



## **MUSSELBURGH TENNIS CLUB (SCIO)**

Annual Report and Financial Statements  
For The Year Ended 28 February 2021

Scottish Charity No. SC045399

# MUSSELBURGH TENNIS CLUB

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2021

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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 2021.

### 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 25/03/21)
Stella Smith	Treasurer	(Re-appointed 25/03/21)
Rosemary Gray	Secretary	(Re-appointed 25/03/21)
Kevin Duffy		(Re-appointed 25/03/21)
Louise Kirkpatrick		(Re-appointed 25/03/21)

### 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 sixth 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 can 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. However, this year there has obviously been limitations due to the Covid-19 pandemic.

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 held online via Microsoft Teams on 25 March 2021. The following reports formed part of the AGM Information Pack which was sent out to all attendees:

#### 1. **Chairperson's Report (Sean Elliot)**

When we conducted our delayed 2020 AGM in May last year by video conference, I for one didn't think for a minute we'd have to conduct the 2021 AGM by video conference too. I'm sure everyone will have learned a great deal during the last 12 months, and we've all had to adapt and deal with challenges to varying degrees. The future is indeed unpredictable, and we've been reminded of how little control we can have on our own circumstances at times.

At MTC, we've been fortunate in many ways with tennis being one of the few sports re-opened after the first lockdown and, in Scotland, having been available all the way through since last summer. Of course, we've not been able to consistently make available our normal flow of Club and inter-club activities, but at least we've been allowed to get on court since last summer.

With tennis being one of the few sports available for people to participate in, we have seen an increase in both pay-to-play participation and memberships which is fantastic. We welcome on board all members who have joined for the first time in the last 12 months and the challenge we have as a Club is to keep everyone involved and interested and maintain the momentum we've gathered as a Club, encouraging people to renew memberships and keep playing tennis once our world gets back to some sort of normality.

As your Board of Trustees at MTC, we didn't let the restrictions on meeting face-face impact the need to conduct regular Board meetings, exchange information, hold discussions and make decisions. In fact, the normal workload of the Board has been increased over the last 12 months. As well as our 'business as usual' activities, we've had to deal with the impact of lockdowns and restrictions, factoring this into how the Club is operated and managed. Adversity does partner well with innovation though and as well as accommodating the additional workload, we've adopted new ways of working which will benefit how the Club is run well into the future. Regardless of technical ability, we've all adapted well to the challenges of using unfamiliar technology and making good use of it. With our zero-cost licencing of Microsoft Office 365 through the Charity Digital Exchange organisation, we have access to and already use a range of Microsoft Office tools, but in the last 12 months we've adopted Microsoft's Teams as our operating platform of choice. It allows us to hold meetings virtually, structure our workload topics, hold and retain conversation threads (a bit like Facebook) and provides a central repository for all the Club's documentation, policies, digital assets and resources. We've structured all of this with the aim in mind that the continuity and availability of assets, resources and historical records of the Club's operations will not be susceptible to individuals assigned to specific roles within Club, i.e. everything is held within and managed on a single platform, personal emails or personal filing systems are not used and when it comes to role succession, it will be straightforward for someone else to step into a specific role and have access to everything they need to operate in that role. Externally as well, using role email addresses instead of personal ones makes the administration associated with role succession much easier.

We have also grown our coaching team this last 12 months and Kevin Duffy as Head Coach now has Amelia Black, Grahame Forbes and Finn McLean as his coaching team, as well as a number of Assistant Coaches to call on when needed. It cannot be stressed enough that a broad and well managed coaching programme is the lifeblood of any club and the coaching team we now have is a fantastic asset for Club now and for our future development.

On behalf of the membership of the Club, I'd like to thank the Board team for their enthusiasm, effort and commitment in ensuring MTC operates effectively, efficiently and professionally, as well as constantly looking to the future in terms of development.

Kevin Duffy – Head Coach: Coaching programmes, individual coaching, league teams coaching, tennis and tennis club knowledge, experience and advice.

Rosemary Gray – Secretary: Minutes, correspondence handling, enquiries handling, social tennis facilitator, club insurances, policies and statutory obligations, maintenance liaison.

Louise Kirkpatrick – Membership Secretary: Membership enquiries and communications,

membership statistics and reporting.

Stella Smith – Treasurer: Managing Club bank accounts, finance reporting, managing Clubspark associated payments systems, creditor payments, finance projections, league teams' co-ordinator & ladies' captain.

There are other tasks and activities which are spread across the Board team and there are more statutory obligations now on amateur sports clubs than ever before. Although there is nothing complicated in the administrative burdens, the old adage 'many hands make light work' definitely applies. With the maximum number of Trustees on the Board being 7 and as we currently have 5, there is scope for other interested people to step forward. In particular, it would help if we had someone on the Board keen and skilled in digital communications – website, newsletters, Facebook, Twitter and emails. If there is anyone out there interested in this, do let us know. In addition, there are Subgroup roles to help devolve and spread the work involved in running a Club and there are lots of gaps at present with virtually all of the Club's workload being shouldered by 5 Board Trustees. With an increase in new members, there must be people out there interested and perhaps thinking 'how can I help?'. It would be great to hear from you. As you'll notice from the agenda, all of the existing Board Trustees are obliged to retire this year (as the Club's Constitution requires every 2 years) and while we are all prepared to be re-elected, we do need to think into the future regarding succession. 'New blood' is healthy and essential for any organisation.

As we progress towards reduced restrictions, it is always worth reiterating the Club's purpose – "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" - as well as our supporting key aims:

- 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 leagues.
- Develop our junior teams, providing them with competitive league and match opportunities & practice in addition to coaching.
- Provide our members with club competition and social events, on and off the courts.
- Deliver a coaching programme that is as diverse and 'all ability' as we can achieve with our current coaching team.
- Engage with Musselburgh Grammar School, local primary schools Active Schools Co-ordinators and East Lothian's Tennis Development Officer to jointly consider ways to encourage and offer play opportunities to all children and sections of the community.

#### *Club facilities developments*

On a less positive note, there has been an increase in anti-social behaviour in Lewisvale Park (this isn't confined to Lewisvale Park obviously) over the last 12 months or so which has resulted in the Board having to liaise with East Lothian Council, the Police and Community Wardens to try and take preventative steps to reduce the potential impact on the Club and any risk to members. We sincerely hope this is a passing phase, but security of the courts area is a primary consideration for the new pavilion development. An update on the new pavilion project is provided later in this pack.

## **2. Treasurer's Report (Stella Smith) - Financial Review**

The salient points to note from the attached accounts and when comparing the figures from this financial year (2020/21) to the previous year (2019/20) are as follows:

Membership Fee Income - rose from £10,529 to £12,793, an increase of £2,264 (22%). Although membership rates were increased for 2020/21 (by 9-15%, depending on category), these were pro-rated to reflect the fact that no tennis was allowed to be played in the months of April and May 2020 due to Covid lockdown restrictions.

Therefore, the increase in membership fee income is due to the significant increase we have seen in membership numbers: an overall increase from 160 to 224 members (40%), with the most prominent increases being within the Family 1 Full Year Category (an increase of 19 members), the Family 2 Winter Category (an increase of 27 members) and the Student Full Year Category (an increase of 10 members).

Public Access (plus Guest Fee and Floodlight) Income – the good news is that all court booking payments are now taken directly via Clubspark, including those for guest fees and floodlights at the time of booking a court. However, Clubspark does not currently give us the ability to report on the breakdown between these categories unfortunately.

There was a rise in combined income from £1,397 to £3,892, an increase of £2,495 (179%). It is our estimate that the levels of guest fees and floodlight income would have remained at a similar level, therefore the majority of this increase can be attributed to a significant increase in public access “Pay & Play” customers.

Coaching – while the Covid restrictions appear to have the effect of increasing both our membership and public access numbers, they obviously had a negative impact on our coaching programme as group activities were not permitted for much of the year. This saw our coaching class income decrease from £10,626 to £7,363, an amount of £3,263 (31%). However, the programme continued to run successfully in the periods where it was allowed and, with fees to coaches totalling £7,035, it also continued to break even.

### Other notable items -

- This year the payment of £2,557 was made (to Halliday) for the Smartgate system which integrates the booking, payment and operation of the floodlights with Clubspark.
- The amount paid to CIA relating to the gate entry service charge increased by £192 this year (from £833 to £1,025). This relates to an additional invoice received due to an on-site call out required in September to address gate lock and lighting issues.
- Our annual affiliation fee to LTA/Tennis Scotland was partly refunded by the governing body (due to Covid) – of the £480 paid to them, £440 was refunded – therefore the amount showing of £40 is significantly less this year.
- This year's Admin/Misc category has increased significantly from last year. This is largely due to three new payments this year: £142 for Buildings & Contents insurance; £90 for digital signature software; and £69 for items to enable us to be Covid regulation compliant (such as hand sanitiser, gloves and additional cleaning products).

Surplus/Reserves – the accounts show a surplus of £11,804 for this year. However, as per last year, ELC did not invoice us for the annual court Sink Fund or Usage Fee. We estimate that this should have been £7,600 which gives a truer surplus of nearer £4,204.

The Reserves figure of £53,326 includes an amount of £20,000 which MTC has committed to the new pavilion project, after allocating a further £5,000 towards it this year. Two years, worth (approximately £15,200) of non-invoiced Sink Fund and Court Usage Fees liable to ELC have also been ring-fenced within the Reserves fund. After deducting these amounts, the remaining Reserves figure is £18,126

MTC has a Reserves Policy in place whereby there should be sufficient reserves to cover two years' worth of liabilities to ELC (approximately £15,200), and this is therefore being met.

We are also mindful about the forthcoming transfer of electricity billing to MTC from Enjoy Leisure, and the potential need to commit to additional interest-free loan repayments to Tennis Scotland to bridge any funding gap in the new pavilion project.

### **3. Head Coach's Report (Kevin Duffy)**

Welcome to the coaching section of the Information Pack, covering the last 12 months at MTC. A very strange and difficult year like no other which did not start well with everything coming to an abrupt halt on March 23<sup>rd</sup> 2020 when the UK went into lockdown and resulting in the suspension of our coaching programme. Beyond that, I've summarised the key dates and activities below:

- 17/08/20 – We resumed our coaching programme with adult classes running on Monday and Wednesday evenings, and junior classes running on Saturday mornings. I ran the Improver/Intermediate class on a Monday evening from 18:30-19:30, followed by a 2-hour class aimed at Adult advanced/league player level players.
- Amelia Black relaunched a one-hour beginner/improver class on a Wednesday evening from 18:30-19:30, followed by a 90-minute class aimed at adult doubles matchplay players.
- Myself and Amelia both ran the Saturday morning junior programme under the (new) LTA Youth umbrella, which also included for the first time a new "Blue" class aimed at tots ages 4-5 years. Our junior programme now caters for Blue, Red, Orange, Green and Yellow ball level covering children ages 4-17 years.
- 01/11/20 – We formally introduced Grahame Forbes to our coaching team. Grahame ran two adult classes, aimed at both beginner/improver and intermediate level players on Sundays. Both classes running for 90 minutes, between 10:00-11:30 and 11:30-13:00 every Sunday.
- Also, from 01/11/20, we welcomed a new coach to our team, Finn McLean from Joppa Tennis Club. Finn took over the Junior Teams Practice session, previously run by Sean Elliot. Finn's Yellow ball session ran from 13:00-14:30 each Sunday.

- Also, from 01/11/20, we introduced a Ladies Team training practice class on Sunday mornings, ran and guided by Ladies team captain Stella Smith.
- 26/12/20 – We entered a second nationwide lockdown which again suspended all coaching classes.
- 14/03/21 – Restrictions eased allowing the resumption of coaching classes. Monday evening adult classes resumed by myself, Sunday adult classes resumed by Grahame, Sunday Junior Yellow ball sessions resumed by Finn. Amelia's Wednesday sessions return from Wednesday 31st March and Saturday morning junior coaching will resume after the Easter break.
- Over the last 12 months, despite everything, we have had 426 adult bookings, ran three junior blocks - August, September/October and November/December. We averaged 29 juniors coming to sessions on a Saturday morning and a further 5/6 coming to the Sunday afternoon class. These numbers are up on previous year figures.

### **Summary of key points**

- Classes restarted on 17/08/20.
- Added LTA Blue class to our junior programme.
- Formally added Sunday afternoon junior Yellow Ball class to our junior programme.
- Added Adult Beginner classes to our adult programme.
- Formally added Ladies Match Play training class to our adult programme.
- All these additions increase our adult participation in the programme by an average of 20-25 persons.

### **Coaching Team**

- We now have 4 fully licenced coaches on board at MTC. Myself as Head Coach, Amelia Black, Grahame Forbes and Finn McLean. All coaches are part of the programme and delivering classes as part of the club programme. All are also available for individual lessons.
- All coaches have now signed formal coaching agreements (based on Tennis Scotland approved template). All coaches are qualified, PVG approved, safeguarding approved and first aid trained. As part of their agreement, the club will provide balls and equipment for club programme sessions.
- Coaches now all pay a small facility fee to the club for each private lesson they carry out. This is currently set at £2 per hour.
- Non-members can now also get individual lessons from our coaches without the need to pay a guest fee.
- Floodlight fees are still to be applicable.
- We also use and appreciate the services of three Level 1 assistant coaches in Daniel Elliot, George Gray Jnr and Joe Maitland.
- We also now have a new member, Robbie Stewart, a Level 1 qualified assistant coach and a first team level player. Robbie has recently relocated to Musselburgh and was previously a member at Thistle Tennis Club. He is keen to take his level 2 qualification which I will guide and mentor him through.

Tom Swan, East Lothian's Tennis Development Officer and a Level 2 Coach, is also on a waiting list for a Level 3 course which I will mentor him through. Tom is keen to join the coaching squad at MTC once restrictions are fully lifted. Tom and I already work together closely with the East Lothian Tennis Development Squad whose coaching sessions are based at MTC on Tuesday evenings.

#### **Plans for the 2021-22 season**

- Tennis for Kids LTA Initiative has changed its name to LTA Youth Start. This will be launched from 1st April with nationwide advertisements and promotions. MTC will run a new course for this.
- LTA Mini Tennis has been replaced by LTA Youth and all MTC coaches have completed an approved course to deliver our sessions in accordance with this change.
- Ladies Teams practice sessions have already resumed, and Men's Teams practice will start in April. These sessions are for members only who are prepared to represent MTC in the East of Scotland leagues and other competitions.
- As Musselburgh Grammar once again has funding for coaching, we aim to work with Active Schools Co-ordinators and recommence extra-curricular coaching sessions. It is hoped we will be able to engage with local primary schools too.
- We would also like to look at the possibility of running 'all ability' tennis sessions and will be engaging with Tom Swan on this.

#### **Financials**

As explained in more detail by our Treasurer, the aim of our coaching programme in its entirety is to at least break even whilst ensuring we deliver comprehensive and affordable coaching sessions serving members and non-members from the Musselburgh and surrounding communities.

Finally, I would like to express my gratitude and thanks to all the coaching team and my fellow Board of Trustees members for their hard work, efforts and support throughout the year.

#### **4. Senior Teams Report - James Burnet, Men's Team Captain; Stella Smith, Ladies' Team Captain**

##### **Men's Teams**

With the East of Scotland Leagues, Vets Leagues, and East Lothian Leagues all cancelled in 2020-21 due to the pandemic, the only matches that were able to happen were in a one-off East of Scotland Autumn League, set up due to COVID to allow some competitive doubles to happen. Musselburgh entered 2 men's teams (of 4) that were placed in divisions C and F, and approx. 12 players enjoyed the chance for some match practice. Software problems on the LTA website meant results were rarely recorded properly, so it is difficult to know where each team finished in their groups, but both enjoyed some wins, and the chance to play against some good opposition from various clubs. We await news of a possible start date for this season's matches, when we will again have 2 Men's teams (in divisions 5 and 7).

## **Ladies' Teams**

As per the Men's Teams, the only competitive matches that were played this year were in the one-off East of Scotland Autumn League. Musselburgh entered 2 ladies' teams, which were placed in Divisions D and F. The 1<sup>st</sup> Team played all but one of the scheduled matches, and retained an unbeaten record (4 wins, 1 draw) and comfortably sat top of the table. The only outstanding match was against Aberdour 1 which, despite numerous attempts to rearrange, basically fell foul of the travel restrictions and then the tighter lockdown restrictions which were reimposed. The 2<sup>nd</sup> Team managed to play all six of their scheduled matches, and had an equal balance of wins, draws and losses, and were shown sitting second in the table. All team players thoroughly enjoyed this League and getting the chance to play some good quality competitive doubles.

The ladies' squad have continued to meet for match practice training on Sunday mornings, whenever that has been allowed within the framework of Covid restriction rules. We recommenced again most recently two Sundays ago, on 14 March, and are eagerly awaiting word as to a possible delayed start date for this year's East of Scotland League, in which we will have 2 teams entered again. Both the 1<sup>st</sup> and 2<sup>nd</sup> teams won their divisions in the 2019 season and were promoted to divisions 4 and 7 respectively.

### **5. Junior Teams Report - Sean Elliot**

Like all other planned league competitions for the 2020 season, no junior leagues took place. However, we continued with Junior Teams Practice sessions, transitioning this from myself running it to Sunday Juniors Yellow Ball under the coaching guidance of Finn McLean and integrated into Kevin Duffy's overall coaching programme for the Club. Moving forward, we are still operating tripartite Junior Teams comprising players from MTC, Joppa Community Tennis Club and Dalkeith Lawn Tennis Club. We have a sufficient pool of juniors to have put forward entries for:

- 9 & Under (mixed)
- 10 & Under (mixed)
- 14 & Under (boys)
- 18 & Under (boys)

We also intend to run a 'Road to Wimbledon' 14 & Under singles tournament proposed sometime between April and June, something we did successfully 2 years ago.

As with all other proposals, junior competitions will be dependent on any prevailing restrictions.

Finn has kindly agreed to manage forthcoming junior teams league competitions. Thanks go to Finn, Kevin, Angus Scott and Grahame Forbes for current and prospective efforts with the junior teams.

### **6. Pavilion Project Progress Report - Sean Elliot**

The Coronavirus situation certainly impacted our progress on seeking funding for a replacement pavilion adjacent to the tennis courts. In particular, Sportscotland has been a key, anticipated source of funding and our application to them was submitted in April 2020 as reported at last year's AGM. Their normal application review process was severely disrupted, and the end result

was that we received no feedback on our application, despite regular follow up, until 24 December 2020. Our application was not rejected but was effectively put on hold pending further discussions which were duly held in early February when it became clear that Sportscotland were looking for:

- A bigger financial commitment to the project from the Club than the £15,000 contribution we proposed in our application. It was suggested we consider a 10-year interest free loan from the LTA which has a minimum application threshold of £25,000.
- Updated membership data.
- Further confirmation of our coaching programme, engagement with local schools and community sports hub, work with East Lothian's Tennis Development Officer and commitment to attracting diverse participation in tennis from our local communities.

We convened a board meeting to review these stipulations. Following financial review and forward projections, it was agreed that MTC is in a position to increase our capital contribution by £5,000 from cash reserves and we will be able to sustain loan repayments of £2,500 per annum over a 10-year period. We also agreed our continued commitments to tennis in the community, as is already enshrined in the Club's purpose.

A further submission was made to Sportscotland on 16<sup>th</sup> February, and I had hoped that we would be in a position to announce a positive outcome from Sportscotland by the AGM date, given that Sportscotland convened a review meeting on 19<sup>th</sup> March. However, we have received a request for further information, in particular:

- Breakdown existing membership numbers by BAME, disability, living in a deprived area.
- Project out 3 years from now how we expect the breakdown of membership numbers by these categories to look.
- Identify membership numbers living in deprived areas according to the Scottish Index of Multiple Deprivation (SIMD).

These are manual tasks at best and some involve guesswork. It is intended to report back to Sportscotland as soon as possible but preparations for the AGM have taken priority this week!

Aside from this very long and drawn-out process with Sportscotland and the knock-on impact of Covid, we did achieve some very positive results in seeking funding for the project during 2020:

- Our £50,000 grant application to East Lothian Council's Community Intervention Capital Fund was approved in full on 24<sup>th</sup> November 2020.
- Our application to the Scottish Landfill Communities Fund through EB Scotland for £50,000 was awarded a grant of £20,000 on 1<sup>st</sup> December.

It should be noted that all grant funding is conditional on successful grant funding from all other sources!

So where does this leave us, you may ask? As a reminder, our total target funding goal was £243,000 which included a 7.5% project contingency figure (note the total also includes VAT as we will not be able to reclaim VAT).

£40,000	Musselburgh Common Good Fund
£50,000	East Lothian Council Capital Intervention Fund
£20,000	Scottish Landfill Communities Fund (via EB Scotland Ltd)
£45,000	Musselburgh Tennis Club*
	*Comprising £20,000 from cash reserves and a £25,000 10-year interest free LTA loan (the latter has yet to be applied for).

This total of £155,000 leaves a shortfall of £83,000 from our target. Sportscotland is the last remaining, major piece of the funding jigsaw. We are confident we will receive a grant from Sportscotland but to what level remains to be seen. As a Board, we believe we are getting close to achieving the funding required for a new pavilion. Even if we do not fully reach our target, we are comfortable looking at revising the approach to the project and, through a competitive tendering process, delivering a new pavilion which will be a huge improvement over existing facilities and a real benefit to our Club development plans.

*\*\*Update: On 30 June 2021, Sportscotland informed us that they have agreed to award Musselburgh Tennis Club the full amount of the grant we applied for: £83,000. We are delighted with this outcome and have begun the process of seeking updated tenders for the new pavilion from local builders, based on a fixed budget amount of £238,000.*

## **7. SubGroups Update - Rosemary Gray**

### **Social Tennis & Tournaments**

Whilst we were fortunate to be able to play tennis from the end of May, Tennis Scotland guidance meant that social tennis was not able to restart until the end of August, when restrictions on numbers eased. The WhatsApp group made it easy to keep members informed as new guidance was issued. Social tennis formally restarted on 9<sup>th</sup> September, with 2 sessions per week initially until the Autumn league matches finished in mid-October when we reverted to the 4 times a week sessions. To comply with the Scottish Government's Test and Protect scheme, strict records were kept of attendees. Before the bad weather and second lockdown, we were averaging 10 attendees per session.

Restrictions were eased again on 12<sup>th</sup> March and social tennis sessions resumed again on Wednesday 17<sup>th</sup> March. Numbers are currently restricted to a maximum of 15, so members need to book a place. With 59 members currently on the WhatsApp group, it was anticipated that numbers of attendees would be higher than they have been at this early stage and the courts have not been full. It is not entirely clear why this is – perhaps due to caution, or weather related.

We have had to get used to a new way of playing. Keeping our distance, no shaking hands and sadly no cups of tea and cake but it has been great to get back on court, see other people and have a chat over a game or two of tennis.

Going forward, there are a couple of things we want to achieve. The first is to increase the pool of volunteers taking responsibility for opening/closing, etc as it's not sustainable nor healthy to rely on 1 person to take this on. My thanks to James (Toll) Towlson and Haoran Hong for their assistance over the last year. We will also be looking at how best to structure the 4 sessions a

week and cater for the wide range of abilities of our members. One option being considered is to run 2 sessions on a Thursday, with the earlier session for beginners and improvers and the later session for intermediates/team players.

Hopefully with the vaccine roll out and daily Covid statistics heading the right way, we will soon be able to hold our social tennis sessions without restrictions in numbers and can look to organise tournaments and competitions for our members over the coming months.

### **Governance**

The main focus over this last year unsurprisingly has been Covid related. Keeping up to date with Scottish Government and Tennis Scotland guidelines has kept us on our toes, analysing what it has meant for us as a Club, what we have been able to do, what we should be doing and sharing updates with our members via website, Facebook, emails and on WhatsApp groups. Access to the Clubhouse has been restricted, with signage and hand sanitisers being put in place. As Covid Officer, every time the Guidance changed, I have reviewed our Risk Assessment, put in place prior to our reopening last May, and updated it as necessary as restrictions have loosened, tightened and loosened!

Our priority has been to ensure the safety of our members and fortunately our procedures seem to be working as we have remained Covid free. We must not be complacent however and continue to be vigilant, following prevailing guidance as required.

We were recently selected by LTA/Tennis Scotland for a routine Safeguarding Visit to assess whether we are meeting the minimum safeguarding standards. Thanks to Morven Murphy, Welfare Officer, who is leading on this. Members have recently been asked to complete a survey. A virtual Visit is taking place at the end of this month, following which we will receive feedback on any areas in which we need to improve. The survey also covered other topics, and the Board will discuss, agree any actions and share the results in due course.

### **Maintenance**

There's always something needing done, be it reporting a broken floodlight, replenishing toilet rolls, or liaising with Allsports, the contractor appointed by East Lothian Council for the maintenance of our courts. They carried out regular site visits between August and November inclusive, with a long-awaited delivery in September of four tonnes of artificial clay. The first monthly maintenance visit of the year took place this week and the courts are ready for the new membership season.

Unfortunately, as Sean has already intimated, there has been an increase in anti-social behaviour in Lewisvale Park over the last 12 months and the Club has suffered quite a bit of damage such as an attempted break in, broken gate stanchion and damage to padlocks. As a result, additional lighting has been installed, together with CCTV cameras. We are continuing to liaise with East Lothian Council, the Police and Community Wardens as to what other action can be taken to prevent any further instances of vandalism and to protect our members.

## FINANCIAL REVIEW

The financial review for the year has been covered within the Treasurer's Report, as presented in the Information Pack at the AGM, and is included in full above, under the "Objectives and Activities" section.

### 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 amounts due for 2019/20 and 2020/21 not having been invoiced by ELC, MTC are ring-fencing an additional 2 years' liability. Therefore 4 years' worth of liability (£30,400) requires to be covered within the Reserves. The Reserves also include an amount of £20,000 which has been earmarked as funding for the new pavilion project. Therefore, with the Reserves totalling £53,326 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 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 ", we plan to maintain and grow our membership, as the lifeblood of the Club is membership and coaching programme fees. Success breeds success and 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.

We aim to seek feedback from our members via a Members' Survey, which will enable us to seek views on how members feel the Club is performing in all areas, from social tennis to coaching provision, etc. We hope that this will enable members the opportunity not only to express their views but to consider ways in which they could become involved in helping the Club in various areas, whether it be opening up at Social Tennis, running a Social Event, or considering the role of a Trustee. As always, we are keen to attract "new blood" to the Club, for its continued, healthy longevity.

We will continue to prioritise the pavilion project, with the aim of making a final push on reaching the total funding requirements to proceed to the next phase of the tendering process. Being able to deliver a new pavilion which will be integral in the continued growth and development of the Club.

Approved by the charity trustees on 26 November 2021 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'SMG', followed by a long, horizontal wavy line.

**Stella Smith**

**Treasurer**

**TRUSTEES' REPORT - Appendix 1**

**Membership Information**

	Membership Numbers					Membership Rates	
	Year 2020/21	Year 2019/20	Year 2018/19	Year 2017/18	Year 2016/17	Year 2020/21	(2016/17-2019/20)
Adult Full Year	44	46	42	42	48	£138	£120
Adult Winter	24	19	9	14	10	£69	£50
Concession Full Year	7	3	3	1	2	£92	£80
Concession Winter	8	4	0	3	0	£46	£35
Family 1 Full Year	37	18	12	15	19	£200	£175
Family 1 Winter	6	0	0	3	0	£100	£70
Family 2 Full Year	24	37	37	58	63	£276	£240
Family 2 Winter	27	0	8	0	0	£138	£100
Junior Full Year	6	12	9	11	6	£60	£55
Junior Winter	3	2	1	5	1	£30	£22
Mini Full Year	16	13	16	10	7	£28	£25
Mini Winter	7	1	3	7	0	£14	£10
Student Full Year	10	0	3	3	3	£60	£55
Student Winter	2	1	1	0	1	£30	£22
Mini Hitting Partner	3	4	n/a	n/a	n/a	£23	£20
Social Members	n/a	n/a	1	5	3	n/a	£15
	224	160	145	177	163		
Adults	158	102	90	104	91		
Juniors	66	58	55	73	72		
	224	160	145	177	163		
Female	69	55	42	58	58		
Male	155	105	103	119	105		
	224	160	145	177	163		

<b>MUSSELBURGH TENNIS CLUB</b>								
<b>Statement of Receipts and Payments</b>								
<b>For the Year to 28 February 2021</b>								
		<b>Year to 28/2/21</b>			<b>Year to 28/2/20</b>			
<b>Receipts</b>	<b>Note</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>	
<b>Donations</b>								
Membership Fees		12,793	-	<b>12,793</b>	10,529	-	<b>10,529</b>	
Public Access, Guest Fees & Floodlights	3	3,892	-	<b>3,892</b>	1,397	-	<b>1,397</b>	
<b>Grants</b>								
		-	-	-	-	225	<b>225</b>	
<b>Receipts from Fundraising Activities</b>								
Open Days, Tournaments & Fundraising Events		-	-	-	1,241	-	<b>1,241</b>	
<b>Gross Trading Receipts</b>								
Coaching income		7,363	-	<b>7,363</b>	10,626	-	<b>10,626</b>	
<b>Total Receipts</b>		<b>24,048</b>	<b>-</b>	<b>24,048</b>	<b>23,793</b>	<b>225</b>	<b>24,018</b>	
<b>Payments</b>								
<b>Cost of Fundraising</b>								
		-	-	-	1,126	-	<b>1,126</b>	
<b>Cost of Charitable Activities</b>								
	4	5,209	-	<b>5,209</b>	7,100	-	<b>7,100</b>	
<b>Cost of Trading</b>								
Coaching fees		7,035	-	<b>7,035</b>	11,843	-	<b>11,843</b>	
Coaching equipment		-	-	-	-	-	-	
Coaching development		-	-	-	-	225	<b>225</b>	
<b>Total Payments</b>		<b>12,244</b>	<b>-</b>	<b>12,244</b>	<b>20,068</b>	<b>225</b>	<b>20,293</b>	
<b>Surplus for the period</b>								
		11,804	-	11,804	3,725	-	3,725	
<b>Transfers between funds</b>								
		-	-	-	-	-	-	
<b>Surplus for the period</b>		<b>11,804</b>	<b>-</b>	<b>11,804</b>	<b>3,725</b>	<b>-</b>	<b>3,725</b>	

The Notes on page 19-20 form an integral part of these accounts.

<b>Statement of Balances</b>						
<b>As at 28 February 2021</b>						
<b>Funds Reconciliation</b>	Note	Unrestricted Funds	Restricted Funds	<b>2021 Total</b>		<b>2020 Total</b>
		£	£	£		£
Cash at Bank & In Hand - opening balance		41,522	-	<b>41,522</b>		<b>37,797</b>
Surplus for the period		11,804	-	<b>11,804</b>		<b>3,725</b>
Cash at Bank & In Hand - closing balance	5	<b>53,326</b>	-	<b>53,326</b>		<b>41,522</b>
<b>Bank &amp; Cash Balances</b>						
Bank Deposit Account				<b>53,326</b>		<b>41,117</b>
Cash in Hand				-		<b>405</b>
				<b>53,326</b>		<b>41,522</b>
<b>Other Assets - unrestricted funds</b>						
Coaching equipment (estimated value)				<b>2,000</b>		<b>2,000</b>
				<b>2,000</b>		<b>2,000</b>

The Notes on page 19-20 form an integral part of these accounts.

Approved by the charity trustees on 26 November 2021 and signed on their behalf by:



**Stella Smith**

**Treasurer**

<b>MUSSELBURGH TENNIS CLUB</b>				
<b>Notes to the Accounts</b>				
<b>For the Year to 28 February 2021</b>				
<b>1</b>	<b>Basis of Accounting</b>			
	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).			
<b>2</b>	<b>Nature and Purpose of Funds</b>			
	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, a further £5,000 in the financial year 2018/19, and another £5,000 in 2020/21, giving a total to the designated fund of £20,000. 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.			
<b>3</b>	<b>Guest Fees</b>			
	Guest Fees are paid to MTC in the instances where members bring along non-members to play at the courts. 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 on a "pay & play" basis via the MTC online booking system.			
	During the previous 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.			
	Unfortunately, Clubspark does not currently have the functionality to split out the income received from guest fees, public access fees and floodlight fees; therefore these have been categorised together in the accounts.			
<b>4</b>	<b>Cost of Charitable Activities</b>			
	Unrestricted Funds	Restricted Funds	<b>2021 Total</b>	<b>2020 Total</b>
	£	£	£	£
	New pavilion costs	-	-	<b>3,202</b>
	Installation of Smartgate System	2,557	-	-
	Sink Fund Instalment	-	-	-
	Court Maintenance	-	-	<b>690</b>
	Court Usage Fee	-	-	-
	Gate Access System Annual Fee	1,025	<b>1,025</b>	<b>833</b>
	Tennis Balls	768	-	<b>900</b>
	Tennis Scotland Affiliation	40	-	<b>520</b>
	League Fees & Affiliation	180	-	<b>355</b>
	Key Cutting/Fobs	110	-	<b>50</b>
	Purchase of Equipment	-	-	<b>300</b>
	Admin/Misc	529	<b>529</b>	<b>250</b>
		<b>5,209</b>	<b>5,209</b>	<b>7,100</b>

<b>5 Reserves</b>						
The balance of funds at 28 February 2021 is £53,326. A portion of these reserves are already committed to the new pavilion project fund, and to the courts' sink fund and usage fee.						
				£		
Reserves as at 28/2/21				53,326		
Less ring-fenced for:						
New Pavilion Project				20,000		
Sink Fund due to ELC for 2019/20 & 2020/21				14,400		
Court Usage Fee due to ELC for 2019/20 & 2020/21				800		
Remaining Reserves				18,126		
The Reserves Policy states that an amount to cover 2 years' worth of future Sink Fund/Court Usage liabilities to ELC should be covered in available year end remaining reserves. This equates to approximately £15,200, and this has been achieved.						
<b>6 Trustee Remuneration</b>						
No remuneration was paid to any charity trustees or to anyone connected to them in relation to their role as trustees of the charity. Kevin Duffy is paid for his role as Head Coach at an hourly rate in line with the going rate for a Level 4 coach.						
<b>7 Trustee Expenses</b>						
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 2021 which are set out on pages 17 to 20 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: 26 November 2021

Name: Moira J Easson

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

Address: 33 Belford Gardens, Edinburgh, EH4 3EP