



WELCOME

Annual General Meeting of Coombe Wood LTC

28 March 2022

The meeting will start at 8.00pm.

Please make sure your name, and the names of any members watching with you,
are shown in your zoom image.

(On a PC right click on the image and select 'Rename')

Please remain on mute unless invited to speak.

If you want to raise a question or would like the opportunity to speak, please
type in the Chat box

Please note that the meeting will be recorded.



Agenda and Resolutions

1. The President to read the notice convening the meeting.
2. To approve the minutes of the 2021 Annual General Meeting.
3. To receive the President's report.
4. To receive the Honorary Treasurer's report on the financial position of the Club.
5. To adopt the accounts of the Club for the year ended 31 December 2021.
6. To approve the subscriptions and fees for the new membership year.
7. To approve the re-election of John Walton as the Club's Auditor for the coming year.
8. To approve the election of the President, Chair, Honorary Secretary, Honorary Treasurer and other members of the Committee.
9. To approve the granting of Honorary Life memberships.
10. Rolling five-year plan.
11. To seek approval for proposed 2022 expenditure.
12. Update on review of the Club's legal structure.
13. Any other business.

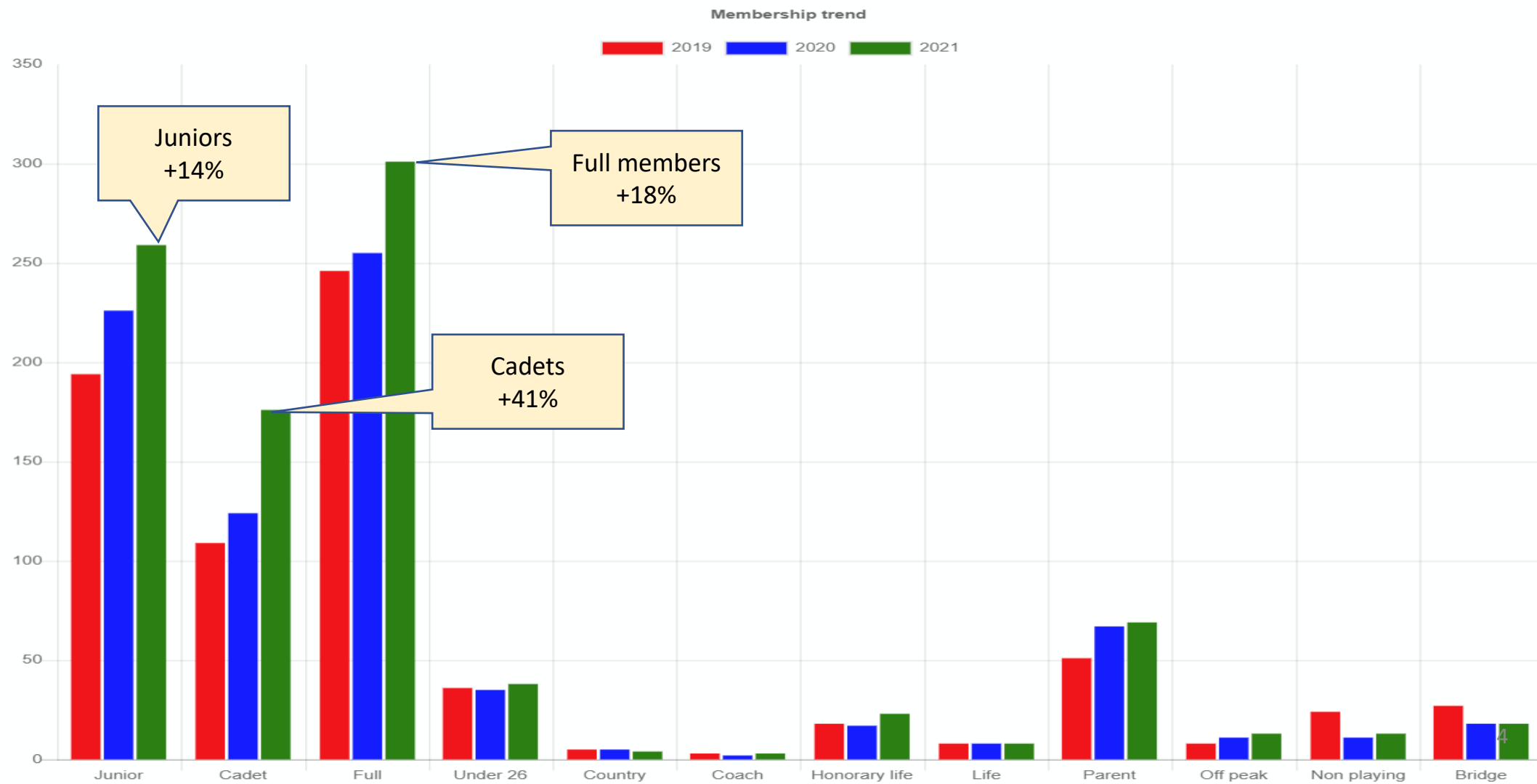


President's Address

Mike Bourne



Record membership numbers





Almost £1000 raised for Ukraine refugees





Honorary Treasurer's report

Paul Baxter



Accounts for the year ended 31 December 2021

- Income and Expenditure Account

			Year End 31-Dec-21		Year End 31-Dec-20
INCOME					
<i>Tennis subscriptions & fees</i>		£	£	£	£
Adult subscriptions		82,987		61,935	
Juniors & Cadets		25,835	108,822	20,941	82,876
Pay to Play bookings			0		5,222
Provision for COVID closures			1,791		(12,079)
Enrolment fees			4,550		2,750
Non Playing, grants & donations			820		10,530
Coaching income			19,809		13,280
Visitors & schools			2,568		635
			138,360	34%	103,214
<i>Surplus on Bar sales</i>					
Sales			2,356		37
Less: Cost of sales			(2,094)		(539)
			262		(502)
<i>Other surplus income</i>					
Teas & social events			395		261
Bridge - memberships & rentals			3,561		1,408
Interest received			5		149
Tournaments & other income			915		935
			4,876		2,753
<u>TOTAL INCOME</u>			143,498	36%	105,465



Accounts for the year ended 31 December 2021

- Income and Expenditure Account

			Year End 31-Dec-21		Year End 31-Dec-20	
			£	£	£	£
EXPENDITURE						
Rent, rates & refuse collection			6,926		1,391	
Electricity			8,622		7,998	
Insurances			3,040		2,963	
Phones, Software & other administration costs			1,803		958	
Pavilion Costs incl Cleaning			5,396		4,853	
Tennis Balls			3,689		2,042	
LTA Subscriptions, league fees & trophies			1,300		880	
Grounds upkeep			7,636		8,062	
Court maintenance			8,848		4,640	
Coaching support			680		160	
<u>TOTAL EXPENDITURE</u>			47,940	41%	33,947	
<u>INCOME LESS EXPENDITURE</u>			95,558		71,518	
Pathway, wall & planting			(5,976)		0	
New equipment			(2,653)		0	
Grounds work, car park & electrical			(2,384)		(8,046)	
Floodlighting - major service			0		(8,074)	
Lane development			(9,118)		(5,140)	
Other one off costs			(496)	(20,627)	(1,497)	(22,757)
<u>SURPLUS FOR THE YEAR BEFORE COURT REFURBISHMENTS</u>			74,931		48,761	
Tax provision - Rates Grant			(1,900)		0	
Court refurbishment			0		0	
<u>SURPLUS FOR THE YEAR</u>			73,031		48,761	



Accounts for the year ended 31 December 2021

- Balance Sheet

			31-Dec-21	31-Dec-20
			£	£
<u>Fixed assets</u>				
Pavilion at Cost			2,772	2,772
Investments in and loan to CWLTC Ltd			8,306	8,306
			11,078	11,078
<u>Current assets</u>				
Bar stock			840	255
Debtors:	Owed by Members		5,448	6,880
	Prepaid expenditure		158	5,263
	Owed by Ollie Lloyd Tennis		0	14,676
			6,446	27,074
<u>Cash</u>				
Nationwide current & deposit account			0	2,103
Santander current & reserve account			202,331	105,829
Barclays Bank Treasurers Account			0	540
Co-Operative Bank			5,580	5,580
	Note 1		207,911	114,052
<u>Creditors</u>				
Owing to Suppliers & accruals			11,830	1,451
Provision for "COVID" credits due to members			0	12,079
Tax provision -Rates Grant			1,900	0
			13,730	13,530
<u>NET ASSETS</u>			211,705	138,674

Note 1 - Cash reserves include £3,720 donation from Mr D Gibbons to be used for Junior Development



Accounts for the year ended 31 December 2021

- Balance Sheet

<u>RESERVES</u>				31-Dec-21		31-Dec-20
<i>General reserves</i>				£		£
Balance as at 1 January				55,722		24,434
Transfer: Court refurbishment reserve				(18,176)		(17,473)
Surplus for the year				73,031		48,761
Balance as at 31 December				110,577		55,722
<i>Court refurbishment reserve</i>				£		£
Balance as at 1 January				82,952		65,479
Court refurbishment				0		0
Transfer: General reserve				18,176		17,473
Balance as at 31 December				101,128		82,952
<u>TOTAL RESERVES</u>				211,705		138,674



Resolution

To adopt the accounts
of the Club for the year
ended
31 December 2021.



Subscriptions: 1 May 2022 to 30 April 2023

FIRST INCREASE IN 3 YEARS

	<u>2019-2021</u>	<u>2022</u>
• Full Adult	£265	£280
• Junior (8 and over)	£80	£84
• Cadets (under 8)	£36	£38
• Under 26	£100	£105
• Country & midweek	£170	£180
• Off peak	£170	£180
• Parent	£80	£84
• Non-playing (including Bridge)	£30	£30
• Joining fee	£100	£100
• Adult visitor	£7	£7
• Junior visitor	£3	£3



Resolution

To approve the
subscriptions and fees
for the new
membership year.



Resolution

To approve the re-election
of John Walton as the
Club's Auditor for the
coming year.



Officers and Committee Members

Officers

President: Mike Bourne

Chair: Heather McAttackney

Honorary Secretary: Robert Gale

Honorary Treasurer: Paul Baxter

Management Team

Juniors Secretary: Chris Durkin

Welfare Officer: Val Jermy

Grounds Secretary: Chris Lewis

Social Secretary: Nandini Narayanan

Membership Secretary : Ian Stewart

Other Committee members:

Belinda Grove

Joanne Haigh

John Lewis

Meryl Lloyd

Ollie Lloyd

Daniel McQue

Kerry Ono

Jan Stewart

Nicki Tattersall



Resolution

To approve the election of the
President, Chair, Honorary
Secretary, Honorary Treasurer
and other members of the
Committee.



Honorary Life Memberships

Membership for over 40 years:

- Mark Cook

For exceptional Committee service:

- Alan Bentham



Resolution

To approve the granting of
Honorary Life memberships.



Proposed 2022 Expenditure and 5 Year Plan

Rob Gale



2022 Expenditure – Lane Development

Scope

- Lay a pedestrian footpath running through the woodland area along the length of the lane
- Additional planting/hedges
- Enhanced frontage including plant screening from Galsworthy Road
- Low level environmentally compliant lighting along the new path
- More defined vehicle passing bay

Driven by safety considerations:

- Allows members, especially juniors, to use the lane safely, including after dark
- Pedestrians currently must share the road surface with cars/bikes
- Overgrown area provided hiding places for trespassers
- Nuisance and danger to members from rough sleeper building shelter in overgrown area

Environmental benefit:

- Increased biodiversity rating
- Encourages members to walk to the club rather than using their cars



2022 Expenditure – Lane Development

Prior activity

- Project approved at prior AGM
- Delayed due to Covid
- Original Planning Application refused by Kingston Council
 - Biodiversity and Tree protection issues

2021 Activity

- Detailed Ecology, Topographical and Arboricultural reports prepared
- Specialist planning advisors engaged
- Revisions to project specification to address planning issues
- Revised planning application submitted in December

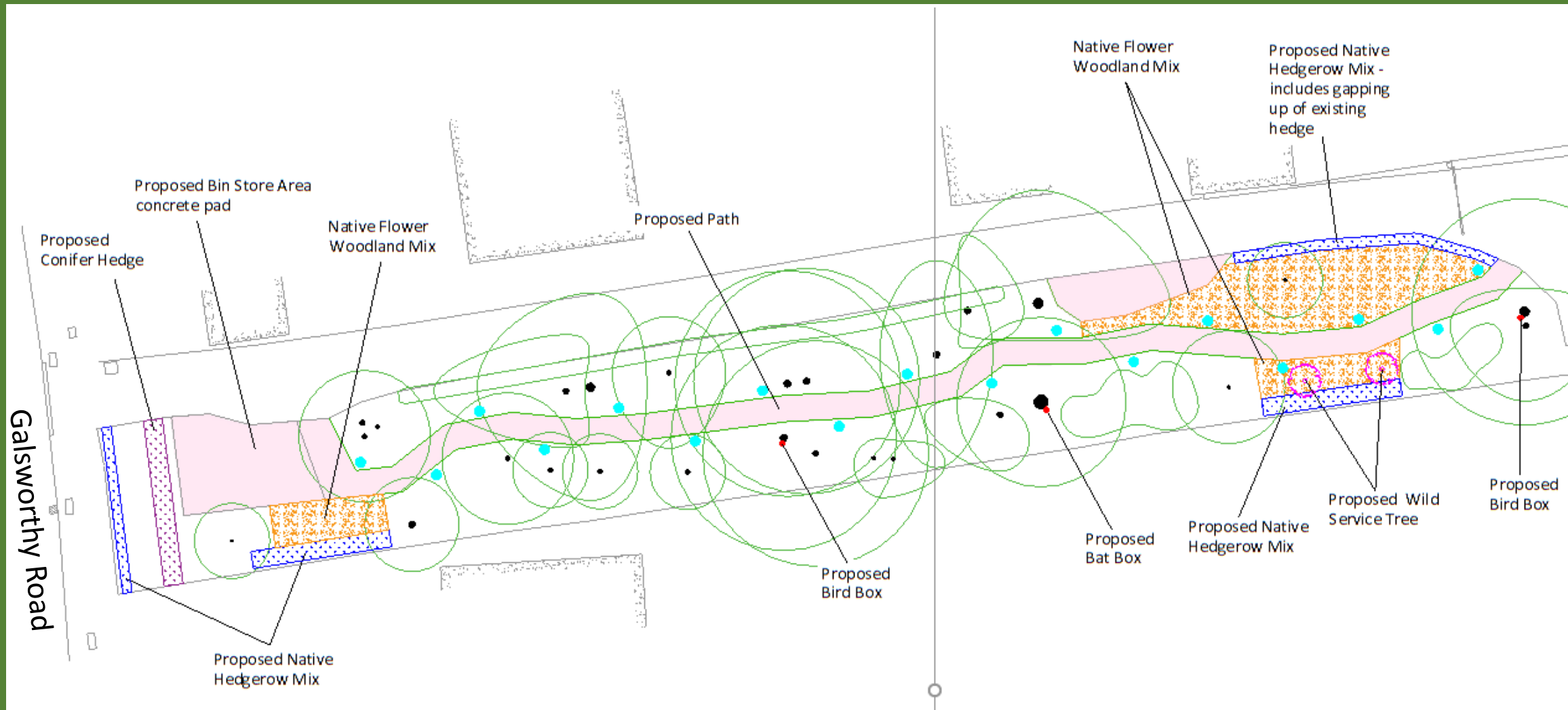
2022

- Planning permission decision expected by end of March
- Work to be undertaken

Many thanks to Bob Blunden for driving the project forward!



Lane Development – Plan Design





Lane Development – Geoweb surface





2022 Expenditure – Lane Development

Project Budget

- Total project cost approved in 2021: £51,000
- £15k incurred in 2020/21 on initial scrub clearance and specialist advisors
- Estimated cost to complete project in 2022: £30,000
- Revised quotes to be obtained for landscaping/electrics:
 - Savings on footpath material
 - Offset by likely supplier price increases



2022 Expenditure – Terrace Improvement

Proposal to enlarge and enhance the clubhouse terrace.

- Essential project as current terrace paving is crumbling and in regular need of repair – trip hazard/maintenance costs
- Full resurfacing and extension of paving over current beds
- Safety at wall edge to be ensured in detailed design
- Redesign of steps down to court 1
- New lighting to be incorporated in the design
- Additional planting around borders to replace current beds
- Creating improved and expanded area for events/parties/spectators

Estimated budget of £75,000 – significant landscaping required

Proposed design will be shared with members for feedback before proceeding



2022 Expenditure Proposal

	Estimate £
Normal club running costs	<u>55,000</u>
Project expenditure	
Lane development	30,000
Legal fees for Club rules/structure review	10,000
Terrace	75,000
Replace car park barrier	10,000
Other/contingency	<u>20,000</u>
Total Projects	<u>145,000</u>
Total	<u>200,000</u>

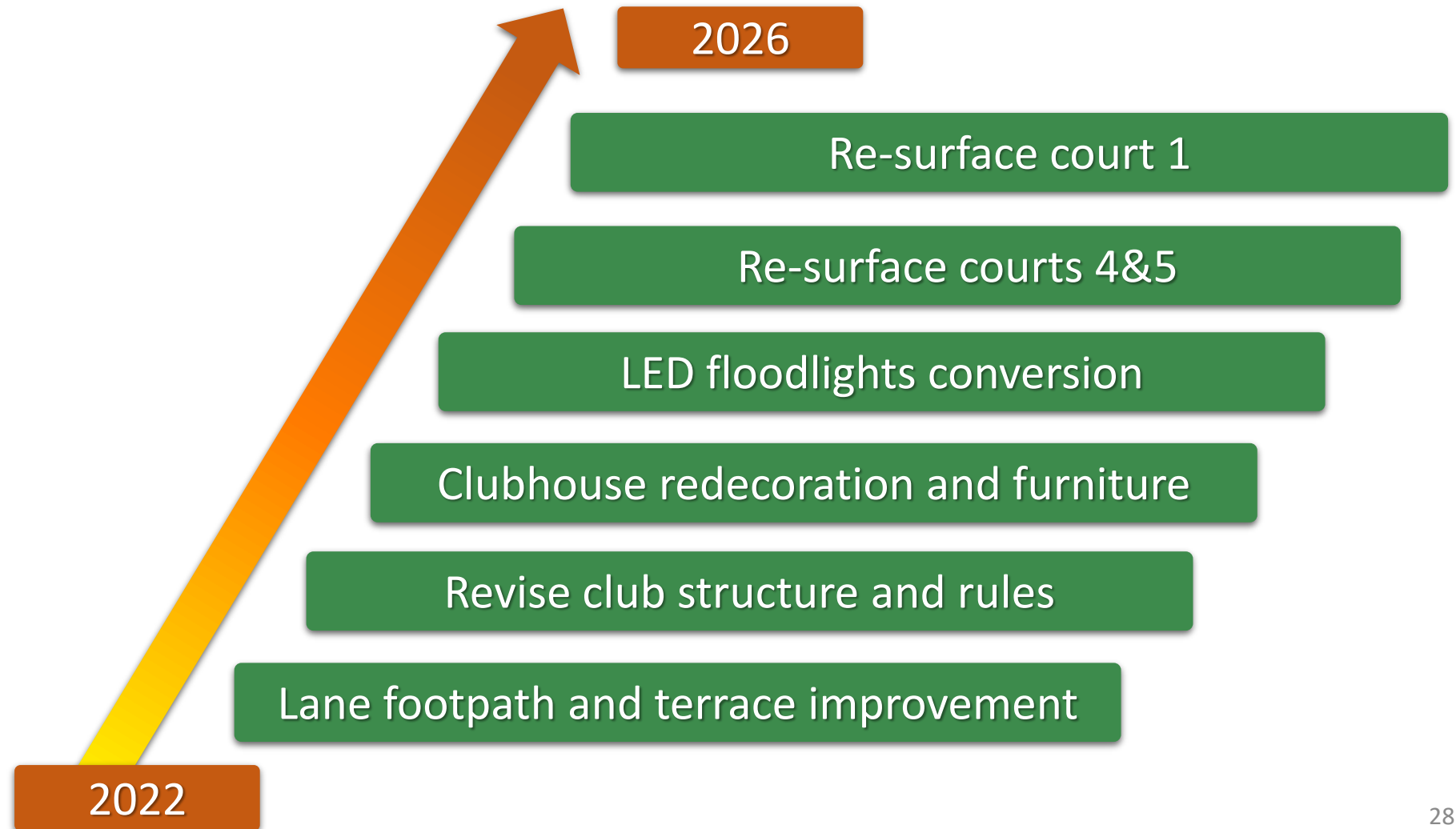


Resolution

To seek approval for proposed
2022 expenditure.



5 Year Plan: Major Projects





Resolution

Review of Legal Structure



Current structure – why review now?

- The club has no formal legal structure - **Unincorporated Association** since being formed 102 years ago
- Suitable **for smaller or informal clubs, with no staff, significant assets or contracts**
- **An unincorporated association is not separated from its members in legal terms**
- **Personal liability of members, especially Committee members**
- We have **outgrown** this structure:
 - Membership numbers at record high
 - Likely we will soon need to employ someone, such as a 'Club Manager'
 - Contracts entered into in the name of individual committee members
 - Ownership of the club's property/assets (other than freehold land – held by CWLTC Ltd) is unclear



Recommendation

We considered various alternative structures:

- Limited Company (by Shares or by Guarantee)
- Community Interest Company
- Charitable Incorporated Organisation
- Community Amateur Sports Club

Recommendation:

*The club should move from its current status as an **Unincorporated Association** to an incorporated structure as a **Company Limited by Guarantee**.*



Company Limited by Guarantee

- The club will be owned by its members
- Limited liability
- Separate legal identity – ability to enter into contracts in its own right
- Members are entitled to attend and vote at members' meetings (AGM/EGMs)
- Governed by its Articles of Association - They replace the club rules
- The directors/committee legally required to act in the best interests of the club
- Additional administrative work/costs - Filing annual accounts etc.



Governance Structure: Board of Directors

- Under an incorporated structure, the Company is governed by a Board of Directors.
- Our current rules state that the club's Committee should be between 15 and 20 people - comprising the Chair, Hon Sec, Hon Treasurer and between 12 and 17 other members.

LTA Guidance

The size of the committee will be a balancing act, keeping the numbers manageable and ensuring diversity whilst having enough hands to implement the club's strategic plan.

Typical committees are formed of 5-10 people.



Next Steps

- Further review of legal/tax considerations – engaging advisors as necessary
- Carry out detailed steps and prepare documents (Articles etc.) for approval
- Hold EGM towards end of the year to approve incorporation, appointment of Directors, and (if required) the transfer of the club's assets to the new company.



2022 Events calendar

- **April 18:** American tournament
- **May 1:** Club tournament starts
- **May 22:** Juniors v Adults tournament
- **June 17:** Quiz night with Paella and Sangria
- **June 19:** Junior tournament qualifying day
- **July 9:** Final's Day (Adults and Juniors)
- **September 24:** End of summer party
- **October (date tbc):** Oktoberfest event
- **December 3:** Adults Christmas party
- **December 11:** Kids Christmas party



Any Other Business



THANK YOU FOR
ATTENDING

APPENDICES