



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

Annual Report and Financial Statements  
For The Year Ended 28 February 2022

Scottish Charity No. SC045399

## MUSSELBURGH TENNIS CLUB

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2022

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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 2022.

#### 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.

The improved facilities 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. MTC has also continues to provide a range of tennis for all: from competitive league team tennis, including junior and veteran teams, to regular social tennis sessions and social tournaments.

Now that MTC has raised sufficient funds for the new pavilion project, our main objective is to be able to get the build phase underway, as soon as is possible in the current post-pandemic, post-Brexit climate.

### Achievements & Performance

A comprehensive review of MTC's activities throughout the year was prepared for the AGM, which was held, in person, on 30 March 2022. The following reports formed part of the AGM Information Pack which was sent out to all attendees in advance of the meeting:

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

Although no-one should be under any illusion that Covid virus variants are likely to disappear anytime soon, successful vaccination programmes have facilitated a return to everyday life almost as it was pre-March 2020. As a result, it is with a great deal of pleasure we're able to hold the 2021-22 AGM in the traditional manner by meeting in a location where people can physically attend! Thanks to Staggs (Volunteer Arms) for allowing us to use their facilities for our AGM.

Although many people in our society and around the world have been adversely affected by the impact of Covid over the last 2 years, the invasion of and war in Ukraine over the last month

emphasises how we must not take anything for granted and reminds us how fortunate we are as a western European country. History does seem to have a habit of repeating itself and I'm sure everyone will be thinking of what the people of Ukraine are having to endure and hope that there will be an end to the conflict and oppression. The challenges of running a tennis club pale into insignificance.

The Board of Trustees at MTC have continued to meet roughly every 6 weeks over the last 2 years via group video calls and whilst it is always good to meet face to face, the technology has allowed us to continue to manage the club, deal with our various responsibilities, business matters and issues as well as progress development and changes. In some ways, it has made meeting up easier as we have been able to do so from the comfort of our own homes and without needing to arrange meetings in our own homes and avoid travel. We do, though, look forward to being able to arrange meetings in our new pavilion!

In terms of club development and progression, it is very reassuring to see MTC continue to grow and court usage increase. Managing the demands of court usage at peak times is always a challenge but is a good one to have as it means the Club is busy. It is always difficult to please everyone all of the time and the Board of Trustees' role is to balance the needs of everyone in the context of the Club's stated purpose and the aims the Board has in order to deliver that purpose:

“To encourage people of all ages and abilities from Musselburgh and its surrounding communities to develop a lifelong passion for tennis”

- Build and maintain 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 and 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.
- Maintain the Club's profile and interaction with other East, Midlothian and Edinburgh tennis clubs as well as Tennis Scotland.

The Board believes that a thriving coaching programme provides the foundation of a perennially healthy club, and our coaching programme continues to evolve and develop. Information and knowledge of other clubs tells us that we are very fortunate to have a great coaching team operating at MTC.

As always, I must thank the Board team for their time, enthusiasm, effort and commitment in ensuring MTC operates effectively, efficiently and professionally. It is important that the Board as a team collaborates well together, possesses the right skills and maintains trust and good relationships amongst its constituent members and I am happy to say this continues to be the case at MTC.

My thanks go to the following with an indication of the workloads they have carried during 2021-22:

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

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

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 and ladies' captain.

We currently have 5 Board Trustees with a maximum of 7, so there is scope for other interested people to step forward. We have appealed for additional volunteers many times now, though our inaugural annual membership survey did reveal some willingness from a small number of individuals. All of the current Board Trustees have one more year to go before they have to retire by rotation, and it is a fact that not all current Trustees will wish to be re-elected. It is therefore essential for the Club that we must consider additions to and future replacements on the Board imminently to ensure smooth transition and succession.

I look forward to the 2022-23 year being another successful and progressive year for MTC.

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

The salient points to note from the accounts when comparing the figures from this financial year (2021/22) to the previous year (2020/21) are as follows:

### **Membership Fee Income**

This rose from £12,793 to £18,926, an increase of £6,133 (48%). This can be attributed to the overall increase in members this year, from 224 to 240, along with the fact that this year saw a full year's membership fee being applied once more. In 2020/21 the fee was reduced on a pro-rata basis to reflect the two months when no tennis was permitted in the first Covid lockdown.

### **Public Access (plus Guest Fee and Floodlight) Income**

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, neither Clubspark nor Stripe (the payment system) currently give us the capability to report on the breakdown between these categories unfortunately.

There has been another increase in the combined income this year, from £3,892 to £5,987, an increase of £2,095 (54%). This can be attributed to the continued increase in public access "Pay & Play" customers, which significantly increased over the Covid restriction periods, when tennis was one of the few sports still permitted and has continued to steadily grow.

### **Grant Income**

In September 2021, the club received payment of the £40,000 grant from the East Lothian Common Good Fund towards the new pavilion project. We also received a £100 grant from the LTA towards Seniors Tennis participation.

### **Coaching Income**

This has doubled this year, from £7,363 to £14,937. The previous year's programme had been severely affected by Covid restrictions: group coaching was either not allowed at all at times, and often with more restricted numbers when it was permitted again. This year has been largely back to normal, and in fact the income this year surpasses the pre-Covid levels. This reflects the success and popularity of the coaching classes throughout the year, and the general, steady increase in tennis participation levels which occurred and has continued since the first lockdown.

Coaching costs have consequently also increased, from £7,035 to £12,290, reflecting the increase in coaching activity and a full programme being offered. The increased participation levels at numerous classes have helped contribute to the coaching programme yielding an overall surplus this year.

### **Other notable items**

Cost of Grants – we were successful in our grant application for £20,000 to the Scottish Landfill Communities Fund (SLCF). To secure this, we have had to make the "Contributing Third Party" (10% + admin fee, a total of £2,268) compulsory donation back to the lending organisation.

Electricity – this year, on 1 July 2021, we started paying the electricity bills for the site, this having previously been covered by Enjoy Leisure. There are 7 months of bills included in the accounts, a total of £1,645 (although this is based on estimates, and our actual usage is slightly higher). The main contributor to electricity use is obviously the floodlights. With the impending

energy price hike anticipated on 1 April, we are planning to closely monitor and review the usage and costs.

### **Surplus/Reserves**

We hold reserves of £113,384 at the year end. However, most of this amount is restricted or ringfenced funds. This is detailed here:

<b>Note on Reserves</b>	<b>Total</b>
Reserves at 28/2/22	113,384
Less Restricted Funds:	
Common Good Fund Grant Income	40,000
Seniors Tennis Grant	100
	40,100
Less Ringfenced for:	
New Pavilion Project	30,000
Sink Fund due to ELC (Years 19/20, 20/21, 21/22)	21,600
Court Usage due (Years 19/20,20/21)	800
	52,400
	20,884
Less Reserves Policy Commitment:	
Two years' liabilities to ELC (Sink Fund & Court Usage)	15,200
	5,684

In summary: £40,000 of restricted funds relates to the Common Good Fund grant income received for the new pavilion project (and £100 grant re seniors tennis); £30,000 has been ringfenced from MTC's own funds (after a further £10,000 was allocated this year); £22,400 has been ringfenced to account for the sink fund and court usage fees that ELC have failed to invoice us for, but for which we are liable under the terms of the Service Level Agreement; and a further £15,200 is factored in for us to comply with our stated reserves policy.

### **3. Membership Update (Louise Kirkpatrick)**

#### **Membership Information**

New memberships are available from first of April each year across all categories. This year the rates have been reduced each quarter by 25% of the full rate, and payment options by monthly direct debit for 3 or 4 months (depending on the membership category) offered each quarter, except for the final quarter of the tennis year January to March.

The member numbers have grown from 224 to 240 this year, with adult membership (including concessions) at their highest level in the past 5 years. Adult winter membership has reduced due to several, previously winter only members, clearly enjoying MTC courts and joining for the whole year instead of just winter.

Junior membership continues to grow and accounts for 87 of our 240 members. Family 1 and Family 2 memberships continue to be popular, along with Mini membership for our youngest members. Student membership is similar in level to last year.

Male membership is 148, with female being 92. This shows a significant increase in female memberships from the previous year, with male members remaining fairly static.

Adult	81
Family 1	14 (42 players)
Family 2	14 (48 players)
Junior	16
Mini	13
Mini Hit	4
Student	9
Concession	27
Total Players	240 (153 adults/87 juniors)



	Membership Numbers					
	Year 2021/22	Year 2020/21	Year 2019/20	Year 2018/19	Year 2017/18	Year 2016/17
Adult Full Year	66	44	46	42	42	48
Adult Winter	15	24	19	9	14	10
Concession Full Year	18	7	3	3	1	2
Concession Winter	9	8	4	0	3	0
Family 1 Full Year	31	37	18	12	15	19
Family 1 Winter	11	6	0	0	3	0
Family 2 Full Year	27	24	37	37	58	63
Family 2 Winter	21	27	0	8	0	0
Junior Full Year	13	6	12	9	11	6
Junior Winter	3	3	2	1	5	1
Mini Full Year	12	16	13	16	10	7
Mini Winter	1	7	1	3	7	0
Student Full Year	8	10	0	3	3	3
Student Winter	1	2	1	1	0	1
Mini Hitting Partner	4	3	4	n/a	n/a	n/a
Social Members	n/a	n/a	n/a	1	5	3
	240	224	160	145	177	163
Adults	153	158	102	90	104	91
Juniors	87	66	58	55	73	72
	240	224	160	145	177	163
Female	92	69	55	42	58	58
Male	148	155	105	103	119	105
	240	224	160	145	177	163

### Membership Fees for season 2022-23

Membership Category	2022-23	2021-22	2016-20
Adult (Full Year)	£145	£138	£120
Family 1 (Full Year)	£210	£200	£175
Family 2 (Full Year)	£290	£276	£240
Junior (Full Year)	£63	£60	£55
Mini (Full Year)	£30	£28	£25
Mini (Full Year) Hitting Partner	£25	£23	£20
Student (Full Year)	£63	£60	£55
Concession (Full Year)	£97	£92	£80

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

Welcome to the coaching section of the information pack covering the last 12 months at MTC. We were, in the main, fortunate that Covid restrictions did not have a huge impact on our ability to run a coaching programme, as the guidelines we needed to follow were obviously out with our control and governed by Scottish Government/Tennis Scotland. Our main consideration was keeping our members safe and well enough to partake in our programme.

#### **Coaching team at MTC**

We continue to have the strongest and most experienced coaching team in East Lothian, arguably a team that could easily match that in any club within the East of Scotland region. We have 4 fully accredited and licenced coaches headed by me (level 4) - Amelia Black (level 2), Grahame Forbes (level 2) and Finn Mclean (level 2), who deliver both adult and junior coaching classes on a weekly basis at the club. I am delighted to inform everyone that both Grahame and Finn have now completed their Level 3 Qualification course and, pending a final submission of an uploaded individual lesson and the completion of paperwork, they will shortly receive their level 3 accreditation. In my opinion, continuous professional development (CPD) of tennis coaches is vital to growing the team, the Club and its membership (both in numbers and ability). Well done to both for completing the course as level 3 is challenging!

We are also very fortunate to have the services and help from our Level 1 coaching assistants, and when called upon, never fail to step and deliver their services. They include Daniel Elliot, George Gray Jnr and our new and current men's club champion, Ollie Curtis.

#### **Adult Programme**

We currently run 6 adult classes throughout the week on Mondays, Wednesdays and Sundays. Amelia, Grahame and I all deliver 2 adult classes each aimed at different playing levels and abilities.

#### **Junior Programme**

We currently run a full LTA Youth programme which covers classes at blue, red, orange, green and yellow ball level.

For almost 5 years, myself and Amelia (with the help of our assistants) have delivered the junior programme on a Saturday morning. At the end of December 2021, we stepped down from the role and handed over the reins to Finn McLean, who now heads our junior programme. As a club and a coaching team, we are excited about what Finn will bring and deliver to the junior programme and wish him every success going forward. A special mention and thank you to Amelia Black for her loyalty, hard work and commitment in delivering the junior programme since autumn 2016.

#### **Participation Figures for our Coaching Programme**

- 675 bookings for our adult programme.
- 1042 bookings for our junior programme.
- 353 bookings for our adult match play sessions.

This confirms to me that there is a huge demand for a successful coaching programme, and I would like to thank everyone who attends and supports our classes.

Why do we run a coaching programme? This is a question that I am occasionally asked, as I appreciate and respect that some (small numbers of) members have no interest in coaching or

developing their own or their children's tennis. Well, it's really quite simple. Our coaching programme (adult and junior):

- Attracts new members.
- Retains existing members.
- Serves our community in terms of fitness, health and wellbeing.
- Provides an essential opportunity for children and adults to get involved in tennis who might never otherwise partake. It reinforces our vision as stated in the Chairperson's report at the beginning of this pack.
- Improves members (and non-members) playing ability and enjoyment. Regardless of level, who doesn't get more enjoyment and satisfaction out of improving and being better at something?
- Improves adult and junior team standings in the East of Scotland Leagues, which in turn improves reputation, status, and we end up going full circle back round to attracting new members and retaining existing ones.
- Is a necessary criterion for the Club in order to access LTA benefits, grants, and funding.

Quite simply, it grows and develops the Club – the better the coaches and coaching programme, the more successful the Club will be in all aspects, whether this is adult or junior leagues or simply social tennis and general membership community. This is the reason we have a head coach and a coaching team.

#### **5. Senior Teams Report -**

**Stella Smith, Ladies' Team Captain; James Burnet, Men's Team Captain**

#### **Ladies' Teams**

After the previous year's league disruptions, it was great to get back to fully competitive play this year. In the East of Scotland League, both the 1<sup>st</sup> and 2<sup>nd</sup> teams had won their respective divisions in 2019 and were playing in Divisions 4A and 7B respectively. The 1<sup>st</sup> team was division winner and the 2<sup>nd</sup> team finished second, meaning both teams earned promotion and will be playing in Divisions 3 and 6 respectively in 2022, which is a huge achievement.

We also had two teams in the Vets (40+) league this year. The 1<sup>st</sup> team played in Division 2 and was undefeated winner, gaining promotion to Division 1 next year. It was the first time we'd entered a 2<sup>nd</sup> team into this league, and they won Division 4, and therefore promotion to Division 3.

#### **Mixed Teams**

We were also involved in several mixed doubles leagues through the year. MTC were winners of the East of Scotland Senior Vets Mixed League.

We had three teams entered in the East Lothian Mixed League, all playing in Division 1, which proved to be logistically tricky. MTC 1 were unbeaten and won the league, while MTC 2 finished 4<sup>th</sup> and MTC 3 in 6<sup>th</sup> and last place. As MTC provided 50% of the teams in the division, it's fair to say that we dominated the league!

This year we entered two teams in the East of Scotland Winter Cup League. The 1<sup>st</sup> team was the winner of a very close Pool C, which earned a semi-final clash against Hatton. MTC lost to a strong Hatton team, who went on to win the final. It was the first year of entering a 2<sup>nd</sup> team and we will review if this remains feasible next year, as there was quite often a struggle for available men players.

We entered two mixed doubles couples into the Pringle Cup this year: Stella Smith and Ollie Curtis, Elise Brown and Jose Morales. Usually of a normal mixed doubles format, this year it turned out to be completely different – more like an “enhanced” American Tournament format, of sorts! MTC finished in 2<sup>nd</sup> place in the club rankings, and Stella managed to finish joint 1<sup>st</sup> on individual scores.

The Ladies’ Squad has continued to meet for match practice training on Sunday mornings throughout the year. Since the beginning of February, we have also benefitted from Amelia Black attending the sessions and providing coaching, which has been enjoyed by all. We have also enjoyed getting back to some proper social occasions too, with a fantastic afternoon tea on the lawn at Prestonfield House in August to celebrate our league successes and a lovely pre-Christmas meal at Crolla’s Kitchen.

Finally, I’d like to thank Rosemary for captaining the 2<sup>nd</sup> Team and organising the Senior Vets Mixed Teams so well, Amelia for the support she provides to our teams, and all the ladies who play for our teams – such a committed and enthusiastic group, all keen to play, so it makes my job very easy.

### **Men’s Teams**

The men enjoyed a return to ‘normal’ East of Scotland leagues, after the disruption of the previous 2 seasons. Both our Men’s teams won their divisions, the 1<sup>st</sup> team winning division 5 very convincingly, thus earning promotion to the dizzy heights of division 4 for the coming season, while the 2<sup>nd</sup> team won a tight division 7, and so will play in division 6 this summer. We also had one Vets team, playing in Vets division 1 – they finished a creditable mid-table, so retain their place in this league for the coming season.

For those interested in statistics, at the end of the 2021 season, our men’s 1<sup>st</sup> team made it 50 consecutive victories since joining the East of Scotland leagues in division 9 in 2015! Can this streak continue this summer?! We look forward for the 2022 leagues, not only to find this out, but also to see how our newly formed 3<sup>rd</sup> team do in their first season.

Thanks to Kevin Duffy for assisting in many ways throughout the season, not least his input to some of our Friday evening Men’s Team practices, to Haoran Hong for captaining the 2<sup>nd</sup> team so efficiently last season, to David Stott for agreeing to take on the captaincy of our 3<sup>rd</sup> team for next season, and to all the men who played so successfully for the teams last season.

## **6. Junior Teams Report – Finn McLean**

Firstly, I'd like to introduce myself to those that don't know me. I've been involved with MTC for a few years now since taking over from Sean coaching the yellow ball competition/team practice class. These boys have grown in their tennis ability and their maturity over the years and it's been a pleasure coaching them and seeing them progress.

I am now working with all the different age levels at MTC since taking over the junior programme this year (2022) and even though it is early doors and I've only coached all the juniors attending for a few weeks, I want to get more of them competing in the leagues as it's a great way to improve and learn as I have seen from the juniors I coach at Joppa Tennis Club.

Last year (2021), we had 4 junior teams in the East of Scotland Junior Leagues, and they achieved the following results.

U9s - 2nd

U10s - 3rd division 1

U14s - 2nd

U18s - 3rd

It was a very successful year for all teams involved, especially the U9s and U10s who were fairly new to competition and playing matches. All players grew in confidence and ability as the season went on. Personally, the biggest success was getting them all playing, regardless of the result. After a horrid year for kids, it was a massive step out of their comfort zone to participate and as result everyone from last year is wanting to play again so much so we now have 5 teams rather than 4.

For 2022, once again with combined teams comprising juniors from Joppa and Dalkeith Tennis Clubs, we have entered 5 teams (thanks to Angus Scott and Sean Elliot for their time in planning this) - U9s, U10s, 2 x U14s and U18s - into the East of Scotland junior leagues, which is the most teams we have ever entered. The youngsters are all looking forward to the challenge and will learn a lot from winning and losing matches in a competitive situation. I know it's massively beneficial as I saw it first-hand last year.

For junior tournaments I have a plan to follow the grand slam events and am running an orange, green and yellow ball tournament for each grand slam throughout the year, with the yellow ball tournament being held at Musselburgh and the orange and green ball events at Joppa. The 'Australian Open' tournament in February was impacted by Storm Eunice, with the orange and green ball events being cancelled, though these are rescheduled for Easter. The yellow ball event did take place in poor conditions and well done to the juniors who took part for braving the weather.

It is my view that internal club competitions are massively important for a child's development, not only as a tennis player but generally as a child too, teaching them discipline, respect and how to win/lose in a more friendly, all in a more familiar environment than external competitions. It paves the way for external competitions too, for those who want to venture into this arena.

We will also be running another “Road to Wimbledon” competition (which has now been re-named “Play Your Way to Wimbledon” by the LTA) and Angus Scott has once again volunteered to lead this (date TBC).

I have been in contact with primary schools in Musselburgh, through the Active Schools Co-ordinator, and will be delivering taster sessions to these schools in the hope of building the junior program further and giving more youngsters the chance to play tennis, as well as continuing to build on the number of potential junior members.

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

As many members will recall, it was 2<sup>nd</sup> July 2021 when we received official confirmation of our grant funding from SportScotland, the penultimate component of the overall funding package essential to reaching our target goal of £243,000 to construct a new pavilion in Lewisvale Park. The pavilion will complete the tennis facilities renewal vision developed as far back as 2012, the first phase of which was completed in 2015 with the four, floodlit Tiger Turf 2 artificial clay courts replacing the original three blaes courts.

As a reminder, the pavilion target figure was based on an initial quotation from a building firm based on revised and scaled back plans, the original pavilion plans having proved to be completely unaffordable by 2017-18. The target figure included a 7.5% project contingency figure (note the total also includes VAT as we will not be able to reclaim VAT) which we believed would be sufficient. Having suffered delays in grant funding applications due to the Covid pandemic, by July 2021 we had finally assembled a committed funding package comprising:

£40,000	Musselburgh Common Good Fund
£50,000	East Lothian Council Community Intervention Capital Grant Fund
£20,000	Scottish Landfill Communities Fund
£20,000	Musselburgh Tennis Club (from capital reserves)
£83,000	SportScotland grant award

The final funding component on which we obtained provisional agreement was a 10-year interest free loan from the LTA of £25,000. This still left us £5,000 short of our target but the intention was to achieve this through miscellaneous fund raising. A condition of the LTA loan was the submission of 3 quotes. An invitation to tender was prepared, based on a ‘design and build to budget’ approach, with a deadline for submissions of end September 2021. As most people will be aware, 2021 proved to be a year of unprecedented building materials supply issues and price rises, coupled with a massive demand for construction and trades firms. Quite possibly the worst time in the last 30 years to undertake a construction project. The consequence of this was two-fold: building firms with more work than they could handle and a project on a fixed budget but where the cost of materials was, in many cases, increasing dramatically.

Having issued the tender to half a dozen firms, we had 3 firm expressions of interest but all 3 failed to submit a proposal on time and have still not yet submitted proposals. 2 of the firms have gone completely silent now, despite continuing to express interest into early 2022. One

other firm, on a recommendation from Longniddry Tennis Club, has now been included, but we are still in a position of needing 3 quotes at the time of writing.

It has been incredibly frustrating given that funding is in position, but we've been unable to start construction. However, some progress is being made with the firms who have still expressed interest so we are hopeful that we will have the necessary quotes in place soon.

Given the increases in costs and materials, the Board has decided to allocate additional MTC capital reserves to the project as a precautionary measure. Should any portion of this additional amount not be required for the pavilion, it can then be ringfenced for upgrading the floodlights. Further updates will be issued to the membership as soon as positive progress is made.

*\*\*Update (5th September 2022): on 15<sup>th</sup> May 2022, following a lengthy tender process during which our tender and required specification document had been issued to four construction firms, the Board made a decision to proceed with All Aspects Building & Constructions Scotland Ltd for the 'design and build' of the new pavilion. Working with All Aspects' partner architect to produce a revised pavilion design which then differed from the design we had previously received planning permission for, the new plans were submitted to ELC in July. A 'non-material variation' and building warrant application was sought but unfortunately on 11 August, ELC's assigned Planning Officer rejected this and has insisted that a new planning permission application is required. This is very disappointing as it will obviously delay the build timescale which we had hoped would commence this Autumn. The architect is currently about to submit a new planning application to ELC together with a robust supporting statement and this will be submitted early September. It is not anticipated there will be any cost increase that would take us beyond our allocated budget and project contingency funds.*

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

### **Social Tennis & Tournaments**

After various restrictions at the start of the season last April, when numbers were restricted to 15 at each session and we had limited access to the clubhouse, it has since been good to almost get back to normal. With thanks to my team of volunteers, David Stott, Jen Clark, Neil Silver, James (Toll) Towlson, Janey Anderson and Haoran Hong, we have been able to run sessions 4 days a week for 3 hours each session – Monday and Thursday evenings, Wednesday mornings and Saturday afternoons. During the East of Scotland league season, there were no evening sessions when our teams had home matches and over the summer, Saturday afternoons were put on hold.

Comparing the number of members on the Social Tennis WhatsApp Group between now and this time last year gives a good indication of the growing numbers attending the regular sessions – from 59 to 85, of whom around 50 are currently turning out regularly. Thankfully not all at the same session! Records of attendees are still being retained for Test and Protect purposes, however since October 2021, I have started recording the total number at each session, which will be interesting to compare over time. The average number of players per session in October to December last year was 15, whilst the current average is 18. We will notice when our winter members leave us at the end of this month, but an increasing number are deciding to join us for the whole year which is good news.

We held a couple of successful American Tournaments this past year, one in October and one in January, with 2 others having to be cancelled due to bad weather on the day. I hope that this coming year we will be able to get the BBQs out and hold some get togethers over the summer months. I would like to express my thanks to the regulars for their patience whilst we waited for the floodlights to be repaired in December/January. Thanks also to all those who have brought cakes and traybakes to the sessions - that maybe explains the increase in numbers!

There seems to be a demand for family sessions so we are intending to start our first Family Socials shortly, which initially will run once a month on a Saturday afternoon, after the Social Tennis sessions. This will be for parents and their children to come along and play games with other families. It's been pleasing to see the number of female members attending the sessions and it would also be good to introduce a session for those members who are perhaps newer to the game to play with others of a similar level, to gain confidence in playing doubles before they feel ready to join the existing sessions.

Box Leagues have been run for the first time. These have been mixed singles, following the Fast4 LTA format and using the LTA software. We had 30 entries and feedback has been very positive, with matches played in good spirit and a lot of close games. The intention is to run them again once the new membership year starts.

### **Governance**

Much of the governance work goes on behind the scenes, from completing the annual LTA registration and accompanying risk assessment, to checking PVG disclosures and updating records. The Board appreciates the importance of good governance and there a standing item on the agenda for the Board meetings for this purpose.

One of the aspects of governance that the LTA takes very seriously is safeguarding. Following a routine virtual visit last year by a representative from Tennis Scotland, we are still working through some of our actions, one of which is to draw up descriptions for the varying roles within the club, from Chairperson to Social Tennis Volunteer to Maintenance Subgroup member. This will help with succession planning as we look to recruit new blood into the running of the Club.

Our annual calendar continues to prove useful, helping us to keep track of deadlines and key reminders that we, as Trustees, need to meet to ensure compliance for LTA and OSCR purposes, as well as plan and organise club activities for our members.

Our Welfare Officer, Morven Murphy, has announced her intention to stand down and we are in the process of looking to appoint a replacement. I would like to express our thanks to Morven for taking on this role since its inception, being instrumental in the drawing up of the relevant policies and ensuring we met all the Safeguarding standards within the timescales needed. Morven also led on the Safeguarding visit last year. We will be sharing with all our members once a new Welfare Officer has been appointed.

And last but not least, as Covid restrictions have eased, we have continued to keep abreast with the guidance from the Scottish Government and Tennis Scotland. It's hard to remember now the time when all spectators were banned, and numbers restricted!



## **Maintenance**

Another busy year with lots going on behind the scenes to keep the courts and pavilion open and in good shape, involving not just ourselves but East Lothian Council, AllSports, Halliday Lighting and Police Scotland!

AllSports is now conducting monthly visits throughout the year, not just over the summer months, though they missed May and December due to their time constraints. We are currently awaiting a date for an 'intensive pre-season visit' in March with a significant deposit of artificial clay, the last being in September 2020.

Unfortunately, we were subject to an attempted break in and vandalism in August and Sean subsequently met with the local Crime Prevention Officer who offered a few suggestions as well as offering to assist with preventative planning on the new pavilion. ELC responded very quickly thankfully to replace the boarding and toilet window.

We also had significant issues with our floodlights last year, which severely impacted our members in December/January. I'll not go into details here – we issued a communication to members during December to explain the situation and ask for everyone's patience – thank you! Suffice to say we had 6 lights out in the run up to Christmas – 3 of them went out in a 15-day period before Christmas, which could not have been predicted. A combination of circumstances was against us, but we have learnt from the experience and are as confident as we can be that we will not find ourselves in a similar situation again. Our ultimate aim is to switch to LED lights but there is a significant cost involved and this will have to be a follow-on project once the new pavilion is completed. At the time of writing, we have one light out which has been reported to ELC and we are awaiting a timescale for repair.

Other items worth mentioning were the replacement of 2 nets by Kevin and the repair of the fixed anchor for the net on court 1 by AllSports.

We do receive very favourable comments on our courts, but it's not without some effort by Board members. I would like to put together a small team of people who would be responsible for keeping the pavilion clean and tidy and ensuring the courts are properly maintained, conducting regular checks on the courts, effecting minor repairs and reporting any issues in accordance with a clear process. A call will be going out shortly for volunteers to perform a 'spring clean' of the pavilion in preparation for the new league season, starting at the end of April.

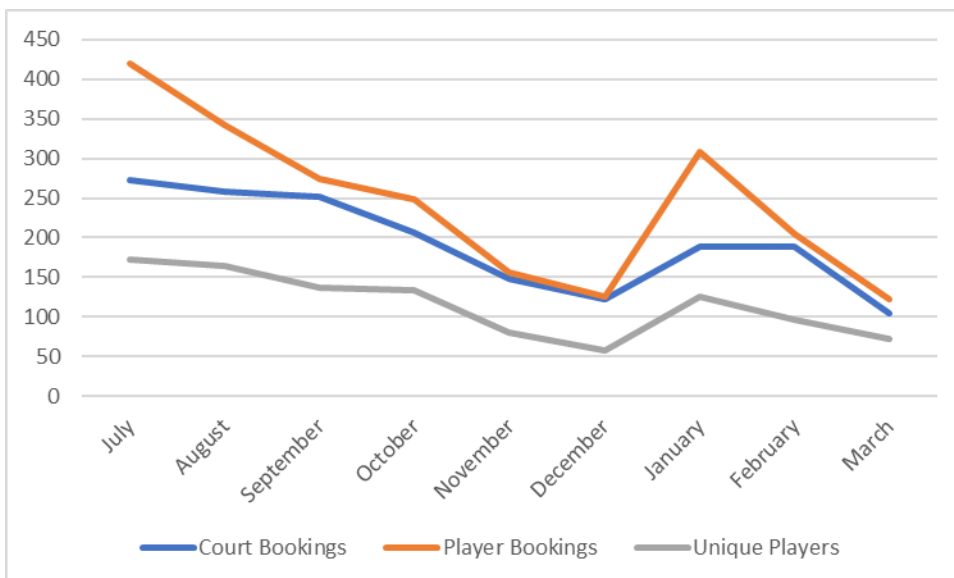
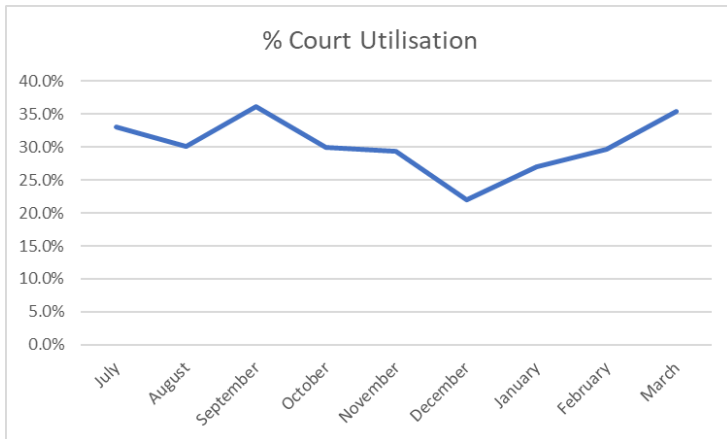
## **Court usage statistics**

At last year's AGM, one of the attendees asked if we had any statistics on court usage and at that time we did not. However, I subsequently noticed a feature mentioned in one of ClubSpark's regular email updates about the Dashboard on the MTC website and started recording the statistics every Sunday evening at about 10pm since 5<sup>th</sup> July 2021.

Bearing in mind our courts are open from 7am until 10pm, the percentages may seem low, it's probably the trends that are more important than the numbers themselves.

The figures available are:

1. Percentage court utilisation
2. Court bookings
3. Player bookings
4. Unique player bookings



We have not had a full year of recording yet, but it's interesting to note a couple of things so far.

- % court utilisation hasn't exceeded 40% yet (to 17.3.22) so there is plenty of court time available.
- Summer v winter effect – lowest % usage unsurprisingly was 12% for the week ending 26<sup>th</sup> December and highest was 37% for the week ending 5<sup>th</sup> July.
- A noticeable increase in the number of unique bookings in the summer months – public bookings.

This time next year, we will have had a further 12 months of recording so will be able to analysis the data further.

## 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, point 2, starting on page 6.

### 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. The other regular liability to ELC is the annual court usage fee of £400.

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 Sink Fund amounts due for 2019/20, 2020/21 and 2021/22 not having been invoiced by ELC, nor the court usage fees for 2019/20 and 2020/21, MTC are ring-fencing these additional liabilities. The Reserves also include an amount of £40,000 awarded by SportScotland, and £30,000 which has been earmarked by MTC for the new pavilion project.

These amounts are detailed in the note on reserves on page 8 and in note 6 on page 24, which shows that our reserves policy has been met this financial year.

## PLANS FOR FUTURE PERIODS

As stated in the chairperson's report at our AGM: in terms of club development and progression, it is very reassuring to see MTC continue to grow and court usage increase. Managing the demands of court usage at peak times is always a challenge but is a good one to have as it means the Club is busy. It is always difficult to please everyone all of the time and the Board of Trustees' role is to balance the needs of everyone in the context of the Club's stated purpose and the aims the Board has in order to deliver that purpose:

"To encourage people of all ages and abilities from Musselburgh and its surrounding communities to develop a lifelong passion for tennis"

- Build and maintain 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 and 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.
- Maintain the Club's profile and interaction with other East, Midlothian and Edinburgh tennis clubs as well as Tennis Scotland.

We will continue to prioritise the pavilion project, with the aim of commencing the build process in the coming year. Being able to deliver a new pavilion is integral to the continued growth and development of the Club.

Approved by the charity trustees on 1 November 2022 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'SM', with a long, wavy horizontal line extending to the right.

**Stella Smith**

**Treasurer**

<b>MUSSELBURGH TENNIS CLUB</b>								
<b>Statement of Receipts and Payments</b>								
<b>For the Year to 28 February 2022</b>								
		<b>Year to 28/2/22</b>			<b>Year to 28/2/21</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		18,926	-	<b>18,926</b>	12,793	-	<b>12,793</b>	
Public Access, Guest Fees & Floodlights	3	5,987	-	<b>5,987</b>	3,892	-	<b>3,892</b>	
Matchplay Sessions	4	253	-	<b>253</b>	-	-	-	
Charitable Donations		90	-	<b>90</b>	-	-	-	
<b>Grants</b>								
		-	40,100	<b>40,100</b>	-	-	-	
<b>Receipts from Fundraising Activities</b>								
		340	-	<b>340</b>	-	-	-	
<b>Gross Trading Receipts</b>								
Coaching income		14,937	-	<b>14,937</b>	7,363	-	<b>7,363</b>	
<b>Total Receipts</b>		<b>40,533</b>	<b>40,100</b>	<b>80,633</b>	<b>24,048</b>	<b>-</b>	<b>24,048</b>	
<b>Payments</b>								
<b>Cost of Fundraising</b>								
		2,308	-	<b>2,308</b>	-	-	-	
<b>Cost of Charitable Activities</b>								
	5	5,977	-	<b>5,977</b>	5,209	-	<b>5,209</b>	
<b>Cost of Trading</b>								
Coaching fees		11,357	-	<b>11,357</b>	7,035	-	<b>7,035</b>	
Coaching equipment		933	-	<b>933</b>	-	-	-	
<b>Total Payments</b>		<b>20,575</b>	<b>-</b>	<b>20,575</b>	<b>12,244</b>	<b>-</b>	<b>12,244</b>	
<b>Surplus for the period</b>		<b>19,958</b>	<b>40,100</b>	<b>60,058</b>	<b>11,804</b>	<b>-</b>	<b>11,804</b>	
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Surplus for the period</b>		<b>19,958</b>	<b>40,100</b>	<b>60,058</b>	<b>11,804</b>	<b>-</b>	<b>11,804</b>	

The Notes on pages 23-24 form an integral part of these accounts.

<b>MUSSELBURGH TENNIS CLUB</b>					
<b>Statement of Balances</b>					
<b>As at 28 February 2022</b>					
<b>Funds Reconciliation</b>	Note	Unrestricted Funds	Restricted Funds	<b>2022 Total</b>	<b>2021 Total</b>
Cash at Bank & In Hand - at start		53,326	-	<b>53,326</b>	<b>41,522</b>
Surplus for the period		19,958	40,100	<b>60,058</b>	<b>11,804</b>
Cash at Bank & In Hand - at end	<b>6</b>	<b>73,284</b>	<b>40,100</b>	<b>113,384</b>	<b>53,326</b>
<b>Bank &amp; Cash Balances</b>					
Bank Deposit Account				<b>113,384</b>	<b>53,326</b>
Cash in Hand				-	-
				<b>113,384</b>	<b>53,326</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 pages 23-24 form an integral part of these accounts.

Approved by the charity trustees on 1 November 2022 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 2022</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, another £5,000 in 2020/21, and a further £10,000 in this financial year, giving a total to the designated fund of £30,000.			
	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> are paid to MTC in the instances where members bring along non-members to play at the courts. <b>Public Access Fees</b> 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.			
	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>Matchplay Sessions</b> are a new source of income this year. A small charge is now applied, via the online Clubspark booking system for ladies' and men's team practice sessions. This is to reflect and to recuperate some of the cost of tennis ball usage by the teams.			
<b>5</b>	<b>Cost of Charitable Activities</b>			
	Unrestricted Funds	Restricted Funds	<b>2022 Total</b>	<b>2021 Total</b>
	£	£	£	£
Installation of Smartgate System	-	-	-	<b>2,557</b>
Electricity	1,645	-	<b>1,645</b>	-
Gate Access System Annual Fee	858	-	<b>858</b>	<b>1,025</b>
League Fees & Affiliation	683	-	<b>683</b>	<b>180</b>
Tennis Scotland Affiliation	480	-	<b>480</b>	<b>40</b>
Court Usage Fee	400	-	<b>400</b>	-
Tennis Balls	562	-	<b>562</b>	<b>768</b>
Purchase of Equipment	433	-	<b>433</b>	-
Independent Examiner	300	-	<b>300</b>	-
Insurance	149	-	<b>149</b>	-
Key Cutting/Fobs	92	-	<b>92</b>	<b>110</b>
Engraving	84	-	<b>84</b>	-
Banner	138	-	<b>138</b>	-
Admin/Misc	153	-	<b>153</b>	<b>529</b>
	<b>5,977</b>	-	<b>5,977</b>	<b>5,209</b>

<b>6 Reserves</b>						
The balance of funds at 28 February 2022 is £113,384. A portion of these reserves are already committed to the new pavilion project, and to the courts' sink fund and usage fee.						
		£	£			
Reserves at 28/2/22			113,384			
Less Restricted Funds:						
Common Good Fund Grant Income		40,000				
Seniors Tennis Grant		100				
			40,100			
Less Ringfenced for:						
New Pavilion Project		30,000				
Sink Fund due to ELC (Years 19/20, 20/21, 21/22)		21,600				
Court Usage due (Years 19/20,20/21)		800				
			52,400			
Remaining Reserves			20,884			
The Reserves Policy states that an amount to cover 2 years' worth of Sink Fund/Court Usage liabilities to ELC should be covered in remaining year end reserves. This equates to approximately £5,200 and this has been achieved.						
<b>7 Trustee Remuneration</b>						
No remuneration was paid to any charity trustee, or to anyone connected to them, in relation to their role as trustee of the charity. Kevin Duffy was paid for his role as Head Coach at an hourly rate in line with the going rate for a Level 4 coach.						
<b>8 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 2022 which are set out on pages 21 to 24 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: 1 November 2022

Name: Moira J Easson

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

Address: 33 Belford Gardens, Edinburgh, EH4 3EP