



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



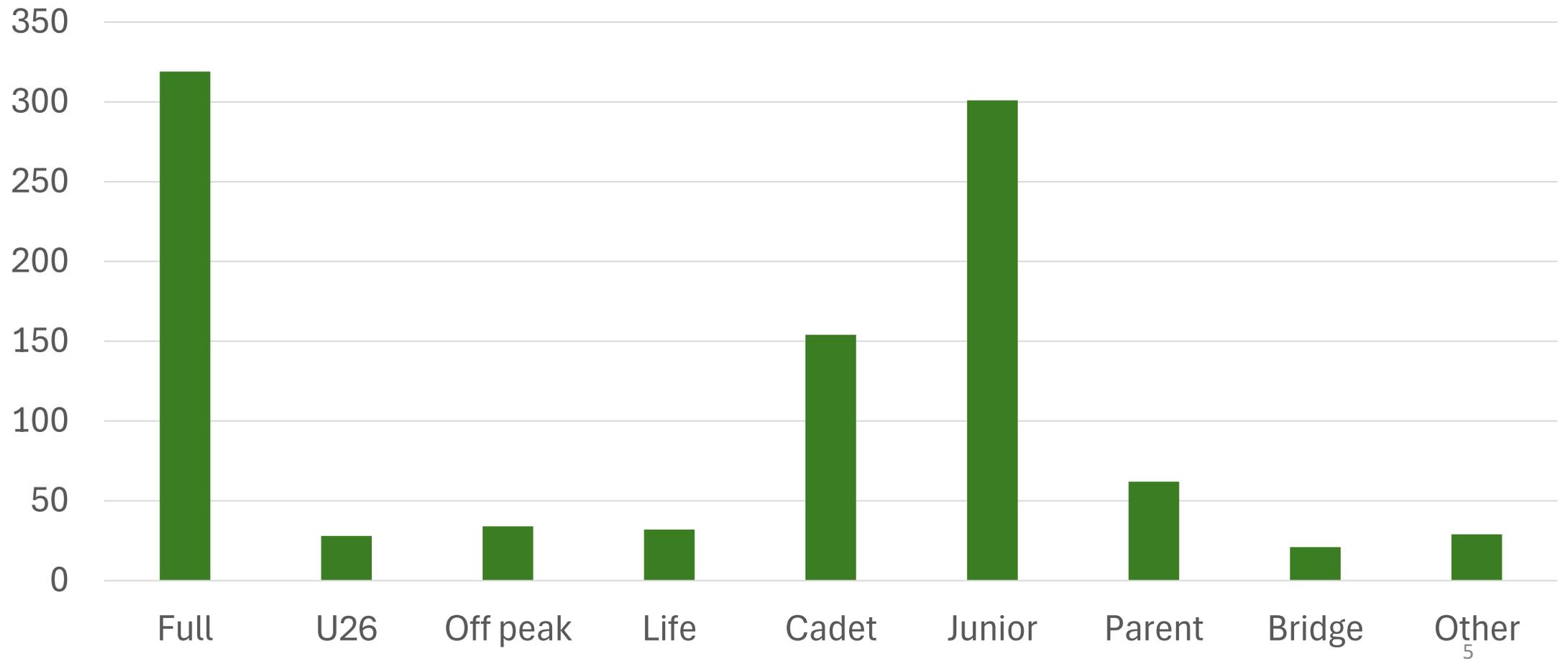
Resolution

To approve the minutes of
the 2023 Annual General
Meeting.



Membership Numbers

Membership Numbers March 2023



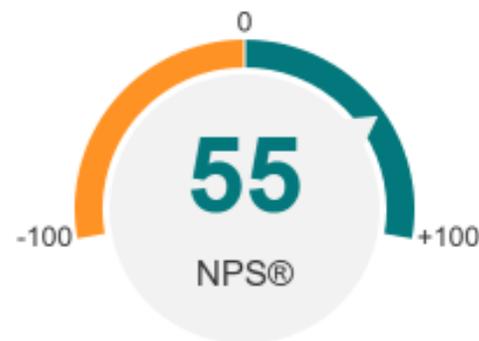


Club Survey February 2024

- 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 | 116,646 |
| 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 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 |
| | 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

| <u>RESERVES</u> | 31-Dec-23 | 31-Dec-22 |
|---|----------------|----------------|
| <i>General reserves</i> | £ | £ |
| 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 |
| <i>Court refurbishment reserve</i> | £ | £ |
| 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 |
| <u>TOTAL RESERVES</u> | 270,260 | 302,074 |



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 | 12 Months | 11 Months |
| | Actual 2023 | 4% 2024 | * 2024 | ** 2024 |
| 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:

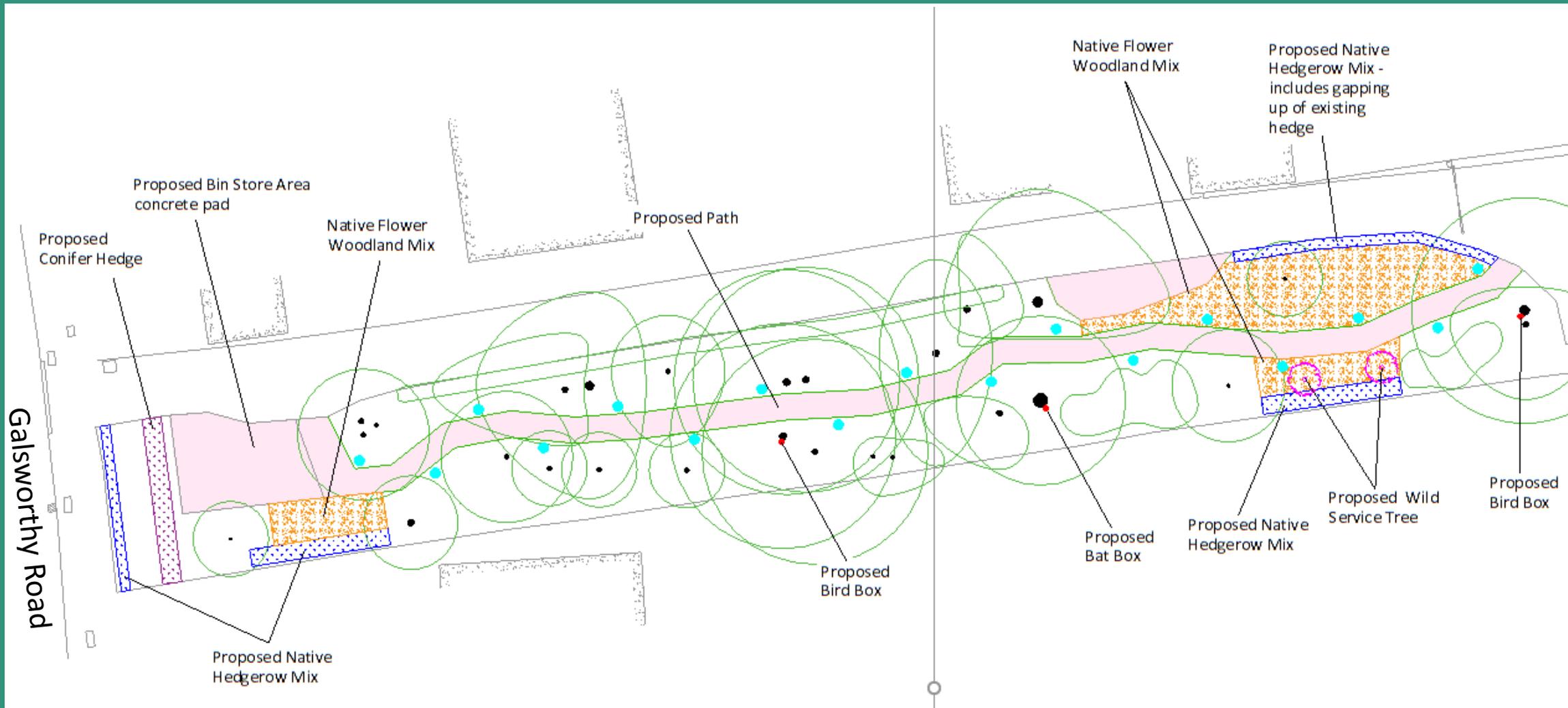
- Encourages members to walk to the club rather than using their cars

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 |
| | <hr/> |
| | 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 |
| | <hr/> |
| Total Projects | 154,058 |
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| Total | 252,134 |
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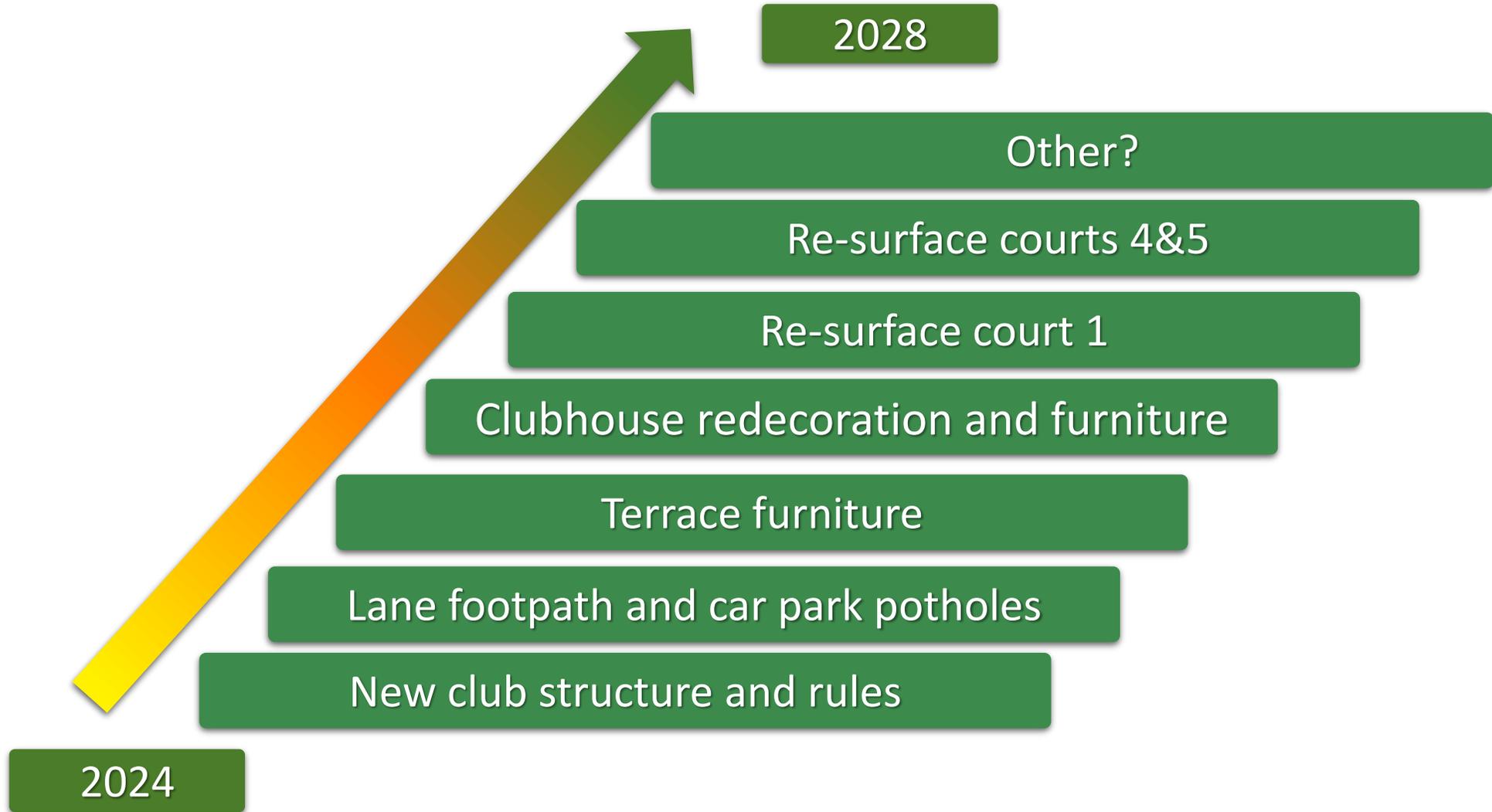


Resolution

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**