

# WALTON TENNIS CLUB

## *Minutes for Annual General Meeting 2021*

Date: Wednesday 17<sup>th</sup> February 2021 @ 7:30pm

Venue: Virtual via Zoom (Due to COVID)

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**Present:** Glen Poutney, James Challinor, Carol Stanley, Jan Shaw, Chris Proud, Craig Smith, Nigel Hammond, Rose-Marie Fenlon, Mike Fenlon, David Ashley, Zoe Raybould, Ian Hough, Gareth Edwards, Matt Hudson, Stuart Greenhalgh, Steve Harris, Maria Harris, Ian Kenning, Jim Hale, Margaret Hale, Neil Adams, Mary Adams, John Badger, Sarah Matthews, Rob Challinor, Rhys Morgan, Roger Roberts, Len Roberts. (28)

1. **Apologies:** Kath Fenn, Ian Henderson, Diana Montague, Christopher Thomas, Mary Lennox, Dave Harding, Chris Banks, Margie Laybourn, Rachel Brass,

2. **Approval of Minutes**

*All members present at the meeting had access to last year's minutes. A motion to approve the minutes was proposed by Stuart Greenhalgh and seconded by Steve Harris. They were agreed as a true record of that AGM.*

3. **Matters Arising**

None

4. **Chair's Report**

Chairs brief update on where we're at as a club....

Past 2yrs my focus has been on making sure club can pay its way...evident that before the pandemic the club was facing challenges;

- declining numbers in tennis
- ageing membership profile
- struggle to attract youngster to the sport - girls especially
- Teens often go off to Uni

We've cut costs as much as possible - utility bills, waste management, insurance, cleaning, coaching program, we've increased match fees, stopped contribution to Berkswich PE lessons

There are a couple of other areas left to consider - coaching contract is the next biggest expense.

BUT we have to be careful not to cut too close to the bone and destabilise the social aspect of the club.

Evident from the survey - we are a social club, not a commercial club or an elite/high performance club. Members value the social side of the club and appreciate good facilities.

We enjoy an element of competition but on the whole we're geared up to be a friendly, welcoming club that caters for all levels of tennis.

Don't want to tread on our Treasurers toes - his report but I'd like you to bear in mind that as a club we;

- have a reasonable cash reserve, for a club of our size/facilities don't want to see if drop any further
- we are about breaking even each year but no surplus
- We need a surplus each year for capital projects such as court repainting, fencing etc

Want to reassure you the club is stable, we're weathering the current storm with the help of government funding. BUT we always have to be cautious against spending more than we're bring in.

Simply put .we have to at least balance the books but prefer to make a surplus each year.

### **Membership Secretary's Report**

- The lockdown has proved advantageous for membership as it was one of the only sports possible in the summer!
- We gained net, an extra 26 adult or student members. (Unfortunately an additional 7 people who joined then under the direct debit scheme failed to maintain their payments despite being reminded of the 12month minimum term.)
- However, we did lose 19 existing members. Our total membership is now 176 so a decline was reversed (164 in Sept 19).
- Junior numbers are still around 45.
- We haven't had the benefit of the Berkswich School members as payment for school membership was due to renew in September, but hopefully this can resume this year.
- The month trial membership we introduced has been successful and we have gained 4 members from this.
- For the first time we sent out a club questionnaire.....

*We are proposing a £10 per adult increase in subscriptions for the new season. These are difficult times: we have reduced our outgoings as much as we can, but would have made a significant loss last year without the help of the business grant from the Council, and deferred payments on our LTA loan. We need to turn a modest profit each year to build up the fund for future maintenance of the courts and fencing. This year we will asking for a reduced subscription from existing members as a rebate for lost playing time but this costs us £2092 for every month's rebate we give. This soon mounts up and we still do not know the extent of the lockdown. We hope members will vote to pass the increase we propose.*

### **Coaches Report**

- A difficult year and some hard choices to implement on the coaching side.

- Our outreach programme with Walton high school and Berkswich primary school have been put on hold due to unsuccessful returns on new players and members.
- Our school membership with Berkswich primary school which brings in £1000 is due to commence again after COVID.
- Our rusty rackets, our main way of introducing new members wasn't run due to COVID again.
- Numbers on the juniors coaching sessions are still good, obviously numbers are hard to count due to the COVID restrictions.
- Next year with some work we can successfully increase our numbers again.

### **Facility Managers Report**

- Trees - court 4
- Court cleaning - courts 3 & 4
- Electrical testing
- PAT testing arranged
- Grass cutting, weeding, hedge trimming
- Cost cutting - gas/electric, building insurance, waste disposal
- Various risk assessments - legionella, fire safety, competitions, changing room policy, safeguarding policies
- Obviously not be able to run our cleanup days, so a big push is needed when we can

### **Team Managers Report**

Several matches are still to be played however the committee will discuss whether these go ahead or are abandoned at a future meeting.

Rosie Fenlon won a selection of racquets from an LTA competition, which have been put to good use.

Thanks from the chairman to all the hard working and dedicated committee members for your efforts over the year. *Particular praise for my fellow officers James, Carol & Jan.*

And thanks to all our members....the club only survives because of you!!!

## **5. Treasurer's Report**

Income

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Total Income for the year was £35,579 (LY £29,562). The increase from last year is mainly accounted for by a £10,000 COVID-19 support grant from Stafford Borough Council. Without this, income would have been significantly down.

Highlights of income can be summarised as follows.

Subscriptions for the year were £22,231 (LY £22,742). This is down slightly from last year, even taking into account the ~£3,000 that was carried forward into the year from members paying

by direct debit. This was obviously impacted by the March lockdown, where the club subsequently discounted 2020's subscription rates for members to take this into account. The monthly direct debit scheme continues to increase in popularity with £4,361 (approximately 20% of our subscription income) being collected by direct debit.

Match fee income was down to £172 (LY £622) due to the cancellation of the 2020 Staffordshire Tennis League season.

Whilst bar sales were impacted by lockdown, very healthy sales at the end of 2019 plus an increase in our sale of balls to members increased the surplus to £1,323 (LY £1,187).

Obviously 2020 was not conducive to social functions, so income was only £57 (LY £1,652). With fund raising for the clubhouse refurbishment complete, donations were also down to £120 (LY £2,193).

We ended the year with a surplus of income over expenditure of £5,583 (LY £662).

#### Expenditure

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Total expenditure including depreciation of £10,887 was £29,996 (LY £28,900).

Highlights of expenditure can be summarised as follows.

Honoraria reduced to £1,421 (LY £1,645) due to losing a committee member this year.

Tennis ball costs increased significantly to £1,451 (LY £668). This is due to balls being purchased for the Staffordshire Tennis League season ahead of it being cancelled due to the Corona virus. Consequently we had a much larger stock value of balls on hand at year end of £516 (LY £40).

Repairs and maintenance costs were up to £5,764 (LY £3,146). Whilst the committee have negotiated some good savings on rubbish removal, grounds maintenance and clubhouse cleaning there were additional costs associated with trying to get on top of our moss problem on courts 3 & 4. Removal of the large trees, erecting fencing and moss treatment cost £4,115.

Water costs were down to £98 (LY £300) although this is mainly down to payment holidays granted by our supplier. Also, as to be expected because of COVID-19, electricity costs were down to £1,652 (LY £2,474).

The club coach costs after facilities discount of £555 were £5,925 (LY £7,187).

With the suspension of free junior coaching, we saved £548.

We applied for, and benefited from a number of measures which reduced our expenditure this year. Namely, a £440 refund of our annual LTA affiliation fee and a 6 month payment holiday on our LTA loan (worth £1,500).

#### Balance Sheet

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As mentioned previously, the club made a surplus of £5,583.

Our current liabilities total £26,368 (LY £28,966). This includes a £24,000 LTA loan outstanding which we are paying off at £3,000 per annum. The previous Stafford Borough Council outstanding loan (£917) was paid off in full this year.

Our fixed assets total £237,885 (LY £247,595)

Our current assets total £857 (LY £688)

Our cash balance is £52,729 (LY £40,542).

## 2021 Outlook

2021 will remain challenging with the ongoing impact of the pandemic and the unknown length and frequency of lockdowns. We already expect to offer recompense to members of a minimum of 3 months membership due to previous lockdowns (November's 2nd lockdown and January/February in the 3rd lockdown). We estimate this could cost as much as £6,276 in lost subscription income. On a positive note, I have applied on behalf of the club for a number of additional COVID relief grants and already received £8,674 in the 2021 financial year.

With our current electricity contract expiring in December 2020 and wholesale costs rising, we have joined the LTA's buying group scheme and signed a new 2 year fixed term contract with a new supplier. This will keep our electricity costs similar to current levels.

The committee's efforts last year to reduce our regular expenditure has now been completed, so there are no more easy opportunities for cost savings. At current subscription rates/membership levels we should continue to make a modest surplus of income over expenditure. However, this may not be sufficient to build our reserves for larger expenditure such as court re-surfacing etc.

We have no planned large costs in the next financial year.

A full copy of our 2020 Annual Accounts is available in the clubhouse. No questions about this.

There was 1 query regarding the Coaching costs and income received (N.Hammond)  
This was answered by James in his report. No further questions.

Acceptance of the Club accounts was proposed by David Ashley and seconded by Len Roberts.

## 6. WTC Subscription Rates 2021

Subscription Class	Current Rates (2020)		Proposed Rates (June 2021 -	
	Annual	Monthly	Annual	Monthly
Associate	£10.00	N/A	£10.00	N/A
Country	£103.00	£9.20	£113.00	£10.60
Family	£428.00	£38.75	£448.00	£42.00
Junior U11	£40.00	£3.99	£40.00	£3.99
Junior U19	£50.00	£4.49	£50.00	£4.49
Restricted	£152.00	£14.25	£162.00	£15.20
Senior (2 Partners)	£375.00	£34.65	£395.00	£37.00
Senior (65 & Over)	£185.00	£17.35	£195.00	£18.30
Senior (Individual)	£206.00	£19.35	£216.00	£20.25
Student/U21	£55.00	£4.99	£60.00	£5.65

*A proposal to accept the new subscription levels was made by Mike Fenlon and seconded by Len Roberts .  
The increased subscription fees were unanimously approved.*

### **Match Fees**

7. It is proposed to maintain match fees at £3 per player/match (Staffordshire Inter-club League). This was approved last year and added by mistake.

### **8. Club Rules & Regulations**

**It is proposed to add the following to the regulations:**

#### **4.ASSETS AND LIABILITIES**

The Treasurer may also authorise the issue of additional Debit Cards to Committee members where it is deemed necessary to perform their role.

The proposal to accept the changes was made by Rose-Marie Fenlon and seconded by Gareth Edwards

### **9. Resolutions**

6. – To accept the proposed 2021 subscriptions.

8. – To accept the proposed addition to **Rule 4 . ASSETS AND LIABILITIES.**

Changes to subscriptions and proposed addition (rule 4) accepted as described in these minutes.

### **10 Election of President, Vice-President, Officers and General Committee Members**

. Attendance of the present committee at the four committee meetings held since the 2019 AGM:

Glen (Chair) 4, Carol (Membership Sec) 4, James (Treasurer) 4, Chris (Coach) 4, Rhys (Welfare Officer) 4, , Rob (Tennis Manager) 4, Jan (Secretary) 4, Craig (Facilities Manager) 3.

*All members of the committee agreed to continue in their positions. No nominations have been received.*

The proposal to re-elect the current committee was made by President by Len Roberts seconded by Roger Roberts.

The current Committee was re-elected.

The proposal to re-elect the Vice-President was proposed by Mike Fenlon and seconded by David Ashley

The proposal to re-elect the President was proposed by Neil Adams and seconded by Margaret Hale

### **11 Any Other Business**

No other business

*The meeting closed at 20: 35*