

**Minutes of the 101<sup>st</sup> Annual General Meeting of Suffolk Lawn Tennis Association held at 7.30pm on Sunday 29<sup>th</sup> January 2023 via Zoom.**

**Members of the Management Committee Team in attendance** Julia Waters (JW) Chair & LTA Councillor, Robert Brown (RB) Honorary Treasurer, Steven Law (SL) out going LTA Councillor, Phil Eaves (PE) Vice Chair, Sally Gooch (SG) Safeguarding Officer, Mark Bullock (MB) Disability Coordinator, Eric Maule (EM), Honorary Independent Account's Examiner, and Sarah Elliott (SE) Secretary.

**Representatives for the following clubs and organisations;** Leo Tutt (LT) LTA Regional Participation Development Partner, Ben Thompson (Lowestoft), Fiona Foreman, (Saxmundham), Matthew Watson (East Bergholt), Isabelle Hunter (Worham), Emily Stebbings (Worham & Lowestoft), Jeremy Scowsill (Framlingham Tennis Tournament), Paul Cansdale (East Bergholt), Mike Watling (Copdock & Washbrook), Jessica Terry (Kesgrave), Keith Ruttle (Newmarket), Mark Anderson (East Bergholt), ( Ben Coupe (Kesgrave), Josh Tree (ISC), Josh Bolt (Finborough School), Agnieszka Wilk (Stowmarket), David Wilson (St Johns), Sheelagh Watts, Laura Allison, Rick Terry, Wendy Smith, Sarah (Sudbury - no surname on Zoom shown) and Anne (no surname on Zoom shown).

Item	Summary	Action
<b>1.0 Introductions &amp; Apologies</b>	JW introduced herself and thanked everyone for taking time to attend. Apologies Brian Samuel (Sproughton), Janet Fish (Exning), Peter Hatcher (Creekers), Tip Flory (Ipswich Sports Club) Janie & Peter Taylor (Adastral Park)	
<b>2.0 Approval of the Minutes of the Annual General Meeting 27<sup>th</sup> March 2022</b>	Minutes of the AGM were agreed as a true record, they were proposed by Fiona Foreman and seconded by Mike Watling.	
<b>3.0 Matters Arising from the Minutes</b>	Matters arising not covered in the agenda. None were raised.	
<b>4.0 To Receive and Adopt the Statement of Income and Expenditure Balance Sheet for 2022</b>	Copies of the Accounts were circulated prior to the meeting. RB reported that presenting the accounts for the year ending 30 <sup>th</sup> September 2022 would be his last job of as Treasurer as he was stepping down from the position. RB gave an in depth overview of the finances. <b>Accumulated Fund Income &amp; Expenditure Account</b> Income £57,946, Expenditure £59,970, Deficit for the year - <b>£2024</b> . Figures for both Expenditure & Income were substantially greater than those for the previous year when activities were severely limited by Covid restrictions. <b>Expenditure.</b> The biggest component was competitions which totalled £42,053 (73% of total expenditure). It included the support of teams of all ages taking part in matches on behalf of the County. Main Adult Summer & Winter Cups £10,535 First Round of Junior Cups £9,711 Senior Inter County Matches £6,378	

	<p>County Closed Tournaments £4,170</p> <p>Most expenditure had been anticipated in the budget, but not the success of the county junior cup teams, 3 reaching the National Finals. Their success resulted in an unexpected significant outlay of £8,784.</p> <p>The next most significant category in terms of outlay which covered the payment of the County Performance Manager and excess of expenditure over income in respect of Squad Coaching totalled £8,569.</p> <p>Participation. £2,887 was spent on the management of the county's Disability Tennis activities. This amount had been recognised by financial support from the GeeWizz charity for which SLTA was very grateful.</p> <p>The final item of expenditure, worthy of mention was £5000 which had been spent on legal and tax advice to consider SLTA becoming an Incorporated Body. The expenditure was largely financed by a one-off grant from the National LTA to provide for that purpose.</p> <p><b>Income</b></p> <p>£19,840 (aprox 1/3) came from affiliation fees from Suffolk Clubs. The fees were paid to the National LTA and then forwarded to SLTA.</p> <p>£20,412 was received in the form of LTA Grants. Some were received for specific purposes such as</p> <ul style="list-style-type: none"> <li>• Investigation into becoming an Incorporated Body</li> <li>• LTA support for our Performance and Disability Programmes.</li> </ul> <p>£8,650 was received in the form of grants carried over from the previous year. The activities that they intended to support (mainly County Cup events) did not take place due to Covid restrictions.</p> <p>£8,818 of 'Commercial Income' had been gratefully received from various supporters of SLTA which included</p> <ul style="list-style-type: none"> <li>• £3,661 from those in SLTA's Patron Scheme</li> <li>• £4,500 from Suffolk Tennis Fund Limited</li> <li>• £600 from Tennis Youth Fund</li> </ul> <p>Release Provisions No Longer Required. A rather unusual final category. RB explained that during his period as Treasurer various potential costs and liabilities were budgeted for but had not had to be settled immediately. Some were now old and were not likely to crystalise and consequently RB reported that in his final year as Treasurer he had deemed it prudent to release £8,876 back to the Income and Expenditure Account. The sum of £8,876 allowed the books to balance following the unexpected expenditure of sending the Junior Teams to the National Finals (£8,784). RB apologised for not leaving his successor with a similar 'up the sleeve' provision for a future rainy day.</p> <p><b>Balance Sheet</b></p> <p>RB pointed out that after applying the deficit of £2,024 against the balance brought forward on the Accumulation</p>	
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	<p>Fund, the year ended with a balance of £78,805. To this can be added the items listed under 'Other Funds' which are available to SLTA but can only be used for specific purposes. This gives a total balance of £100,478 at 30<sup>th</sup> September 2022. These reserves are represented by SLTA's investment in Suffolk Tennis Funding Ltd of £25,294 with a balance largely made up of balances held in SLTA bank accounts. RB thanked EM for kindly carrying out an independent review of the accounts and accounting underlying records this year and in many previous years. JW thanked RB and EM and asked if anyone had any questions regarding the accounts. There were none.</p> <p><b>Formal Adoption of the Accounts.</b> The adoption was proposed by SE and seconded by Keith Ruttle. JW thanked RB for his support and hard work throughout his long term as Treasurer to SLTA.</p>	
<b>5.0 Management Report</b>	<p>JW gave the following report.</p> <p><b>Committee.</b> 2022 saw new members working on the management committee, Sarah Elliott as Secretary and Sally Gooch co-opted into the role of Safeguarding Office. SG visited many clubs which proved very beneficial to Clubs and County relationships.</p> <p><b>Disability Coordinator.</b> Ruby Bishop had been appointed to the role of Disability Coordinator but following the demands on her time as a member of the GB Wheelchair team, resigned from the position. Ruby was replaced by Mark Bullock, an ambassador for inclusive sport. Mark has worked hard to deliver SLTA's disability programme particularly the Youth Disability Programme sponsored by GeeWizz.</p> <p><b>County Teams.</b> Suffolk punched above its weight; three junior teams reached national finals. The U12 Girls finished as National Champions, the boys 14 narrowly missed out, losing in a tie break decider. The Men's Team gained immediate promotion back to Group 1 whilst the very young Ladies Team played their way into Group 7. In total the Ladies team gained 3 successive promotions in the Winter County Cup and Summer County Cup. A bright future is on the horizon, JW thanked the captains. Turning to the Senior Teams, JW thanked Janie Taylor and Charlie Fulcher for their organisation of the teams including transport and accommodation.</p> <p><b>LTA awards.</b> JW reported that SLTA was well and truly on put on the map with Matthew Watson from East Bergholt receiving the accolade of Regional Development Coach of the Year while the Suffolk Tennis Grand Prix won the prestigious National award for Competition of the Year. This was the brainchild of Emily Stebbings, Ben Smith, and Ben Thompson.</p> <p><b>LTA Governance.</b> 2022 saw the completion of the LTA Governance Review with a new funding agreement being put in place between the LTA and counties. The agreement will give SLTA more delegated authority to use the funds in certain areas however the main bulk of the funding is</p>	

	<p>required to be used for performance and participation.</p> <p><b>Management Committee.</b> This meeting sees the stepping down of SLTA's long standing Treasurer, Robert Brown, STLA Councillor, Steven Law and Account's Reviewer, Eric Maule. RB has served as treasurer for over 25 years whilst SL is replaced by JW after SL's nine years of service. EM has reviewed the accounts for at least 15 years. JW thanked all 3 gentlemen for all the time and dedication that they had given SLTA over a huge span of time. JW went on to thank all the coaches for all their work with teams, with their venues and support at tournaments. JW also thanked all volunteers and committee members and those who were not in the forefront, all their work is so valuable. JW thanked Sally Gooch for carrying out the very important and time-consuming role of County Safeguarding Officer and for all the work she had undertaken.</p> <p><b>SLTA Centenary.</b> A mixed doubles event was held at Ipswich Sports Club in November 2022 to celebrate the milestone. It was won by St Johns TC. Kesgrave were runners up. Patrons attended the celebratory event which was deemed a very enjoyable day.</p> <p>JW reported that she was stepping down after a 4-year term which started in 2019 at an awards event at Kesgrave TC. Notwithstanding the difficulties that the emergence of Covid delivered, JW emphasised that it had been a privilege and honour to carry out the role. JW thanked those who had carried out the role previously, for all their hard work and achievements. JW went on to thank the Committee of 2022 for their support over the past 12 months.</p> <p><b>Disability Report.</b> JW handed the floor to MB to give a report on the Disability Programme. Mark reported that he was pleased to be working for Suffolk LTA having grown up in the Stowmarket area. Mark explained that his first task after taking up the position was to contribute to the setting up of a wheelchair demonstration at the Framlingham Tennis Tournament. The event was well received. A Learning Disability Tournament took place too. MB reported that he had promoted the SLTA Disability Programme on various social media sites and on the county website and had been interviewed on Suffolk radio about his work which had provided an opportunity to give SLTA's Partner, GeeWizz some visibility. MB explained that when he took on the role several clubs already had groups up and running. Currently East Bergholt has a Downs Syndrome Group, Bright Ideas for Tennis starting in 2023, Kesgrave welcome the Genesis Orwell Mencap group, Ipswich Sports Club, host Thomas Wolsey School (funded by GeeWizz) and run wheelchair tennis sessions. Lowestoft run sessions for a couple of special schools and hope to have 5 schools linked to the programme very soon, Risbygate have sessions set to start with Bright Ideas in the near future. Stowmarket has a walking tennis group whilst Victory Ground has set up a programme at River Walk School scheduled to start in early February which will be fund by monies provided by GeeWizz. Mark reported that he ran a KS1 Panathlon at Ipswich Sports</p>	
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	<p>Centre in November with tennis included in the activities. There were 39 disabled participants from 7 schools. The event was supported by 5 leaders from Suffolk New College and 13 leaders from Northgate High. On 9<sup>th</sup> December 2022 Mark tutored a WimX 6-hour Level 3 Workforce Development course with a focus on disability CPD. 12 coaches attended, 6 who of whom were already delivering lessons. Special Olympic Gold Medallist, Lily Mills assisted in the delivery of the Course.</p> <p>MB wished it known that the winner of the 9 and Under County Championships is deaf and that Junior, Dylan Murray whose wheelchair was funded by GeeWizz is playing tennis at Finborough School. MB was pleased to report that he was looking to include disability events at the County Closed event in August. MB welcomed contact from Clubs and Coaches interested in running inclusive tennis sessions.</p>	
<b>6.0 Regional Overview</b>	<p>JW introduced Leo Tutt (LT), LTA Regional Participation Manager. LT reported that much of what he was going to say had already been covered in the Management report and by JW and MB, he went to add that he was delighted by the success of the County Teams and to see that SLTA was definitely punching above its weight. LT confirmed that in recreational competitions such as Team Challenge, Suffolk shared the highest participation in the region with Hertfordshire with 13 clubs/venues participating. LT thanked the coaches and volunteers for engaging in those programmes. With regard to the Youth Schools Programme there was a 28 % take up of Primary Schools and 18% take up of Secondary Schools who signed up to the online tennis course. They received a £250 voucher for completing the course. The course is still available for schools who haven't already taken up the offer. LT was please to confirm that there was good growth in the Disability sector too, he would like to hear from clubs who wish to make their venues more inclusive and are keen engage in this sector, he encouraged them to get in touch. The 2023 Webinar is scheduled to take place on 20<sup>th</sup> February, details will go out to all main club contacts as well as club coaches, it will highlight support tools and programmes which are available to clubs. Some National LTA Webinars have been updated and there is an opportunity to sign up for Webinars covering, Easy Fund Raising, Crowd Funding, Clubspark etc. A Sustainability Webinar was well attended and is still available to view on the LTA website. It may be of interest to clubs given the current cost of living challenges. Energy tips and guidance for clubs of all sizes have been updated too to help clubs manage rising costs. The Facility Funding Strategy has been updated to support clubs through a loan to convert lights to LEDs. Competitions deadlines – LTA Youth League is 14<sup>th</sup> February while Play Your Way to Wimbledon's deadline is coming up in the next few months. Sport England has re-opened its Small Grants Programme, grants of £300 - £15000 are available to fund local activity projects. LT thanked club volunteers, coaches and SLTA for their support. He said that it was a pleasure working with them and looked</p>	

	forward to working with them next year. JW thanked LT, Jill Osleger, Josh Dashwood and Harry Ash for their help and support during her term as Chair.	
<b>7.0 LTA Councillor's Report</b>	JW said she had only been to one meeting as an observer since taking on the role in January and asked SL to give an update. SL said he was privileged to hold the role for the full term of nine years. He reported that the role was largely one of coordination between the LTA and the County. Most of what he was going to say had already been covered by JW LT. SL Looked back on the role with some fondness in terms of how the LTA had progressed and SLTA too in that time. SL reported that LTA was coming the end of its 5-year strategic term. Most objectives had been met in terms of participation and performance with more players in the top 100 (both men and women), two grand slam winners and winners of the Davis Cup. It had been a highly successful period and he had really enjoyed the role, He thanked everyone for their support during his term Sheelagh Watts, Mike Watling and JW and also the rest of the team. JW thanked SL and advised that her first meeting would take place on 14 <sup>th</sup> and 15 <sup>th</sup> March and that she was open to raising matters from the County with the relevant departments.	
<b>8.0 Election of Management Committee</b>	Nominations had been received for the positions of Chair, Phil Eaves, Treasurer, Pamela Chrispen and Secretary, Sarah Elliott. No nominations were received for the position of Vice Chair. There were no objections to those persons taking up the posts, accordingly all three persons were duly elected.	
<b>9.0 Address from Chairman Elect Phil Eaves</b>	<p>PE said that his aim was to continue the good work that the committee had carried out over recent years. He was delighted that JW &amp; SL were remaining on the committee to give continuity and support going forward. He hoped that the new funding plan would enable the committee to do a number of different things and expand its reach into the County. PE explained that his main priority as incoming Chair was to set out a Strategic Plan for 2023 and work with the rest of the team to achieve that. The plan will focus on 4-5 areas.</p> <ul style="list-style-type: none"> <li>• Performance. Objective to increase performance at all levels from Junior Teams to Senior Teams</li> <li>• Participation. Objective to increase participation at all levels particularly in schools. PE believed there was much that could be done to create pathways from schools into clubs and then into the County.</li> <li>• Disability. SLTA's Disability Programme was gaining traction and momentum. PE reported that MB was doing a great job growing the programme. SLTA was leading the way and stood out amongst its fellow counties. This an achievement of which SLTA can be proud.</li> <li>• Padel. Padel is an area that is attracting much attention and gaining lots of support in other counties. PE explained that he aimed to support the development of Padel Tennis and would like to</li> </ul>	

	<p>appoint an Ambassador to promote Padel Tennis in Suffolk. He invited anyone interested in developing a programme to contact SLTA.</p> <ul style="list-style-type: none"> <li>• PE went on to emphasise that SLTA wanted to give additional support to County Teams to help them achieve their potential. PE explained that the new funding agreement would help and that SLTA had reviewed the amount of funding that was necessary to enhance team motivation and performance.</li> </ul> <p><b>Funding.</b> At Club level PE reminded members that SLTA funding for projects was available if clubs were looking to develop their facilities and that it will be his intension to ensure that the funding opportunities are more visible. Diversity. PE explained that if clubs were looking to increase their participation for example by introducing paddle courts, SLTA would like to talk to them. Funding is available from the LTA.</p> <p><b>Sponsorship.</b> During 2022 PE reported that he had spent a considerable amount of time exploring fund raising avenues. SLTA is in need of sponsorship and is actively seeking sponsors i.e. people or companies to donate money. SLTA is able reciprocate with benefits, largely the provision of tickets to matches. Funding is needed to support county teams achieve their potential. PE believes for them to succeed, help is needed to finance travel, accommodation, and team kit.</p> <p>PE concluded by emphasising the importance for the Strategic Plan to focus on growing participation and performance in Suffolk. JW asked for any questions, there were none.</p> <p>JW thanked PE for sharing his extensive plan for 2023 and wished him well in his role.</p>	
<b>10.0 County Award Winners 2023</b>	<p>JW explained that the process had been kicked off earlier than last year as the award winners needed to be allocated Wimbledon tickets by the end of February.</p> <p><b>Development Coach</b> – A hotly contended field, with Ben Smith from Stowmarket LTC leading the vote. Well don Ben.</p> <p><b>Performance Coach</b> – The award went to Josh Tree from Ipswich Sports clubs for this work at ISC heading up the Performance Academy and work as a County Coach.</p> <p><b>Competition of the Year</b> – Framlingham Tennis Tournament was announced the winner of this category. It is the second oldest tournament in the UK behind Wimbledon. In 2022 it ran events for learning disability players and showcased a tennis wheelchair demonstration. Jeremy Scowsill thanked the Committee and confirmed the plan for 2023 was to increase participation across the board in all age groups. He particularly wants to increase the quality of the open championship and encourage participation by higher ranked players and generally encouraging more competition in Suffolk. The prize money for the open will be £750 which hopefully will attract a large entry. Jeremy went on to say that all the other events were equally important and that he was working hard with MB to include a wheelchair event in</p>	

	<p>the programme, learning disability events and a sight impairment demonstration.</p> <p><b>School of the Year</b> – Finborough School. Going from a school where no tennis was being played, the coaches at Finborough School have put together a comprehensive programme. Congratulations to Finborough School</p> <p><b>Official of the Year</b> – Wendy Smith. Wendy is a much-deserved recipient of this award Wendy has officiated at tournaments since 1981. Wendy thanked the committee for the award.</p> <p><b>Rising Star Award</b> – There were lots of nominations but the nominee who shone the most was Jess Terry who has contributed to the facilitation of tennis on many levels at Kesgrave and East Bergholt.</p> <p><b>Tennis for All</b> - The very deserving winner was Emily Stebbings from Wortham who had developed an inclusive tennis programme which included walking tennis and tennis sessions for adults with learning disabilities. Emily thanked the committee and explained that she had put herself in unknown environments which had challenged her coaching skills, MB had been very supportive.</p> <p><b>Volunteer of the Year.</b> Another hotly contested category. The winner was Agnieszka Wilk, Agnieszka is the welfare officer at Stowmarket Tennis Club and was instrumental in setting up a Walking Tennis Group and establishing links with the local Parkinson's Association. Angnieska also worked closely the Club's Ukraine Project. Well Done.</p> <p><b>Club of the Year.</b> This category received a large number of nominations. The winner received a total of 97 nominations, the most that the LTA had ever seen for any one category. Quantity is not everything, but the quality of many submissions was superb. JW went on to explain that what the club had achieved over the last two years was nothing short of miraculous. With the threat of closure looming in 2019 with just 30 members the membership currently stands at 300. The club works with the community engaging in every aspect, making tennis inclusive to all. The list of achievements is endless. The winner is East Bergholt Tennis Club. The Chair of East Bergholt Tennis Club thanked SLTA and Matthew Watson who had been instrumental in rebuilding the club and building an ethos of a community club. JW explained that SLTA would like to hold the awards ceremony there for all award winners sometime in April.</p>	
<b>Close of Meeting</b>	<p>JW thanked everyone for giving up their time on a Sunday evening. PE also thanked all in attendance and concluded by saying it was his intention to visit as a number of clubs as soon as possible. Mike Watling thanked JW for all her hard work and dedication and wished her all the best in her new role.</p> <p>The meeting concluded shortly after 8.35pm.</p>	