

Minutes of the Papworth Tennis Club AGM Wednesday 27th March 2014 at 8pm

Venue: Vinter Room Papworth

Present: John Peal (Chairman), Stephen Welburn (Vice Chairman and Treasurer), Lisa Millard (Membership Secretary), John Booker (Secretary), Katie Biss (Committee Member), Gary Hope, Jo Wheeler, Mike Biss, Andy Douglas, Paul Thomas, Linda Cox, Christine Stenchen, Terry Stenchen, Debra Barker, Harry Webster, Moira Bond, Fiona Hughes, Laura Porter, Karen Hotchkin, Terry Voice, George Gundry, and Julia Hyde.

1. Apologies for Absence:

Caroline Norton, Tomasz Porzucek, Stuart Gainey, David Barker, Hannah Curtis, Caroline Douglas, Diane Cobb and Sara Webster.

2. Minutes of the last meeting held on 26th March 2013

Approval was proposed by Debra Barker and seconded by Mike Biss. The meeting approved the minutes unanimously.

3. Matters Arising: - none

4. Treasurer's Report:

Steve Welburn presented his report. A copy of the club's accounts showing income and expenditure for the year ending 28/2/2014, a financial summary for the year 2013/4 and a financial plan to February 2017 were distributed to the meeting. See Appendix attached.

Two particular items were noted.

- i Membership fees show a healthy increase following recruitment drive.
- ii. Court Cleaning/ Maintenance cost increase due to another very wet and windy winter encouraging growth of moss/ algae causing slippery conditions, requiring additional pressure wash. Hope to reduce future costs by doing remedial work ourselves.

FINANCIAL SUMMARY – FY13/14

IN/OUT	ITEM	FY13/14	FY12/13
INCOME	Membership Fees	£8,698	£7,359
	Coaching Courses	£4,858	£5,197
	Social/Raffles/Alicante	£724	£1120
	Grants	0	£960
	Other	£757	£1588
SUB-TOTAL		£15,037	£16,224
EXPENDITURE	Court Painting	0	£5467
	Coaching Costs	£3919	£4604
	Electricity	£1419	£1546
	Execs Fees	0	£1276
	Court Cleaning & Maint	£2021	£790
	Other Running Costs	£4441	£3700
SUB-TOTAL		£11,800	£17,383
PROFIT/LOSS		£3237	-£1159

FINANCIAL MANAGEMENT – FY13/14

Actions taken to improve long-term financial position:

- Lower tariff with EON energy
- Santander & Barclays savings accounts closed (due to poor returns) and monies transferred into:
 - A 3 year investment bond with Investec (£30,000)
 - Return is 12% in Oct 2016 providing FTSE 100 is over 6,549
 - On 13 Mar 14, FSTE 100 was 6,613
 - Fund is expected to grow to £33,600
 - Business savings account with Cambridge Building Society (£12,000), currently paying 1% return (90 day notice)
- Aim is to generate sufficient funds for total court resurfacing in 3 years

FINANCIAL PLAN TO FEB 2017

ASSETS	FY13/14	FY14/15	FY15/16	FY16/17
Investec	30,000	30,000	30,000	33,600
Cambridge BS	12,022	15,142	18,293	21,475
Sub-total	42,022	45,142	48,293	55,075
Current Account/Cash	4,605	4,600	4,600	4,600
TOTAL	46,627	49,742	52,893	59,675
Sinking Fund	33,000	36,000	39,240	45,600
% Change		9%	9%	16%

Notes:

1. Assumes £3K profit each year goes into Cambs BS
2. £45K by 2017 should be sufficient for total court resurfacing

5. Chairman's Report:

John Peel welcomed everyone to the meeting and presented his report. The key points are summarised below:-

Membership

Reversed downward trend – 23% increase
 Notional capacity of up to 240 members
 Target of 200 in 12 months time
 Minimal increase in subs – competitive in area
 Strategy: facilities, friendly, coaching.
 Tactics: flyers, open days, incentive offer.
 All members can contribute.

Facilities:

Court cleaning/ moss management
 Court painting / surface
 Improved wheelchair access/ better door!
 Car parking arrangements –short and medium term.

Coaching:

Experienced unsettled period with 5 outside coaches, but valuable support from within.
 Reality of uncovered facilities
 What is the club's real coaching need?
 Over&In – Cambs based, 10 coaches, 18 clubs

Long term partnership based on member's needs.

Events:

AGM

Alicante Cup

Open Day and Pimms

Club Knockout Tournament

Winter Social

What else is needed /wanted?

The Committee:

Invaluable contribution to the club

Assembly of the talents

Good fun, very satisfying and modest tie demands

Thank you Katie and Lisa

Your club needs YOU!

PTC and Future

200+ members

Financial consolidation

Build coaching back up

Continual improvement in facilities

Increased participation (especially Knockout tournament)

Better retention of teenagers/students

Wider/ better use of digital resources

Preserve, build and project club reputation.

The chairman commented on the professionalism of our new OVER&IN (O&I) coach James, and that we have been fortunate to retain Diane who will work through them.

A question from the floor asked if the adult Sunday coaching could be moved from the evening to the morning, as not very convenient – a show of hand concurred. John will discuss with O&I.

Unfortunately we are about to lose 2 members from the committee – Katie Biss, who during her 22 years involvement with the club has held every position going and given invaluable support. Also Lisa Millard who due to work and family commitments has to retire both from the committee and as Membership Secretary. She will continue to captain both the Business league Mixed Doubles team and the Vet's team. The Chairman thanked them on behalf of the club and presented hampers in appreciation.

6. Approval & Revised constitution

It is a requirement of the LTA, that club's review their constitution every 5 years. Stephen Welburn took on this stimulating task and identified some necessary changes, a copy was posted on our Website and we felt sure that members have immersed themselves in the details.

Constitution is based on latest LTA template.

- Covers all current legal requirements
- Sets out all Management Committee posts
- Details the Management Committee powers.

- Clarifies the guest rules.
- Acknowledges the LTA Rules and Disciplinary Code for any dispute resolution.
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There being no questions from the floor, Steve proposed and the chairman seconded its acceptance. The revised constitution was approved unanimously.

7. Appointment of Officers

Chairman - John Peal
Vice Chairman Steve Welburn – resigning as VC
Secretary - John Booker
Treasurer- Steve Welburn
Membership Sec Lisa Seeley – resigning
Coaching Rep Diane Cobb
Welfare Officer Hannah Curtis

Plus up to 3 co-opted members – Tomasz_Porzucek so two more posts available.

John Peal offered to continue as Chairman as there was no other nomination, Steve Welburn proposed and Debra Barker seconded that he be elected. Approved unanimously. The Chairman then proposed the remaining officers and committee members be elected on bloc, seconded by Katie Biss and approved unanimously. John asked members to consider serving on the committee as due to retirements there are places that need filling. Laura Porter and Gary Hope agreed to join.

8. Any Other Business

The Chairman reminded members to send their applications to play in The Alicante Cup on the 27th April asap, the form is on the website. As no other items were raised the Chairman closed the meeting at 8.30pm.

Post AGM Notes

a. A ballot of Wimbledon tickets was held and the winners were: - Holly Cobb, Paul Thomas, Diane Cobb, Fiona Cumming, Debra Barker, Julia Hyde, Christine Stenchen, Moira Bond and Sam Douglas.

Reserves were Linda Cox and Andy Douglas.

b. A raffle was held and raised £76.00 towards club funds, thanks to Katie and Jo for running it and the committee members for donations.

- APPENDIX -

PAPWORTH TENNIS CLUB INCOME & EXPENDITURE 1/3/13- 28/2/14

Pre-Audited accounts

INCOME	2013/14		2012/13	% Change From Previous Year
Balance B/F	£ 43,389.82		£44,548.58	-3%
Membership	£ 8,698.15		£ 7,359.10	18%
Coaching				
Junior	£4,841.50		£ 5,007.00	-3%
Adult	£17.50		£ 190.00	-90%
Allocated Lighting	£0.00		£ 200.17	n/a
Other income				
Lighting Tokens	£56.00		£ 58.00	-3%
Tennis Balls	£20.00		£ -	n/a
Tournaments Jnr	£45.00		£ 50.00	-10%
Tournaments Adult	£0.00		£ 75.00	n/a
Raffles & Fundraising	£167.00		£ 577.50	-71%
P/Everard PC- Electricity	£306.49		£ 507.34	-40%
Grants	£0.00		£ 960.00	n/a
Wimbledon	£0.00		£ 822.00	n/a
Alicante Cup	£200.00		£ 44.00	354%
Visitors Fees	£65.00		£ -	n/a
Club Lighting & Non Member subs	£106.00		£ 50.30	111%
Social Events	£357.50		£ 498.50	-28%
Misc	£120.00		£0.00	n/a
Santander Account Closure	£36,881.33			n/a
Cambridge Building Society	£12,022.68			n/a
Bank Interest	£15.11		£ 25.67	-41%
Investec (3 year Investment)	£30,000.00			n/a
Movement in Year	£93,919.26	#	£ 16,224.41	
Total Income	£137,309.08	#	£ 60,772.99	
Total Expenses	£90,681.31		£ 17,383.17	
Grants	£0.00		£ 960.00	
Carried f/ward	£46,627.77		£ 43,389.82	
Actual Balance C/Fwd	£46,627.77		£ 43,389.82	
New Bank Funds (incl income)	£46,627.77		£ 43,389.82	
Bank Reconciliation				
Barclays community a/c	£4,063.18		£ 5,425.10	
Barclays postal a/c	£0.04		£ 1,039.56	
Cambridge Building Society	£12,022.68		£ 5,416.03	

Investec	£30,000.00	£ 31,450.62
Cash	£410.57	£ 99.11
Banking outstanding	£532.50	£ 280.00
Current funds	£47,028.97	£ 43,710.42
Unpresented cheques	£401.20	£ 320.60
Total Bank	£46,627.77	£ 43,389.82
Less Sinking Fund	£33,000.00	£ 27,750.00
Available Funds	£13,627.77	£ 15,639.82

Summary In Year Movement	13/14	12/13
Income	£93,919.26	£ 16,224.41
Expenditure	£90,681.31	£ 17,383.17
In Year Movement	£3,237.95	(1,158.76)

More text to follow.....

EXPENDITURE	2013/14	2012/13	% Change From Previous Year
LTA Registration	£400.00	£ 400.00	0%
League/Match Fees	£52.00	£ 52.00	0%
Tennis Balls	£184.50		n/a
Coaching/Coaching Admin	£3,919.40	£ 4,604.00	15%
Social Events - catering	£358.69	£ 342.42	5%
Wimb Tickets	£0.00	£ 822.00	n/a
Alicante Cup	£132.29	£ 304.65	57%
Finals' Lunch	£23.26		n/a
Publicity Leaflets/Printing	£317.50		n/a
Admin -Exes	£0.00	£ 1,276.74	n/a
Website	£71.28	£ 165.86	95%
Insurance	£943.21	£ 915.47	3%
Stationery & postage	£108.30	£ 91.85	18%
Leaving Gifts	£137.85		n/a
Equipment	£182.60	£ 125.94	45%
Club Hut Cleaning	£125.00		n/a
Kitchen/Cleaning supplies	£60.68		n/a
Hall/court Hire	£138.00	£ 87.00	59%
Grounds Maintenance	£396.00	£ 790.23	50%
Court Painting	£0.00	£ 5,467.20	n/a
Electricity/Lighting	£1,419.95	£ 1,546.63	8%
Court Cleaning	£1,625.00		n/a
Trophies/engraving	£101.27	£ 39.00	160%
Sundries	£203.20	£ 352.18	42%
Investment Transfers	£78,881.33		
Investment Fee	£900.00		
Total Expenditure	£90,681.31	£17,383.17	

EXPENDITURE SUMMARY	2013/14
Coaching	3919.40
Admin/Social	956.56
Op Cost	6024.02
Inv't Transfers	78881.33
Investment Fee	900.00
TOTAL	90,681.31

S Welburn
PTC Treasurer

Date

Audited By

Karan Hotchkin
ACMA

