

PENSFORD TENNIS CLUB

MINUTES OF THE TWENTY-EIGHTH ANNUAL GENERAL MEETING HELD IN THE PAVILION AT PENSFORD MEMORIAL SPORTS GROUND ON THURSDAY 08 DECEMBER 2022 COMMENCING AT 19.30 HOURS

THOSE PRESENT WERE:-

Alan Burbridge	(AB)	- President	Julie Marlton	(JM)	- Match Secretary
Sue Grimes	(SG)	- Chair	Ann Kibby	(AK)	- Minutes
Elaine Davidson	(ED)	- Welfare Officer	Tom Davidson	(TD)	
Sally Whitmore	(SW)	- Welfare Officer/ Ladies Captain	Clive Kibby	(CK)	

1. APOLOGIES FOR ABSENCE WERE RECEIVED FROM:

Adele Balzan	(AB)	- Press Officer	Hilda Browning
Dan Bellamy	(DB)	- Coach	Brian Patey
Steve Bellamy	(SB)	- Treasurer	Bev Vallender
Dan Church	(DC)	- Head Coach	Shaun Vallender
David Parnell	(DP)	- Site Officer	Steve Whitmore
Alison Patey	(AP)	- Secretary	

2. WELCOME AND REPORT BY THE CHAIRPERSON

Unfortunately attendance at the meeting had been decimated by illness. In accordance with the Constitution a minimum of ten members/twenty per cent of the membership needed to attend for the meeting to be quorate. With only eight attendees the meeting was, therefore, not technically quorate. SG sought the views of those present and it was agreed that, in view of the exceptional and unavoidable circumstances, the meeting should proceed.

SG thanked all those present for attending and for supporting the Club and continued her report as follows:-

“What a year! I cannot believe that we now have a new Clubhouse. Everyone who has seen it has been really complimentary. However, this could not have happened without the support of local Grant providers, Avon Tennis, our Committee and all of our members. We are very grateful to:-

- Pensford, Publow and the Stanton’s Community Trust - who generously gave us a grant of £5,000 and offered to allow our members to receive a twenty-five per cent top up of any donations under their Gift Aid Scheme.
- Chelwood Community Fund - who kindly offered us a Grant of £2,500.
- Pensford Social Welfare - who a few days ago approved a Grant in principle for matters relating to plumbing and drainage. (We applied for £2,500 but a breakdown of estimates is required.)
- Avon Tennis - who offered us an interest free loan of £5,000 repayable over five years – i.e. a repayment of £250 per quarter.

We are very lucky to have a great team of Committee members who give many hours of their time to the Club:-

- Alan, our President, has supported the Club since its inception in 1996. He is always available to offer support and advice to me and supports the Treasurer with financial matters. Thank you so much.
- Sadly Alison, the Club’s Secretary/Membership Secretary, is unwell and is unable to be with us tonight. She seems to be involved with everything including managing ClubSpark, updating the Website, sending communications to members and prospective new members. She was heavily involved with the Duck Race and the Christmas Wheelbarrow. When she cared for a

friend in need for a while we really missed her. It is so good to have such an energetic and positive person on the Committee. Thank you so much.

- Work responsibilities this evening have sadly meant that Steve has been unable to attend. However, I am confident that he has kept the Club's finances in good order. The new carpet and lino, which he donated and laid, looks great. We really appreciate everything he has done and thank him very much.
- Elaine has been the driving force behind the Pavilion Project. She is also the leading light with the Duck Race and the Christmas Market. She has done fantastic work liaising with the Chair of the Hall Committee, the Chair of the Stanton's Community Trust and the Manageress at the Rising Sun. Thank you so much.
- Sally continues to be the Ladies Captain. She makes sure that we have enough players for the League matches, fills out and sends the score cards to Avon Tennis and makes sure that Match Fees are collected and given to the Treasurer. Thank you so much.
- Elaine and Sally are also our Welfare Officers. They are extremely diligent in ensuring that the Club is a safe and inclusive environment for all members, non-members and the Coaches. They have undergone LTA Safeguarding training and resolve any safeguarding issues quietly and efficiently.
- Dave has taken on the Site Officer's role and provides valuable technical advice on the state of the courts and lighting. He has liaised with the Garden Affairs team, bought equipment, prepared detailed plans, helped to take down the old Hut, painted and helped with the installation of the new kitchen. Most importantly, a new Pavilion would not have been possible without his expertise and support. Thank you so much.
- Ann always takes the Minutes conscientiously and efficiently. She sends helpful reminders to me regarding matters arising in advance of meetings. She helps at fundraising events and ensured that there were very happy children at the Lucky Dip tub at the Duck Race and the Christmas Fair. She is currently trying to find out if we can get a cheaper electricity provider through a scheme set up by the LTA. We are so lucky to have someone of your experience in the Club. Many thanks Ann.
- We have been so lucky to have such an energetic coaching team. Dan C has been a huge asset, not only in providing high level coaching but in organising the Team Championships and Fun Tournaments. He is also Men's Captain. He has been ably supported by Dan B who also provides high level coaching and those who attend his coaching sessions have a great time. He is also a huge asset at Club Night. We are so lucky to have you both. Thank you both so much.
- Jules joined the Committee as Match Secretary at the last AGM and we are so pleased to have her. She has efficiently arranged the Team matches, liaises with other clubs and re-arranges matches as and when required and informs Team Captains. She has been heavily involved with matters relating to the new Clubhouse. Thank you so much.
- Promotional material is very important and Adele acquired a great promotional banner for the Club. She sometimes writes articles for the Parish Magazine. These pieces are really important in advertising membership and informing local residents about the Club's activities. Thank you so much.
- Last, but not least, I would like to thank the husbands/partners of Alison, Ann, Elaine, Jules and Sally for helping the Club bring this wonderful pavilion into existence. We could not have done this without your endeavours. I cannot thank you all enough."

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Twenty-Seventh Annual General Meeting held on Monday 15 November 2021 were accepted as written - Proposed by TD and Seconded by CK - and signed by the Chair.

4. MATTERS ARISING FROM THE MINUTES OF THE 2021 AGM - Not Covered By The Agenda

- Cleaning of the Floodlights on Court 1 – Not yet undertaken due to overriding work/expenditure in connection with the Pavilion Project.
- Replacement of the Existing Floodlight Bulbs with LED Lights – Two quotations had been received: the first (including wiring) was for £8,000 per court and the second was for £500 per floodlight (i.e. a total cost of £4,000). In view of the very long term energy efficiency and conservation considerations the Committee considered the expenditure currently unaffordable but undertook to revisit the matter at a later date.

5. OFFICERS' REPORTS

5.1 Treasurer

The first draft of the Report and Accounts for the Year Ended 30 September 2022 had been prepared but as yet had not been examined. The Accounts show:-

- A surplus (profit) for the year of £4,862.
- Expenditure to the Year End on the new Clubhouse has been £7,680 - specific funding for the Pavilion Project has been received in the sum of £12,600 in the same period.
- Reserves in total are now £17,422 compared with £12,560 in 2021
- The Current Account Balance is £14,210.
- The Sinking Fund Balance is £8,510

SB and AB were thanked for their preparation of the Draft Accounts, which would be provided to John Kelly (JK) for auditing and would be presented for ratification at the earliest opportunity.

Thanks were expressed to JK for his expertise and continuing help.

5.2 Secretary / Membership Secretary

Although unable to attend the meeting due to illness AP had kindly provided the following written report which was disseminated to attendees:-

- Following the Club's Annual Registration with the LTA, Insurance and Registration documents will be appropriately distributed and displayed in the clubhouse.
- Three General Committee Meetings were held during the year - several Sub-Committee Meetings were also held to discuss Pavilion matters as well as a number of separate 'Fund Raising' Meetings. There have been, and still are, a lot of people working hard on the Pavilion Project and it is too risky to name each person for fear of missing anyone out! BUT - Sue Grimes and Elaine Davidson do need a special mention for all their continuing hard work on this Project.
- Many Club members were lucky in this year's Wimbledon ticket ballot.
- Four Fundraising events were held:-

Event	Amount Raised
Duck Race – the profits fell into the previous year's accounts. The profits for the 2022 event will be shown in the 2022/23 accounts	£677
Tennis and Pimms Afternoon	£85
Christmas Sweepstake (Wheelbarrow of Bottles)	£536
Christmas Quiz at the Rising Sun	£70

The 2022 Sweepstake has not yet closed and so far has raised £435.

- Easyfunding - Fifteen people subscribed. The money is paid to the Club's account every quarter and so far this year £51 has been raised. Since subscribers started using this facility a total of £247 has been raised.
- Pay and Play - £414 gross less Stripe fees of £26.86 = £387.14 A slight rise on last year.
As no conflict has occurred, it was agreed that the current administrative arrangement of offering Pay & Play on both courts simultaneously should continue.
- Membership Revenue as at 30 September 2022:-

Ninety Active Members	£4,105
Categories	Numbers of active members (individual)
Singles	17
Couples	12
Family	16
Parent and child/ren	28
Juniors & Minis (paid category)	10
Three Social memberships	3
Two coaches and two life memberships	4
	90 members

- Membership value has increased, and total membership is slightly up. Fifty playing adult members and thirty-seven Juniors.
- Venue Registration will be renewed with Avon LTA by 16 December 2022 at a cost of £250.00

2023 Fee Structure

The Committee would like to recommend that the Subscriptions remain at the current level, however, in view of the spiralling energy costs and until the next EDF bill is received, the Committee is unable to determine whether or not a subscription increase from 01 April 2023 will be necessary.

It was explained that, for its electricity supply, the Club has a one-year Fixed Contract with EDF which is due for renewal on 01 April 2023. The current charge is 52p per kWh +35p per day Standing Charge. The usage for the period from 26.10.22 to 28.11 22 was 619 kWh = £321 + SC. As a Registered Venue, the Committee is in discussion with the LTA Buying Group for assistance and advice with the renewal of the contract at the most favourable terms.

The meeting unanimously agreed that a decision on 2023 subscription levels should be deferred. In the meantime electricity costs would be closely monitored and the matter would be tabled for discussion at a future meeting of the new Committee with a view to deciding whether or not an increase is necessary.

5.3 Ladies' Captain – Summer League

SW reported that this year the ladies were promoted to Division 5B – a Division we have historically struggled to stay in. Unfortunately 2022 was no different and we sadly finished bottom of the Division – winning one match, drawing one and losing the rest.

Despite this it was an enjoyable result and it was great to have some of the newer ladies, namely Jane and Jules playing. Thanks to all the ladies who played this season – Adele, Alison, Jane, Jo, Jules, Kerry and Sue. We are all looking forward to the next season when we will be able to use the Pavilion too!

	Joyce Pickard from Salford TC had e-mailed all local Clubs with a view to holding inter-club Ladies' events, possibly on a Sunday morning. SW would seek further information.
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5.4 **Men's Captain**

In DC's absence it was recorded that the Men's Team achieved a very creditable position of finishing second in their Division. Thanks were expressed to all those who played in the Summer League Team.

5.5 **Match Secretary**

JM confirmed that the Club did not enter the Late Summer League. Members' interest was canvassed but there was limited availability due to holidays and other commitments. There might also have been an issue with disruption around the installation of the new Pavilion.

The Mixed Winter League is underway and to date the Team has won one event and has had a close loss in another. Unfortunately two out of four pre-Christmas matches have had to be rescheduled due to the unavailability of players and a clash with Remembrance Sunday events. There are now six matches left to play before the end of April 2023.

There is expected to be a restructuring of the Winter League for next season.

5.6 **Welfare Officers / Safeguarding**

ED/SW advised that:-

- There were two Safeguarding concerns reported at the beginning of 2022. They were both dealt with appropriately by the Welfare officers.
- Regular meetings continue to take place with the Welfare Officers and DC following the Safeguarding Review from 15 February 2022. This required some issues to be actioned by the end of May. SW, ED, and DC met again in November to finally fulfil the actions.
- The LTA has not followed up ED's e-mail in which she voiced her concerns about Club Welfare Officers in the Avon Tennis Area being asked to provide Safeguarding training to Club Committee Members. Six Committee members have taken the basic safeguarding training, while four have not. This is the only outstanding action from the LTA Review.
- SW has prepared a spreadsheet listing all the Safeguarding documents held by the Welfare Officers and Coaches, including qualifications/accreditation, DBS etc. with dates of certification. We can see at a glance if any documents are due for renewal
- The Welfare Officers attended an all-day Zoom Safeguarding Conference on Saturday 01 October 2022. They were told that notes need not be taken as these would be sent to delegates. When they arrive, the important information will be given at the next Committee meeting.
- All Policies, Risk Assessment and Insurance documents are up to date. They are published in the Clubhouse and on the Website.
- The following important Safeguarding message continues to be reiterated:-

"If you see or hear anything around the courts that makes you in any way uneasy, immediately contact a Welfare Officer or contact the LTA Safeguarding Team safeguarding@LTA.org.uk.

If the concern is life threatening, 'phone 999."

5.7 **Coach**

As he was unable to attend the meeting DC provided a comprehensive report from Thrive Tennis Coaching:-

"A big thank you to all our wonderful members and non-members who have supported Thrive TC and the Club this past year. We have come out of a turbulent few years and are in a stable position and looking to grow over the coming years.

I would also like to thank all those on the Committee for their continued support and help with running events, Open Days, quizzes and of course the infamous new Clubhouse. You really do make the club a special place to work at.

Overview of the Strength of the Program

- 54 Adult and Junior courses run this year with good success.

- Junior Program:-
40 Regular Juniors Program and ASC
ASC club regularly receiving more than 10 players per term - -(new group created to satisfy stronger players in group)
4 Holiday Camps run with Good-great success - (48 players across the year)
- Adult Program:-
20-25 regular adult players in the program with some great progress made by players over the year and some strong performances in the leagues.

Cardio Tennis has been stable but have noticed a drop-off in numbers since the non-members' price was introduced. There are some keen regulars that support the program. An incentive scheme will be introduced in 2023 to encourage more players to spread the word and boost Cardio's reach in the local communities.

More social events, Open Days and Fundraisers will be planned for 2023

Open Day a success but need to be swifter at getting comms out to local area pre and post events. Would be great to keep having Club support with this as it will benefit both parties.

New members off the back of marketing and coaching campaigns.

Key Wins This Year

- Thriving in face of adversity (interest but kids especially seem to have been hit hard by the pandemic). Aim is to keep using fun, games-based training to help kids grow in confidence and develop their skills at the same time.
- 11 events have been run over the year at both venues with lots of crossover and players attending a different club's events, e.g. Pensford clients travelling to Bristol for Westbury Park events.
- Junior league teams are doing well and have support from our juniors at PTC.
- Coached clients showing great improvements in their game and hoping this will spread across the Club to help us encourage more people to give League tennis a go in the summer.

Going Forward

- LTA Youth – Start to make a comeback for 2023 to grow the base of the pyramid (4 – 8 year olds)
- Tennis Xpress – to run in the daytime and also evening to introduce more beginners to the Club and help them develop to League Players.
- Ball Machine Demo Day – In the Spring to help players practise more by themselves.
- More Social Tennis Events – for the whole family and our members – to include:-
Team Challenge events for Girls only and Themed events like Monster Smash, Back the Brits and US Open

Wimbledon Pimms, Strawberries & Cream will continue in 2023.
- Club Championships to be back for 2023
- Target of family tennis via Open Days, Family Tennis Cup (great success with an open event for PTC and WP players in Bristol in 2022)
- Walking Tennis and Cardio Tennis to feature in 2023 with incentives to try them/stay in the programs.
- What would the members like to see more of/less of??
- Survey to be sent out to all coaching clients and members in the New Year.

- Would love support from Committee members to help me boost interest in Tennis in the community and with marketing campaigns going forwards. We have a great Club and location but visibility is our main barrier.

- Hopefully a Big Open Day to welcome the community to our new Clubhouse will kick start more people seeing us and tennis as a viable option
- Men of all standards via offers around key tournaments in the year – e.g. Wimbledon, French Open, Australian Open and any British events and Tennis Xpress.
- Ladies via offers for Cardio Tennis, Tennis Xpress, LTA new pair and play system.
- Junior League Tennis – (encourage more players to give-it-a-go and try Team Challenge events first).
- Junior Matchplay sessions – if there is an appetite.
- Re-introduction of Sat Drop-In Tennis to boost base of the pyramid (4 – 8 year olds)

Thanks a million for 2022 and here's to a booster 2023 with lots of fun and more tennis opportunities."

5.9 Site Officer

In DP's absence it was confirmed that the Club fully meets the Minimum Standards required by the LTA for Venue Registration.

Maintenance and Safety Inspections/Risk Assessments of the Courts, Club facilities and surrounding areas are regularly carried out by the Site Officer and the Committee.

A Maintenance Log is situated in the Club Hut and members are asked to record any items they consider require attention. Repairs and maintenance are carried out as and when recorded or required – either by the Site Officer/club members or, where necessary, by specialist contractors.

5.8 Press Officer

In AB's absence SG confirmed that informative articles continue to be provided for inclusion in the monthly Parish Magazine and other local publications.

6. **PAVILION PROJECT UPDATE**

SG and ED provided a synopsis of events during the last year which has enabled the AGM to be held in the new Pavilion.

A generous grant of £5,000 was offered by the Pensford, Publow and the Stanton's Community Trust (PPSCT) in 2021 – to be deferred until required – and a grant of £2,500 was also kindly offered by the Trustees of Chelwood Community Fund on 31.01.2022.

Grateful thanks are due to a Benefactor, who wished to remain anonymous, who generously offered to provide the Club with an interest free loan to cover the difference in monies raised against the total cost of the provision of a new Pavilion, thus providing financial comfort to enable the project to be progressed.

Due to the much-publicised rise in the costs of goods and services it was anticipated that there would be a considerable increase in the original, early 2021, quotation from Swifts who were subsequently unable to provide an up-to-date quotation.

Accordingly, an alternative quote was sought from Garden Affairs of Trowbridge. The draft quotation for the provision of a 7m x 4m Pavilion manufactured by Bertsch was c £25K. This included fire resistant paint, a laminated shingle roof, groundwork and erection together with heaters and electrical work to terminate/reconnect all meter and lighting systems and the provision of points for the kitchen area and heaters. PTC were also afforded the facility of staged payments. Having regard to lengthy lead times, the Committee unanimously agreed to accept the quotation from GA and for an order to be placed when sufficient funding was available.

Following re-application, PPSCT reconfirmed their grant and also kindly advised that as a registered charity it could recover Gift Aid, via its 'restricted category' donations, on any monies received from PTC members specifically designated for the Pavilion Project.

After some hesitancy, Avon Tennis also agreed a Loan of £5,000 which is repayable at £250 per quarter (starting February 2023) over five years.

By April the Club had accrued a total of £12.5K in offers of grants and a loan towards the Pavilion Fund and by agreement from the Committee an order was placed with Garden Affairs on 12 April with a deposit of £6K – with an anticipated delivery into the Warehouse by the end of August.

Before delivery of the Pavilion Western Power and Garden Affairs undertook considerable work in connection with the provision of an External Electric Meter Box for a supply into the Pavilion and for the court lights.

In August a team of member volunteers – Tom Davidson, David Hood, Clive Kibby, Shaun Vallender and Steve Whitemore, led by David Parnell, dismantled the old Hut and used it to refurbish and strengthen the Equipment Hut, which was duly painted by SW. Thanks were recorded for their time and efforts.

Groundworks and construction of the Pavilion commenced on 20 September and was completed within four days.

Thanks were expressed to Steve Bellamy who supplied and laid the carpets and lino and to Emily and Richard Huish of Publow who kindly donated their redundant kitchen cabinets, which were installed on 07 December.

Discussions are currently taking place with the Hall Committee with regard to the provision of a water supply and also assistance with facilitating Wi-Fi. SG is investigating door locks and key fobs.

SG was delighted to advise that, following letters sent to members seeking assistance with donations, a hugely generous sum of £8,812 (including Gift Aid) had been donated via PPSCT. It was proposed by Tom Davidson and Seconded by Clive Kibby that this sum should be used for the payment of the final instalment for the Pavilion to be paid to Garden Affairs by the due date of 31 December.

Thanks were expressed to all members of the Club for their generous donations, without which the Pavilion Project could not have come to fruition.

The members of the Pavilion Project Group were thanked for their untiring work in progressing the Project during another challenging year.

7. ELECTION OF COMMITTEE MEMBERS

Alan Burbridge confirmed his willingness to continue in his role as President of the Club. He was thanked by the Chair for his wise counsel and the work he had undertaken for the Club during the last year.

The remaining Committee members had indicated their willingness to serve for a further year. Accordingly, as no other nominations had been received, TD seconded by CK, proposed that the following Officer's be re-elected en bloc to serve for another term:-

Chair	- Sue Grimes
Secretary/Membership Secretary	- Alison Patey
Treasurer	- Steve Bellamy
Welfare Officers / Safeguarding	- Elaine Davidson and Sally Whitemore
Ladies' Captain	- Sally Whitemore
Men's Captain / Coach	- Dan Church
Site Officer	- David Parnell
Press Officer	- Adele Balzan

8. **ANY OTHER BUSINESS**

- Fosseway Bowls Club have advised that, following the termination of their lease, they are disposing of all of their assets with donations being made to charity. ED will ascertain if there is anything useful for PTC.
- ___Thanks were expressed to SG for all her hard work during another challenging year.

There being no further business the meeting closed at 21.00 hours

Signed: _____
S Grimes

Dated: _____
28 November 2023