

COOMBE WOOD LTC

MINUTES OF COMMITTEE MEETING

March 8, 2023, at 7.30pm by Zoom

Present: Heather McAttackney (Chair), Robert Gale, Paul Baxter, Val Jermy, Chris Lewis, John Lewis, Jo Haigh, Ollie Lloyd, Meryl Lloyd, Nicki Tattersall

Apologies: Nandini Narayanan, Ian Stewart, Jan Stewart, Belinda Grove, Daniel McQue, Kerry Ono

1. Accounts and 5-year cash flow projections:

The draft accounts for the year ended 31 December 2022 together with the latest 5-year cash flow projections had been sent to committee members in advance of the meeting. PB highlighted the following points on the draft accounts:

- a) Total income had increased by approximately 12% to £160k.
- b) Coaching revenue increased by £10k due mainly to club closure in early part of prior year.
- c) Bar income and profits increased due to greater usage and impact of club closure in early part of prior year.
- d) Running costs increased by approximately 18%. The largest increase was in electricity costs, up from £9k in 2021 to £13k in 2022. Electricity costs are expected to rise significantly from this level once the current subsidies come to an end.
- e) Project costs were low in 2022 resulting in overall surplus for the year of £90k
- f) The cash balance at the end of 2022 was £281k.

The 5-year cash flow, prepared by Paul/Rob was reviewed. The forecast shows that we have sufficient funds to carry out the terrace, lane and LED floodlight projects during 2023 still leaving a healthy projected cash balance at the end of the year, when taking in to account the normal operating surplus to be generated during the year. A shortfall compared to the sinking fund is projected at the end of 2023, which is expected to be rectified by the end of 2024.

2. Projects update:

a) Terrace

- The terrace design plans and latest project cost estimates had previously been sent to the committee, and committee members had given approval by email for the project to proceed.
- Project costs, based on updated quote from the preferred contractor, Bloomin Marvellous, are estimated at around £70k. There are some known additional costs (e.g., hire of portaloos) leaving a reasonable level of contingency to keep within the total of £75k approved at the 2022 AGM.
- It had been hoped to give Bloomin Marvellous the go ahead on 28 February on receipt of planning permission. However, on the deadline day Kingston Planning notified the club that the decision would be delayed until 14 March because they needed to consult with their Ecological Officer on various matters. Nikki Dobson has worked with Spencer from Bloomin Marvellous to address the concerns raised.

- Assuming planning permission is received, the work is planned to start in early April and is estimated to last 8-9 weeks with some restrictions of access to clubhouse during this time. The schedule will aim to avoid as little disruption as possible around Easter Camps, 3-14 April, and to ensure Terrace & BBQ's are accessible and available (project finished) for Junior Qualifying Day on 18 June.
- If we cannot confirm the contract for the terrace prior to the AGM, we should add in a further contingency to cover potential price increases.
- The design plans and project timelines will be communicated to members before proceeding. **Action: CL**
- Thanks were noted to CL who is leading the project on behalf of the committee and Nikki Dobson who prepared the design plans and will be managing the project, including overseeing the contractors during the works.

b) Lane

- Bloomin Marvellous is also the preferred contractor for this project, being by far the most competitive of the two quotes received. The overall cost to complete the project is now significantly greater than the amount approved at the 2022 AGM (£47K v £30k). The proposal therefore needs to go back to this year's AGM for approval. The window to carry out the work in the Spring has been missed so the project will take place later in the year.
- The AGM expenditure request should include sufficient headroom to allow for a possible increase in project cost quotes. **Action: RG.**

c) LED floodlight conversion

- Floodlight pillars have been surveyed and are in good condition hence do not need replacing in near future.
- Planning application has been submitted, and formal quotes will be sought as soon as this is granted. JL will develop a spec sheet for the quotes. **Action: JL.**
- Floodlighting Ltd have already provided an estimate of circa £60k. The AGM request should be made for £75k to allow for price increases to ensure the project can go ahead this year. **Action: RG.**
- Once quotes have been received, we should aim to complete the project as soon as possible so the club can maximise the benefit from electricity cost savings. **Action: JL**

d) Other 2023 projects

- Nikki Dobson will ask the terrace contractor for his view on possible solutions to the recurring problem of potholes in the car park. A more permanent solution is required as the previous short-term fixes have not worked. Nigel has temporarily filled in the worst potholes. **Action: CL**
- Replacing the barrier - to be carried out after the lane work has been completed or possibly at the same time if it makes sense to do so while the lane electrical works are being carried out. **Action: IS**

e) Other projects for 5-year plan: The following to be included for the AGM presentation:

- Clubhouse redecoration and new furniture in 2024.
- New outdoor furniture for terrace in 2024
- Court resurfacing - Courts 4&5 in 2025 and Court 1 in 2026

- f) RG informed the meeting that DM had asked whether consideration should be given to installing any padel courts in light of the increasing popularity of that sport. It was noted that the club does not have any space suitable for padel courts without sacrificing at least one tennis court. In the unlikely event extra land was ever able to be acquired or leased from Coombe Wood Golf Club, consideration would first be given to laying an additional tennis court. Padel courts are therefore not included in the 5-year plan.

3. 2023 Subscriptions:

It was agreed that the following fees, representing increases of approx. 10%, should be proposed for approval at the AGM:

	<u>2022</u>	<u>2023</u>
• Full Adult	£280	£310
• Junior (8 and over)	£84	£92
• Cadets (under 8)	£38	£42
• Under 26	£105	£115
• Country & midweek	£180	£200
• Off peak	£180	£200
• Parent	£84	£92
• Non-playing (including Bridge)	£30	£33

4. Legal structure review update:

- a) Brabners (legal advisors) took an age to respond but have now advised there should (subject to HMRC clearance) be no tax liability when transferring assets (including the shares in the existing limited company that holds the freehold land) to the proposed new company. There is still work to do on drafting the new company articles (which effectively replace the current club rules) so this will not be ready for the AGM, and we will need to hold an EGM later in the year to seek members approval for the proposal.
- b) Full Committee meeting will be held to review the proposals in detail before anything is presented to members.

5. Committee vacancies/successors – Juniors, Match, Hon Sec.

- a) Juniors Sec: As most of the responsibilities on the Juniors Sec role description are already being carried out by OL and the coaching team, it was agreed that we do not need to appoint a Junior Sec at the moment. Further consideration to be given to the role when the committee/board structure is reviewed in conjunction with the proposed legal structure change.
- b) Match Sec: RG notified the meeting that Jan Stewart has kindly volunteered to carry out the Match Sec role which has been covered by RG since DM stood down 18 months ago. Armand Shahverdian, who will be joining the committee subject to approval at the AGM, would be well placed to support Jan, particularly in running the men's teams. The meeting approved the appointment of Jan Stewart as Match Secretary.
- c) Hon Sec: RG reminded the committee that he had originally intended to perform the Hon Sec role for 5 years and it was announced at last year's AGM that he would carry on for a 6th year to see through the

proposed legal structure change. As this has been delayed, RG confirmed he is prepared to continue in the role for a further year. The content of the role should be reassessed as part of the review of the committee/board structure to be carried out in conjunction with the proposed legal structure change.

6. AGM preparations:

Head Coach and officers/assistant secretaries to provide RG with a couple of paragraphs covering activities in their areas over the last year for inclusion in the President's Address for the AGM. Inputs to be sent to RG by 17 March. **Action: OL, PB, IS, CL, NN, VJ.**

7. Welfare Officer update:

VJ had circulated a draft Junior team captain's role specification and Junior match risk assessment in advance of the meeting. VJ to amend and update the Junior captains role to incorporate tasks from the risk assessment which fall into the role. **Action: VJ.**

Ollie to contact the LTA for clarification as to whether DBS checks are required for parents acting as Junior team captains. The issue being the Junior Captains might not attend all matches and can delegate responsibility for some matches to other parents. **Action: OL.**

VJ had also circulated a draft Compliments and Complaints policy. The committee approved this policy subject to final drafting changes to be made by VJ incorporating comments received from HM. **Action: VJ.**

8. Coaching:

OL informed the meeting that the disability tennis sessions are scheduled to begin at the end of April.

Two of our junior teams have qualified for the knockout stages of the Winter Season National Team Trophy, which are being played over the next two weekends. It was agreed that this is a great reflection of the strength of our junior coaching programme.

9. Social and clubhouse:

Mail to be sent to members in advance of the AGM to notify members of key event dates as below. **Action RG.**

- 18 June - Junior tournament qualifying day
- 8 July - Finals Day
- 23 September - End of Summer Party
- 2 December - Christmas Party

JH confirmed that NN, KO and JH will be arranging to meet to discuss how to develop use of the bar stock system to enhance stock control processes, including preparation of regular stock reports to monitor usage and review of bar prices to ensure consistent margins on all products. **Action: NN/JH/KO.**

PB to ask Dan (handyman) to look at the damp inside the clubhouse on the wall behind the shelves. **Action: PB.**

10. Grounds:

Thanks were noted to Viacheslav Sigel (Slava) who has been devotedly working to maintain court surfaces. The courts have never looked so immaculate, as several members and visitors have commented.

It was agreed that CL will work with the Management Committee to bring Slava on board on a more regular basis, and with clear instruction, to undertake some additional grounds and clubhouse facilities tasks.

Action: CL.

Skip to be arranged for clearance of rubbish that has accumulated behind the clubhouse. CL to speak to Slava about helping with this. **Action: CL.**

Nigel (the club's gardener) is being kept updated with the terrace project plans. He had to back away from the tender but has been very helpful, particularly with the supply of the proposed paving stones.

OL to order 6 new nets (4 for immediate use and 2 spares) and enough new measuring sticks so that we have one for each court. **Action: OL.**

11. Match:

RG explained that consideration was being given to entering one or more additional teams in the LTA National League (in addition to the existing men's team), where matches comprise 4 singles and 2 doubles rubbers. Concerns were expressed about the pressure on court bookings noting that matches can take in excess of 5 hours if we are not able to allocate 4 courts to them. The committee concluded that, although we have very limited capacity for an extra National League team, in the spirit of inclusivity and equal treatment between the men's and women's players, we should enter a women's team if there are sufficient players interested in taking part. However, there was agreement that the court capacity constraints outweigh any justification for entering a mixed team, regardless of whether we enter a women's team.

Some of our team players have been successful in recent Surrey and National tournaments:

- In the winter Surrey knockouts, Judit Farkas has reached the final of the open singles, Natasha Sherrard and Judit are in the final of the open doubles, and Clare Turner has reached the final of the Over 35s singles. The finals will be played at Magdalen Park on 26 March.
- Bob Blunden was part of the Surrey Men's Over 75s team than won the National knock-out tournament with the final played at Queens Club at the end of last year.

12. Membership:

IS had sent an update in advance of the meeting. Key points were:

- Membership applications continue to arrive at a rate of about 7 a month.

- We now have 74 adults on the full waiting list and 30 on the beginners list and have not accepted any new adults so far during 2023.
- There are 9 juniors waiting and only 1 cadet. That's because we have accepted most junior applications during the year. Since junior membership mostly depends upon availability of OL's classes, it is proposed that for the new membership year OL manages the junior/ cadet acceptance process. **Action: IS/OL.**
- Ollie suggested that an automated acknowledgement is developed for immediate response to all online membership applications. **Action: IS.**
- As soon as fees are agreed, we can contact all members showing their renewal fees and giving them the option to renew, resign or make changes to their membership. The actual billing will not happen until 2 weeks into April. IS to document this process and go over it with KO. **Action: IS/KO.**
- Around the same time, IS will contact all on the adult waiting list telling them their current position and asking them to reconfirm interest in joining. During late April / early May we can plan play in sessions for prospective members. **Action: IS.**

13. Review of Open Actions:

Owners of open actions to notify RG as soon as actions have been completed or to say the action is no longer required. **Action: ALL.**