

# Elstead Village Tennis Club AGM 2022

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## Apologies for Absence

Shirley Bellamy, Nevin Grieve, Theresa Love, Jorge Martin, Georgia McCarthy, Alex Williams

## Present Members

Scott Tunbridge (ST), Susannah Hunter (SH), Lorna Whateley (LW), Carrie Armitage (CA), Barbara Awbery (BA), Corinna Hutchinson (CH), Tony Hutchinson (TH), , Jutharut Pride (JP), McDonald Smith (MS), Louise Tunbridge (LT), Hazel White (HW)

## Approval of Minutes - 2019

All members present agreed.

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## Chairman's Report - Scott Tunbridge

### **A Summary of the years April 2019 – March 2022**

It is safe to say that the last three years have been unprecedented in all our lives, let alone the running of our tennis club. Looking back to 2020 we cancelled the AGM in May due to the first lockdown which obviously affected our ability to play tennis, let alone carry out our official administrative duties.

However the club needed to continue to be run and as a committee we did our utmost to keep the membership informed of the latest developments on a regular basis. We soon discovered that tennis was to be one of only a few sports that could continue at various times under controlled conditions because it was a virtually non-contact outdoor sport.

In those periods where tennis was possible, we ran a limited carefully controlled programme which was a great relief to parents given the living restrictions. Over the course of the year the local authority offered financial assistance to sports clubs to help keep them running and we were able to tap into this fund which was a great lifeline. Our membership also stepped up and many renewed their membership, and with the local authority fund we were subsequently able to offer our members discounted rates for the year 2021/22.

The committee worked diligently with signage, hand gel and updating the government guidelines regularly to enable everyone to get back on court. I think it is fair to say that we had virtually no incidents of Covid as a result of playing tennis in this period, showing the good sense of the guidelines and your own diligence, following the best advice to the letter.

### **Coaching**

Through the last three years Jorge and his team of coaches have been a great source of inspiration to our junior members and the consequence was a large increase in the numbers of players of all ages being coached. It is fair to say that as the kids were able to take part in all the great variety of sports on offer following the relaxing of the lockdown, numbers have dropped a little but we continue to coach around 260 children to a very high level.

Sunday, 22<sup>nd</sup> May 2022

In the period of lockdown as a club we took the decision to continue to pay a proportion of the coaches' fees while there was no income for them coming in from coaching lessons, which not all clubs were inclined to do.

As we came out of the lockdown there were some changes to personnel with Doug Barker leaving to go to a larger club to further his coaching development. But there was no break in the coaching offered thanks to Jorge's good management of resources and recruiting replacements.

## **Team Tennis**

There have been some 'stand-alone' leagues running in the ADLTA leagues that we play in and our teams continue to do well in them. We have resurrected an A team on the men's side under the captaincy of Roger Lawson, which came second in the Winter league and won last summer's league. The B team with Scott as captain also came second in the winter and won the summer league by 60 points.

The ladies teams have suffered at the top end with injuries and retirements ravaging the team. However Susanna Hunter has stepped up to arrange the ladies teams with a great win in the winter league with the B team and introducing a C team for the first time.

The Mixed team had been run by Gill Saunders (with Shaun Fishburn) for some years and when she stepped down last winter, McDonald Smith stepped in to great effect coming 3<sup>rd</sup> in a very competitive 2<sup>nd</sup> division in the winter.

Once again, thank you to all the captains for their great organisational work with the teams. They wouldn't work without you!

And our thanks to Mike Mullins for continuing to arrange all the Thursday Club Nights as well as the ADLTA meetings and the League match fixtures.

## **Singles and Doubles leagues**

The popular ladies doubles league continues to thrive thanks to Susanna and she is about to hand over this responsibility after a number of successful years. The singles league is enthusiastically run by Mac (McDonald Smith) and has grown in numbers. Two great initiatives which add to the club's tennis-offering and improves everyone's level for competitive tennis.

Ladies mornings on a Tuesday have continued to thrive with some regular group tournaments organised by Barbara Awbery.

## **Club Championships**

As you would expect we suspended the Champs for two years due to the pandemic, though this year's event is up and running under the stewardship of Louse Tunbridge.

## **Membership and Treasurer**

Lorna has continued to add her drive and organisational expertise to both of these roles and we continue to be extremely grateful for her continued great work in keeping our finances in good order. The club has never been in such a good financial condition despite the rigours of the last three years. We have recently welcomed Shirley Bellamy to assist us. She has settled in well and is already contributing to the smooth running of the club. We hope that this will be a long and productive arrangement.

Betty Maitland, who has assisted in the Junior membership and coaching over a great number of years, returned to live in New Zealand and we have thanked her for all her good work and wish her well in this new chapter of her life.

We are extremely grateful that Susanna Hunter has agreed to take over this aspect of the club's administration and she is working well with Jorge, Lorna and Shirley with the highly acclaimed coaching set-up.

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## **Club Secretary & Welfare Officer**

Georgia has done a great job in the role as Child Protection Officer which was vital to our renewed LTA and CASC accreditations. Georgia is First Aid trained and certified. She keeps charge of the Injuries Logbook and makes sure our First Aid kits are fully stocked.

In these testing times her Health & Safety remit has also been invaluable, with Safety signs, hand sanitisers and keeping us in touch with the latest LTA announcements.

Georgia has asked to stand down as Club Secretary but has agreed to continue as Welfare Officer and we are very grateful for that, and we thank her most sincerely for her work as Secretary over what has been a large number of years now.

We will now look within the membership for a volunteer to take over this role which we be advertising soon.

## **Wimbledon Tickets**

Part of Georgia's role was organising the Wimbledon ticket allocation. In their wisdom the AELTC and the LTA have changed the ballot rules with not much notice, so we will ensure that the new process is clear for everyone for next year.

## **Website**

Another great development this year has been the brand-new website which was designed and implemented by Nick Alder. Thanks to the smooth transition arranged by Patrick Ryan working to Nick's specifications the change was incident free - no mean feat as those who have experienced these things will recognise! The electronic newsletters have been great for keeping everyone up to date I'm sure you agree. Thanks to Lorna for pulling the text together each time. Our thanks to Patrick for his work on the original website which in its time was excellent.

## **Maintenance**

Our gardener Andrew continues to do a great job and over the last three years the look of the ground has improved enormously with the new planting arrangements and patio fence painting.

Sian Evans has been working away behind the scenes keeping the clubhouse well stocked and supervising our cleaner to keep the club sanitary and safe for our use – particularly important over the last 3 years.

Richard Knight has been working in the role of handyman for a number of infrastructure jobs including the new signage, some small fencing jobs, servicing mowers and leaf collectors.

Richard Awbery has taken over contacting suppliers and supervising any larger improvement projects such as door replacement (following the break in two years ago), court cleaning, painting and fence replacement.

Our thanks to all of them as well.

In conjunction with the Parish Council, we now have an excellent CCTV set up to deter any future break-ins (and capturing the joy rider who crashed into our fence by the car park!) and the new secure shed is working well.

## **And finally!**

I would also like to express our thanks to you, our members, for your continued support over these unique and difficult times. We have come through this period of uncertainty stronger and more resilient and we are in the very best position to continue to make our club the very best of places to play tennis and to encourage your personal wellbeing.

Thank you!

**Scott Tunbridge, Chairman**

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## Treasurer's Report for the three years ended 31<sup>st</sup> March 2022

### **Income:**

The Club was awarded grants of £19,907 from the Waverley Coronavirus Response Fund in May 2020 and March 2021. £10,000 of this was paid to the coaches during lockdowns. All members were offered a subscription discount in April 2021 for the proportion of the year that the Club was closed during 20/21. The Waverley Fund was used to fund the discounts which were taken up by 2/3 of members. One third of members opted to pay full annual subscriptions which was much appreciated at the beginning of a difficult and very busy year for the Treasurer.

In the year to 31<sup>st</sup> March 2022 subscriptions income rose by 31% to £33,981 as tennis was one of the few sports allowed during the summer of 2021 and people were unable to go away on holiday. The overall number of members rose from around 540 in 2020 and 2021 to 711 in March 2022 (284 adults members, 106 students & teenagers, 296 juniors and 25 under 5s).

Subscription rates have remained unchanged since 1<sup>st</sup> April 2018.

Club matches resumed in the summer of 2021. There was no Club Tournament in 2020 nor 2021.

Interest Received is from the Nationwide Business Deposit Account.

### **Expenditure:**

Reduced expenditure during the year to 31<sup>st</sup> March 2021 reflects lockdown due to Covid-19 when the Club was not used.

Maintenance of court surfaces: All the courts were cleaned in December 2021. Nearly £10,000 has been put aside for repainting Courts 1, 2, 3 and the mini-court 6 in June this year, 2022.

Repairs to Clubhouse and Grounds: Provision was made for the replacement of a floodlight bulb on Court 5.

Break in: In April 2020 during lockdown, the Clubhouse was broken into. A new leaf blower was stolen, doors were broken down and the fence cut. An insurance claim was made for the repairs which included new doors, locks and keys.

Gardening: Includes the purchase of new plants for new beds

Machinery, Tools and Equipment: Includes the purchase of 5 new benches, 1 new tennis net and 3 new net-winders.

Keys: Includes the purchase of 15 Clubhouse keys (£200)

Consulting: represents fees paid for advice and installation of accounting software Xero, to help with the increased administration required as the result of the increased number of members.

IT and Software: The Club invested in a new website and a new email system this year which has facilitated collaborative working across the administration team.

### **Coaching:**

There was no coaching during the November 2020 lockdown, nor for the whole of the Spring term 2021. All coaching fees which had been received for lessons which were cancelled were refunded to members. Hence the lower than usual figure for coaching fees received for the year to 31<sup>st</sup> March 2021 (£38,285).

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The coaching programme resumed in Summer 2021, with a huge boom in numbers for reasons as suggested above and Jorge Martin's excellent team of coaches. This continued until the end of the Autumn term 2021.

### **Junior Camps:**

Junior tennis camps in summer 2020 and 2021 were very well attended as Jorge's name and reputation grew in the area and families were unable to go away on holiday. The Club itself received court fees and non-member fees (£3,124).

### **Balance Sheet**

**The Net Book Value of Tangible Fixed Assets:** depreciation is reflected in the Maintenance Reserve.

#### **Creditors:**

Junior coaching expenses: £7,526 represents coaches' fees for the month of March 2022.

Repairs and maintenance: £9,696 is reserved for Colour Works for the repainting of Courts 1, 2, 3 and the mini-court 6; £330 has been put aside for repairing a floodlight bulb on Court 5.

Sundry creditors: refers to the Club's Affiliation Fees to Surrey LTA for 2021, not yet invoiced by the LTA.

#### **Maintenance Reserve:**

£23,500 was paid into the Maintenance Reserve during the year ended 31<sup>st</sup> March 2022. This was made up of £7,500 surplus income from the coaching programme during the year to August 2021; £6,000 surplus income from the coaching programme in the Autumn term 2021; and £10,000 surplus income in the day-to-day running of the Club, due to the significant increase in number of members during the year. The Maintenance Reserve is held in a Nationwide 90-Day Business Deposit Account, and now stands at £97,000. It is provided to cover unforeseen eventualities and for the cost of the eventual resurfacing of all the courts. (The year-to-year cost of repairs and maintenance to the courts and clubhouse are covered by annual income).

#### **Community Amateur Sports Club (CASC):**

The Club continues to be registered with HMRC as a Community Amateur Sports Club (CASC).

The Club is required to submit a tax return to HMRC now for the year to 31<sup>st</sup> March 2022 and this will be done shortly. The Club's accounts for the years ending 31<sup>st</sup> March 2021 and 2022 have been reviewed and given due consideration by Robert Agates & Associates, Certified Accountants.

**Lorna Whateley**  
**Honorary Treasurer**

Proposed by BA; seconded by TH. Approved.

## Head Coach's Report - Jorge Munoz-Martin

Last year we had a great increase in numbers of children attending the coaching programme after the lockdown, during the Summer term 2021, so the challenge was to keep these numbers up during the Autumn term 2021 which we did, although we saw a slight stagnation in the Spring term 2022 figures. We are hoping this Summer term is going to be good in terms of new players joining due to the fantastic outdoors facilities that we have at our club. I am really happy to say that due to the hard work of the Coaching team and the continued support of the committee members during the last 6 years, Elstead VTC has consolidated its position as one of the best tennis clubs in the area. The quality of our coaching programme is well known and we have children coming from Farnham, Godalming, etc. The parents prefer our club instead of their more local tennis club.

ELSTEAD VTC is running also a fantastic outreach programme, delivering tennis sessions during the Summer term in 4 local schools. This initiative brings new children every year to our coaching programme and to our tennis club.

ELSTEAD tennis coaching programme has a strong base of young players which is absolutely fundamental in the development of a healthy coaching programme.

We have had an increase in adults taking part in the coaching programme. Before last September the adults coaching groups were directly managed by the coaches (the players were just paying to the coaches directly without any intervention from the tennis club). I always thought that every single coaching session that happened at the club should be included in the coaching programme so I changed the set up and now all the groups are included in the coaching programme.

We have now 6 adult groups running from Cardio Tennis, Adults advanced +, Rusty rackets advanced to Rusty rackets beginners. I will be starting a Rusty rackets group box league as soon as the players are ready and are confident enough to start playing matches.

I must say that we are doing the right things in order to maintain and also to increment the highly regarded image of our tennis club. Definitely Elstead VTC is the club to be part of.

Many of you have noticed our Coach Stephen Gibbons missing from court recently - due to personal reasons he is taking some time away. Stephen is very much a valued member of the coaching team and we all wish him well and hope he may return in September. We are pleased to welcome new coaches Shane Wheeler-kingshott, Luke Jesse and Arran Reavley to the coaching staff at EVTC.

During this year we have welcomed Susanna as the Coaching Administrator and said goodbye to Betty Maitland after nearly 8 years in the role.

We have opened a new account with Head UK which means all members can benefit from their discounts.

The Dan Burden Tournament ran as an internal tournament for junior members this year, rather than an LTA organised event. This was a big success.

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## Short Term Development Plan

1) It was recommended by the Treasurer that there is an increase in subscription rates of approx 10% on 1<sup>st</sup> April 2023, after 5 years at the same rate.

- 1 Adult to rise from £105 to £115
- 1 Family to rise from £220 to £240
- 1 Student / Teenager to rise from £45 to £50
- 1 Junior to rise from £30 to £35

Proposed by LW; seconded by LT. Approved.

2) EVTC needs to action a comprehensive risk assessment of the Club before September 2022. The following areas should be assessed and need to comply:

- Clubhouse
- Grounds
- Courts
- Website
- Displayed notices

3) Coaches who wish to recommend members to play in any teams can forward details to Gill Saunders on [gill\\_saunders@btinternet.com](mailto:gill_saunders@btinternet.com). Gill is the overall contact person for team captains. LW will ensure this is on the club notice board.

4) Biographies of new coaches Shane Wheeler-kingshott, Luke Jesse and Arran Reavley to be posted on coaching notice boards and the website. SH to action.

5) The Dan Burden Fund (£1,172) - BA suggested it could be used to fund camps for children of families who are using the foodbank in Elstead. ST said it could also be used to fund children introduced to tennis through the Outreach Programme at the four local schools.

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## Medium to Long Term Business Plan

1) Look at improving the lighting. The new LED lighting that we are looking at would cut the electricity costs by up to 90% at a time when electricity prices are at an all-time high. Look at what neighbouring clubs have. ST mentioned that the Club's immediate neighbours are difficult to please.

2) Look at possible change of surfaces of some of the courts but this will inevitably involve higher maintenance costs than our hard courts. 5 year plan.

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- 3) The idea of the footballers wanting to join a building onto our clubhouse for use by footballers was rejected by members.

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### Any Other Business -

- 1) SH suggested new padlocks for gates with a combination code, instead of keys which are becoming increasingly difficult to copy. It was agreed that this is a good idea. Estimated cost £60 x 5 = £300. We are currently spending £250 p.a. on cutting keys. New codes will be given out in Newsletters to all members every 2 / 3 months. LW recommended KBO Aldershot for padlocks. SH to action.
- 2) Rubbish – ST to continue to follow up with Elstead Parish Council (EPC) about whether we could get a fortnightly rubbish collection. New contractors are in place organised by EPC so they need to see how that works out first.
- 3) New sign for the road – Members are frustrated by the lack of a sign on the Milford Road for visitors trying to find the Club. ST confirmed there is an insurance claim in progress by EPC which includes the cost of a replacement sign (following its demolition after a car accident there), and he will continue to follow up with them as the claim progresses. Although there is the option of EVTC paying for a new sign and reclaiming the cost, there is a danger that the insurance company will not reimburse us if the expenditure has not been approved in advance.
- 4) It was noted that the greenery on the right-hand side of the exit onto Milford Road needs to be kept cut back for good sight lines.

LT proposed Scott Tunbridge as Chairman; seconded by CH. Approved.

MS proposed Lorna Whateley as Treasurer; seconded by TH. Approved.

BA proposed Susanna Hunter as Committee Member & Coaching Programme Administrator; seconded by JP. Approved.

LW proposed Georgia McCarthy as Welfare Officer; seconded by CA. Approved.

Meeting closed at 5.45pm.