



## SOUTHBOURNE TENNIS CLUB

### MINUTES OF THE 55th ANNUAL GENERAL MEETING OF THE CLUB

Held in the Club House on Monday 14<sup>th</sup> October 2019 after the Company AGM and chaired by the Chairperson Susanne Grainger.

The Chairperson welcomed all attending.

Present: Susanne Grainger took the chair and 5 Club Directors and 19 other members were present.

#### **1. APOLOGIES**

Apologies were given from Celia Barron, Peter Richardson, Kirsty Holmes, Charlie Newman, Ann Daniel, Carolyn Day, Richard and Helen Henshaw.

#### **2. TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 10<sup>th</sup> October 2018.**

The minutes were proposed by Keith Mitchell, seconded by Martin Cavey and approved unanimously.

#### **3. TO RECEIVE OFFICER'S REPORTS**

Prior to the chairperson's report a presentation was given by Liam and Aiden Foy.

Aiden explained that his wife has recently retired and chose Southbourne Tennis club and Active Remix to receive financial gifts as a result of this.

Liam thanked the coaches at the club for helping the special needs group, Jenny for making teas and coffees.

Aiden also thanked everyone involved with the special needs groups .

A gift of £400 will be made to the club, for which the members expressed their thanks.

## **a) Chairperson**

### **Southbourne Tennis Club Chairpersons report for AGM 14 October 2019**

Welcome to this years AGM of Southbourne Tennis Club Ltd and Southbourne Tennis Club. Thank you for coming along this evening to show your support for the club as well as your interest in what's been happening during the last year.

At the end of my report at last years AGM I shared with you what I felt our main focus should be for this year. So I thought I'd begin my report by letting you know how far we've got and what still needs to be done.

#### **1. Lease with BCP council – pending**

Our final offer was sent to the officers concerned on 20 March 2019. We await their response.

#### **2. Completion of the Club Business Development Plan – achieved**

Committee finally approved this document in January 2019. Without the sterling efforts of Colin Gilbey, Kelvin Medley Jones and Richard Dear, who endured my many requests for changes, we might still have been working on it. Richard subsequently produced the associated action plan and as a result of this several working groups were set up. I am very grateful to those of you who willingly gave your time to the membership group and the members experience group. Both these groups have made significant contributions to assist the Committee in its decision making processes. Inevitably not all the changes and recommendations that these groups have made have been approved by the Committee due in the main to limited financial resources.

#### **3. Completion of decisions around building another court - on hold**

This has been put on hold pending the outcome of our application to become a registered charity since the majority of the larger grant making and funding bodies are only open to organisations with charitable status.

#### **4. Completion of the documentation for the application for charitable status - achieved**

I am delighted to be able to inform you that we have been advised that we fully meet the requirements to be registered as a charity subject only to confirmation to both Companies House and the Charity Commission of the Company Directors and Charity Trustees. We will be able to do so once the Election of Officers and Committee members have taken place later in this meeting.

Thank you to Steve Place from BCVS and John Grainger for all the hours that they have spent completing the application.

#### **5. Retention and recruitment of membership - ongoing**

Colin Gilbey has spent many hours grappling with this issue ably assisted by several members. He is therefore best placed to report on this later in the meeting but I would personally like to thank all of you who took part in the Littledown Family Day to ensure that more people were made aware of Southbourne Tennis Club and why they should think about becoming a member. The festival flags and bright turquoise tee shirts definitely made us look very professional!

#### **6. Improved communication especially digitally and using relevant social media - ongoing**

In spite of having resigned from the Committee last year Adam Spicer still wanted to contribute to improving the club. He offered to completely revamp our web site and I'm sure you will agree it is a

great improvement . The ongoing challenge is to keep it updated, relevant , easy to navigate and attractive to current and prospective members. He will be training the Committee at our next meeting and I am sure will continue to be very grateful for any feedback that you are able to offer.

Our use of social media mainly Facebook has been greatly improved largely due to the work of coach, Sally Revel. Sadly she has recently left the club and as yet we have not found anyone else to take this on. All offers gratefully received, please let any of the Committee know if you can help this important element of our work.

### **7.Raising sufficient funds to ensure that the existing facilities are maintained and improved - ongoing**

At the end of my report three years ago my final words to you all were 'money, money,money'. Three years on this is still the main thing that keeps me awake at night. The Treasurers' report later in the meeting will provide you with full details of our finances and demonstrate how carefully the Committee manages the books. We have very little wriggle room so unless we feel comfortable with taking some well considered risks we are not in a position to undertake any unplanned or unresourced expenditure. I am acutely aware of how frustrating this is especially for the members experience working group but I am sure that you will agree that financial probity has to be strongly maintained at all times.

And what other challenges has the rest of the year brought ?

In **March** three members of the Committee informed me of their intentions to resign once suitable replacements had been found. I am therefore extremely grateful that Carolyn Day agreed to become the new treasurer, Andrew King Social Secretary and Amanda Nagle Vice Chairperson, in the interim.

In **May** we held an EGM which 47 of you came to and agreed the revised Memorandum and Articles of Association and Club Rules. These were subsequently approved by Companies House and formed part of the paperwork required for the application for charitable status.

In **July** we held a meeting with team captains with a view to exploring how we could foster better links with both the Committee and other members.

In **September** Dimitri Antinio, a Junior member joined us for part of the Committee meeting and inspired us all by the very helpful and positive contribution that he made. It also opened up a discussion about whether or not we should consider inviting representatives of team captains and disability groups to attend Committee meetings.

I would like to conclude my report by recognising and acknowledging the extremely hard work that many of you continue to put into ensuring that our club remains successful. Firstly to Dave and the coaching team. Here in all weathers, answering the phone,dealing with members and visitors, ensuring that the club operates smoothly on a day to day basis, running coaching sessions, tournaments, open days to name but a few. A huge thank you to Dave, Matt, Ray and all other members of the coaching team.

I mentioned earlier that three Committee members resigned during the year and I wanted to thank them individually for the huge contributions that they have made .

Firstly **Martin Cavey** the Treasurer who held onto the purse strings for over eight years. He managed to do this as well as run his own business and fulfil his role at home. I think that he played tennis occasionally too! Often it must have felt as if he had sole responsibility for ensuring the ongoing financial health of the club especially in relation to the creation and use of the sinking fund. Thank you for all the time and effort that you had to put in to get the books to balance each year, sometimes in spite of all the attempts to spend the money.

Sarah Stout, the Social Secretary, tea maker, cake seller, bowling trip organiser, box league celebration co-ordinator , kitchen rota co-ordinator , Christmas party planner, to name but a few of the many tasks that Sarah undertook for over three years. Sarah, this is a very small token of our sincere thanks to you for all those hours of work that you put in to creating a fun and vibrant social calendar.

Peter Richardson, Vice Chairperson has been my faithful vice chair and general dogsbody ever since I became chair always there with a hammer, toilet leak fixer, tree feller or whatever is needed. His role grew to include Maintenance Co-ordination, Health and Safety Lead and Manager of the Club Cleaner. Paul Woods has agreed to undertake the regular Health and Safety Checks and I am still awaiting volunteers to undertake the other roles as clearly they are not usually within the remit of the Vice Chairperson. Any takers? Thank you to Peter and to all of you who have assisted him in the ongoing maintenance of the club.

And finally the Committee. It is no easy task to continue to work effectively when almost half the Committee change during the course of the year . This is even more challenging when the club is going through a period of change and development. So I am very grateful to all of you for staying with it throughout the last year. Change is not universally well received and we have been acutely aware of this at various points. However I am confident that I can speak on behalf of all of us in saying that we welcome your comments, positive or otherwise. We need you to keep responding to our requests for feedback, support and to share your skills and expertise.

We're all in this together determined to ensure the ongoing success of Southbourne Tennis Club now and in the future.

Thankyou for being part of it.

Susie Grainger

**b) Treasurer**

*(Martin Cavey presented accounts to 31<sup>st</sup> March 2019 as he was the treasurer who prepared these.)*

I am pleased to be able to present the accounts and my report for the year ended 31 March 2019.

My report covers the financial period 1 April 2018 to 31 March 2019. As such it ignores any financial transactions that have taken place after the 31 March 2019 or prior to 1 April 2018.

The most significant items in the 2019 accounts is the decline in the clubs overall income from £54,631 in 2018 to £46,042 in 2019. This was as a result of a decline in membership income highlighted at our usual renewal date. Whilst overall numbers 'bounced back' this was a t a cost of membership only being paid for a shorter than 12 month period.

The other significant cost was the maintenance of the courts. As I have explained previously the sinking fund should be used for the upkeep of the fabric of the tennis NOT the maintenance of the club. In this year we have undertaken the cleaning and 'redressing' of the courts. This is a maintenance activity which is undertaken once every 3 to 5 years with the purpose being to extend the life of the courts. This is different to say the purchase of the new front door which took place last year. Such a cost should and was attributed to the 'sinking fund' but, in my own mind, there is a clear difference between this and the cleaning of the courts.

## **c)Head Coach**

It has been another very successful year for Southbourne Tennis Club and the coaches.

This year we have continued to sustain and develop our Disability Tennis Programme and community Tennis Programme. This has continued to give the opportunity to people who may not been able to access the sport. Southbourne Tennis Club is still a leader in disability tennis in the county and the country. We have been part of the LTA Tennis for Kids programme giving around 40 new children able to play tennis for the first time.

The main aim of the coaching is to be more pro-active and provide a better facility for tennis coaching at the club and in the county. We have seen high numbers on our coaching programme often with children playing in more than one group each week.

A big thanks to Zoltan Horvath, Matt Sanger, Ray Burningham, Sally Revell, Mitch Bentley, Shuei Belcher, Keith Mitchell, Peter Richardson, Sarah Stout, Liana Hodgson, Sarah Males, Dimitri Antonio, Jack Westfield, Emily Pardy, Kate Dufek, Matilda Brown and Jenny Hawkes who all help with the coaching and disability programme at the club. More volunteers are always welcome.

We have held 3 LTA Nature Valley Open Days, been part of the Littledown Family Fun Festival and held a Members Open Day and Coaches Exhibition match on Sat which all went well.

This report details more news from the rest of the year.

### **U14 Road to Wimbledon Club Competition**

Boys Winner: Thomas Hargreaves Runner up: Benji Beale

Girls Winner: Matilda Brown

### **U14 Road to Wimbledon County Competition**

Benji finished runner up in the County finals and qualified to play at Wimbledon.

## **Junior Club Sessions**

### **Saturday Morning 10am – 11.30am & Monday Night 6-7.30pm**

#### **Aims of session:**

To keep children active for 1.5 hours. Improve knowledge and skills of tennis.

#### **Objectives:**

The sessions are run offering fun competition and fun games making the sessions fun and challenging. There has been a high of about 20 children turning up on Monday evenings. Ultimately juniors will be able to progress from the Improvers group to the Intermediate group, from the Intermediates into Junior Teams, from Junior Teams into Senior Club Sessions (with approval from Coaches and Committee), from Senior Club session to play in Senior Matches for the club.

## Adult Groups

These groups are based around standard. These are open to all members to help improve their tennis skills and knowledge.

There are currently around 50 adults taking part in these groups ranging from beginners, improver to advanced and from 18 – 90. Also cardio tennis has around 12 adults taking part.

### **Aims:**

Improve standard of adults, Improvement of knowledge of performance factors. which involves technique, tactics, mental and physical parts of tennis.

To improve competition in club. Improves standard of tennis being played and will lead to more players involved in the club and coaching programme.

### **Objectives:**

Help players improve technique, tactics, mental and physical parts of tennis. Progress players into club sessions, into teams and into club tournament.

**There has been a steady increase of adults playing more regularly and enjoying their tennis.**

## Junior Squads

These groups are based around standard and age. These are open to all junior members to help improve their tennis skills and knowledge. Each group will on average have no more than 8 children per coach.

There are currently around 30 children taking part in these squads ranging from junior improver to junior performance.

### **Aims:**

Improve standard of children aiming at Club to County standard if not higher. To improve general competition in club. Improves standard of tennis being played and will lead to more performance players involved in the club coaching programme.

### **Objectives:**

Improvement of knowledge of performance factors which involves technique, tactics, mental and physical parts of tennis. Players progress into junior teams and ultimately into Senior Club play and teams.

There has been a steady increase of juniors with LTA ratings who want to play in club matches and individual tournaments.

## Mini Tennis Programme

Starting with numbers; **Mini Tennis Term Club Membership for all Under 10's is included in coaching course fee &** Total numbers for the year for Mini Tennis Members was 120.

We have been hard at work increasing the number of children under 10 participating in Club coaching sessions and in Mini tennis events. This has also aided in strengthening

our links with St Katherine's School, St Peters & Christchurch Infants & our Schools programme.

The number of children participating in the mini tennis programme has increased and we have a strong base of children playing at the club. All of these sessions are going well. We have been regularly holding mini tennis competitions and will look to continue this.

### **Mini Tennis Performance**

In addition to the extra Mini Tennis sessions Performance Squads have been set up at each stage of Mini Tennis to give talented children additional tennis sessions each week.

### **Mini Tennis Holiday Camps**

In addition to the Mini Tennis sessions we hold camps for under 10's over the school holidays. These have been very successful especially over the summer holidays where we have had a 20-30 children attending most of the individual sessions.

### **Competition Programme**

We run a comprehensive competition programme as part of the LTA schedule and the clubs programme. Adult Box leagues have been popular and we run regular internal competitions for the under 10's which have been well attended.

### **Disability Tennis Programme**

The disability work is going well and moving from strength to strength.

Starting with numbers; Total number playing over a month is now 119.

This breaks down to;

12 players playing in mainstream sessions, (1 transplant player, 4 Learning disabilities, 4 deaf players, 3 mental dis)

Impairment specific groups;

23 physical/wheelchair players, (8 Adult players, 2 Junior players, 1 Boscombe connect day centre, 12 from Victoria Centre.

72 Learning disability players, (15 people for our P&P LD session, and 20 from Linwood Schools and 6 with SCARF children's group. New DS Active Session added with 7 attending, 14 players with Lifeskills Autism and 10 players from Portfield School)

10 Physical / Mental disabilities, (Day centre 10 players)

2 Visually impaired players. (2 Junior VI).

Developments using funding from Tennis Foundation;

We have a weekly session with Victoria School with 6-8 players with physical disability.

We have now finished the 3rd year of our Schools Hub with Victoria Education Centre.

We have run 3 sessions with their sports leaders around 10 in total. We have ran sessions for around 32 students during the schools sports week.

We are running a weekly session with Linwood School for over 16 students with learning disability.

Our LD session has gone from strength to strength. We have over 20 players on our register and have had 15 players to some of the weekly sessions.

Junior DS Active session added Sat 11.30-12.30pm with 7 attendees

Ran our 7th LD tournament with 15 competitors and our 2nd Wheelchair tournament with 4 competitors for local players.

Hosted the 3rd Dorset SEND Tennis School games with 3 schools attending and 35 children attendees.

### Girls Tennis Programme

We have a girls only sessions on a Friday at 5pm for girls ages 10 and over at a reduced rate of £3, we have a regular number of between 10 – 16 girls attending.

We also had a project to expand tennis opportunities for girls at Schools, local guides groups and youth clubs. We had over 30 Girls playing tennis during the summer.

### Youth Tennis Programme

We also had a project to expand tennis opportunities for teenagers at Schools, local scout groups and youth clubs which went really well with over 30 participants from local secondary schools and local beaver groups. We have had a record number of children volunteering and doing parts of their Duke of Edinburgh course at the Club.

### Funding support for Disability and Community funds

- Tennis Foundation £5000 towards the whole Disability programme
- Primrose Fund £2000 towards our wheelchair, day centre and DS Active sessions.
- Rotary clubs – supported our trophies for LD tournament.
- Local Hotel/restaurant donated meat and food for our LD BBQ

## **d) Vice Chairperson**

I recently joined the Committee in July this year. We are still working out the main roles for Vice Chairperson following Peter Richardson's resignation earlier this year. The Health and Safety checks are now going to be undertaken by Paul Woods, and we are looking for a volunteer to take on the Maintenance Co-ordinator.

I plan on taking an approach more on promoting the club and building up a local profile, with the following current action points in progress:

### **1. Local Advertising**

There are community noticeboards in Southbourne and the local area which provide opportunities for free advertising.

Many thanks to Andrew King who has designed a new poster for the club. With Committee approval we will distribute these posters to the locations highlighted above with the aim of hopefully attracting new members.

### **2. Local Publications**

We plan to advertise within a local community magazine, such as the Southbourne Link or Southbourne Eye (choice dependent on quotes), with the aim of placing the advert mid-late Spring 2020.

### **3. Local Events**

Following the success of the Littledown Fun Day we would like to raise the club's profile at other local community events, such as the Southbourne Revival Festival and other events throughout the year. The success of this would rely on volunteers being willing to attend these events to help promote the club.

### **4. Links with the Boscombe + Southbourne Rotary Club**

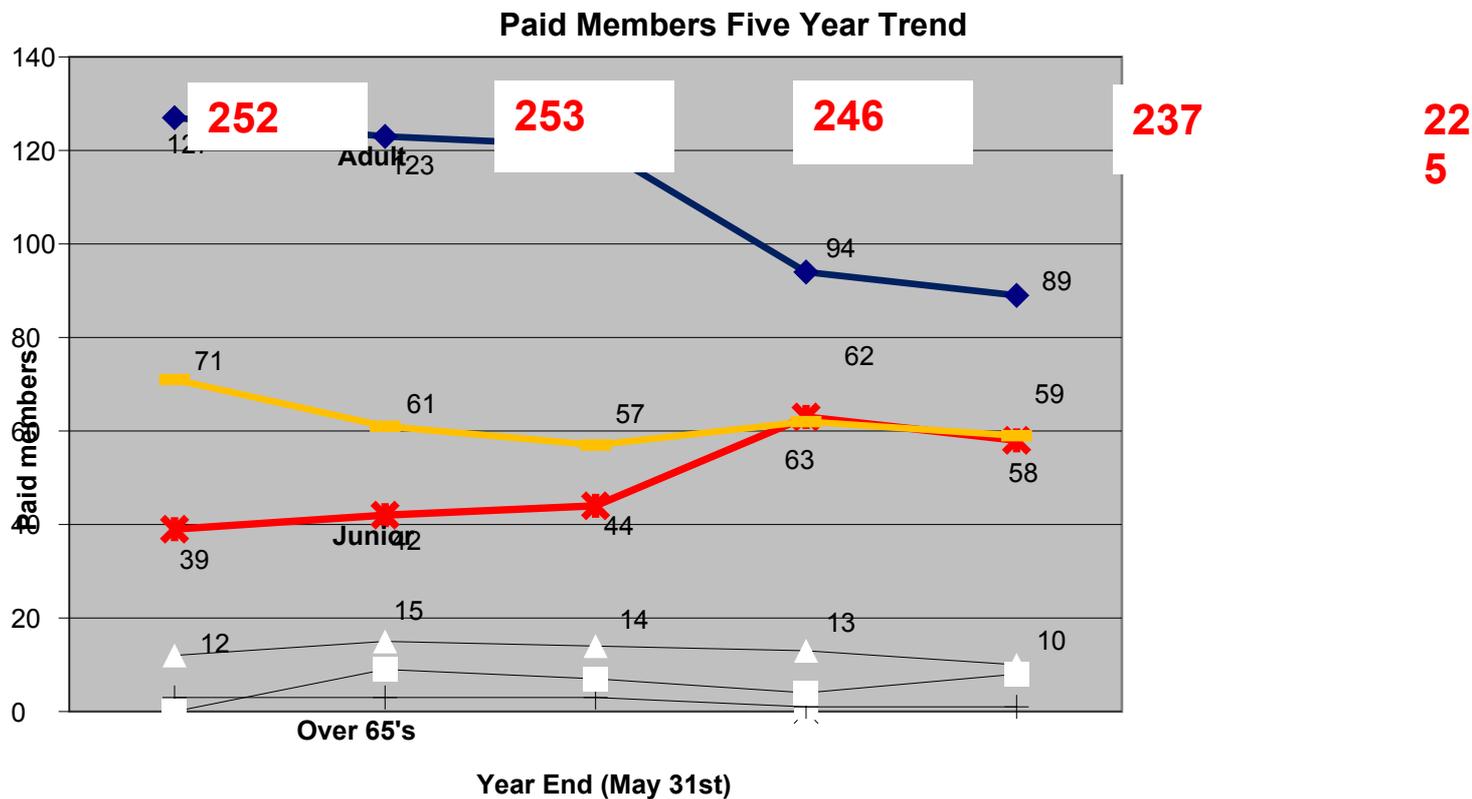
The local Rotary club currently sponsors the prizes for the disability tennis and there is the possibility of applying for a small amount of funding to put towards an outdoors defibrillator which could also be accessed by the members of the public in an emergency.

**e)**

**f) Membership Secretary**

Memb. Group	Age									Total	
	10-15	15-17	18-30	30-40	40-50	50-60	60-65	65-70	70-80		80-90
Country			0	0	0	1	2	1	2	0	6
Over 65								21	27	6	54
Adult			3	7	32	29	29				100
Junior	40	20									60
Totals	40	20	3	7	32	30	31	22	29	6	220

**Data analysis completed 030219**



Colin talked everyone through the membership figures, with a hope that the recent declines may have bottomed out and this year could even show a slight increase.

Colin also explained the committees plans to promote the club over the coming year, with new literature and a plan to attend a programme of events over the next year.

#### Fees

Susie Grainger presented proposed changes to fees for the 2020-21 year. Susie explained that the proposals seek to increase the fees broadly in line with inflation. It was also explained that a reduction in the discount which is applied to over 65's fees (to protect club income as a growing percentage of members are in this category).

David Bull asked what family membership includes, and suggested we should consider single parents with children in this, which the committee agreed to look into.

22  
5

NO  
W

Fees, as follows, were proposed;

a) Adults	-	£220
b) over 65's	-	£180
c) Country	-	£114
d) Juniors	-	£80
e) Family	-	£430

**g)**

## **Match Secretary**

Daniel Light presented the Match Secretary and Safeguarding reports as follows;

The 2018-19 year has been a highly successful one for our Club, thanks to the hard work by all our Captains, and the dedication of all those who regularly play in the teams. Over the year we have tried to listen to our captains' problems and suggestions, with the result of us now having:

1. a monthly match report posted online to try to raise the profile of our teams
2. 2 team practice evenings before the winter season begins, and this may be extended to once a month if there is a demand for it

We have also agreed to set the match fees at £2 pp for both home and away matches.

At the end of the **winter** season our Men's Vets team were runners up in the 1<sup>st</sup> division, Ladies 1 were also runners up in the First Division and Ladies 2 were promoted to Division 1. The Ladies vets won the single Division and our Mixed 2 team were promoted to Division 2.

Our **summer** season has been just as successful. Both mixed 2 and Ladies 2 won their divisions and have been promoted to the next division; men's 2 have also been promoted to Division 3 and the ladies vets won their league again.

Both our men's and ladies teams competing in the 3 pair Hants and Isle of Wight League have had a very successful season with the ladies finishing 2<sup>nd</sup> in division 1 and the men finishing 3<sup>rd</sup> in division 1.

## SAFEGUARDING REPORT

Very little to report. No real safeguarding issues to deal with. All those within the club who need to, have up to date DBS clearance and regular Safeguarding and welfare training.

## **g) Social Secretary**

### **Social Secretary Report**

Firstly, I would like to say, on behalf of the committee, a big thank you to Sarah Stout for her four years of loyal service as former Social Secretary and for all the time and effort she has given to the club in this role.

Sarah has very kindly agreed to stay on as a helper to me, which I very much appreciate. In particular, she will be assisting with organising events for our junior members.

### **An Overview of Events held since the last AGM:**

#### **2018**

- November's trip to the 02 for the ATP World Tour Finals
- December's Christmas party – lots of helpers and food supplied. Thank you, in particular, to Jane Newman for her AMAZING desserts that people are still talking about and to everyone who helped on the night

#### **2019**

- Quiz night organised and hosted by Carolyn Day and family
- Beach Hut Raffle. Many thanks to Colin Gilbey for donating the prize. Over £200 was raised
- May Spring Open Tournament
- Roland Garros Fun Tournament organised by Paul Woods and Colin Gilbey
- Members Fun Day
- Littledown Family Fun Day
- LTA Great British Tennis Weekend
- Southbourne Junior Open
- Summer Beach Party
- Box League Socials
- Club Championship Finals Day
- Various junior and disability tournaments held throughout the year including:
  - Disability Tournament
  - Red Team Tennis Tournament
  - Green Ball Tournament
- Thank you to Celia Barron who has run several ladies fun doubles tournaments. The most recent of which was in aid of Macmillan Cancer Care. An amazing £80 was raised! Thank you and well done to all those ladies who took part .

### **Ongoing Events and Activities**

- Provide catering support to Dave and the coaches for future tournaments and events
- Expand the team of volunteers to help with different tasks when required
- Box League Tournaments/ social evenings, to include medal presentations
- Fun Tournaments for adult, junior and disability members
- Regular e-mail updates

### **Future Events and Activities**

- Adult, Junior and Disability group members Christmas Parties
- Upcoming Junior events (dates tbc)...
  - Bowling afternoon
  - Fun tournament
  - Mini and junior Christmas parties
- Australian Open Fun Tournament to be held in the New Year

## **Looking Ahead – Ideas for Future Social Events**

- Adult members Bowling
- Live Music/Karaoke
- Quiz Night
- Bingo
- Cardio Social
- Guest speakers
- Themed events (Murder mystery)
- Curry/Pizza nights
- Summer Beach Parties

Finally, a big thank you to those members who have offered their time during the year, helping in the kitchen, supplying cakes and other goodies, or helping with various tasks around the club. Your efforts are always so very much appreciated.

We always need more willing helpers. If there is anyone who would like to give an hour or two of their time, every once in a while, to help with particular tasks, then please do let me or any of the committee know, and we will add you to our list of volunteers to call upon when needed.

**4. TO RECEIVE AND APPROVE THE ACCOUNTS FOR THE YEAR ENDING 31<sup>st</sup> March 2019.**

The accounts were proposed by Daniel Light and seconded by Kelvin Medley-Jones.

The accounts were unanimously approved by the meeting.

**5. TO AGREE FEES**

John Grainger proposed the above fee schedule for 2020-21, and these were seconded by David Bull. The meeting unanimously agreed the proposals.

**6. ELECTION OF OFFICERS AND COMMITTEE MEMBERS**

All committee members stood down. Nominations were proposed, seconded and received by:

- Susanne Grainger Chairperson
- Amanda Nagle, Vice Chairperson
- Carolyn Day, Treasurer
- Celia Barron, Match Secretary
- Daniel Light, Secretary
- Colin Gilbey, Membership Secretary
- Andrew King, Social Secretary

All re-elections and changes were agreed unanimously.

**7. AOB**

Jan wanted to thank Peter Storr for his research into coffee machines for the club. Susie Grainger explained the reasons this has not as yet been progressed - primarily a cost vs benefit analysis being needed.

**8. DATE, TIME AND VENUE OF NEXT AGM**

The date of the next AGM is to be confirmed.

.....  
Daniel Light, Secretary

.....  
Dated

.....  
Susanne Grainger, Signed as a true record by the Chairperson

.....  
Dated