

Pen-y-ffordd Tennis Club

Inaugural CIO Meeting, Saturday 28th November 2015, 4.30pm

The inaugural meeting of Pen-y-ffordd Tennis Club as a Charitable Incorporated Organisation, replacing the club's Annual General Meeting for 2015

Minutes

Attendees

Nige Edwards (NE), Val Stewart (VS), Dave Hughes (DH), Tim Jones (TJ), Karen Glendenning (KG), Sally Johnstone (SJ), Tim Howard (TH), Mike Herd (MH), Tomos Edwards (TE), Sam Glendenning (SG)

Contributors (not in attendance)

Kate Barlow (KB), Simon Briscoe (SB)

1. Review of previous year

- Club Membership
 - Family memberships: 32 (from 28 in 2014, +14%)
 - Adult memberships: 24 (from 19 in 2014, +26%)
 - Junior memberships: 32 (from 27 in 2014, +18%)
 - Mini Junior memberships: 30 (from 16 in 2014, +87%)
 - Total memberships: 117 (from 90 in 2014, +30%)
 - Total no. of members: 200 (from 176 in 2014, +14%)

Membership has **almost trebled in the last three years!** (Membership was only 68 in 2012)

- Charitable Incorporated Organisation Status
 - Great effort from VS in achieving charitable status for the club
 - £500 received from the HSBC Corporate Social Responsibility scheme made possible by this new status
 - Donations can be made on-line via My Donate, boosting amounts from UK tax payers by 25% via the Gift Aid scheme
- Court resurfacing
 - Good work from DH in organising this work
 - Courts 1 and 2 have been resurfaced at a cost of £18500 (made possible by the funds received from the Teresa Briggs Trust)
 - Court 3 is to be resurfaced in December (paint coat to be applied in spring 2016) at a cost of £10000 – agreement has been obtained from Platt Construction for only part of the cost to be paid this year with the remainder in 2016 after membership income has been received
- Club Competitions
 - SB has done an excellent job organising these competitive events
 - Eleven child/adult pairs took part in the Quorn Family Tennis competition
 - Five junior and three adult knock-out competitions were rounded off with a very successful finals day
 - Three winter league competitions are underway
- Coaching Programmes
 - Agreement reached for Mike Herd to provide coaching services to members on a self-employed basis for the 2015 and 2016 seasons
 - Vibrant coaching programme has been running year-round with 40+ attendees every Saturday
- Child Protection
 - Course attended by Sally Johnstone and Karen Glendenning
 - Policy documents created by Sally (need to be published to members)
- ClubSpark
 - The features of this LTA-supplied facility were implemented by NE, including an on-line membership database, on-line join-ups and renewals, monthly payment by direct debit, and an on-line court booking facility
- Inter-club Competitions
 - Men's Doubles midweek league team A promoted to Division 1
 - Men's Doubles midweek league team B finished second in Division 3
 - Ladies' Doubles midweek league team completed another enjoyable season

2. Management Committee for 2016

Position	Current Incumbent	Proposed Incumbent	Proposed by	Seconded by
Lead Coach	Michael Herd	Michael Herd	NE	VS
Chairman	Richard Larkins	Nigel Edwards*	KG	SJ
Treasurer / Charity Trustee	Tim Jones	Tim Jones	DH	TH
Club Secretary	Nigel Edwards	Kate Barlow	NE	TE
Membership Secretary	Kate Barlow		N/A	N/A
Club Captain	Dave Hughes	Dave Hughes	TJ	SG
Internal Competitions Coordinator	Simon Briscoe	Simon Briscoe	MH	NE
Charity & Legal Officer	Val Stewart	Val Stewart	SJ	TJ
Child Protection Officer	Sally Johnstone	Sally Johnstone	KG	TH
Clubhouse Coordinator & Charity Trustee	Karen Glendenning	Karen Glendenning	NE	VS
Committee Member & Charity Trustee		Tim Howard	VS	TE
Junior Representative	Tomos Edwards	Tomos Edwards	NE	TJ

* Also Charity Trustee

3. Membership Subscription Fees

Summary of annual fees during current subscription year

- Adult: £90 (aged 18+ not in full-time education)
- Adult Addl: £55 (additional adult at same address)
- Family: £145 (one or two adults plus any children at the same address)
- Student: £45 (aged 18-22 in full-time education)
- Junior: £40 (first child aged 9-18)
- Junior Addl: £25 (additional child aged 9-18 at same address)
- Mini Junior: £20 (first child aged 8 or under)
- Mini J Addl: £15 (additional child aged 8 or under at same address)

For the first time ever members were allowed to pay over six months by monthly direct debit, via ClubSpark

Agreed changes:

- Increase the Adult Additional fee by £5 to £60 so that it represents a discount of exactly one-third off the full £90 Adult fee
- Increase Family membership fee by £5 in line with this (i.e. £90+£60), which also makes the monthly direct debit amount a round figure i.e. £25 per month over 6 months (£145 divided by 6 is £24.166666!)
- Adjust other fees as required to obtain round monthly figures in all cases
- Make payment over 12 months available to members who renew before the middle of April 2016 – this makes Family membership a very affordable £12.50 per month and allows members to spread the cost over a whole year, whilst ensuring the whole fee is still collected within the membership year

Structure for new 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	£3.25
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

4. Guest Fees 2016-17

Guest fees are currently £4 per session, £5 per Club Play session
Court hire is exceptionally available at a cost of £8 per hour

Agreed to maintain fees at the current levels

Agreed to offer attendance at one Club Play session free-of-charge

5. Club accounts

The club's treasurer, TJ, has been in touch with an accountant who has agreed to verify the accounts free-of-charge. This will not be necessary at the moment however as TJ has agreed with the accountant that the club's first accounting period as a CIO will be 18 months, meaning that the accounts will be submitted in November 2016.

Action: TJ to contact the accountant again and send the account details up to November 2015 for her to confirm that the information is in line with her expectations.

6. Any Other Business

- From SB: “What are we planning on doing if/when Mike cuts down his availability? We need to start thinking on contingency planning.”

MH clarified his position – he is still very much committed to the club, having obtained an agreement from the management committee covering 2015 and 2016. He is also hoping that he will be able to combine working as a teacher with continuing work as a tennis coach.

- From VS: “Discussion required as to whether the Trustees of the CIO will hold the Club property i.e. the registered titles or whether these should be transferred to the Official Custodian. This means that the club premises (not the Bank accounts) would be held by the Official Custodian for Charities so that when there is a change of Trustee we don’t need to complete any paperwork and pay fees to the Land Registry for the change of Trustees. In any event, I believe that the Trustees of the CIO should hold the club premises rather than the four Trustees we have at the moment.”

Agreed that the club should move the premises into the hands of the CIO’s trustees and subsequently to the Official Custodian, if possible.

Action: VS & DH to speak to Laurie and Jackie to gain their approval for this to proceed (the other current trustees are VS and KB).

Action: VS will look into the costs involved from a Land Registry and solicitor point of view.