

DUNSTABLE TENNIS CLUB
Minutes of Annual General Meeting
Friday 16th March 2018

1. Welcome by the Chairman, Graham Morgan

Thank you all for coming this evening. Unfortunately the weather caused the meeting to be postponed on 2nd. Constitution states that an Annual General Meeting shall be held each year between 15th February and 31st March inclusive, and at any general meeting, the quorum shall be 20 Members entitled to vote. So, ok for tonight.

Please can you sign the attendance sheet that is being circulated.

Tonight, by following the agenda, you will hear reports from each member of the committee throughout the evening giving an overview of what they have been involved with during the past 12 months. Discussion of proposed changes to the constitution and election of the new committee for the forthcoming year. Plus, a Porz twinning report and Any Other Business. (No AOB presented before the start of the meeting)

2. Presentation of The Shanley Shield (most improved Junior Girl) and The Norman Shield (most improved Junior Boy)

Both winners were not present at the re-arranged meeting. The presentation will now be made at a future Saturday morning junior's session.

To be presented by Graham Morgan on behalf of Head Coach, Craig Keeling.

Firstly, the Shanley Shield for the most improved junior girl.

This junior girl works hard every time she comes down and puts the boys through their paces. She may be quiet at times but she shows a ruthless side to her when she takes on the boys. She shows great determination every time she steps onto the court which is great to see with a never die attitude. She is a pleasure to work with every week.

Most improved girl is Thea Hawkins-Brazel. Well done to Thea.

Secondly, the Norman Shield for the most improved junior boy.

This junior boy has really improved on all of his shots during the last year and has started to come out of his shell. He has grown in confidence over the last 12 months and sometimes it's hard to shut him up. He has a great attitude and is always asking question. Our next goal for him will be gaining more match experience

Most improved boy is George Cant. Well done to George.

A big well done from Craig and the coaching team not just for Thea and George but to every player that comes along and tries their best. We look forward to another year working together.

3. Apologies for absence.

Apologies received from: Craig Keeling, Claire McMenamin, Dennis & Pat Stone, Pete & Jan Hale, Niall Archer, Paul Madden, Kieran Roan, Nigel Magee, Francis McMahon.

4. Minutes of the 2017 AGM.

Minutes from last year's AGM were approved by Nick Smitham.

5. Matters arising from the minutes.

None

6. Chairman's Report – Graham Morgan.

7 years as Chairman of Dunstable Tennis Club, a position which I find sometimes frustrating but nevertheless rewarding. Chairman of a committee who work hard for the good of the club.

So, on your behalf (the members behalf) and personally, I would like to thank all of the committee members for their hard work, not just for the last year, but for all the years.

Also, I would like to Filomena Sansone, Club Secretary who for family reasons stood down in August and Kieran Roan, Media Manager who will be standing down to concentrate on his school work.

Since August I have been covering the role of Secretary, including minutes, and look forward to the role being filled later this evening. I would like to thank Frances McMahon, past Secretary, for completing the Clubs LTA annual registration in November 2017. This is not the easiest of tasks and requires the assistance of a number of other committee members. From this process with the addition of being able to meet some additional criteria, I have managed to secure Tennismark accreditation.



1st February 2018

Dear Graham Morgan,

Congratulations to you and everyone at Dunstable Tennis Club on achieving Tennismark accreditation through the LTA Registration process. Tennismark is a Sport England approved accreditation that recognises your venue as safe, welcoming and inclusive.

You are now eligible to use the Tennismark logo to advertise your new accreditation. You may wish to use this on your website, social media pages, emails or other documentation.

You will receive a welcome pack in the post within the next two weeks, which provides more details about your benefits package. If you have previously received a welcome pack as a result of completing LTA Registration, this pack will only include the parts of the pack relevant for venues that achieve Tennismark. If you are yet to receive this pack, the packs will be combined into one.

If you have any questions please contact your [Regional LTA Team](#) or call a member of the British Tennis Services team on 020 8487 7000.

Congratulations again and thanks for all you do for tennis in Britain,

British Tennis

Being part of tennis in Bedfordshire we have to support and attend Beds LTA functions and seminars to keep abreast of changes and utilise their support. Last December I was elected on to the Beds committee as the DTC representative, taking over from Phill Moss. We also have members who represent DTC on the South Beds committee.

I continue to represent the club at DITA (Dunstable International Twinning Association) meetings. DITA celebrates its' 50th anniversary next year and there may be a celebratory dinner to attend.

On behalf of DTC, I have attended 2 LTA Bedfordshire Venue forums, a Transforming British Tennis Together forum and a Safeguarding forum.

Members of the club attended Studham TC's 25th anniversary dinner and the Beds & S. Beds presentation evening last November.

Funds for the club are always welcomed and we have now started to recycle our used tennis balls. So far, 2 sacks of 200 balls have been recycled raising £80. I would also encourage members to use easyfundraising.org when shopping on-line. To date we have 16 supporters and have raised £57.44

Wimbledon Ballot Update

As in previous years the clubs ticket allocation will be based on the number of club members who are BTM's and have opted into the ballot. This is an annual requirement and the deadline for members to opt in for 2018 was 23rd February. As of that date 75% (110 of 147 eligible members) opted in. So, the same percentage as last year, despite numerous reminders and last year we were allocated 16 pairs of tickets after achieving 75% opt-in.

For 2018 the club will be using the LTA's electronic ballot system once again to distribute its Wimbledon ticket allocation. We will be informed of our allocation on or after 19th March when ballots will open.

Please check your e-mails after that date to find out if you have been successful. If so, either accept and pay or decline the ticket quickly so that other club members can benefit.

I will be monitoring the allocation to ensure all tickets are taken up. Good luck.

As, I've said previously, you will hear committee reports summarising what else has been going on over the past 12 months. So, it's over to the committee!

7. Secretary's Report – Vacant Position(s)

Since the last AGM there have been regular committee meetings convened every 6-weeks (except during the summer holiday period) with notes of the meetings taken. A copy of the minutes is on display in the clubhouse so all members get the opportunity to read about the discussions and decisions the committee has made throughout the year.

Another part of the role is to deal with all correspondence received and this is usually in the form of an e-mail. We review all incoming e-mails and information and ensure this is passed onto the relevant committee member for action.

See Roles and Responsibilities document for more information.

8. Treasurer's Report – Mike Bartlett.

The first page of the report covers the bar accounts which I will leave to Tony to comment on. Page two shows the balance sheet – showing the assets of the club which at £140k is the highest it has ever been. The assets are represented by cash and the residual capital value of the infrastructure. After resurfacing of courts 1-3 last year, the written down value of the courts is just under £39k. Courts 4 and 5 will have no written down value by the end of this year and are to be replaced in April. The purpose of the sinking fund is to ensure we have the funds to replace assets as they become depreciated.

On the next page, the Income and Expenditure account shows that income has reduced again this year at £28k, with reduced expenditure but the club continues to make a surplus above the amount required to maintain the sinking fund. The amount required for depreciation this year is very low as all but court 4 and 5 costs have been written off, giving a net surplus of £6.5k.

I've changed the presentation of junior coaching costs that will show whether we have a net surplus or deficit instead of separating income and expenditure. I've applied the change in how this is presented to the preceding two years so there is a proper comparison but it does not change the bottom line each year. On the coaching side we have gone from a net surplus in 2015 to a deficit of £984 in 2017. This is mainly due to poor receipts from PAYG on Monday evenings compared to the cost of providing coach support, particularly in the last quarter of last year. Coaching support has been reduced and it's being monitored more closely to bring it back into surplus.

Floodlight income continues to fall. I've been taking the cash out weekly so far this year to monitor what's being put in and the average so far is about £17 a week, equivalent to 2 courts on a Tuesday and Thursday. Higher match fees reflect more teams and the indoor league although Anne still has a problem chasing some captains for the fees. Electric costs have returned to normal levels after the windfall from Scottish Power last year. Sundry expenses are largely the PRS fee to play music.

The last page shows how assets are calculated and the position regarding the sinking fund. As we are planning to resurface courts 4, 5 and 6 this year the sinking fund will be spent almost entirely and we will need to ensure that it is built up over the next 10 years for the replacement in 2026 or later. Courts 4 and 5 have become uneven from root heave and the bounce is unreliable across both courts. A new tarmac skim is needed to ensure the service is even before a new surface is laid, increasing costs which will reduce the amount available for development purposes.

We will also look at replacing the floodlights with new brighter LED heads. With the higher cost of replacing courts 4-6, I estimate we have around £20k that could be used now for other improvements and we will need to look for grant aid to help with plans.

The committee has proposed relatively small increases to subscriptions which remain lower than our two closest comparable clubs – Flitwick and Vauxhall. The cost and funding arrangements for minis / juniors needs to be reviewed by the junior committee to avoid subsidy from other income.

Can I thank Alan for collecting junior fees for PAYG sessions, Nigel for auditing the accounts, Tony for handling bar funds, Jenny and Graham for the social monies, club captains for collecting match fees (most of them at least), Jacqui and Wendy for collecting tournament fees, Craig for handling coaching money and Mark for banking the subs.

Accounts accepted by Stewart Meagher and seconded by Jonathan Gosbell.

9. Match Secretary's Report – Anne Bartlett.

As usual, short and sweet from me. The year passed in the usual way with no significant trauma, that's good enough for me!

Just a few amendments to the rules from the south beds committee meeting, and they are:-

- 1) From now on when you are knocking up for a match, you must do it against your opponents, not your fellow team mates.
- 2) If only 3 members of a team turn up, then the match is claimed in full by the opposition. At the moment, points have been awarded if part of the match is played.
- 3) Regarding junior matches, in the singles rubber, players must play against their equally rated opponent. I.e. Number one seeds play against each other, etc.
- 4) In the Beds league, Ladies' are allowed to play in the Men's teams. The South Beds committee wanted to re-affirm that in their league Ladies' are not allowed to play for a Men's team. I did not get an answer regarding transgender players.

The knock out competition this year again has only 3 entrants. On 2 September we will play Vauxhall away. Should we be successful we will be at home to Flitwick 23rd Sept.

Those of you, who like a drink whilst watching a bit of live tennis, please note the following derbies.

- 1) Easter Sunday 1 April, from the winter, our Men's A v B
- 2) Men's B v C Sunday 3 June
- 3) Ladies' A v B Sunday 3 June
- 4) Mixed B v C Sunday 19 August

In conclusion, thank you all for your support to enable matches to complete, that is both captains and players and good luck for next year.

10. Committee Reports...

a. Junior Committee Representative – Alan Gore

Firstly, I would like to thank the junior committee members and parents for their help and assistance this year helping out by running teams, tuck shop duties and organising the junior Christmas party.

The junior section was doing well for most of the year but has suffered this winter due to the bad weather. Thanks to Ian Quinn and Mark Cant for helping out with the older juniors on Saturday mornings.

The junior summer league was won for the second year running by Connor Taylor. Unfortunately the winter league had to be cancelled this year due to lack of attendance.

The junior Christmas party went very well with junior committee members and parents once again donating food and raffle prizes. A good time was had by all.

Winter matches are still not all completed due to the usual cancellations and rearrangements but the team captains are keeping on top of the situation. Thanks to all the captains and junior parents for arranging and getting the children to the matches. Congratulations go to the U12 team players who won the South Beds summer league.

For this summer we are proposing to enter the same teams as last year and captains will be sorted accordingly.

Craig will talk about the coaching during his report.

b. Club Captain – Russell Hillman

No report sent.

Russell spoke of his involvement during the past year

c. Bar Manager – Tony McMenamin

There is little to report other than the figures. The profit in 2017 was about £6,700 which is down about £1,800 on the previous couple of years. This is due to a number of reasons including:

- Increases in wholesale and shop prices not reflected in bar prices
- Fewer social events
- Takings substantially down on social nights (Weds and Fridays), mainly due to so many members now playing day-time tennis

So from 1 April, there will be some modest price increases at the bar!!

Thanks to everyone who has helped behind the bar during the year, to those who have collected stock and to those who have recycled the bottles. Also to Mark for arranging the new flooring - with that done, we'll now think about a modest re-furb!

d. Safeguarding Officer – AJ Webley

Luckily there is not much to report this year from a welfare point of view, we haven't had many incidents to report and those we have had have been dealt with appropriately. All coaching staff are LTA accredited and therefore up to date with 1st Aid and DBS checks as carried out by LTA.

I have been trying to check and restock the 1st aid box at least monthly if necessary. The ice packs I sourced last year seem to be used regularly so when needed I can order more just let me know.

This year I attended a Safeguarding Course for welfare officers at the National Tennis Centre which was very informative and as a result I have created a safeguarding folder with resources that may be required by the coaching team or myself and it's to be kept in the clubhouse.

Myself and Graham also attended a safeguarding forum last month which was really useful. There were a lot of issues highlighted during the forum regarding child protection at other clubs and as a result the LTA have introduced 'the 5 minimum standards' which all clubs must be enforcing by October this year. As a club we are pretty much on top of this but I would like to propose a change to our constitution to include 'abiding by the code of conduct as written in the safeguarding policy', as recommended at the forum we went to.

So, in constitution, section 4.4.1, conditions of membership:

Each member agrees as a condition of membership:

- a. to be bound by and subject to these rules (as in force from time to time)
- b. to be bound by and subject to the Rules and the Disciplinary Code.

I propose we add in:

- c. to abide by the Safe and Inclusive Code of Conduct as defined in the Safeguarding policy (as in place from time to time)
- Move to Item 11 of the meeting to vote on.

e. Social Secretary – Jenny Morgan

Another year has passed with a selection of social events.

This year we held 2 quiz nights both with a ploughman's supper. Both were well supported although very different. Thank you to Brian Griffith and Ron Lynch for setting the questions and playing quiz masters.

The annual family summer barbeque was held at the beginning of July. The weather was kind and again the event was reasonably well supported.

Last year it was our turn to visit our friends in Porz, so there was a welcome break from organising the extra events hosting entails.

The summer was rounded off once again with the annual club finals day in September and once again burgers and hotdogs were on the menu.

After the huge celebration last year of the club's 50th Anniversary this year's Chairman's Supper returned to the humble setting of our clubhouse. This was very well supported and thanks to a 'friend' we were able to borrow tables, chairs and the hot cupboard. With full use of all our facilities including the veranda we were able to spend a pleasant evening in reasonable comfort.

Christmas brought the traditional Jim Ball's Christmas Party which as usual was a great start to the festive season. Thank you to the band members for their time and effort and for putting up with us wannabe superstars!

New Year was seen in with a 'bring and share' buffet for those people who had nowhere else to go. It was a little depleted this year but for us few who did turn up a good time was had.

To beat the January blues and to liven up the 'quiet' period after Christmas, we held a 1920's Great Gatsby evening. Once again it would have been nice to have had a little more support although for those 25 who did attend thank you for the wonderful effort you made with your costumes and for making the evening so enjoyable.

Once again I will finish with my usual gripe and plea but I will keep it short:

Dunstable Tennis Club is a lovely place and many people work hard, giving up their free time to make it the club it is. Please be supportive of those who try so hard. Clean up after yourself, put your rubbish in the bins provided, wash your mugs and glasses and support events.

Finally, as always, thank you to my gang of helpers who make my life easier helping to set up and dismantle! What would I do without you!

f. Membership Secretary – Mark Cant

Firstly, I would like to thank the members for their help in collecting the membership fees. The post box is always a joy to open during April.

As you may be aware we are currently running fourteen types of membership across the club, the most popular is the Early Adult Payment membership, with its reduced price for prompt payment.

Our current Adult membership total including life members and social is 112.

We also have a junior section that has been growing over the last year, but still needs to be stronger. Our junior section is currently running at 91, not including drop in players who pay as they go. There are significantly more boy members than girls; this is something that needs to be focused upon to improve inclusion. (Mix of boys and girls is something that needs to be focused on with the level of girl members greatly smaller than boys.)

As you may be aware there is now the option available to pay your membership online through club-spark if you choose.

I would really like to encourage the bank transfer option as our preferred way of receiving membership fees.

I thank for your continued support of this great community club and I would like to stand again as membership secretary.

g. Media Manager – Oliver Berton

Since taking on the media managers role last year, myself and Kieran Roan have kept both members and other local people up to date with the goings on at the club. We are very happy with the interest that has been generated surrounding our social media posts, with Facebook being the most visited of our platforms. This is mostly down to small investments we have put into 'boosting' posts to a target audience, resulting in a bigger and more positive reach. We have then seen a correlation between successful posts to the number of new members through the gate, especially during open days and holiday camps for the juniors. Not only have we been expanding our online presence with the club, but we have also looked at incorporating traditional media forms into the clubs portfolio, through contact with the Dunstable Gazette and a very interesting chat between Craig and Justin Dealey on three counties radio just before the Great British Tennis weekend, in which Justin seemed to have a particular interest in how tight Craig's tennis shorts were. In terms of my aims, I would like to begin highlighting the success of our club and therefore am going to attempt to have results of the club posted in the local papers regularly. Finally, even though he's not here today, I would like to thank Kieran for the part he's played in this role and on the committee as a whole.

h. House Manager – Mick Smitham

No report sent. Mick continues to fix what needs fixing! And says he does what has to be done. Has recently spent a lot of time cutting back the conifers. Will plan another working party in May and thanks everyone for the help he gets.

Stewart Meagher made a point that more people should be mindful of emptying bins when full.

i. Club Development – Glenn Wigley

1. Funding. We received a £1,000.00 grant from the Wixamtree Trust having applied for £10k. I should be grateful but a little disappointed. Other opportunities are Team Beds and

Luton / Sport England; LTA but this is more of a loan. I have other names and intend to try to spend some time when I return from holiday in mid-March.

2. New Court Lighting.

2.1 Last year I reported that we had a couple of quotes ranging from £30k to £65k but I need to review the technical details first, light coverage is technical and we don't want to purchase lights that prove to be inadequate.

2.2 Graham and Mike suggested earlier in the year that we should replace the lights on 2 or 3 courts and salvage the redundant lights as replacements on the lights that remain. This seems a good idea to me.

3. Clubhouse Refurbishment. I have quite a long list of objectives for the clubhouse:-

List: - 1. Drainage, foul and surface water; 2. Refurbish ladies and gents toilets; 3. New entrance door; 4. 2 new French doors to replace the shuttered windows; 5. Extend clubhouse adjacent to men's toilets. This item could grow depending on funding.

4. Tree removal / lopping. TBC in 2018

5. Retaining Wall adjacent to court 4. I would prefer to consider this along with the clubhouse refurbishment as we may include drainage within the excavation.

6. Timescale. Tree removal will be the first to commence; I expect to start in August or September if CBC gets involved. Lighting is expensive and we may prefer to wait until funding is in place. All other alterations are dependent on funding unless we decide to pay all costs from club funds. I will report back at the next committee meeting and of course keep Graham informed.

j. Member / Volunteer Coordinator – Brian Griffith

I have been a member of this club since October 2014, and this has been my 1st year on the committee, and also the 1st year this position has existed on the committee.

I would like to begin by thanking all the people who have helped in volunteer positions, notably Mike Sharpe with empty bottles, Frances & Kieran with laundry, all the team Captains, Kieran & Dave for organising our very successful Tuesday and Friday mornings, winter league and tennis 'n' tea organisers. Also, on the thank you list are Harry McMenamin and Joe Smitham, I have witnessed these 2 young men labouring away on the club's behalf, assisting their Dad's, on multiple occasions.

Our working party last spring was only moderately successful. The usual suspects turned up and did the work, thank you, but my job was to try and persuade more of you to help, and clearly I failed. This year I shall try a different approach.

Suggestions by the membership, via the suggestion box and given verbally to me, were very helpful to the committee. All sensible suggestions were discussed, and we would urge you to keep on suggesting, trying to help us to deliver a better club for everyone.

In conclusion, please remember, I am your representative on the committee, if you have something that the committee needs to hear, please let me know, either in person or anonymously via the suggestion box if you wish.

k. Court Management – Vacant Position

Position yet to be filled.

I. Head Coach – Craig Keeling (Apologies, report sent)

I would like to start with some thank yous. To all the young leaders, Parent helpers and coaches who have come down over the last year and help me run the club programme.

So what has happened over the last year.....

Coaching programme

Currently we 15 sessions during the week, 12 sessions that are a mixture of mini players and junior players sessions and 3 sessions that are for adults.

In summer 2017 we had 36 new players attend a free six weeks course called tennis for kids, we have been selected again as a club to run this LTA initiative again starting from Easter 2018.

Due to the bad weather the drop in sessions have taken a hit, myself and the coaches have noticed this and come up with some ideas to change the session content and look into different ideas and ways to freshen up the sessions. Matchplay and playing the game will be the theme for Monday nights to encourage our players to compete

We also have run multi sports camp during every half term

Adult coaching

During the last year we have run a number of adult sessions, Rusty rackets for adult improvers on a Tuesday evening and a Saturday afternoon and an adult beginners course Tennis Xpress on a Thursday evening, and a new session on a Monday night Cardio tennis which has been popular

Competitions

Over the last year we have run events each half term, two grade 4 LTA open completions in July and October, A number of weekend grade 5 and match play events during the year and internal competitions such as club closed, Winter and summer league, AEGON tennis, league matches and road to Wimbledon. With the help of Oliver Berton we have 6 open sanctioned events with the LTA that will run during the summer term.

Coaching team

To help out with our growing programme, back in June the club had employed another level 3 coach called Jassa Kundi on a part time basis who runs our Saturday drop in sessions.

Oliver Berton has attained his level 1 coaching badge and is a competition organiser and Alicia Franklin helps out when she's back from university. So currently we have two level 3 coaches and two level 1 coaches and three tennis leaders. A big thanks to Mark Cant who gives up his time on Saturday morning with the older juniors

Schools tennis

Continuing on from our successful school links, we have continued the coaching within the local schools and have created two new after school clubs at Hadrian academy and Priory Academy. Our current school links are

- Lark Rise academy
- Ardley Hill
- St Mary's
- Hadrian Academy
- Lark Rise Academy
- All Saints academy
- Priory

For summer term 2018 we are in the process of arranging free taster sessions for school we are currently link in with.

Disability tennis at Dunstable

2 sessions now take place weekly on a Wednesday morning.

10-11am Adult LD session*

YAWN life attend with 10 players

11-12pm wheelchair session**

1 player currently attends

*Sessions run at Dunstable for 2 terms of the year April-July and September-December.

**As the wheelchair session is new we have continued to run at Dunstable January-April as well.

Open Days

We had an open day last year on Sunday 13th May. The decision was to change this to a Saturday which was a good one as 61 players attended the sessions within the three hours. This was an increase of 10 players from 2016. Big thanks to all the helpers on the day. This year's event is on Saturday 12th May.

If anyone has any ideas or is interested in helping out please let me know.

Stewart Meagher commented; that if open days are so successful, should we not be holding more?

11. Amendments to Constitution.

11.1 Proposal from Safeguarding Officer to add condition of membership to section 4.4.1 to abide by the Safe and Inclusive Code of Conduct of the Safeguarding policy.

The Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration, and states;

- *Prioritise the well-being of all children and adults at all times*
- *Be a positive role model. Act with integrity, even when no one is looking*
- *Help to create a safe and inclusive environment both on and off court and promote the Fair Play values: enjoy; respect*
- *Value and celebrate diversity and make all reasonable efforts to meet individual needs*
- *Keep clear boundaries between your professional and personal life, including on social media*
- *Check you have the relevant consent from parents/carers, children and adults before taking or using photos and videos*
- *Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out*
- *Where possible, do not be alone with a child or adult at risk*
- *Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such**

- *Doing nothing is NOT an option: report all concerns and disclosures as soon as possible, following the Concern Reporting Procedure. If someone is in immediate danger, call the police (999)*

**It is illegal to have a relationship with someone who is under 18 years old if you are in a position of trust; it is illegal to have a sexual relationship with anyone under the age of 16 whether they give consent or not.*

After considerable discussion; Proposed – Alan Gore, seconded – Wendy Smitham

11.2 Committee proposed following increases in line with RPI to Subscription rates from 1st April 2018.

<u>Type of member</u>		<u>Full-Price Annual Subscription</u>	
Adult (Senior)	+£5	£180	<i>(Aged over 25)</i>
		£170	<i>If paid in full before 31st March</i>
Couples	+£10	£340	<i>(Residing at same address)</i>
		£325	<i>If paid in full before 31st March</i>
Family	+£12	£382	<i>(Residing at same address)</i>
		£362	<i>If paid in full before 31st March</i>
Senior Citizen	+£3	£96	<i>(Aged 65 years and over)</i>
Country	+£3	£96	<i>(Resident over 15 miles away)</i>
Off-Peak	+£3	£96	<i>(Mon – Fri, daytime only)</i>
Intermediate	+£3	£96	<i>(Up to age 25 years)</i>
Junior	+£5	£75	<i>(Aged 10 – 18 years)</i>
Mini Tennis	+£5	£25	<i>(Under 10 years on 1st April)</i>
Social		£10	<i>(Non-playing member)</i>

Proposed – Mark Cant, seconded – Andrew Riley

12. Election of Officers and Committee members for 2018/9

LIST OF CURRENT OFFICERS AND COMMITTEE MEMBERS

OFFICERS		COMMITTEE MEMBERS	
Chairman	<i>Graham Morgan *</i>	Junior Committee representative	<i>Alan Gore*</i>
Hon. Secretary	<i>Vacant Position</i>	Club Captain	<i>Russell Hillman*</i>
Treasurer	<i>Mike Bartlett *</i>	Bar Manager	<i>Tony McMenamin *</i>
Match Secretary	<i>Anne Bartlett *</i>	Safeguarding Officer	<i>Anneliese Webley*</i>
<p>* Denotes those who have informed the Secretary that they are willing to seek re-election. All members re-standing were proposed by Jacqui Crossley and seconded by Kieran McMahon.</p>		Social Secretary	<i>Jenny Morgan *</i>
		Membership Secretary	<i>Mark Cant*</i>
		Media Managers	<i>Oliver Bierton * Kieran Roan – Standing Down</i>
		House Manager	<i>Mick Smitham *</i>
		Club Development Officer	<i>Glenn Wigley *</i>
		Member/Volunteer Coordinator	<i>Brian Griffith*</i>
		Court Management	<i>Vacant Position</i>
		Coaching representative	<i>Craig Keeling*</i>

Vacant Secretary positions were filled, unopposed, by Claire McMenamin and Linda Gore. The Court Management position remains unfilled.

13. Visit to Porz Tennis Club, summer 2017.

Report by Graham Morgan

Dunstable Tennis Club is twinned with Rot-Weiss tennis Club in Porz, Germany.

For over 40 years there has been an annual exchange visit between the clubs.

Last year, from Thursday 24th to Sunday 27th August, a party of 15 club members made the trip to Porz for a weekend of tennis with their German hosts.

Thursday evening was a welcome reception at Frank's house.

Friday was spent at a man-made beach near the Rhine then joining in with Social play in the evening.

On Saturday, as usual, there was the annual England vs. Germany tournament. No one really understands how this event is scored and therefore the result as in the previous 40 years was a draw.

There was also time for sightseeing and other activities, including the Saturday Summerfest party during the weekend.

For eleven year old Harley Gore, the youngest member to travel, it was his first visit and an opportunity to play on real clay courts.

The tennis club is a member of the Dunstable International Twinning Association (DITA).

The dates for the visit by Porz to DTC in 2018 are 9th to 12th August.

Any club member wishing to partake in the Porz exchange visits should talk with a committee member.

14. Any Other Business

No AOB items were presented at the beginning of the meeting and none raised.
Andrew Riley asked that the safeguarding issue of giving lifts to under 16 year olds should be made clear – Committee to discuss, policy being drawn up by Beds LTA likely to be adopted.

15. Date of next AGM: Friday 1st March, 2019

Agreed at AGM: Date of next committee meeting: Monday 19th March 2018

Minutes taken by: Graham Morgan

DUNSTABLE TENNIS CLUB
ACCOUNTS FOR THE YEAR ENDED
31 DECEMBER 2017

The aim of Dunstable Tennis Club is to promote the playing of tennis by players of all ages and abilities in the local area.

The Tennis Club is a private members' club affiliated to the Lawn Tennis Association.

Members retain all trading surpluses for the upkeep and improvement of the club facilities.

Each year members' subscriptions are agreed at the Annual General Meeting of the club and are set to provide income sufficient to maintain the proper running of the club.

A committee of unpaid volunteers manages the operation of the Club.

The club has no employees.

Bar Trading Account

	2015	2016	2017
Cash banked	£20,466	£20,496	£17,295
Less opening cash	£1,602	£1,173	£1,053
Plus closing cash	<u>£1,173</u>	<u>£1,053</u>	<u>£1,134</u>
Total Sales	£21,858	£21,533	£18,654
Purchases	£13,363	£12,800	£12,101
Plus opening stock	£1,626	£1,715	£1,264
Less Closing stock	<u>£1,715</u>	<u>£1,264</u>	<u>£1,233</u>
Cost of Sales	£13,287	£13,252	£12,131
Funds raised for club	£8,571	£8,281	£6,523
Operating percentage achieved	39.2%	38.5%	35%

Dunstable Tennis Club

Balance Sheet at 31 December 2017

	2015	2016	2017
<u>FIXED ASSETS</u>			
Tennis Courts 1,2,3			
Resurfacing	£0	£0	£38,876
Floodlights	£0	£0	£0
Tennis Courts 4,5			
Resurfacing	£8,108	£5,405	£2,702
Floodlights	£0	£0	£0
Tennis Court 6			
Resurfacing	£0	£0	£0
Floodlights	£0	£0	£0
Kidzone	<u>£0</u>	<u>£0</u>	<u>£0</u>
Total	£8,108	£5,405	£41,578
<u>CURRENT ASSETS</u>			
Stock- Bar	£1,715	£1,264	£1,233
Debtors	£1,705	£1,643	£2,078
Investments	£109,646	£126,155	£94,508
Bank Balance	£4,608	£533	£393
Cash	<u>£1,289</u>	<u>£1,361</u>	<u>£1,680</u>
Total	£118,963	£130,956	£99,892
<u>GROSS ASSETS</u>	£127,701	£136,361	£141,470
<u>CURRENT LIABILITIES</u>			
Creditors (to be paid from 2018 income)	£6,460	£2,245	£843
<u>NET ASSETS</u>	£120,611	£134,116	£140,627
<u>REPRESENTED BY</u>			
Accumulated funds	£31,361	£44,801	£86,377
Tennis Court Sinking Fund	£89,250	£89,250	£54,250
	£120,611	£134,051	£140,627

Mike Bartlett

Treasurer, Dunstable Tennis Club

Dunstable Tennis Club

Income and expenditure Account

	2015	2016	2017
<u>Income</u>			
Subscriptions (adult/juniors)	£16,662	£16,871	£17,821
Coaching surplus (PAYG)	£1,123	£119	£0
Match Fees	£796	£1,075	£1,154
Floodlights	£1,905	£1,750	£1,258
Bar Trading	£8,571	£8,281	£6,523
Social, Donations & Gifts	£674	£531	£481
Interest & Tax relief	£42	£58	£53
Tournaments	£402	£355	£713
Sundry Income	<u>£40</u>	<u>£65</u>	<u>£396</u>
Total Income	£30,215	£29,107	£28,398
<u>Expenditure</u>			
Heat Light and Water	£3,395	£996	£2,409
Telephone & internet	£662	£729	£666
Insurance	£1,243	£1,309	£1,339
Maintenance to Clubhouse	£1,410	£1,190	£939
Maintenance to Courts & grounds	£1,172	£3,520	£3,568
Clubhouse expansion	£2,898	£0	£0
Net coaching cost	£0	£0	£984
Junior equipment and training	£697	£144	£229
Tennis Balls	£758	£1,210	£1,205
Registration fees	£700	£660	£660
League fees	£432	£484	£501
Rent & Rates	£1,515	£1,672	£1,668
Trophies	£391	£302	£236
Sundry Expenses	£677	£683	£459
Total Expenditure	<u>£15,951</u>	<u>£12,900</u>	<u>£14,864</u>
Surplus income over expenditure	£14,264	£16,207	£13,534
Less Tennis court depreciation	<u>£7,980</u>	<u>£2,703</u>	<u>£7,023</u>
Net Profit/(Loss)	£6,284	£13,439	£6,511

Notes to expenditure account:

1. Utility costs resume normal levels after supplier had to waive charges in 2016/17
2. Coaching costs are net of PAYG income and coaching element of junior subs. PAYG / Monday evening coaching sessions are being reviewed to address if not remove any deficit in 2018. For comparison, 2015 and 2016 accounts have been shown with the same method of presentation.
3. Floodlight income has fallen considerably and is being monitored although the main reason is the preference for daytime play in the winter months. This change in pattern has also impacted social evenings and consequently bar income.
4. Courts 1-3 were fully depreciated in 2016 resulting in a higher surplus than would be usual. After resurfacing in 2017, future replacement costs are factored into the provision for depreciation.

Dunstable Tennis Club

Notes to Club Accounts - Year Ended 31 December 2017

1 LEASE
In 2005 the Club acquired a new lease that runs until 31 December 2042. (with a termination option in 2037) Currently the annual rent is £1685

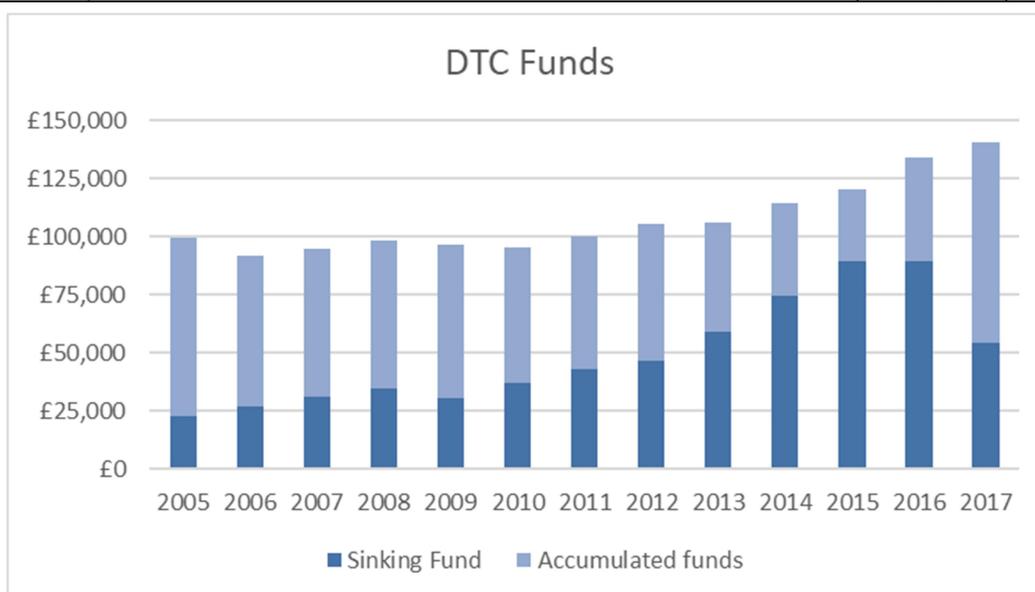
2 FIXED ASSETS	Resurface 1,2,3	Floodlights 1,2	Resurface 4,5	Floodlights 4,5	Floodlight 6	Kidzone
Cost	£43,196	£14,817	£27,036	£8,806	£9,224	£10,000
Accumulated Depreciation to 2016	£0	£14,817	£21,624	£8,806	£9,224	£10,000
Depreciation in 2017	£4,320	£0	£2,703	£0	£0	£0
Written Down Value end 2017	£38,876	£0	£2,702	£0	£0	£0

3 INVESTMENTS	2016	2017
Lloyds Bank Investment Account	£126,155	£94,508

4 ACCUMULATED FUNDS	2016	2017
Balance at start of year	£31,361	£44,866
Surplus/(Deficit) in the year	£13,504	£6,511
Transfer from (to) sinking fund	0	£35,000
Balance at end of year	* £44,866	£86,377

- *£1 adjustment for rounding

5 TENNIS COURT SINKING FUND	2016	2017
This is a fund that needs to be available for replacement of capital assets such as tennis court resurfacing, fencing and other major works.		
Balance as at start of year	£89,250	£89,250
Transfer from (to) accumulated funds	0	(£35,000)
Balance at end of year	£89,250	£54,250



Attendance 2018

G Morgan	M Cant
J Morgan	J Sutton
W Smitham	K McMahon
M Smitham	G Bush
J Taylor	J Wigley
A Knight	J Crossley
D Bradshaw	N Boys
M Bartlett	
A Bartlett	
J Armstrong	
A Gore	
H Gore (Junior)	
L Gore	
G Wigley	
O Berton	
B Griffith	
AJ Webley	
N Cumbers	
F Sansone	