

# Poppleton Lawn Tennis Club 47th AGM

For the period: October '23 through to September '24



Prepared by

Poppleton Lawn Tennis Club committee – *November '24*

## **1. Agenda & Apologies**

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1. Apologies
2. Minutes of the 2023 AGM for approval
3. Chair Report - John Lister
4. Treasurers Report - David Anderson
5. Membership Report - Tony Howard
6. Court Maintenance - Brian Graystone
7. Coaching & Junior Update - Belinda Turnbull
8. Proposed election of officers
9. AOB
10. Date of Next AGM: *November/December 2025*

## **2. Minutes from 46th Annual General Meeting. [for approval]**

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### **Poppleton Lawn Tennis Club 46h Annual General Meeting**

Tuesday 21st November 2023, 7:30pm

#### **In attendance:**

John Lister (Chair), Belinda Turnbull, Hilary Spencer, Sally Bell-Syer (minutes), David Anderson, Debbie Von Malachowski, Tony Howard, Brian Greystone, Lorna Walton, Pete Moss.

#### **1. Apologies for absence**

Apologies were received from Edie Jones, Margaret Evans, Rosie Cantrell, Jean Graystone, Fiona Mackay, Steve and Sue Armitage, Jean Geraghty, Nicola Davies, Hilary Brown, Linda Moore (Linda also extended thanks to the committee for their hard work over the past year).

#### **2. Minutes of the 45th AGM held on 17 November 2022**

The reports were approved as an accurate record and no issues were raised. Matters arising were actioned in that the accounts from 2022 had been signed off. Proposed by John Lister, seconded by Pete Moss.

#### **3. Chair's report (John Lister)**

John reported that planning approval for the new clubhouse development was still outstanding and issues raised by the planners had been responded to, it was hoped to have a decision before Xmas. John thanks the committee, coaches and maintenance team for a great job over the past year

#### **4. Treasurer's report (David Anderson)**

The club is in a positive position with group coaching producing good revenue. Fees have increased by 5% and the Poppleton Community Trust levy will increase by 20% due to their VAT registration. Project costs have not been included in this year's accounts. Accounts from 2023 have been signed off. There were no objections. David was thanked for his contribution.

#### **5. Membership secretary's report (Tony Howard)**

Tony reported a healthy membership with a slight drop in Weekday members but other categories holding up well. No questions were raised. Tony was thanked for his continued involvement and for his support of the work on the new courts.

#### **6. Court maintenance report (Brian Graystone)**

All members in attendance agreed that the maintenance team do a fantastic job and expressed their thanks to all involved. Brian highlighted regular maintenance tasks and the team had purchased replacement nets where needed and a hedge trimmer.

The hard courts need repainting, and this will be scheduled for the Spring.

#### **7. Coaching and junior reports (Belinda Turnbull)**

Belinda summarised the coaching report - another good year she highlighted several young players who had excelled and thanked the coaches for all their help and input. No questions were raised.

#### **8. Election of officers and committee**

The following officers and committee members were elected:

Chair:	John Lister	Honorary Secretary:	vacant
Honorary Treasurer:	David Anderson	Membership Secretary:	Tony Howard.
Vice Chair:	vacant	Safeguarding:	Rosie Cantrell.
		Safeguarding deputy:	Debbie Von Malachowski

Committee members:

Hilary Spencer, Belinda Turnbull, Rosie Cantrell, Sally Bell-Syed, Lorna Walton, Brian Greystone.

#### **9. AOB**

Belinda said that Nicola Davies had agreed to join the committee.

#### **10. Date of next AGM: November 2024**

All reports will be sent out electronically prior to the meeting.

### 3. Chair's report

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#### Poppleton Tennis Club Chair's Report December 2024

Welcome to our 47th AGM

Reports on the state of the club's Finance, Membership and Court Maintenance position have been prepared by David (Finance), Tony (Membership) and Brian (Maintenance) respectively. Belinda will cover coaching. I am therefore going to limit my comments to the committee's discussions and progress on facility development, proposed fees for the 2025-26 season and request to members to join your committee. Before doing so however, I would like to thank all of our coaches (ably led by Belinda), the committee members and everyone who has volunteered at the club over the last year. We would not have the facilities, community and membership we have today without them!

#### Court developments

Over the last years we have replaced the artificial grass with artificial clay on courts 1-3 and refurbished / repainted courts 4-6, including adding two pickleball court layouts on Court 6. As shown in this years accounts the cost of these improvements has been around £125k. Hopefully this investment will stand us in good stead for the next 5-10 years as we re-build our funds and/or invest them elsewhere. I would like to put on record my thanks to Tony Howard and Brain Graystone their work with our contractor, Fosse, overseeing the resurfacing works and ensuring we get the best playing surfaces possible.

As I reported last year in addition to replacing the surface on courts 1-3 and repainting courts 4-6 we have been exploring the possibility of erecting a Pay & Play Padel Court behind Courts 5-6 and building a new Club House alongside Court 6, as the Community Centre wishes to use the Conservatory to expand the cafe and as part of its wider development plans. Planning permission for the development of a Padel Court and the new Clubhouse was approved in April this year since which time we have been working with the Community Trust on costing and funding the development. I am pleased to say that York City Council has recently agreed to allocate some £125,000 of S106 money to the development of the proposed Padel and Pétanque Courts so we are now actively working with the Trust to deliver both the Padel Court and new Clubhouse in time for next year's AGM. The expected cost from a Tennis perspective is expected to be in the region of £100,000.

Whilst the club will have sufficient funds to pay its share of the development costs it is important that your club has the ability to borrow from the LTA or YLTA should it need to, indeed this was an option we have explored with both for the Padel Court development. Currently our constitution limits the amount your Committee can borrow for development to £10,000. I propose that this limit is increased to £50,000 which would be more in line with need should we wish to develop a second Padel Court.

#### Fees

Reflecting the club's financial position, the proposed increase in the Community Trust levy, and the continuing need to build up funds to meet anticipated expenditure in the coming years, the Committee is proposing the following fees for the 2025-6 season payable from 1st April.

Adult full	£175	Junior – under 10	£45
Adult Weekday	£110	Junior – 10-18	£65
Winter	£95	Chaperone	£45

Fees for packages eg 'adults and children' will be based on the above with discounts for "bulk" as in previous years.

Having looked at the fees charged by York Tennis Club the proposed fees remain competitive for what are arguably much better facilities.

Floodlight fees have been set at a level that covers the costs, currently £6 per hour.

#### Finally

I would like to say a special thank you to all the Committee members who have willingly given up their time to make your tennis club what it is. Please do consider whether you can give up some time to join them and perhaps take on the role of club secretary, which is currently vacant and being covered, temporarily, by existing committee members. Should no volunteer come forward your committee have agreed that we will look for someone to do the role on a paid basis.

**John Lister, Chair**

## 4. Treasurer's report

### Summary

Full year end accounts (and comparison to last year) are included below. Highlights are detailed in these notes. We undertook a couple of large projects which have dominated the funds we're holding in our accounts. Despite this we remain in a strong position with good income from Membership (same as last year) and a strong contribution from Group Coaching to our fundings (marginally down on last year).

Poor winter weather (November through to January) impacted the delivery of the new court surface as well as disrupted the group coaching programme – and floodlight income - through that same period; nevertheless we've maintained strong income (only marginally impacted).

<b>Club Funds – in bank</b>		<b>30 Sept '24</b>	<b>30 Sept '23</b>
All accounts		£89,666.79	£173,607.53

*NB accrual basis*

		<b>This year (23-24)</b>	<b>Last year (22-23)</b>
<b>Income</b>	Membership	£29,843.50	£29,524.85
	Group Coaching	£45,277.00	£47,757.07
	Floodlights	£1,415.25	£2,066.50
<b>Expenditure</b>	Levy (on membership)	£5,194.63	£4,770.00
	Group coaching costs	£35,992.55	£33,844.45
<b>Other income</b>	Floodlights	£1,415.25	£2,066.50
	Match subs	£978.50	£1,151.00

### Additional notes:

Accruals are high this year - £16.5k. These are payments due to Fosse for the Court painting (£10.1k), Poppleton Community Trust (PCT) for the Levy (£5.1k) and some Hall hire invoices.

PCT have become VAT registered which has increased costs to the club.

**Group coaching** contribution has again been strong providing c. £9.2k of contribution to the club (£13k LY).

**Pickleball** – to assist the setup of the Pickleball group we have agreed to help with banking and accounting for the Pickleball group. We additionally have organized line painting (on court 6) and have nets, bats and balls available for play.

### Membership – and Levy

Membership income has remained steady comparatively £29.8k vs £29.5k). Our membership numbers however are slightly down on last year. The picture in terms of the Poppleton Community Trust Levy however means that a VAT charge has been implemented raising the Levy to £5,194.

### Electricity - Floodlights

Electricity costs (floodlights) have remained broadly covered by our income (despite the winter weather). Late banking has impacted the year end picture slightly. Actual income from the year is closer to £1900.

### Ball costs:

Ball costs remain broadly covered by our income. It is important that we collect the ball fees to make a good contribution to the new balls we buy each year. Banking has been later this year presenting a worse picture than reality – so we have raised the same income this year as last (£1159.50 - TY).

### Project Costs:

#### Artificial Clay surface

By far our most significant project to date is the replacement surface from grass to clay. This was undertaken in the year. Costs total: £105.9k

Many thanks to all those involved in bringing the surface to life – with particular note to Tony, Brian and the Maintenance team *and* those other members who helped get the courts into action.

#### Hard court surface re-paint

This was undertaken through September – and there are some issues we had to raise with Fosse the provider – who have some finishing off to do. Cost for this was just over £10,100.

### Accounts review:

Many thanks to Gareth Ware who kindly reviewed the accounts in November '24

**David Anderson – Treasure**

## Financial Activities (Tennis) – accrual basis

	Oct 2023 - Sep 2024	Oct 2022 - Sep 2023 (PP)	Total
<b>INCOME</b>			
Charitable activities			415.50
Floodlight token income	1,415.25		2,066.50
Grants, Donations and legacies	150.00		
Group Coaching income	45,277.00		47,757.07
Adult Group Coaching	20.00		79.00
Easter Camp (sales)	1,747.00		199.50
Summer Camp (sales)	6,527.75		7,909.50
<b>Total Group Coaching income</b>	<b>53,571.75</b>		<b>55,945.07</b>
Match fees			93.00
Ladies 1s	90.00		103.00
Ladies 2s	108.00		103.00
Ladies 3s	108.00		105.00
Mens 1s			109.00
Mens 2s	225.00		214.00
Mens 3s			78.00
Mens 4s	51.50		41.00
Mixed 1s	168.00		33.00
Mixed 2s			100.00
Mixed 3s	96.00		90.00
Mixed 4s	132.00		82.00
<b>Total Match fees</b>	<b>978.50</b>		<b>1,151.00</b>
Membership Sales	100.00		
Membership sales - Adults	12,776.00		13,984.10
Membership Sales - Family	12,065.00		11,530.00
Membership sales - juniors	4,902.50		4,010.75
<b>Total Membership Sales</b>	<b>29,843.50</b>		<b>29,524.85</b>
Other fees (Guest fees - ball sales)	116.00		93.00
<b>Total Income</b>	<b>86,075.00</b>		<b>89,195.92</b>
<b>COST OF SALES</b>			
GoCardless Fees	147.60		169.88
Group Coaching fees	26,071.38		25,154.57
Coaching Fees (Summer Camp)	6,020.00		5,005.00
Group Coaching Admin	2,250.00		1,500.00
<b>Total Group Coaching fees</b>	<b>34,341.38</b>		<b>31,659.57</b>
Poppleton Community Trust (Hall Hire)	1,503.57		2,015.00
<b>Total Cost of Sales</b>	<b>35,992.55</b>		<b>33,844.45</b>
<b>TOTAL</b>	<b>50,082.45</b>		<b>55,351.47</b>
<b>EXPENDITURES</b>			
Charity donations	113.00		415.50
Court Maintenance	932.50		814.26
Court Maintenance Contract			1,435.50
<b>Total Court Maintenance</b>	<b>932.50</b>		<b>2,249.76</b>
Grounds Equipment (and storage)	3,009.36		550.00
Interest Payable	-0.01		
League Fees	370.00		217.00

		<b>Total</b>
	<b>Oct 2023 - Sep 2024</b>	<b>Oct 2022 - Sep 2023 (PP)</b>
LTA fees	810.00	720.00
Office/General Administrative Expenses	262.00	130.00
Other Professional Services	564.00	267.12
Poppleton Community Trust (Electricity)	2,772.00	2,556.00
Poppleton Community Trust (Levy)	5,194.63	4,770.00
Projects (One offs)		
Court repainting	10,164.00	
Court Resurfacing (Clay)	105,899.26	780.00
Court surface deep clean	1,710.00	
Padel and Clubhouse (Planning)	581.40	2,692.00
<b>Total Projects (One offs)</b>	<b>118,354.66</b>	<b>3,472.00</b>
Refunds (Individual fees, COVID-19, etc)	141.50	199.00
Tennis balls & Equipment	2,128.05	2,065.04
Travel and Accommodation		121.50
<b>Total Expenditures</b>	<b>134,651.69</b>	<b>17,732.92</b>
<b>NET OPERATING INCOME</b>	<b>-84,569.24</b>	<b>37,618.55</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£ -84,569.24</b>	<b>£37,618.55</b>

## Balance Sheet

As of September 30, 2024

		<b>Total</b>
	<b>As of Sep 30, 2024</b>	<b>As of Sep 30, 2023 (PY)</b>
<b>FIXED ASSET</b>		
<b>Total Fixed Asset</b>		
<b>CASH AT BANK AND IN HAND</b>		
NatWest Group Coach (Online)	36,744.53	64,527.96
NatWest Group Coaching (Manual)	450.50	450.50
Scottish Widows Savings	15,843.77	15,843.76
Treasurers (Membership) Account	52,513.03	93,402.93
Pickleball Account	606.00	
<b>Total Treasurers (Membership) Account</b>	<b>53,119.03</b>	<b>93,402.93</b>
<b>Total Cash at bank and in hand</b>	<b>106,157.83</b>	<b>174,225.15</b>
<b>DEBTORS</b>		
<b>Total Debtors</b>	<b>93.00</b>	<b>93.00</b>
<b>NET CURRENT ASSETS</b>	<b>106,250.83</b>	<b>174,318.15</b>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
<b>Trade Creditors</b>	16,584.04	710.82
<b>Total Trade Creditors</b>	<b>16,584.04</b>	<b>710.62</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>16,584.04</b>	<b>710.62</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>89,666.79</b>	<b>173,607.53</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>89,666.79</b>	<b>173,607.53</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£89,666.79</b>	<b>£173,607.53</b>
<b>CLUB FUNDS</b>		
Opening Balance Equity	118,882.06	118,882.06
Retained Earnings	54,725.47	17,106.92
Surplus/(Deficit)	-83,940.74	37,618.55
<b>Total Club funds</b>	<b>£89,666.79</b>	<b>£173,607.53</b>

## Special Note: Financial Activities (Pickleball)

Income and expenditure detail for Pickleball.

October 2023 - September 2024

OTHER INCOME	
Pickleball (income)	474.00
Pickleball Monday	179.50
Pickleball Tuesday	396.00
Pickleball Wednesday	419.00
<b>Total Pickleball (income)</b>	<b>1,468.50</b>
<b>Total Other Income</b>	<b>1,468.50</b>
OTHER EXPENDITURES	
Pickleball (expenses)	
Pickleball hall hire	840.00
<b>Total Pickleball (expenses)</b>	<b>840.00</b>
<b>Total Other Expenditures</b>	<b>840.00</b>
<b>NET OTHER INCOME</b>	<b>628.50</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£628.50</b>

## 5. Membership Report

Member numbers:

	2024	2023
<b>Income</b>	<b>£28,570</b>	<b>£28,994</b>
<b>Adults:</b>	<b>154</b>	<b>166</b>
Full	65	76
Family	54	59
Mid-week	18	14
Winter	7	4
Chaperone	10	13
<b>Junior/Child:</b>	<b>139</b>	<b>149</b>
Juniors	42	38
Family	63	67
Child	31	28
Winter	3	7
<b>Total members</b>	<b>293</b>	<b>315</b>

Tony Howard

## 6. Maintenance Report

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As last year, the maintenance team has been: Brian Graystone, Pete Moss and Tony Howard with the occasional guest appearance of Edwin Knighton

Routine maintenance tasks have included:

- Removing debris, blowing courts
- Tractor brushing of courts 1-3
- Weeding the court gravel perimeter areas
- Applying weed killer along ground between ct6 and the school
- Strimming and control of brambles between ct6 and the school boundary
- Removal of pigeon excrement to Court 3
- Trimming hedges and shrubs
- Liaising with Replay Maintenance Contractor for Courts 1-3,
- Liaising with contractor, Chris Watkinson for trimming conifer hedges, 1 x per year (approximate cost £600) and scrapping back overgrown vegetation between ct6 and the school boundary

### Equipment

No new equipment has been purchased. Hedge trimmer and power blower battery replaced under warranty.

### Courts 1-3

The courts have been replaced with artificial clay. The courts require more regular maintenance, in particular topping up and spreading of new sand. Many thanks to Tony for leading on this.

A new annual maintenance contract has been placed with REPLAY for £2300. This consists of 4 visits with moss treatment. REPLAY has recommended that we retain a stock of 0.5 tonne sand.

### Courts 4-5 Maintenance

The courts were power cleaned, binder applied and repainted this September . This should extend the life of these courts for a number of years before a replacement needs to be considered. The cost of the re-paint was £7,890.00 ex VAT.

Additionally Ct 6 was marked out with 2 Pickleball courts at a cost of £580 ex VAT. Unfortunately the contractors made a mistake in painting the lines and have had to return to make a temporary fix. A full repair will be completed in the New Year.

### Flood lights

4 flood lights have been replaced at a cost of £2,300 ex VAT

### Forecast for 2024-25

We estimate that a sum of £3,000 – 4,000 will be needed for routine maintenance in 2024, excluding any additional electrical work on the floodlights.

**Brian Graystone**



## 7. Coaching and Juniors Report

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Another busy and successful year.

### **Juniors:**

The junior groups have been busy particularly Saturdays.

- Reuben and Ezra Bird have both been selected for County training.
- Jonathan Herrera and Leila Bull have both won some grade 4/5 tournaments.

### **Coaching Development:**

- Cam Jones did his level 1 coaching
- as did Freya Devine.

### **Player development:**

Rob Coggrave, Will and Luke Howard, Cam Jones, Jonathan Herrera, Ben Anderson, Ollie Ellis, Hugh Hatfield, Aaron Cockerill and Oliver Davis all played for the men's teams.

Freya Devine, Leila Bull and Leah Larkman all played for the ladies first team which was promoted to Division 1.

Josie Catchpole, Elsie Ware and Olivia Watkins won the Yorkshire National League 12U Division 2.

### **Rusty's**

Rusty rqs on Thursdays and Fridays have both been busy.

Many thanks to the coaching team;

- Ben Walker, Nick and Rebecca Turnbull, Jed Devine, Laura Turnbull and Cam Jones.

## 8. Election of Officers and Committee

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Roles:

Chair	John Lister
Hon Secretary	vacant
Membership Secretary	vacant
Treasurer	David Anderson
Safeguarding Officers	Rosie Cantrell, Debbie Von Malachowski
Committee Members	Lorna Walton, Hillary Spencer, Sally Bell-Syer, Brian Graystone, Nicola Davies

## 9. AOB

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## 10. Next Meeting

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November / December 2025