Through this financial year ELC appointed a new contractor who they pay directly. There is one payment of £690 that MTC made to the previous contractor, that was still due for reimbursement by ELC at the year end.

7 Cost of Charitable Activities

	Unrestricted Funds	Restricted Funds	2020 Total	2019 Total
	£	£	£	£
New pavilion costs	3,202	-	3,202	-
Sink Fund Instalment	-	-	-	7,200
Court Maintenance	690	-	690	5,220
Court Usage Fee	-	-	-	400
Gate Access System Fee	833	-	833	811
Tennis Balls	900	-	900	708
Tennis Scotland Affiliation	520	-	520	520
League Fees & Affiliation	355	-	355	498
Key Cutting/Fobs	50	-	50	55
Purchase of Equipment	300	-	300	317
Admin/Misc	250	-	250	212
	<u>7,100</u>	<u>-</u>	<u>7,100</u>	<u>15,941</u>

8 Trustee Remuneration

No remuneration was paid to any charity trustees or to anyone connected to them.

9 Trustee Expenses

No expenses were paid to any charity trustees.

Independent Examiner's Report to the Trustees of Musselburgh Tennis Club

I report on the accounts of Musselburgh Tennis Club (Charity No. SC045399) for the year ended 28 February 2020 which are set out on pages 14 to 17 of the Annual Report.

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) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 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 2006 Accounts Regulations. 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 view given by 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 Regulations

have 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: 17 November 2020

Name: Moira J Easson

Relevant Professional qualification/professional body: Chartered Accountant (ICAS)

Address: 33 Belford Gardens, Edinburgh, EH4 3EP