

# Pen-y-ffordd Tennis Club

Annual General Meeting, Sunday 17 December 2017, 2.00pm

## Minutes

### Present

Nigel Edwards (NE), Michael Herd (MH), Tim Howard (TH), David Hughes (DH), Valerie Stewart (VS), Karen Glendenning (KG)

### Apologies

Tim Jones (TJ), Sally Johnstone (SJ), Kate Barlow (KB), Tomos Edwards (TE), Sharon Bakewell (SB)

## 1. Review of Previous Year

- Club Membership
  - Family memberships: 27 (from 33 in 2016, -18%)
  - Adult memberships: 29 (from 26 in 2016, +11%)
  - Junior memberships: 29 (from 39 in 2016, -25%)
  - Mini Junior memberships: 30 (from 26 in 2016, +15%)
  - Student memberships: 2 (from 2 in 2016)
  - Total memberships: 117 (from 126 in 2016, -7%)
  - Total no. of members: 184 (from 214 in 2016, -14%)

Membership is down slightly on last year but still healthy (it was only 68 in 2012)
- Court surfaces
  - All courts were professionally cleaned
  - Courts 1 and 2 were repainted
  - Invoices are all paid in full
- Floodlight application
  - 11 July 2017: Application for retractable floodlights submitted
  - 22 September: Advised to “commission a qualified lighting engineer to undertake a survey with regards to light glare”
  - 26 September: Detailed information relating to light spillage was received from Sports Lighting UK and forwarded to the planning officer
  - 4 October: Confirmation received that the information had been received and passed “onto my colleague in Environmental health for their comments”
  - 8 November : Enquired on progress and advised that Environmental Health would be chased up
- Club clothing
  - After anecdotal word of dissatisfaction with the colour last year a huge choice of colours were made available; there have still only been low sales numbers however
- Coaching Programmes
  - A vibrant coaching programme has continued running year-round
  - A coaching contract was agreed with Mike lasting through to 21 March 2019
- Inter-club Competitions
  - Men’s Doubles midweek league team 1 finished 3rd (out of 5) in Division 2
  - Men’s Doubles midweek league team 2 finished 5th (out of 7) in Division 3
  - Ladies’ Doubles midweek league team finished 5th (out of 7) in Division 2
  - Aegon Team Tennis 14U boys were league champions – well done!
  - Aegon Team Tennis 18U boys were league champions – well done!

## 2. Management Committee for 2018

Tim Jones is stepping down from his role as Treasurer – a huge thanks to Tim for all the work he has put in over a number of years, especially the last two years when no longer able to play any tennis himself. Tim has stated that he is happy to work with the new treasurer to help smooth the transition.

Kate Barlow is stepping down from the Club Secretary role but remains on the committee. Kate did a great job distributing hundreds of membership shoe tags before the club ceased their use last year.

Tomos Edwards is stepping down from the Junior Rep role as he will be of Adult (Student) age at the start of the next membership year.

Position	Current Incumbent	Proposed Incumbent	Proposed by	Seconded by
Lead Coach	Michael Herd	Michael Herd	TH	VS
Chairman / Charity Trustee	Nigel Edwards	Nigel Edwards	VS	KG
Treasurer / Charity Trustee	Tim Jones	Sharon Bakewell	NE	DH
Club Secretary	Kate Barlow	Valerie Stewart	NE	DH
Club Captain	David Hughes	David Hughes	TH	MH
Child Protection Officer	Sally Johnstone	Sally Johnstone	NE	KG
Clubhouse Coordinator / Charity Trustee	Karen Glendenning	Karen Glendenning	DH	VS
Committee Member / Charity Trustee	Tim Howard	Tim Howard	DH	KG
Open day hospitality & fundraising		Kate Barlow	NE	VS
Junior Representative	Tomos Edwards	MH to progress		

## 3. Membership Subscription Fees 2018-19

Structure for subscription year 2017-18

Membership	Membership Detail	Annual	6 mthly	12 mthly
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 2018-19 **Approved**

## 4. Guest Fees 2018-19

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 2018-19 **Approved**

## 5. Club Accounts

A first ever "Financial Statements" document was completed for year to 30 September 2016 by Andrew Hopwood (Champion Group) in collaboration with Treasurer Tim Jones. This was included in the Annual Return submitted to the Charity Commission.

Similar accounts will need to be completed for the year to 30 September 2017 and included in the Annual Return, which must be submitted by one of the CIO trustees before 31 July 2018. **Provisionally agreed that the Annual Return will be submitted next year by TH. TJ will work with SB to handover the Treasurer role.**

## 6. Internal Competitions

Last year a decision was taken that Lead Coach Mike Herd would take on the running of these competitions in a new single-day format. Discussion required about internal competitions in 2018. **Action MH: To ask Mark Adams (coach), who has been attaining referee qualifications, if he would be happy to run an American Doubles competition. The competition would be held in place of a Club Play session, perhaps extended to 3 hours, with an entrance fee of £3 to provide payment to Mark; the club will make up his pay, if necessary, to equate to a minimum of £15 per hour.**

## 7. Club Funds and the CIO

Confirmation that all funds raised by the Club should pass to the CIO – **decision required. Approved**

## 8. Any Other Business

- DH raised the point that NE is one of two finalists in the category *Volunteer of the Year* at this year's Tennis Wales Awards.
- DH enquired as to whether the perimeter fencing will be replaced next year. A decision was taken to go ahead with this work after a decision on floodlighting is received to avoid potentially disrupting newly installed fencing. MH mentioned that funding may be available from the LTA / Community Chest for the installation an electronic gate that would allow non-members to make an online payment and gain access for single visits, which could be a way to sell spare court capacity.

The meeting was followed by a brief meeting of CIO trustees NE, KG and TH who confirmed that they accept the decisions made by the Club Committee.