

Annual Report and Accounts

1st September 2019 to 31st August 2020



2020 – a momentous year for
Lenzie Tennis Club (SCIO)

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Formed in 1889, Lenzie Tennis Club has a long history

But we move with the times and have a lot to offer the people of Lenzie and the wider Community today



Charity Management



What is Lenzie Tennis Club (SCIO) ?

We are a Scottish Charitable Incorporated Organisation with six Charity Trustees. Our charity number is SC049633 and our Trustees are :

<u>Trustee</u>	<u>Office</u>
Jacqueline Forbes	President
Alex Bickett	Treasurer
Iain Cavin	Secretary
Dilys Kerr	Club Contact
Hugh Wright	Membership Secretary
Liz Hunter	Director of Fundraising

All the Trustees served throughout the 2019/2020 season and have recently been re-elected at the Annual General Meeting on 30 November 2020.

The Trustees are aided in the running of the Club by four Committee Members and the Committee Members were again recently re-elected at the AGM .:

<u>Committee Member</u>	<u>Office</u>
Alex Wilkie	Vice President
Annette Fabling	General Committee Member
Mark Taylor	General Committee Member
James Neil	General Committee Member

Lenzie Tennis Club (SCIO) is governed by our Constitution which is posted on the clubhouse notice board and on our website at www.lenzietennis.org.uk

President's Report to the 2020 Annual General Meeting

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.

Objectives and Activities

Within our governing document (our constitution), Lenzie Tennis Club's purposes are stated to be :->

- **to provide facilities for the playing of tennis to improve the conditions of life for the people of Lenzie,**
- **to promote the sport of tennis through community participation in the same.**

To allow us to carry out our purposes, we register with the LTA (Lawn Tennis Association) and maintain their minimum standards :

- **Our safeguarding Policy can be downloaded from our website**
- **Our Diversity and Inclusion Policy can be downloaded from our website**
- **Our Welfare Officer is Allison Smith**
- **We ensure that all volunteers and coaching up to date PVG certification through Disclosure Scotland**
- **Our Risk Assessment of the Club and Facilities can be downloaded from our website**
- **We ensure that our Head Coach is Accredited or Accredited+**

www.lenzietennis.org.uk

Objectives for the Future

We are always looking to improve our facilities and our ability to promote tennis in Lenzie and the wider community, and so we are not resting on our laurels and our wonderful achievements this year. Our updated Business Plan is currently under review. Now that our playing facilities have been modernised, we are looking to refurbish our clubhouse and surrounds. We are continuing to search for grant funding to allow us to do this and add to the cash surplus we have, not forgetting of course that, having used our sinking fund this year for the court resurfacing and floodlights, we need to re-build our sinking fund to ensure future reserves.

Achievements and Performance

New Floodlights installed in June 2020



Courts resurfaced in July 2020

Competitions / Leagues / Events

Due to Covid-19, unfortunately it has not been possible to hold any major Club Events. Competitions and League Matches have been cancelled with one exception – our Junior Club Championships were held in a 1 day event in November. Congratulations to all who took part.



Other achievements and performance :

- Court 4 repainted and re-lined
- Tree surgery to branches around the new floodlights
- Successful running of the Junior Club Championships
- Introduction of a Court Booking System through the Clubspark portal
- Increased Membership
- Increased numbers going through the Coaching system
- Successful introduction of the Pay and Play scheme for non-members
- Regular Newsletters to Members

Accounts : 1st September to 22nd September 2019

On the 23rd September 2019, Lenzie Tennis Club became a charity, specifically a Scottish Charitable Incorporated Organisation. The reasons for and benefits in becoming a charitable organisation were discussed at length during 2018 and 2019 and at an Extraordinary General Meeting of the Club in June 2019, our application to become a charitable organisation was unanimously agreed to be submitted.

On the 23rd September 2019, our application was approved by OSCR and we became a charitable organisation. The following annual accounts have therefore been split between the period of 1st September 2019 to 22nd September 2019 which is the period pre-SCIO and 23rd September 2019 to 31st August 2020 when we were a charity.

Lenzie Tennis Club

Balance Sheet as at 22nd September 2019

31-8-19	Fixed Assets	Cost	22-9-19
80	Land	80	80
-	Buildings	-	-
-	Clubhouse	-	-
<u>80</u>		<u>80</u>	<u>80</u>
	Current Assets		
18689	Current Account		18938
<u>36000</u>	Sinking Fund		<u>36000</u>
54689			54938
<u>54769</u>	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.

Independent Examiner :

Mr Robert Kerr
 46 Grayston Manor
 Chryston
 Glasgow
 G69 9JW

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>

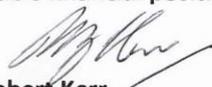
Surplus	<u>249</u>
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Accounts : 23rd September 2019 to 31st August 2020

The following accounts are the main set of accounts for the year, during which time Lenzie Tennis Club operated as a charitable organisation

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
		Current Assets		
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>
		Current Liabilities		
-	-	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>
		Capital Position		
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

Independent Examiner :

Mr Robert Kerr
 46 Grayston Manor
 Chryston
 Glasgow
 G69 9JW

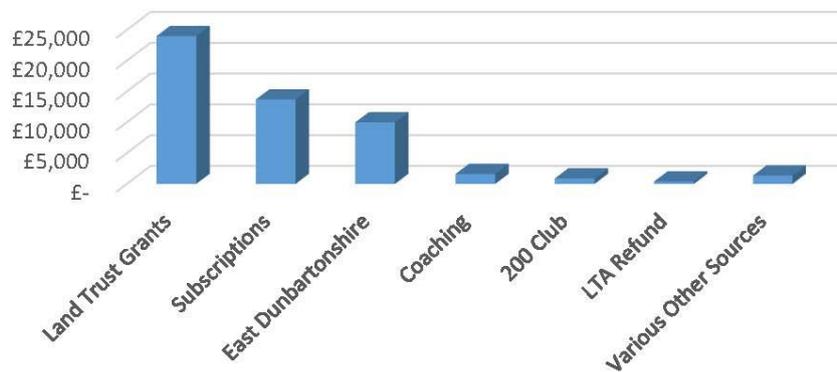
Lenzie Tennis Club (SCIO)

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	<u>10,000</u>
<u>19,117</u>		<u>51,986</u>

Income

23 September 2019 to 31 August 2020



Expenditure

23 September 2019 to 31 August 2020



Lenzie Tennis Club (SCIO)

Expenditure for the Year ended 31st August 2020

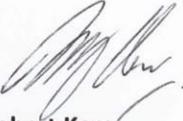
<u>2019</u>	<u>Expenditure</u>	<u>2020</u>
1,380	Affiliation and Competition Fees	1,440
1,040	Cleaning	960
588	Clubhouse Repairs	368
354	Coach Commission	64
1,013	Energy Supply	493
1,670	Ground Maintenance	1,120
685	Insurance	280
-	Leaf Blower	130
-	Key Refunds	5
382	Tennis Balls	468
290	Coaching Balls	-
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
-	Holiday 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>
	£1,722



Robert Kerr
Examiner
1/11/20

Independent Examiner :

Mr Robert Kerr
46 Grayston Manor
Chryston
Glasgow
G69 9JW

Accounts : Commentary

Although the Accounts reported have been split between pre and post charitable status, very little income and expenditure shows in the 3 week period pre charity. Therefore the commentary made here concentrates on the period between 23rd September 2019 and 31st August 2020 during which time Lenzie Tennis Club operated as a Scottish Charitable Incorporated Organisation.

The Club has been very careful over the last 22 years (since our artificial grass courts and floodlights were installed in 1998) to ring fence an amount of money (sinking fund), added to annually, to pay for resurfacing and new floodlights at the end of their life. The life expectancy was originally 12 to 15 years, so to have had 22 years play before renewing helped us to “save” more funds than expected.

Thus an amount of £36,000 was available to us for this year’s major works (see last year’s accounts for verification). This amount has been expended on the court resurfacing and the floodlights contracts, together with the project manager’s fee, so as can be seen, the sinking fund has reduced to zero. We are mindful that this reserve now requires to be re-built in the years to come.

We could not have managed to fund these major projects on our own, but by way of major grant funding applications in 2019, we were able to secure substantial grants from Paterson Quarries through Land Trust and Viridor. In addition, due to the Covid-19 situation, we received a grant from East Dunbartonshire Council. By spending over £60,000 total on these projects, it has meant that the deficit for the year is almost £20,000. From next year onwards, we will start to build up our sinking fund again for future maintenance / renewal.

Again, due to Covid-19, we were able to secure loans from the LTA and from the Bank to help the Club through a very difficult time. These loans totalled £10,000. This helped our situation, particularly as the income from subscriptions fell. Although our membership numbers have in fact increased, due to closing the club in accordance with Government lockdown measures and restricted play when we were allowed to re-open, we made the decision to only charge members 50% of the annual fee this year. Through increased membership and voluntary donations from some members, the reduced income level was diluted.

We have concentrated heavily on coaching over the past year or so and we are indebted to Alison Skipp, our Head Coach, for making a great success of this side of the Club. This has generated an income of £1,616 from court rental for coaching which is a significant increase from last year and a much better position from previous years where money was lost in this area.

Although we are in the apparent healthy position of moving forward with a figure in the bank of £35,162, we know that there is still a great deal of maintenance and improvement works to be carried out on the Clubhouse and the court surrounds. Our Business Plan is currently being updated to reflect this.



Summer coaching
where the weather has
not always been kind!!

Membership

We have been very successful in growing our Membership this year as can be seen from the spreadsheet of numbers below. This may be due to a number of reasons, but three things stand out – more people wanting to get outdoor exercise during this Covid time, our 50% reduction on this year's annual subscription, and our wonderful new playing carpet.

LENZIE TENNIS CLUB

MEMBERSHIP STATISTICS	09 SEP 2020	07 OCT 2019	05 NOV 2018
Honorary Members	2	3	3
Adult Members	72	64	52
Family Adult Members	16	6	4
Student Members	10	9	5
Family Student Members	0	0	0
Associate Members	12	13	13
Junior Members	32	30	34
Family Junior Members	14	3	5
Mini Members	35	40	24
Family Mini Members	4	3	0
Adult + 1 Child/Mini Member	9 + 7 + 2	8 + 8 + 0	11 + 8 + 5
Adult + 2 Children/Mini Members	8 + 8 + 8	1 + 1 + 1	1 + 1 + 1
Total Membership	239	190	167



New Members	Adults	37	30	15
	Students	3	3	1
	Associates	0	2	3
	Juniors	22	14	13
	Minis	23	31	13



Resigned Members	Adults	7	6	6
	Students	1	0	2
	Associates	1	0	0
	Juniors	1	5	5
	Minis	4	2	2

Members Deemed to have Resigned	Adults	4	10	8
	Students	3	0	0
	Associates	1	1	0
	Juniors	16	12	5
	Minis	11	14	9

Total Resignations (All Categories)	49	50	37
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Total Non-Playing Members	2	8	2
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Coaching

A large portion of our Business and Development Plan is given over to coaching and in particular providing service to and the development of young players. We are very fortunate in Lenzie to have the services of Alison Skipp as Head Coach and in the couple of years that she has now been with us, the coaching numbers have gone from strength to strength.

Numbers that have gone through the coaching system this year, despite the Covid restrictions, have increased significantly :

- **Adults : 28**
- **Juniors 11-18 years of age : 29**
- **Minis under 10 years of age : 110**



Covid-19

2020 has been a very disrupted year due to the Coronavirus pandemic. This has affected our Club greatly with total closure in early Summer followed by restricted play which is still ongoing. The Club has taken measures to ensure the safety of our Members, largely following guidance from the Scottish Government, Tennis Scotland and the LTA. Emphasis has been placed on handwashing when entering and leaving the courts and staggered court starts for play to minimise “crowding”. A court booking system has been introduced for the first time at Lenzie, again to assist in “spreading” play and distancing Members.

COVID-19 : RETURN TO RESTRICTED PLAY



These guidelines have been produced in line with the LTA's play safe guidelines and Government guidance on outdoor activity

28 May 2020

Please do not play at the Club unless you have a booking. To book a court email us at Booking@LenzieTC@gmail.com. Refer also to the published Booking instructions leaflet.

Only pack the minimum necessary for your visit to the courts and for playing. Note that the Clubhouse, Changing and Toilet Facilities and Kitchen all remain closed:



- Visit the toilet as necessary before leaving home.
- Take hand sanitizer with you, although a hand sanitizer is provided for use at the Club.
- Only take your own equipment (no sharing).
- Clean and wipe down your equipment before and after use.
- Bring a full water bottle – no sharing of food and drink with others.
- Bring your own tennis balls clearly marked with your initials.
- After your session, take all belongings with you – do not leave anything on court.

Before leaving home and after you return wash your hands in the prescribed way.



On arriving at the courts and throughout your session, maintain social distancing (2m rule) at all times



Prior to going on court, use your hand sanitizer or the hand sanitizer provided by the Club



Only handle your own racket and personal (marked) tennis balls. Avoid touching common surfaces

Place your bag at the back of the court and your opponent will place their bag at the opposite end



COVID-19 : RETURN TO RESTRICTED PLAY (Cont'd)



Maximum of 2 people per court



Doubles are allowed – no more than two households together



- Avoid changing ends after an odd number of games or at the end of a set
- Stay at least 1m back from the net
- Only handle your own marked tennis balls
- If a tennis ball comes over from an adjacent court – kick it back
- If your opponent's ball needs returned, pick it up with your foot and / or racket – do not handle



Maintain social distancing (2m rule) at all times:

- During play,
- Taking breaks,
- Before and after play,
- Avoid chasing a ball onto another court if that court is in use



After play, use your own hand sanitizer or the hand sanitizer provided at the Club

Upon returning home, do not forget to wash your hands in the prescribed way



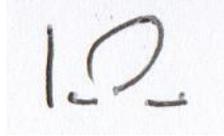
Guidelines for Restricted Play at Lenzie (issued to Members)

Declaration

The Trustees declare that they have approved this Trustees' Annual Report.

Signed on behalf of Lenzie Tennis Club (SCIO) Trustees

Signatures



Names

Iain Andrews Buchanan Cavin

Jacqueline Forbes

Position

Secretary

President

Date

8 December 2020

8 December 2020

