

Pen-y-ffordd Tennis Club

Annual General Meeting, Sunday 4th December 2016, 2.00pm

Minutes

Present

Nigel Edwards (NE), Michael Herd (MH), Sam Glendenning (SD), Sally Johnstone (SJ), Kate Barlow (KB), Tim Howard (TH), David Hughes (DH), Valerie Stewart (VS), Karen Glendenning (KG)

Apologies

Tim Jones (TJ), Simon Briscoe (SB), Tomos Edwards (TE)

1. Review of Previous Year

- Club Membership
 - Family memberships: 33 (from 32 in 2015, +3%)
 - Adult memberships: 26 (from 24 in 2015, +8%)
 - Junior memberships: 39 (from 32 in 2015, +22%)
 - Mini Junior memberships: 26 (from 30 in 2015, -14%)
 - Student memberships: 2 (from 0 in 2015)
 - Total memberships: 126 (from 117 in 2015, +7%)
 - Total no. of members: 214 (from 200 in 2015, +7%)

Membership has now more than trebled in 4 years (from 68 in 2012)
- Court resurfacing
 - All work completed after new macadam surface was laid in January and court painting in May
 - Invoices are now all paid in full
- Clubhouse interior
 - Fundraising target was surpassed in March
 - Floor levelled and covering applied (*thanks to committee member Dave Hughes for organising this*)
 - Architraves fitted around internal doors (*with thanks to club member Noel Kelly*)
 - Architraves and internal doors painted (*with thanks to Junior Rep Tomos Edwards*)
- Road signs
 - Directional signs installed at A550 and Park Lane junctions (*thanks to Chairman Nigel Edwards for negotiating for this to happen and to Pen-y-ffordd Community Council / Flintshire County Council for funding the signs*)
- Club clothing
 - Agreement reached with Northwich-based Rosebank Sports to provide club branded hoodies (*thanks to Lead Coach Mike Herd and Chairman Nigel Edwards for organising this*)
 - A 15% discount was agreed with Rosebank to provide the club with a commission payment
 - A choice of two types of hoodie is available for members to buy on the club website
 - However, only one item has been sold! There has been anecdotal word of dissatisfaction with the colour, and sales of this clothing have failed to gain any traction (**see later item**)
- Club Competitions
 - Men's Doubles, Men's Singles and 14U Singles competitions completed; Ladies Doubles – fixtures not played
 - Simon Briscoe was unable to devote as much time this year due to other commitments and is unable to undertake this role next year (**see later item**)
- Coaching Programmes
 - A vibrant coaching programme has continued running year-round
 - Agreement for Mike Herd to provide coaching services to members on a self-employed basis for the 2015 and 2016 seasons has now expired.
Action MH: Submit a proposal to the management committee with any changes he wishes to incorporate into an agreement for the 2017-18 season.
- Inter-club Competitions
 - Men's Doubles midweek league team finished second in Division 3 (again!)
 - Ladies' Doubles midweek league team completed another enjoyable season.
- Club website
 - The club's website has had over 11,200 page views since 1st January this year (*thanks to Chairman Nigel Edwards for setting up and maintaining this website*)

2. Management Committee for 2017

Position	Current Incumbent	2017 Incumbent	Proposed by	Seconded by
Lead Coach	Michael Herd	Michael Herd	NE	KG
Chairman / Charity Trustee	Nigel Edwards	Nigel Edwards	KG	DH
Treasurer / Charity Trustee	Tim Jones	Tim Jones	TH	SJ
Club Secretary	Kate Barlow	Kate Barlow	VS	NE
Club Captain	David Hughes	David Hughes	MH	TH
Internal Competitions Coordinator	Simon Briscoe	N/A ¹	-	-
Charity & Legal Officer	Val Stewart	N/A ²	-	-
Child Protection Officer	Sally Johnstone	Sally Johnstone	KB	KG
Clubhouse Coordinator / Charity Trustee	Karen Glendenning	Karen Glendenning	SH	TH
Committee Member / Charity Trustee	Tim Howard	Tim Howard	DH	KB
Junior Representative	Tomos Edwards	Tomos Edwards	NE	SJ

¹ SB not able to continue this responsibility due to other commitments; see later item in relation to this.

² VS now wishes to withdraw from this opportunity – charity matters will rest with the CIO trustees.

3. Membership Subscription Fees

Structure for subscription year 2016-17

Membership Name	Membership Detail	Annual Fee	6 mthly pmts	12 mthly pmts
Adult	aged 18+ not in full-time education	£90	£15.00	£7.50
Adult additional	second and subsequent adult at same address; children free	£60	£10.00	£5.00
Family	one or two adults plus all children at the same address	£150	£25.00	£12.50
Student	aged 18-22 in full-time education	£45	£7.50	£3.75
Junior	first child aged 9-18	£42	£7.00	£3.50
Junior additional	second and subsequent child aged 9-18 at same address	£27	£4.50	£2.25
Mini Junior	first child aged 8 or under	£21	£3.50	£1.75
Mini J additional	second and subsequent child aged 8 or under at same address	£15	£2.50	£1.25

Proposal: Maintain fees at the same level for 2017-18.

Agreed – subscription fees will not change for 2017-18.

4. Guest Fees 2016-17

Guest fees are currently £4 per session, £5 per Club Play session (first Club Play session free)

Court hire is exceptionally available at a cost of £8 per hour

Proposal: Maintain fees at the same level for 2017-18.

Agreed – guest fees will not change for 2017-18.

5. Club Accounts

The Treasurer's Summary Statement and full set of accounts for 2015-2016 was viewed by attendees (*with thanks to Club Treasurer Tim Jones*). Under discussion – a previous offer from an accountant to audit the club's accounts free-of-charge has unfortunately been withdrawn. However, as the club's gross income is less than £25,000 it is understood that there is no requirement for the accounts of the CIO to be subject to external scrutiny – from https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512665/cc31_lowink.pdf : "Charities with gross income of £25,000 or less are not generally required to have any form of external scrutiny".

VS suggested that the club should appoint an accountant to be on the safe side.

Action VS: Use a contact to hopefully recruit a reasonably priced accountant.

6. Internal Competitions

Due to other commitments, Simon Briscoe can no longer continue to organise internal club competitions.

Lead Coach Mike Herd offered to take on the running of these competitions in a new single-day format with the proviso that he will need to be paid for his time, albeit not at his full coaching rate, meaning the entrance fee will need to be around £5-£7.

Approved – Mike takes over responsibility for internal club competitions on this basis.

7. Club Clothing

Proposals to stimulate sales of club hoodies:

- Club to pay for a hoodie to be supplied to Mike for him to wear during coaching sessions – **approved**.
Action MH: Place an order for a hoodie via KG.
- Hoodies to be available for club volunteers (e.g. management committee members and tennis leaders) to buy at a 15% discount (i.e. the club forgoes its commission) subject to payment by bank transfer to avoid PayPal fees – **approved**.
- Fresh promotion to members via direct emails/texts, Facebook, Twitter and Instagram – **approved**.
- Hoodies to be available in a choice of colours (subject to NE finding time to enhance the website to allow this) – **approved**.

8. Club Funds and the CIO

Approval confirmed that all funds raised by the Club should pass to the CIO.

9. Any Other Business

- NE: Shoe tags

The club spends about £40 annually and Club Secretary KB spends a lot of time providing each member with a shoe tag relating to the current membership year. The intention is to easily identify non-members so they can be challenged to ensure a guest fee has been paid, and to deter non-members from trying to use the facilities without contributing. However, far too many members do not wear their shoe tags and it has proved impossible to force them to do so (a common reason being that they wear several pairs of trainers and it's too time consuming to transfer the tag between shoes). The question was raised as to whether it is worth continuing to issue shoe tags.

Decision: Shoe tags will not be issued in 2017. KB will use the time saved to ensure every member is set up as a British Tennis Member with the club as their "Place To Play", which will allow more members to be opted in for Wimbledon tickets and so increase the club's ticket allocation.

NE to consider whether it may be worth allocating members a unique membership ID, which might be useful when challenging possible non-members by asking "Could I please ask you for your membership ID?"

- MH / SG: Clubhouse water supply

As in previous years, the water supply to the clubhouse has been turned off at the under-pavement stop valve to protect the building against the risk of pipes freezing and consequent water damage. However, the coaching programmes now require access to water during the winter, for example to provide an operational toilet.

Decision: The water will be turned back on at the road stop valve and instead it will be turned on and off by coaches MH and SG at the main stop valve in the clubhouse cupboard as required. An electric frost protection heater will be purchased to protect against freezing at the main stop valve in the clubhouse cupboard.

Action DH: Produce a list of steps to be followed when turning the water on and when turning it off again.

Action NE: Use club funds to buy a suitable electric heater.

Action MH / SG: Familiarise with procedure for turning the water supply on and back on again and ensuring that they turn the water off when they are the last person to leave the premises during winter.

- MH: Floodlights

MH expressed concerns that whilst the club continues to be unable to offer any evening coaching during the winter months, better players will be lost to other clubs.

NE updated that he had been in contact with Flintshire County Council seeking initial guidance on obtaining planning permission for floodlights, however the council are unwilling to offer this advice without levying their standard charge, despite the club's charitable status and the service it provides to the community.

Decision taken that moves will be taken towards obtaining a floodlight design plan from a recognised installer and for this to be submitted for full planning consideration.

The meeting was followed by a brief meeting of CIO trustees NE / KG / TH – **confirmed that they accept the decisions made by the Club Committee.**