



WELCOME

**Annual General Meeting
Coombe Wood LTC
27 March 2024, 8.00pm.**



Agenda and Resolutions

- 1. The President to read the notice convening the meeting.**
- 2. To approve the minutes of the 2023 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 2023.**
- 6. To approve the subscriptions and fees for the new membership year.**
- 7. To approve the election of John Gordon as the Club's Auditor for the coming year.**
- 8. To approve the election of the President, Chair, Honorary Treasurer, and other members of the Committee.**
- 9. To approve the granting of Honorary Life memberships.**
- 10. 2024 projects and five-year plan.**
- 11. To seek approval for proposed 2024 expenditure.**
- 12. Any other business.**



President's Address

Mike Bourne
President

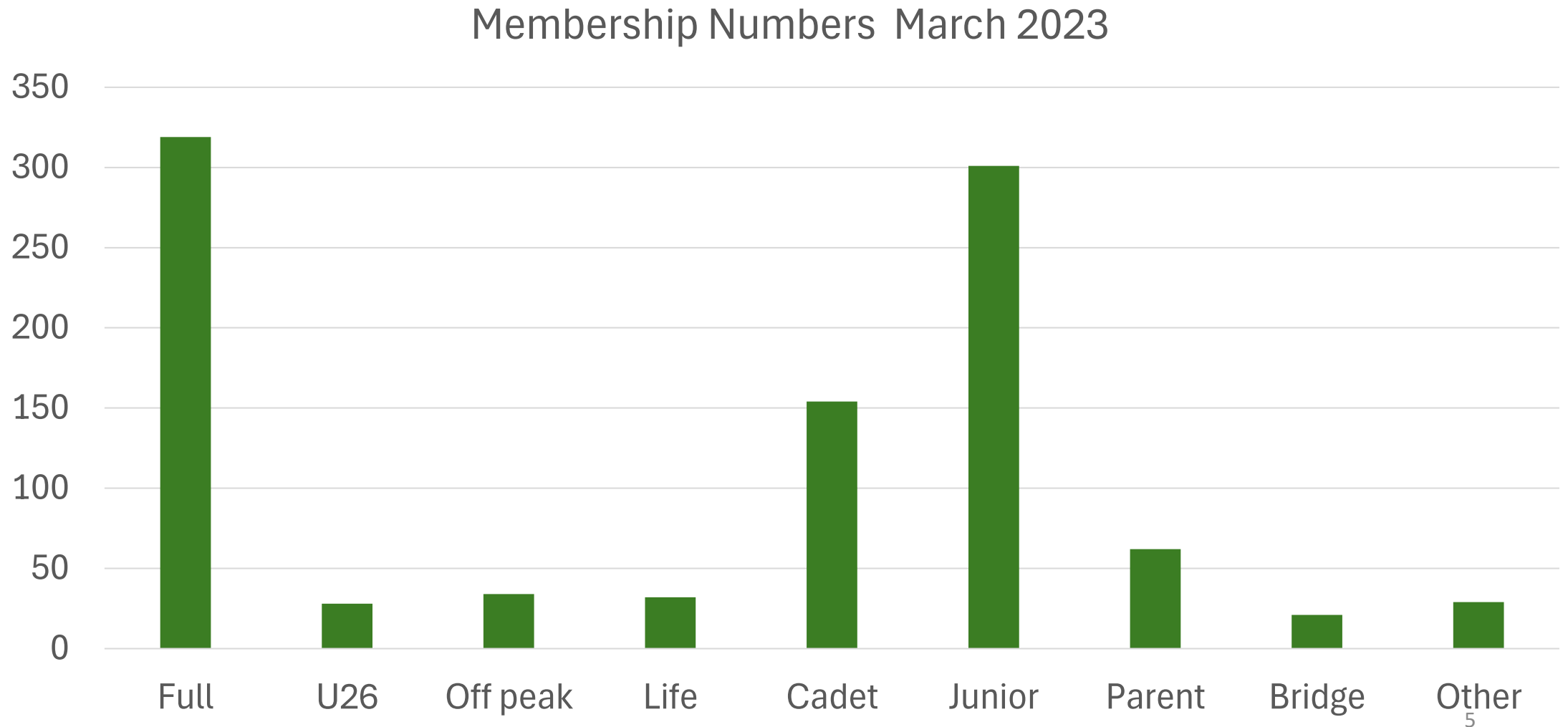


Resolution

To approve the minutes of
the 2023 Annual General
Meeting.



Membership Numbers



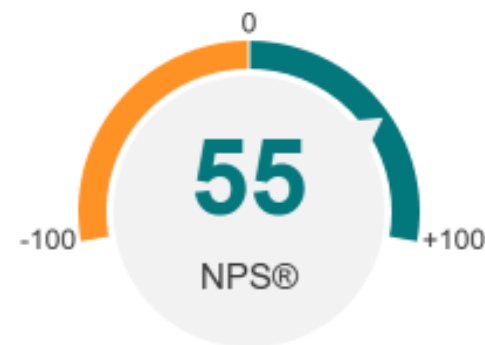


Club Survey February 2024

- We had 145 responses to the survey
- Feedback was generally positive:

44. Overall, what is your opinion of the club?

Promoters	85
Passives	54
Detractors	6



- A small team has produced a list of conclusions and recommendations that will be discussed at the next committee meeting.
- The survey results will be available online after the AGM.



Honorary Treasurer's report

Paul Baxter
Honorary Treasurer



Accounts for the year ended 31 December 2023

- Income and Expenditure Account

COOMBE WOOD LAWN TENNIS CLUB

Income and Expenditure Account for the year ended 31 Dec 2023

INCOME		Year End 31-Dec-23		Year End 31-Dec-22
<u>Tennis subscriptions & fees</u>	£	£	£	£
Adult subscriptions		109,472		88,271
Juniors & Cadets		33,178	142,650	28,375
Enrolment fees, non playing & donations			3,466	4,880
Contribution from coaching			28,260	29,234
Visitors & schools			1,883	2,483
			<u>176,259</u>	<u>153,243</u>
<u>Surplus on Bar sales</u>				
Sales			6,355	6,254
Less: Cost of sales			(5,177)	(4,341)
			<u>1,178</u>	<u>1,913</u>
<u>Other surplus income</u>				
Teas & social events			314	532
Bridge - memberships & rentals			3,050	3,513
Interest received			1,251	132
Tournaments & other income			940	865
			<u>5,555</u>	<u>5,042</u>
<u>TOTAL INCOME</u>			<u>182,992</u>	<u>160,198</u>



Accounts for the year ended 31 December 2023

- Income and Expenditure Account

COOMBE WOOD LAWN TENNIS CLUB

Income and Expenditure Account for the year ended 31 Dec 2023

	Year End 31-Dec-23	Year End 31-Dec-22
OPERATING COSTS		
Rent, rates & refuse collection	(218) *	4,315
Electricity	21,915	13,323
Insurances	5,600	3,788
Phones, Software & other administration costs	2,640	2,387
Pavilion Costs incl Cleaning	8,692	6,424
Tennis Balls	6,690	5,987
LTA Subscriptions, league fees & trophies	1,818	2,547
Grounds upkeep	8,329	7,878
Court maintenance & upkeep	10,610	9,314
Coaching support	867	480
<u>TOTAL OPERATING COSTS</u>	<u>66,943</u>	<u>56,443</u>

* includes Water rates refund £6,174



Accounts for the year ended 31 December 2023

- Income and Expenditure Account

COOMBE WOOD LAWN TENNIS CLUB

Income and Expenditure Account for the year ended 31 Dec 2023

	Year End 31-Dec-23	Year End 31-Dec-22
<u>INCOME LESS OPERATING COSTS</u>	<u>116,049</u>	<u>103,755</u>
NON RECURRING COSTS		
Terrace project	77,646	3,079
Floodlights LED	57,635	1,347
Electrical works - Car Park	3,018	2,374
New door system	3,343	548
Tennis courts equipment & nets	1,344	5,030
Other one off costs	4,877	1,008
<u>TOTAL NON RECURRING COSTS</u>	<u>147,863</u>	<u>13,386</u>
<u>(LOSS)/SURPLUS FOR THE YEAR BEFORE</u>		
<u>COURT REFURBISHMENTS</u>	<u>(31,814)</u>	<u>90,369</u>
Court refurbishment	0	0
<u>(LOSS)/ SURPLUS FOR THE YEAR</u>	<u>(31,814)</u>	<u>90,369</u>



Accounts for the year ended 31 December 2023

- Balance Sheet

COOMBE WOOD LAWN TENNIS CLUB

Balance Sheet as at 31 December 2023

	31-Dec-23 £	31-Dec-22 £
<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	464	619
Debtors: Owed by Members	468	512
Prepaid expenditure	709	158
Owed by Ollie Lloyd Tennis	8,260	10,744
	9,901	12,033
<u>Cash</u>		
Santander current & reserve account	256,212	281,364
Co-Operative Bank	5,585	5,585
	261,797	286,949
<u>Creditors</u>		
Owing to Suppliers & accruals	10,616	6,086
Tax provision -Rates Grant	1,900	1,900
	12,516	7,986
<u>NET ASSETS</u>	270,260	302,074



Accounts for the year ended 31 December 2023

- Balance Sheet

COOMBE WOOD LAWN TENNIS CLUB

Balance Sheet as at 31 December 2023

RESERVES

General reserves

	31-Dec-23	31-Dec-22
	£	£
Balance as at 1 January	164,542	110,577
Transfer: Court refurbishment reserve	(45,506)	(36,404)
Surplus for the year	(31,814)	90,369
Balance as at 31 December	87,222	164,542

Court refurbishment reserve

	£	£
Balance as at 1 January	137,532	101,128
Court refurbishment	0	0
Transfer: General reserve	45,506	36,404
Balance as at 31 December	183,038	137,532

TOTAL RESERVES

	270,260	302,074
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Resolution

To adopt the accounts of the
Club for the year ended
31 December 2023.



Subscriptions: 1 April 2024 to 31 March 2025

Membership category	May 2023 to April 2024		May 2024 to March 2025	
	12 Months		12 Months	
	Actual		4% *	
	2023	2024	2024	11 Months Pro rata **
Full adult	£310	£322		£296
Under 26	£115	£120		£110
Country	£200	£208		£191
Off peak	£200	£208		£191
Parent	£92	£96		£88
Junior (8 and over)	£92	£96		£88
Cadets (under 8)	£42	£44		£40
Non-playing (including Bridge)	£33	£34		£31
Joining fee (full members)	£100	£100		£100
Adult visitor	£8	£8		£8
Junior visitor	£4	£4		£4

* 4% increase reflects RPI inflation for 12 months to Jan 2024.

** Membership year changing - Start 1 April each year instead of 1 May:

Allows new members to enter club tournament.

11 months billing to align in 1st year.



Resolution

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



Resolution

To approve the election
of John Gordon as the
Club's Auditor for the
coming year.



Officers and Committee Members

Officers

President:	Mike Bourne
Chair:	Heather McAtackney
Honorary Secretary:	Vacant
Honorary Treasurer:	Paul Baxter

Management Team

Welfare Officer:	Kerry Ono
Grounds Secretary:	Chris Lewis
Social Secretary:	Nandini Narayanan
Match Secretary:	Jan Stewart
Membership Secretary:	Ian Stewart

Other Committee members:

Re-election:

Belinda Delic
Robert Gale
Joanne Haigh
Ollie Lloyd
Daniel McQue
Armand Shahverdian
Nicki Tattersall

New appointments:

Donato Calviello
Zak Hirt
Tim Husain
Natasha Sherrard



Resolution

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



Resolution 8

To approve the granting of Honorary
Life memberships.

For 40 years of continuous membership:

- Sandy Collyer-Hamlin
- Claire Arthur



Proposed 2024 Expenditure and 5 Year Plan

Rob Gale
Ex Honorary Secretary



2024 Plans

- Legal structure and Club Rules review
- Club Manager recruitment
- Lane footpath development
- Car park surface repair
- Other:
 - Terrace furniture
 - Club house redecoration and furniture



Club Governance Initiatives

KEY INITIATIVES

- Legal Structure review
- Update Club Rules
- Review Committee/Board structure
- Recruit Club Manager

WHY NOW?

- In recent years the club has grown significantly – Membership nos, financially, activities
- Rules were last updated in 2007 - Now out of date or no longer relevant
- Governance structure no longer fit for purpose - Liability risk for committee and members
- Need to streamline decision making
- No longer practical to expect club to be run solely by volunteers



Legal structure and Club Rules proposals

Adopt a legal structure more appropriate for club size

- Convert from an Unincorporated Association to a Company Limited by Guarantee
- Remain owned by members and run on not-for-profit basis

Club Rules

- Detailed review undertaken
- Rules will be updated in the Articles of Association for the new company

Committee/Board Structure

- Club currently managed by Committee of 15-20 members
- Two-tier Management/Main Committee
- Proposed Board of Directors of 5-10 members, with 6 years max tenure



Legal structure and Club Rules - Next Steps

- Further review of legal/tax considerations
 - Engaging advisors as necessary
- Consult with members on the detailed proposals
- Prepare documents (Articles etc.) for approval
- Hold EGM to approve incorporation, appointment of Directors, and the transfer of the club's assets to the new company.
 - Autumn 2024 target.



Club Manager recruitment

- Responsible for day-to-day management and administration of the club's affairs,
- Detailed job specification has been developed
- Part time role - Estimated 3 days (24 hours) per week
- Recruitment process:
 - Role to be advertised in next few weeks
 - Advertise to members and externally
 - Interview short listed candidates in May
- Estimated start June/July



2024 Expenditure – Lane Footpath

Scope

- Lay a pedestrian footpath through the woodland area along the length of the lane
- Low-level environmentally-compliant lighting along the new path
- Additional planting/hedges and more defined vehicle passing bay

Driven by safety considerations:

- Allows members 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/danger to members

Environmental benefit:

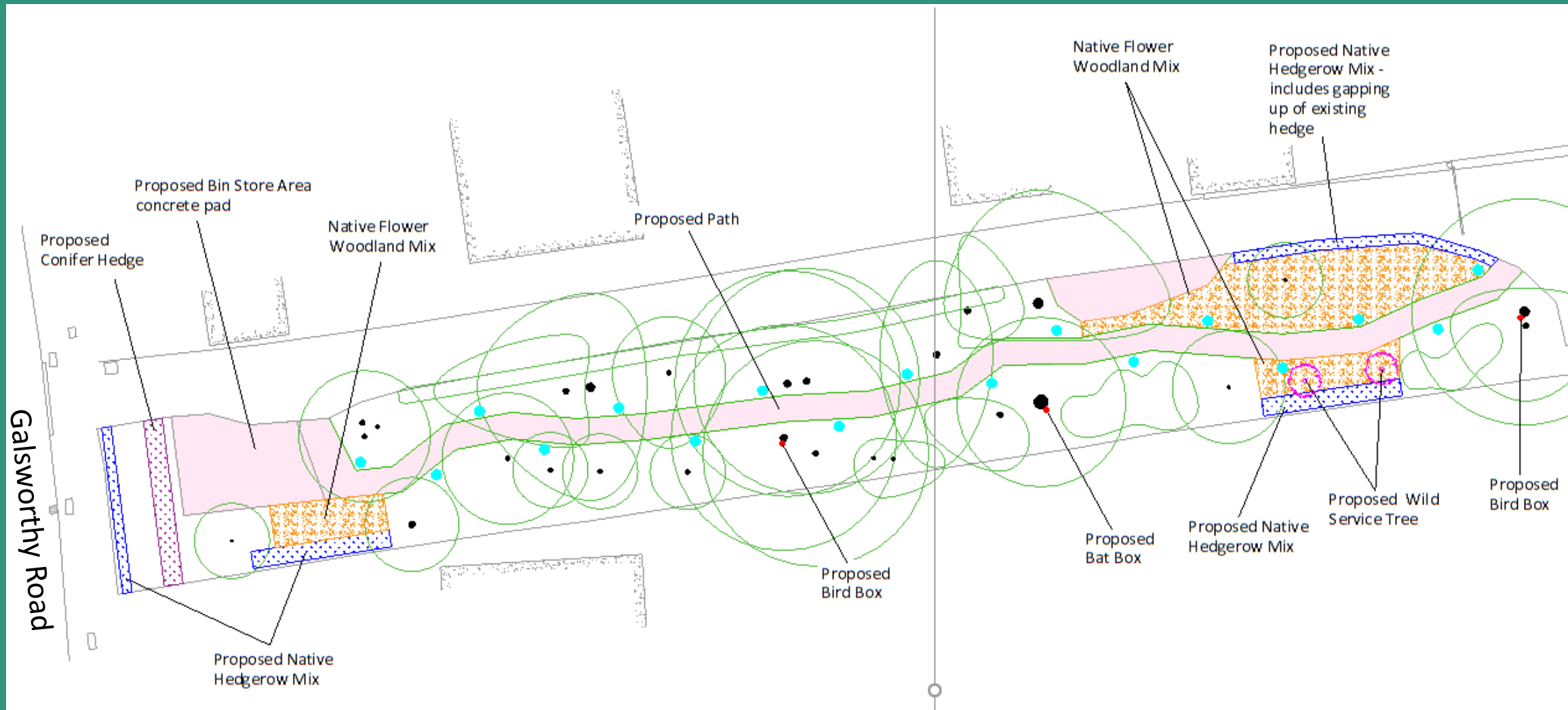
- Encourages members to walk to the club rather than using their cars

Planning permission:

- Granted in January 2022 – start date to be within 3 years
- Detailed lighting plan submitted to Kingston Planning in 2023
- Work to take place in Spring or Autumn to meet with ecological constraints.



Lane Development – Plan Design





2024 Expenditure – Lane Footpath

Project Budget

- Project already approved at prior AGMs.
- Approx £20k incurred in 2020-23 on initial scrub clearance, specialist advisors and planning applications.
- 2 quotes obtained for landscaping/electrics in 2023: Range £37-£50k
- Updated quotes now being obtained
- Seeking approval for up to £60k to complete project in 2024.
 - £50k approved last year, uplift for inflation/contingency.
- Donato Calviello has kindly agreed to lead the project.



Car park potholes

- Various attempts at short-term fixes have been unsuccessful
- Potholes keep reappearing
- Plan to lay concrete paving units infilled with grass over central area
- 2 quotes received: £17k and £30k.
- 3rd quote being obtained



Car park – proposed surface





Other expenditure

- New outdoor furniture for terrace
- Redecorate clubhouse – paint inside and exterior
- Update clubhouse furniture



2024 Expenditure Proposal

	Estimate £
Club running costs	
Normal running costs	73,076
Club manager - part year	25,000
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	98,076
Project expenditure	
Lane development	60,000
Legal fees for Club rules/structure review	10,000
LED Lights	9,058
Car park works	30,000
Clubhouse redecoration and furniture	10,000
Terrace furniture	20,000
Contingency/other	15,000
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Total Projects	154,058
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Total	252,134

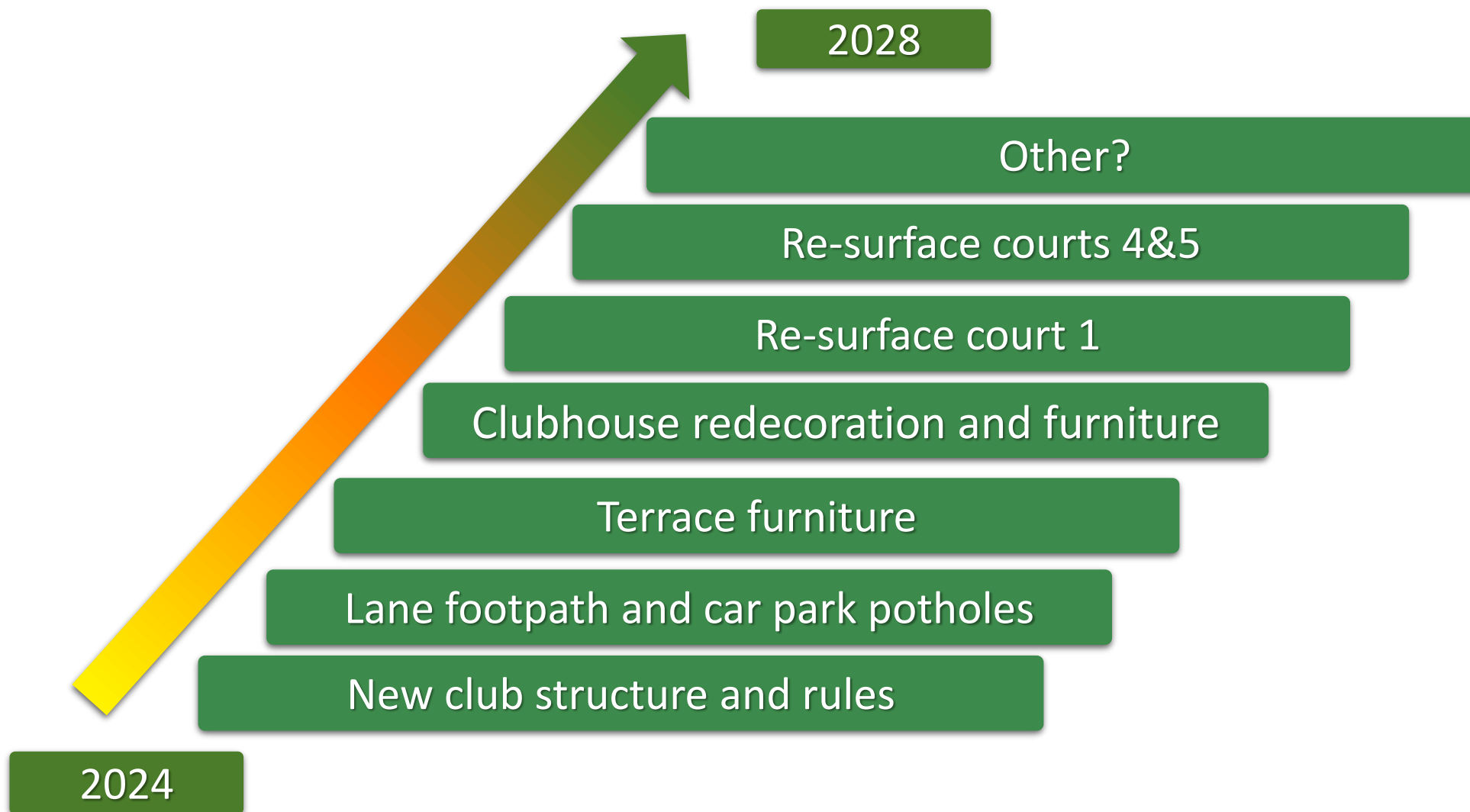


Resolution

To seek approval for proposed
2024 expenditure.



5 Year Plan: Major Projects





2024 Events calendar

- **Saturday May 18:** American Tournament
- **Monday May 1:** Club tournament starts
- **Sunday June 9:** Junior tournament qualifying day
- **Saturday July 13:** Finals Day (Adults and Juniors)
- **Saturday September 14 (provisional):** End of summer party
- **Sunday September 22:** Matthew Cruickshank Cup - Juniors v Adults tournament



Any Other Business



THANK YOU FOR
ATTENDING