

Minutes of 2020 Annual General Meeting – On-line (Zoom) **7.30pm Monday 30th November 2020**

Attending (On-line) :

Iain Cavin, Jacqueline Forbes, Hugh Wright, Keith Joss, Mike Bradley, Claire Bradley, Ina Withers, Ken McLeod, Jane Nicholson, Fraser Joss, Liz Hunter, Stuart Hunter, Alex Bickett, Dilys Kerr, Linda Burns, Alex Wilkie, Annette Fabling, Jim Lyon, Gary Watson, Joerg Lewandowski, Aileen McDonald, Mark Taylor, Allison Smith, Audrey Beggs, Marian Martin

1.0 Apologies for absence

Campbell Pyle, Fiona Somerville, Jeanette McMenemy, Gerry Coia, Keith Beggs

2.0 Minutes of the 2019 AGM

Adopted. Proposed by Dilys Kerr, seconded by Jacqueline Forbes

3.0 Matters arising

None

4.0 President's Report

The Report has been issued to Members in advance of the AGM. There were no comments or queries on the report. The Report is attached – Appendix A.

5.0 Accounts for the year 1st September 2019 to 31st August 2020

The annual accounts have been issued to Members prior to the AGM. These are in two sections – 01.09.2019 to 22.09.2019 which is pre-charity status, and 23.09.2019 to 31.08.2020 as an SCIO. Alex Bickett gave a brief summary at the meeting. Mike Bradley raised a question on the floodlight pigeon protectors; Alex confirmed that the cost was in next year's accounts. The Accounts are attached – Appendix B.

6.0 Election / re-election of Charity Trustees (maximum 6no)

The following were elected to be Trustees for the coming year :>
Jacqueline Forbes, Alex Bickett, Liz Hunter, Hugh Wright, Dilys Kerr, Iain Cavin.
No further nominations had been received. All Trustees were approved at the meeting unanimously.

7.0 Election / re-election of Committee Members (maximum 4no)

The following were elected to be Committee Members for the coming year :>
James Neil, Annette Fabling, Mark Taylor, Alex Wilkie.
No further nominations had been received. All Committee Members were approved at the meeting unanimously.

8.0 Appointment of Office Bearers

The following were elected unanimously and unopposed:>
President : Jacqueline Forbes. Proposed by Hugh Wright; seconded by Aileen McDonald
Vice President : Alex Wilkie. Proposed by Jacqueline Forbes; seconded by Linda Burns
Secretary : Iain Cavin. Proposed by Dilys Kerr; seconded by Allison Smith
Treasurer : Alex Bickett. Proposed by Mike Bradley; seconded by Ken McLeod

9.0 Appointment of Welfare Officer

Allison Smith was unanimously elected to be the Club's Welfare Officer for the coming year.

10.0 Appointment of Independent Examiner

Robert Kerr indicated (through Dilys) that he was willing to take on this role for next year. Unanimously approved.

11.0 Constitution Changes

The proposed constitution changes have been issued to the Members prior to the meeting (14 days clear notice). Approved unanimously. The changes are attached – Appendix C.

The changes will be submitted to OSCR to be formalised.

12.0 Subscriptions for the year 2021/22

The proposed subscription levels have been issued to the Members in advance of the AGM. It was highlighted that although the 50% discount (Covid-19 related) will not, at this time, be offered, nevertheless the full subscription levels will not rise above the 2019 levels. The subscriptions were approved unanimously. Aileen McDonald raised a concern about families having to pay subscriptions annually (difficult large payment) as a one off payment. She asked that we consider payments monthly or quarterly. Hugh Wright stated that if in difficulties, they are allowed to pay the balance at the end of June. Liz Hunter confirmed that payment cannot be made by direct debit, but standing order is fine. Mike Bradley warned that we do not want to fall into situations where someone can walk away at the end of the summer having only paid a portion of their fees. Aileen suggested four early payments, eg February to May to split large amounts. Trustees to consider.

Other than the above considerations, the subscriptions were approved unanimously. The subscriptions are attached – Appendix D.

13.0 Club Development

The Club Development Report was distributed to the Members in advance of the AGM. Alex Bickett raised the question of the use of the showers. Debate took place and it was agreed that the showers are seldom used and therefore the retention of the showers should be questioned. The Trustees to consider removal as part of the Business Plan.

The report is attached – Appendix E.

14.0 Coaching Report

The Coaching Report was distributed to the Members in advance of the AGM. No comments or questions arose. The report is attached – Appendix F.

15.0 A.O.C.B

Mike Bradley thanked the Trustees and the Committee for their work throughout the year, particularly in achieving success with the new courts and floodlights.

Iain Cavin thanked Jacqueline Forbes for her leading us through this difficult year and for chairing the AGM.

Appendices

- A. President's Report
- B. Accounts (2 sections)
- C. Constitution Changes
- D. Subscriptions for the year 2021/22
- E. Club Development Report
- F. Coaching Report

President's Report:

Due to Covid-19, the 2019/20 tennis season will be remembered by many of us for years to come as an extremely challenging time. Once again it has been a mixed year for the Club. However, I would like to focus on the positive things we have achieved this year.

As you are aware, we were successful in our application for funding to renew our playing surface and to renew our floodlights. We received generous grants from Paterson's Quarries via The Land Trust for the courts and from Viridor for the Floodlights. The balance of the cost of the project was met by the Club's sinking fund.

Huge thanks to all who were involved with the successful completion of the project. I would particularly like to thank Liz Hunter for all her work on the funding applications, Iain Cavin and Alex Bickett for managing the project and to Mike Bradley for his advice.

Going forward, there are a number of areas that now require our attention. It is our hope that we will be able to focus on renovating the Clubhouse and to also be able to renew the perimeter fencing. Although, the club finances are in a reasonably healthy position we will need to investigate other funding opportunities. Because of the impact of Covid-19 on the Club finances, we were able to receive a grant of £10,000 from East Dunbartonshire Council. We owe a huge thanks to Dilys Kerr for successfully applying for this Grant. We also received a bounce back loan from the Government of £5,000. Thanks to Alex Bickett for applying for this. We also received a loan of £5,000 from the LTA. Once again thanks the Dilys for her work on the LTA loan application.

Fortunately, outdoor tennis is one of the sports less affected by the Covid-19 restrictions. Although we were required to implement changes to how we operate, we were able to reopen the courts in June. I would like to thank you all for using the LTA booking system on ClubSpark and for following the seemingly constantly changing guidelines for tennis. Since we were able to reopen, the courts have been very well used. Our membership is up this year and hopefully the Club will see a retention of those new members for next season.

On the courts and grounds maintenance side, we are grateful to Dave Skipp for all his hard work this year.

Thanks also to Alison Skipp our Head coach who despite all the Covid-19 restrictions has managed to run a great coaching programme for both junior and adult members. Alison has also played a big part in encouraging new juniors and adults to take out membership of the club. On Sunday the 8th of November Alison ran a successful Junior Club Championship. It was wonderful to see so many Juniors competing at such a good standard. In this difficult year, Alison and Dave have managed to stay positive and are a great asset to the club. We hope to continue this partnership for many years to come.

Unfortunately, our Senior Club Championship had to be cancelled this year. Fingers crossed we are able to hold them in 2021.

My thanks also to our Membership Secretary Hugh Wright for his regular Newsletters and updates to members. Thanks to Dilys Kerr for adding to her role as Club Main Contact by taking on the role of Covid Officer. Thanks to Iain Cavin for taking on the time consuming task of updating the Website. Also thank you to Alex Bickett for his work as Treasurer, not an easy task, especially this year.

We will continue to post information on Facebook and Twitter and would ask you to give us a like on Facebook and follow us on Twitter.

On Fundraising, again due to Covid restrictions, our annual Quiz Night and other planned fundraising events had to be cancelled. However, our 200 Club was well supported and raised a good amount. Thank you to Liz Hunter for organising the 200 Club. Fundraising events will most likely be on hold for the foreseeable future so we would ask that you support the club and join our 200 Club. I would hope that it will not be too long before we can hold other events to raise club funds.

Hopefully, by next summer we will see less restrictions and the Club will be able to hold more social events, Open Days and see a return of the LTA Great British Tennis Weekends.

Thank you for all your support this year and I hope you and your families continue to stay safe and well.

Lenzie Tennis Club

Balance Sheet as at 22nd September 2019

31-8-19		Cost	22-9-19
	Fixed Assets		
80	Land	80	80
-	Buildings	-	-
<u>-</u>	Clubhouse	<u>-</u>	<u>-</u>
80		80	80
	Current Assets		
18689	Current Account		18938
<u>36000</u>	Sinking Fund		<u>36000</u>
54689			54938
	Total Assets		<u>55018</u>
	Current Liabilities		
<u>0</u>	Sundry Creditors		<u>0</u>
54769	Net Assets		55018
	Capital Position		
44877	Brought Forward		54769
<u>9892</u>	Surplus		<u>249</u>
<u>54769</u>			<u>55018</u>

Prepared from the records of Lenzie Tennis Club and is a true reflection of the club's financial position as at 22nd September 2019.



Robert Kerr

Auditor

Date 10/10/19.

Lenzie Tennis Club

Income and Expenditure as at 22nd September 2019

Income

200 Club	225
Subscriptions	331
Hoodie Sale	<u>18</u>
	<u>574</u>

Expenditure

Water Rates	57
Electricity	70
Website	90
Cleaning	60
Sundries	<u>48</u>
	<u>325</u>

Surplus	<u>249</u>
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Lenzie Tennis Club (SCIO)

Balance Sheet as at 31st August 2020

<u>31/8/19</u>	<u>22/9/19</u>	<u>Fixed Assets</u>	<u>Cost</u>	<u>2020</u>
80	80	Land	80	80
		<u>Current Assets</u>		
18,689	18,938	Current Account		45,082
<u>36,000</u>	<u>36,000</u>	Sinking Fund		-
<u>54,769</u>	<u>55,018</u>	Total Assets		<u>45,162</u>
		<u>Current Liabilities</u>		
-	-	LTA Hardship Loan		5,000
-	-	Bank Bounce Back Loan		<u>5,000</u>
		Total Liabilities		10,000
<u>54,769</u>	<u>55,018</u>	Net Assets		<u>35,162</u>
		<u>Capital Position</u>		
44,877	54,769	Brought Forward		55,018
<u>9,892</u>	<u>249</u>	Surplus/Deficit		<u>(19,856)</u>
<u>54,769</u>	<u>55,018</u>			<u>35,162</u>

Prepared from the records of Lenzie Tennis Club (SCIO) and is a true reflection of the club's financial position as at 31/8/20.


Robert Kerr
Examiner
1/11/20

Lenzie Tennis Club (SCIO)

Income for Year ended 31st August 2020

<u>2019</u>	<u>Income</u>	<u>2020</u>
162	Club Championship Fees	96
834	Court Income (Rent from Coach)	1,616
250	Easter Camp	-
-	Summer Camp	175
200	E.D.C. Grant	135
-	Energy Supply Refund	387
1,524	Fundraising	43
160	Key Deposits	260
169	Match Balls (Players Contributions)	44
15,731	Subscriptions	13,706
87	Sundry Income	74
-	Ball Sales	95
-	200 Club	900
-	LTA Refund	455
-	Land Trust Grants	24,000
-	E.D.C. Covid-19 Leisure Grant Fund	10,000
<u>19,117</u>		<u>51,986</u>

Lenzie Tennis Club (SCIO)

Expenditure for the Year ended 31st August 2020

<u>2019</u>	<u>Expenditure</u>	<u>2020</u>
1,380	Affiliation and Competition Fees	1,440
1,040	Cleaning	960
588	Clubhouse Repairs	368
354	Coach Commission	64
1,013	Energy Supply	493
1,670	Ground Maintenance	1,120
685	Insurance	280
-	Leaf Blower	130
-	Key Refunds	5
382	Tennis Balls	468
290	Coaching Balls	-
320	Water Rates	60
1,113	Sundries	760
150	Tournament Entry Fees	-
-	Engraving	138
151	T.V. Licence	155
90	Website	-
-	Subscription Refund	114
-	Purchase of Keys	249
-	Halliday Lighting	10,599
-	Doe Sport	45,346
-	PSD (Project Management)	4,800
-	Viridor Fees	1,346
-	Land Trust Fees	2,722
-	200 Club	<u>225</u>
<u>9,225</u>		<u>71,842</u>
	Deficit for the Year	<u>19,856</u>

Lenzie Tennis Club (SCIO)

Notes to the Accounts of 31/8/20

1. Prior year's figures in the Balance Sheet includes a special one-off set of Accounts required by the OSCR as at 22/9/19.
2. Prior year figures in the Income and Expenditure Account are those for the financial year ended 31/8/19.
3. The contract value with Halliday Lighting was £24,064 of which £10,599 was paid by the club. The balance of £13,465 was paid direct by Viridor (Land Trust) to the contractor therefore not included in these Accounts.
4. Included in the club's Current Account balance there is a provision of £1,722 covering retentions payable in 2021 as follows:

• PSD	£ 240
• Halliday Lighting	£ 514
• Doe Sports	£ <u>968</u>
	£<u>1,722</u>



Robert Kerr
Examiner
1/11/20

Proposed Constitution Changes

30 November 2020

The Trustees are proposing the following amendments to the current Constitution of Lenzie Tennis Club (SCIO). These changes will be discussed and formally proposed at the AGM of the Club on the 30th November 2020. Thereafter, OSCR approval will be sought.

The changes are twofold - firstly to correct missing clause links and secondly to clarify the operation of on-line banking in association with the Club's accounts.

The existing clauses are shown in blue and the proposed new clauses are shown in black / bold. If you wish to review the entire Constitution of the Club, this is available on the website.

Proposed Changes

Clause 102 When delegating powers under clause 100 or 0, the Board must set out appropriate conditions (which must include an obligation to report regularly to the Board).

Proposed **When delegating powers under clause 100 or 101, the Board must set out appropriate conditions (which must include an obligation to report regularly to the Board).**

Clause 103 Any delegation of powers under clause 100 or 0 may be revoked or altered by the Board at any time.

Proposed **Any delegation of powers under clause 100 or 101 may be revoked or altered by the Board at any time.**

Clause 105 Subject to clause 0, the signatures of two out of three signatories appointed by the Board will be required in relation to all operations (other than the lodging of funds) on the bank and building society accounts held by the organisation; at least one out of the two signatures must be the signature of a Charity Trustee.

105.1 Disbursements etc. No Member of the Club except the President, Treasurer and Secretary shall be entitled to make disbursements, order goods or incur accounts in the name of the Club, or in any way to pledge credit of the Club unless previously authorised in writing by the Board.

Proposed **Subject to and notwithstanding clause 106, the signatures of two out of three signatories appointed by the Board will be required in relation to all operations (other than the lodging of funds) on the bank and building society accounts held by the organisation; at least one out of the two signatures must be the signature of a Charity Trustee.**

105.1 Disbursements etc. No Member of the Club except the President, Treasurer and Secretary (all Trustees) shall be entitled to make disbursements, order goods or incur accounts in the name of the Club, or in any way to pledge credit of the Club unless previously authorised in writing by the Board.

Clause 106 Where the organisation uses electronic facilities for the operation of any bank or building society account, the authorisations required for operations on that account must be consistent with the approach reflected in clause 0.

Proposed Where the organisation uses electronic facilities for the operation of any bank or building society account, such operations shall be carried out by one person only and shall be either the Treasurer or one other Trustee authorised by the Board. Both shall have access to the account on-line for all internet banking operations. Two signatories are not required for internet banking operations.

Clause 111 This constitution may (subject to clause 0) be altered by resolution of the members passed at a Members' meeting (subject to achieving the two thirds majority referred to in clause **Error! Reference source not found.**) or by way of a written resolution of the Members.

111.1 Alterations to this Constitution shall be made at the AGM or EGM called for the purpose, by at least two-thirds of the voting Members present. 14 days clear notice of the proposed alterations shall be given in writing to the Honorary Secretary and shall be intimated by him / her to the Members in the notice calling the meeting.

Proposed This constitution may (subject to clause 112) be altered by resolution of the members passed at a Members' meeting (subject to achieving the two thirds majority referred to in clause 46) or by way of a written resolution of the Members.

111.1 Alterations to this Constitution shall be made at the AGM or EGM called for the purpose, by at least two-thirds of the voting Members present. 21 days notice of the proposed alterations shall be given in writing to the Secretary and shall be intimated by him / her to the Members in the notice calling the meeting. Notice of the meeting to Members to be 14 days clear.

LENZIE TENNIS CLUB (SCIO)
(Scottish Charity No. SC049633)

PROPOSED SUBSCRIPTIONS – SEASON 2021/22

The following are suggested subscriptions for the season from 1st April 2021 to 31st March 2022.

2020/21		2021/22	
FAMILY	£ 432.00 (1)	FAMILY	£ 432.00 (1)
ADULT	£ 199.00 (1)	ADULT	£ 199.00 (1)
ASSOCIATE	£ 104.00 (1,2)	ASSOCIATE	£ 104.00 (1,2)
STUDENT	£ 104.00 (1,3)	STUDENT	£ 104.00 (1,3)
JUNIOR (BORN 2002-2006)	£ 79.00 (1)	JUNIOR (BORN 2003-2007)	£ 79.00 (1)
JUNIOR (BORN 2007-2011)	£ 54.00 (1)	JUNIOR (BORN 2008-2012)	£ 54.00 (1)
MINI (BORN 2012 OR LATER)	£ 34.00 (1)	MINI (BORN 2013 OR LATER)	£ 34.00 (1)
ADULT + 1 CHILD	£ 138.00 (1,4)	ADULT + 1 CHILD	£ 138.00 (1,4)
ADULT + 2 CHILDREN	£ 172.00 (1,4)	ADULT + 2 CHILDREN	£ 172.00 (1,4)

- NOTES :
1. 5% Discount (approx.) would be available for early payment.
 2. Associate members may only play Monday to Friday 9a.m. to 6 p.m.
 3. Student Membership is available to a person who has a valid matriculation card.
 4. Adult must be parent/guardian/person over 18 years of age living at same address as child/children. **Children must be born 2008 or later.** Play only permitted Monday to Friday from 9a.m. to 7p.m, and Saturday and Sunday from 9a.m. to 2p.m. (Subscription is equal to associate plus mini/two mini memberships.)

ADDITIONAL NOTES:

- a) As a result of the Covid 19 pandemic impacting on the 2020/2021 season the trustees and committee agreed to a 50% reduction on all fees for that season. The recommendation for the 2021/2022 season is to restore the fees to the original level agreed by members at the 2019 AGM for the 2020/2021 season.
- a) Tennis Scotland expect member clubs to raise membership fees each year to maintain and increase their sinking fund. This sinking fund is to allow for anticipated ongoing upgrade of facilities.
- b) The club does not charge extra for the court lighting.

Development Plan Report

30 November 2020

It's been a busy and productive year for the Club in terms of development. All activities have been summarised in the President's Report and the Club now is in a great position from the playing side of things. But we won't stop there.

Every year we update our Business Plan which includes all our development plans, not only the facilities, but also the playing side, particularly coaching and junior development.

Although we have achieved so much, this year is no exception and we are not resting on our laurels. The next action we are implementing is to remove the trees at the south end of Court 4. These trees have given us a major headache every year in terms of tree debris falling onto court and providing too much shade at that end of the court.

Around the playing surfaces we are currently obtaining costs for surfacing the back of court slopes at court 4 and the north side of courts 1-3. No decision yet on the specification, but may be weak mix concrete and artificial grass. In addition, costs for new fencing at the front entrance next to the car park with a double gate for tractor access (for maintenance).

To the exterior of the clubhouse, we desperately need to install a new metal fascia around the building, covering the existing rotting wood. Inside, we have recently invited an Architect to inspect the insides and give us his thoughts on improvements. We have also obtained some professional thoughts on heating the clubhouse. To summarise what is "on the list" – heating system, improved building insulation, storage, toilets refurbishment, changing room refurbishment and general improvements.



Coaching Report AGM : 30 November 2020

Numbers & lessons are increasing which is great but who knows what weather January will bring!

Had quite a few new starts in the U8 category this term so our plan for the new year is get these little ones hooked to tennis & join up to membership

Adult coaching we have 3 sessions running per week and would love to add another once the better weather comes

Tots tennis we are introducing 2nd session so there's 2 options per week now (while the weather allows)

Club champs went well with over 40 juniors competing. Last year we had 4 events - this year 7 events and lots more players!! Definitely aim for next year is to try and get some more girls competing

Programme breakdown of numbers attending

Adults 28
Male 8 / Female 20
Members Male 8 / Female 18
Non members 2 Female

Junior 11-18 29
Male 24 / Female 5
Members Male 22 / Female 5
Non members Male 2

Mini 10U 110
Male 60 / Female 50
Members Male 32 / Female 30
Non members Male 28 / Female 20

All junior leagues are suspended until further notice.

January - March term is going to be tricky. If guidelines stay as is no access to indoor
Will keep what we can going outside.

Christmas tennis party outdoor for children & awards. I'll speak to Iain re trophies. I think this needs to happen at the weekend in the daytime to get the best of the weather. Would Sun 20th 12-13:30 be ok?

Coaching term will finish Friday 18th Dec. Then we will start the new term w/c 11th January

I might need to add a make up session to 8th January Friday.

Prosharptennis have now taken on John Kiernan a level 2 accredited coach. He has experience coaching both juniors & adults. He has been involved on a Tuesday at Lenzie helping out and trialing things over the last few weeks. He's going to be taken on the new tots tennis & Assisting Dave & I with the other sessions. He is also available to cover sessions where needed and get more involved when the weather picks up. Camps etc. I'll fire over his pvg number & copies of licence etc just for the clubs records as well.

Stay safe & see you all soon

Alison Skipp