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**MINUTES OF THE 2020 ANNUAL GENERAL MEETING**

**Held on Saturday 21st November 2020 at 10:30am**

**(VIA ZOOM)**

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|  |  | Action |
|  | Eric Rovick, the Club’s Chairman opened the zoom meeting at 10:40am. He welcomed all attendees to the first Zoom AGM for ELTC and asked JMG to kick off the meeting.  JMG welcomed all the attendees to the first zoom meeting and stated that this is our 90th AGM, however he further stated that he had not attended all of them. JMG thanked all the committee members for all their hard work in this very difficult year, with tennis being limited, for being firm when necessary, and for getting tennis back as much as possible.  ER thanked JMG for the welcoming statement and stated that it feels odd that we celebrate an AGM without being able to access the courts or clubhouse, but the business of the club must progress nonetheless. ER further stated that as we will discuss, the Committee have remained active throughout the year.  ER thanked DK for providing the Zoom platform and running the show and asked DK to explain how to ask questions and the mechanics of the polling mechanism. DK then explained those details to members. |  |
| **1** | **Apologies**  ER asked AH to tally apologies/proxies. AH stated that we had achieved a quorum with 81 members present and 46 proxies received.  Directors Present : 8  Jim McGown (JMG), Eric Rovick (ER), David Kendall (DK), Nefyn Provis-Evans (NPE), Jaap Hesselink (JH), Victoria Aitchison (VA), Rupert Tillbrooke (RT), Kate Curson (KC)  Committee Members: 6  Sally Radcliffe (SR), Ken Michie (KM), Jeanette Rickerty (JR), Ben Wood (BW), Louise Behan (LB), Andree Haxton (AH).  Members in attendance: 67   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Arnold | Chris | Farenheim | Tessa | Segal | Peter | | Arrojo | Raquel | Hoare | Norman | Simpson | Jo | | Austin | Barry | Horsford | John | Smith | Janet | | Austin | Alison | Ioannou | Philip | Smith | Ken | | Balaam | Keith | Irwin | Simon | Temple | Steve | | Benson | Margaret | Lane | Ross | Temple | Deborah | | Benson | Philip | Lane | Stephanie | Templeman | Paul | | Bowman | Garry | Loughrey | Stephanie | Templeman | Sylvie | | Bridgman | Sandy | Luckett | Nick | Thornton | Gaby | | Bridgman | Barry | McBride | Neil | Thornton | Peter | | Buzzecott | Mike | McCardle | Andrew | Walter | Judith | | Carlean | Dugie | McMahon | Paul | Walter | Tom | | Carlean | Suzette | Montagnier | Benedicte | Wang | Kin | | Chester | Adrian | Murray | Nick | Ward | Anthony | | Craig | Neil | Olds | Bruce | Ward | Kay | | Cramphorn | Colin | Pankhurst | David | Way | Mark | | De Kort | Mhairi | Parkes | Gill | Wills | Tony | | Dearman | Ben | Perry | Angela | Wright | George | | Dearman | Sally | Robbins | Geoff |  | Nicholas | | Dodd | Veronica | Robbins | Caroline |  |  | | Doran | Anthea | Rule | Chris |  |  | | Drew | Ian & Gill | Sanders | Mark |  |  | | Edwards | Rob | Segall | Steven |  |  | |  |
|  | Total Proxies Received: 46  PROXY: ERIC ROVICK : 26  MEMBERS:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | ARBUTNOTT | ELSA | HARRISON | MICHAEL | PROBYN | ANDY | | ASHDOWN | KIRSTY | HARRISON | HILLARY | PUNTER | ALAN | | ASHTON | IAN | HOWELL | DAVE | RADCLIFFE | MILES | | ASHTON | SUE | JAQUIMET | MORGAN | RENNIE | KIM | | BURLEY | MARCUS | MACKINNON | DUNCAN | SMITH | GEORGE | | CHAPMAN | ANDREA | MCNAMARA | EMILY | VERITIERO | CLAUDIO | | CHAPMAN | RICHARD | MICHALIK | JOHN | WARD | ROB | | COX | RAYMOND | MOTTRAM | ANDY | WRIGHT | GORDON | | DODD | JACKY | MURRAY | MARLYN |  |  |   PROXY: ANDREE HAXTON : 15  MEMBERS:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | ALLEYNE | TERRY | DOYLE | CLAIRE | NYE | HEATHER | | CASH | CATH | EBBEL | DAVID | RICE | CHRIS | | COWAN | DAVID | ELLIS | ROSS | TATTAR | BOB | | BEVINS | PATRICIA | HALL | STEVE | WILKINSON | JO | | DE KORT | PAUL | PHILIPS | LOUISA | YOUNG | COLIN |   PROXY: JIM MCGOWAN : 2  MEMBERS:  ADDLEMAN, SANDRA  MOTH, DAVID  PROXY: BEN WOOD : 1  MEMBERS:  GILL, MATT  PROXY: SALLY RACLIFFE : 1  MEMBERS:  WOOD, JACKY  PROXY: BEN DEARMAN : 1  MEMBERS:  DEARMAN, JAKE |  |
| **2** | **Approval of AGM Minutes held on 23rd November 2019 and Matters Arising**  DK asked meeting to approve the minutes of the last AGM.  DK polled the question “Do you approve the minutes of the AGM held on 23rd November 2019 as a true and accurate record of the meeting?”  Meeting all in favour with 100% voting yes.  Proposed: DK  Seconder: AH  Matters arising from the previous AGM:  ER stated that the only matter arising in the 2019 AGM that required follow-up was the issue of floodlight plans, which will be discussed with comments on the Board reports and then when we discuss the 5 Year Plan. |  |
| **3** | **Adoption of the Board’s Report of the activities of the Club for the year**  Committee reports had been circulated to all members prior to the AGM with the notice of the AGM.  Eric Rovick started with his report. |  |
|  | **CHAIRMAN’s Report | 2020**  **Eric Rovick**  In addition to the report that ER submitted to members prior to the meeting, ER highlighted the following:  ER stated that he hoped members have had a chance to peruse the Committee’s Reports to Members, previously circulated to all members. ER then summarised some of the main things:   * Let’s start with the main event of the year: Covid-19; the impact this had on the club is outlined in his report. Sadly we had to close the club completely between 24th March and 12th May. * The positives are that the Courts were really busy post lockdown phase 1 (one) and that membership requests have come in fast and furious, keeping our membership Secretary Sally Radcliff quite busy. Our membership is stable at just over 800 and our waiting list has reached about 300 people.   The negatives are many, including:   * The lack of play for extended periods and the restricted play in other periods * The restrictions on our highly successful coaching programme * Cancellation of the annual club tournament and most of the social events for the year * Cancellation or postponement of many of the leagues we participate in competitively   To deal with the impact of Covid-19, we closely followed the Government and LTA guidance and adapted them to our club, communicating any new guidelines to members as swiftly as possible. Given the rapid reaction times required, ER was not able to consult with each Committee member at each turn but relied particularly on the input and advice of our President Jim McGown, our Secretary David Kendall, our head Coach Ben Wood, and our Welfare officer Andree Haxton.  We put in place a number of measures to reduce the risk of Covid-19 transmission, including the removal of court fixtures, the establishment of a one-way traffic system, the provision of hand-sanitisers, and the posting of guidelines and recommendations.  Looking forward, there is still a great deal of uncertainty regarding the immediate future of tennis in England and specifically at Elliswick. Covid-19 remains a real risk to all of us. We will continue to closely follow LTA guidance and to promote a safe environment at the Club as and when we are allowed to re-open. But safety is the collective responsibility of all members – strict compliance with the LTA’s and our guidelines is absolutely necessary to minimise transmission and potentially save lives.  ER then moved on to other topics:  ER stated that financially we remain healthy. JH will provide more detail on our finances shortly and then ER will discuss our new 5-year plan. ER highlighted that we recently received a £10,000 Covid-19 small business grant arranged by the St Albans District Council.  Novelties this year:  Adoption of a new court booking system (the LTA’s Clubspark), arranged by Ben Wood. There is no fee for using this system, whereas there was a fee for using the previous system.  Jaap Hesselink managed the changeover to a new electricity supplier, which should save us thousands of pounds per year.  Jeannette Rickerty arranged our successful inaugural Jazz Night, our final social event before lockdown 1 (one) hit.  Nefyn Provis-Evans was very busy this year, organising the paving works, the painting of benches and fences, dealing with floodlight problems, managing the floodlight project subcommittee, and dealing with all of the numerous issues which pop up constantly.  ER then highlighted two specific issues with our facilities, which have an impact on our future investment programme.   * The creasing that began to occur on the back of courts 1-3 (particularly 2) last winter, due to freezing conditions. This is particular to these courts due to lack of direct sunlight. Given that a full repair would cost up to £20,000 with no guarantee of permanently fixing the problem, we will be applying extra sand and have lowered the height of the hedge between these courts and the car park, in the first instance. * The floodlights on courts 5 and 6 are subject to increasing incidents of failure given their age. Whilst we look at replacement options, we have contacted the service and repair supplier on several occasions. Unfortunately, we depend on only one provider and are frustrated by their poor response times. Nefyn has spent numerous hours chasing and pressuring the supplier. In the end, we have just purchased two portable floodlights as an insurance policy against any further floodlight failure, such that coaching and general play can continue.   As mentioned, we are looking to replace the current floodlights. Nefyn created a subcommittee, including Dave Watkinson, Phil Benson, and Louise Behan, to scope out and plan future alternatives. They engaged a planning consultant and have been busy engaging suppliers, asking for detailed proposals. Their work is ongoing and hopefully we will reach a decision as to our preferred supplier in the near future. Our preference is to replace the existing retractable floodlights with fixed mast lights, but this will depend on the planning process. For the time being, we have put the maximum budget in the 5-year plan, for conservatism.  A Doran queried that portable floodlights were purchased previously and further questioned if these are additional lights? If so, what happen to previous set?  ER stated that the old portable floodlights were sold off and these are additional, new lights.  Colin Cramphorn asked if the portable lights will prioritised for courts 5 and 6? ER stated that they are only to be used on courts 5 and 6, in case of failure of the existing lights. They are only to be set up and positioned by someone authorised to do so (Nefyn Provis-Evans, Dave Watkinson, Ben Wood, Rupert Tillbrooke), as we need to avoid light spillage on to our neighbours’ properties, particularly ahead of the floodlight planning application.  --------------------------------------------------------------------  ER then thanked a number of members for their contributions this year to the smooth running of our Club: ER thanked to Deborah Temple, who stepped down as Junior Captain, for all of her input and contributions; we really valued her organisational skills. ER further thanked to all Committee members for their thoughtful inputs during this extraordinary year. ER thanked our coaches Ben Wood and Rupert Tillbrooke for their resilience and constructive disposition in the face of adversity. ER made special thanked to Tony Ward, Nigel Martin, Sandra Addleman, Chris Rice, Barrie Austin, Norman Hoare, Gill and Steve Parkes, Dave Tookey, Phil Benson, Jenny and David Sheridan, Barry Shackloth and Dave Watkinson, all of whom have contributed significantly to the organisation and smooth operation of our club, each in their own way.  --------------------------------------------------------------------  Committee Members’ reports distributed to the membership before the AGM are attached.  DK polled the question “Do you agree to adopt the Committee's written reports of the activities of the Club for the 2019/20 year?”  Meeting all in favour with 100% voted yes.  Proposed: DK  Seconded: AH |  |
| **4** | **Finance Report | 2020**  **Jaap Hasselink** |  |
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| **4. i.** | **Adoption of the Club’s Accounts**  ER asked JH for a review of the 2019/20 finances and asked members to post any questions on chat so that JH can address them at the end of his discussion.  JH thanked ER and summarised the following:    These numbers are based on Club account split (rather than Statutory Accounts) which is more informative for members.  Other income reflects a recent £10k Covid-19 grant for small businesses arranged by the SADC as well as minor numbers for interest income  Gross profit and expenditure explained on the next two slides.    JH explained YoY variances:   * Membership Subs - 3% increase in subs as agreed at last year's AGM * Bar/Socials Profit - Far lower social activity due to lockdown just before the start of the main social season * Visitor Fees - Lower visitors fees due to lockdown and less coaching * Ball Cost (net) - Fewer balls provided due to lockdown; this is a net cost as also includes ball sales post lockdown   JH stated that there is £2k increase in gross profit.  BDearman queried if we could sell some of the drinks from the bar to members. ER responded that some of them had already been sold to members at cost and asked members to contact AH if they wish to purchase some of the drinks from the bar.    JH summarised the following:   * Clubhouse Expenses (Cleaning/admin/ supplies/misc.) - many one-offs in 2019 related to clubhouse extension * Grounds & Courts - Lower gardening/hedge trimming costs * Depreciation - Increases further this year due to full year of clubhouse extension effect * Coaching Fees - Virtually unchanged * Other Costs - Lower electricity costs booked; LTA registration fee refund   RLane queried if the clubhouse project came in on budget? ER stated that this was discussed and minuted at last year’s AGM. JH stated that, if he remembers correctly, it was over budget by £55k as the VAT was left out from the original budget and we had an issue with the roof that was not budgeted.  DPankhurst queried if there is any provision has been made for the loss of income of the Coaches. ER stated that the club has a contract with BW which stipulates that we pay him an annual retainer. BW and RT and have their own business, therefore we do not see their income. ER further stated that the coaches are not employees of the club, however, the LTA and the Government offers some help for the coaches. Effectively our relationship with them is at arm’s length.  CCramphorn further queried if we could explain what the coaching fees are exactly. SSegall answered as follows: in return for the coaching fee, the coach is obliged to provide a number of services. ER thanked SSegall for his answer.  Steve & Deborah Temple queried as follows: what is contained within other costs? It is a big number. JH explained that most of other cost were spent on professional fees which were for the legal and accountancy fees. JH further stated that if any members have any questions regarding costs and if they’d like to see further the breakdown, they are welcome to contact him direct. ER further explained that about half of other costs was spent on electricity.  RLane further queried of our current cash position. ER stated that we will discuss this in the 5 year plan slide.  ER further explained the process:  JH provided the raw data, Tony Ward created the management accounts from the data, Nigel Martin reviewed the accounts, Hicks prepared the statutory accounts.  ER then read out statement re: accounts from Nigel Martin: “The year-end accounts have been independently reviewed by Nigel Martin and he found nothing to suggest the Profit & Loss and Balance Sheet for the year-ended 30th September 2020 are not in accordance with the information and explanations given to him.”  DK then polled the question to the meeting “Do you approve the Club's financial accounts for the year ending 2019/20?  Meeting all in favour with 100% voting yes.  Proposed: DK  Seconded: AH |  |
|  | **Update of the Club’s Five Year Plan**  ER stated that we should now move to the plan for the future, to keep that rainbow shining over Elliswick.  The numbers in the 5-year plan look slightly different to the financial accounts we just approved in that the plan is based on cash accounts  What we will now discuss are the investments the club should make to ensure a safe and excellent environment for tennis, including our coaching programme, and social events.  Five Year Plan  The Five-Year Plan (cash flow basis) has been updated and summarised in the table below:    ER explained the following:  Overall the 19/20 operating cash flow bounced back to £49k after a year of heavy clubhouse-related expenses.  This level is roughly expected to be maintained throughout the 5 years 2020/21 – 2024/25 on the basis that we are at full membership with a healthy waiting list and a relatively new clubhouse with little maintenance for the time being  The investments in 19/20 included, as expected, the clubhouse extension retainer payment and planning consultant fees for the floodlight project. An unplanned expense was the replacement of the paving slabs at the front of the clubhouse for £5.7k. This was a decision taken by the Committee after it became apparent that the slabs were becoming a health and safety risk.  **2020/21 Modest investment**  Only relatively minor infrastructure expenditure of £10k is forecast for 2020/21. This includes a path to the junior court alongside court 4, further planning costs for the floodlight project, and two portable floodlights as backups in case our aging existing floodlights fail again.  **2021/22 Renewal of courts 4~7 artificial grass surface**  Courts 4~7 were last resurfaced in 2008 and works to replace the court surface have been budgeted for 2021/22, a year later than we had forecast in the previous 5-year plan. This is anticipated to cost £15k per court (based on the cost to replace courts 1~3) with a £5k contingency. We are continually monitoring the current court surface to ensure it is maintained to the best possible standard and will undertake further deep cleans, if needed, to rejuvenate them.  **2023/24 Floodlights**  A sum of £171k has been included in for 2023/24 for potential new floodlights. The floodlight subcommittee has been working with suppliers and a planning consultant to prepare our project plan for the planning application. Ideally, we would like to have fixed mast floodlights on courts 4~7. For purposes of this plan, the £171k budget number is currently our worst-case (highest-cost) scenario of retractable masts on 4 courts. We plan to initially put in a lower-cost option for planning approval and are working with the planning consultant and suppliers to select our preferred option. At present we are looking at a two-stage planning approval process, first for courts 5 and 6, then immediately thereafter for courts 4 and 7. If we are successful with a lower-budget fixed mast planning application, then we can potentially bring the floodlight installation forward to 2022/23.  **2024/25 Renewal of courts 1~3 artificial grass surface**  Courts 1~3 were last resurfaced in 2013 and works to replace the court surface have been budgeted for 2024/25. This assumes that the issue of court surface buckling (experienced last winter) does not reappear as we will increase the sunlight hitting these courts and carry out a deep sanding. If that isn’t sufficient and the court surface buckling recurs, then we will need to repair the court surface at a cost of up to £20k. In that case, the full resurfacing of courts 1~3 would be postponed.  We have taken the rear car park paving project out of the 5-year plan as we have deemed it unnecessary at present.  ADoran queried the following: Last time planning insisted on retractables - is the consultant saying this is no longer an issue? ER explained that we now have moved on from the last planning, as looking at other tennis clubs in the area, many have fixed masts. And the neighbours have changed.  CCramphorn also asked that given the ongoing issue with the existing lights, shouldn't we be striving to replace them asap, subject to planning approval of course? SSegall explained that the planning consultant used for approval of the junior court was very confident of being able to get approval for fixed mast. ADorran thanked SSegall for his explanation.  Steve & Deborah Temple asked for facility improvements, why is this £0 for 21/22 onwards? Should we put contingency in place? ER explained that we can’t think of any other project in the near future apart from the floodlights and courts. Also that many items that do arise are expensed via the P&L rather than listed as cash investments in the 5 year plan.  ADoran further queried if the electricity supply now ok or do costs including an estimate to upgrade. SSegall explained that electricity supply was upgraded a couple of years ago.  MBuzzacott stated that history says there will be unplanned expenditure on facilities and courts, and that we should build something in for this. ER stated that we have a new clubhouse and have budgeted for complete renovation of all courts so not much else is likely to arise.  NCraig commented if it is a little short sighted to have 0 allocated for infra for a year in the plan? ER stated that in the 2022/23 plan, we may actually end up bringing forward the floodlight project if budget and cash flow allow.  ADoran further queried: will an AGM vote on final approval for floodlights once costs known or is this already assumed to be approved? ER stated that we are not finally approving the actual project until next year’s AGM - we will be voting on the floodlights once we know the costs and the planning approval.  DPankhurst stated that he is not sure at what point proposals can be made, but he would like to propose that some provision be make for coaches lost income, using the grant money received from the DC. They (the coaches) put a huge amount to our club and deserve to be supported by us. ER stated that the Committee do try to support the coaches and further stated that the committee will look in to this and will come on to something with the membership subs.  SIrwin queried: Ideally how many courts will be fully covered by the fixed mast floodlights? ER stated that it will 4 courts, courts 4 to 7.  AChester queried that there is £50k to £60k in our bank account, and he further asked if there are any regulations to invest the money to generate income. ER asked JH where the cash actually sits currently. JH stated that £20k sits with Close Brothers investment and £42k is with our current account. ER further stated that if there are any further suggestions, we will be happy to listen to them subject to our low risk tolerance. |  |
| **4.ii** | **Adoption of the Club’s 5 Year Plan**  ER explained what it means to adopt the 5-year plan but to also specifically approve next year’s investments.  AWard queried: in reality aren't we just approving next year’s spend and the potential shape of the following few years but the latter to be formally approved on a rolling basis at future AGM's? ER agreed.  DK polled the following questions:  “Do you agree to adopt the investment plan for 2020/21?”  Meeting all in favour with 100% voting yes.  DK then further polled the following question:  “Do you agree to adopt the five year investment plan as it stands at present?”  Meeting in favour with 98% voting Yes and 2% voting No.  Proposed: DK  Seconded: AH |  |
| **4. iii** | **Fix the Membership Entrance Fees and Subscription Levels for 2021 and Dates Subscription Due**  ER explained that given the 5 year plan and to replace the 4 courts surface, ER proposed the membership fee strategy with 2% annual inflation increases and giving the 10% one-off discount for renewing membersto compensate for the loss of facilities in 2020. ER further stated that we would like to make a small gesture on membership fee for 2020/2021, as we cannot give lots of money back to members as we need to build up the cash position for future investments.  RLane asked if this is reflected in 5 yr plan? ER stated that it is and further stated that the Covid grant is actually listed in the 20/21 cash income, therefore offsetting the discount.  DK to poll the question “ Do you agree to adopt the Committee's recommendation of a 2% increase in membership fees for the year 2020/21, the 10% discount proposed for renewing members, and the due date for fee payment of 1 March 2021?”  MBuzzacott suggested that it would be helpful to check if votes against fees proposal were opposition to 2% increase or to the 10% discount (or both?). ER stated that we cannot organise that manner of polling on the trot, so no we won’t be doing that.  Meeting in favour with 89% voting Yes and 11% voting No.  Proposed: DK  Seconded: AH |  |
| **4. iv** | **Appointment of the Club’s Reporting Accountant**  ER reported that he has appointed Nigel Martin to be the club’s Independent Examiner (the new term instead of Reporting Accountant) for next year.  DK polled the question “Do you agree to re-appoint Nigel Martin as the Club’s Independent Examiner”?  Meeting in favour with 98% voting Yes and 2% voting No.  Proposed : DK  Seconded : AH |  |
| **5** | **Election/Re-election of Club Officers**  DK stated that as no other candidates have come forward, those in office shall be declared elected/re-elected unopposed. |  |
| **6** | **AOB**  Nothing submitted to the Secretary prior to the AGM. |  |
| **7** | **Next AGM**  AGM: Saturday 20th November 2021 at 10.30am in the clubhouse  Meeting all in favour |  |
|  | **Approved as a true and accurate record**  **Eric Rovick**  **Chairman 21.11.2020** |  |
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**Committee Members’ Annual Reports**

**For the AGM on 21st November 2020**

**CHAIRMAN’s Report | 2020**

**Eric Rovick**

This past year has been a tale of two halves, the first one of normality but the second one of the unprecedented impact of Covid-19. I would first like to extend my gratitude to all of our members for their patience in coping with this most unusual year, including the club closure during lockdown and the particular Covid-19 rules implemented once we re-opened for play. I am also grateful to the LTA for their ongoing guidance and to the ELTC Committee members who helped me to deal with the situation swiftly and effectively. I am particularly grateful for the resilience and poise of our coaches in the face of a temporary loss of business.

As for the impact of Coronavirus on our Club, we implemented the following measures in accordance with Government and LTA advice:

* We closed the Club to all activities on 24th March.
* We returned to limited play on 13th May, following seven weeks of lockdown.
* Though we started with singles-only play, doubles were eventually re-introduced.
* Coaching was suspended for the period of lockdown but was re-commenced as soon as the Club re-opened to play. I am pleased that demand for coaching is currently matching their capacity to coach.
* The clubhouse was closed on 24th March and remains closed to almost all activities. I believe that the recent increase in Covid-19 cases highlights the prudence of this measure, as we must do everything we can to minimise risks to members. It would be very difficult to ensure a Covid-secure environment inside our clubhouse if we were to open it again for general use.
* We cancelled the annual ELTC Club Tournament and Junior Tournament.
* We cancelled all social events planned for 2020, as of lockdown.
* All league matches were cancelled as of lockdown. They have now re-commenced for some specific leagues though with the obvious limitations on socialising.
* We ceased supplying communal tennis balls to members. Though this was not universally popular, it was a necessary measure, particularly to support the Government’s test and trace strategy. That said, we decided to supply tennis balls to members at cost, for individual use.
* We tried to communicate with members as swiftly and clearly as possible with Covid-19 specific emails, supplemented by reminders in monthly Newsletters.

At this stage our Club has not, and cannot (yet), return to full normality. I regret that our very friendly club has had to severely curtail opportunities to socialise at ELTC. But I do also recognise that being able to return to play tennis with others has been a godsend during these frustrating, difficult times. Many members have commented to me that they are grateful just to be back playing, despite the specific limitations in place.

We have had an unprecedented level of court usage since we re-opened the Club for play as people have stayed home from work and focused on those sports such as tennis that do not require physical contact. I appreciate the efforts of everyone to organise inclusive fixed-four play, particularly of (1) our Administrator Andree Haxton for organising Ladies morning and Thursday mornings, (2) Norman Hoare for his Chums organisation, and (3) our Ladies Captain Victoria Aitchison for organising Ladies night. We intend to return to our traditional mix-in formats as soon as feasible, though that may be some time off yet.

In the meantime, our clubhouse and grounds remain immaculate, looked after by Nefyn Provis-Evans and Dave Watkinson. I am so pleased that we have one of the best-looking and best-maintained tennis clubs in the area. That said, there are, as always, issues to be addressed:

* The creasing that began to occur on the back of courts 1-3 (particularly 2) last winter, due to freezing conditions. This is particular to these courts due to lack of direct sunlight. Given that a full repair would cost up to £20,000 with no guarantee of permanently fixing the problem, we will be applying extra sand and lowering the height of the hedge, in first instance.
* The floodlights on courts 5 and 6 are subject to increasing incidents of failure given their age. Whilst we look at replacement options, we have contacted the service and repair supplier on several occasions. Unfortunately, we depend on only one provider and are frustrated by their poor response times. I am confident that we will improve the situation and thank the members and coaches for their patience in the interim.

The health of our Club is not only notable because of the very high court usage. Our membership waiting list has been growing steadily as people realise the benefits of tennis to their physical and mental health. As at 30th September, our waiting list had reached 289, almost twice as many as we had last year at the same time (150). Financially, we have a sound balance sheet and P&L. Though we lost some income (eg bar), we saved money on certain expenses (eg tennis balls) and have just recently received a £10,000 grant for small leisure businesses to support us though the period of Covid-19 disruption.

Speaking of money, though we are financially sound, significant capital expenditure looms ever closer. The 5-year plan we are recommending to members contemplates three expensive outlays: the resurfacing of courts 4-7 in 2021/22, the replacement of our aging floodlights and their extension to additional courts in 2023/24, and the resurfacing of courts 1-3 in 2024/25. The overall infrastructure spend of potentially £300k (top end) for these projects means that we will need to rebuild our cash position over the next couple of years.

I am pleased that our Committee has worked effectively through this period to ensure that the Club is being used to the extent possible. We have held Zoom meetings when not able to meet physically. Committee members have continued to plug away and sort out any issues that have arisen, despite the circumstances. All of the Committee members have decided to continue in their roles for the foreseeable future, for which I am grateful.

Our newest Committee members, Rupert Tillbrooke (Men’s Captain), Kate Curson (Mixed Team Captain), David Kendall (Club Secretary) and Ken Michie (Junior Captain) have picked up their roles with gusto. I thank our outgoing Junior Captain Deborah Temple for her exceptional efforts to organise our junior programme, in conjunction with Ben Wood and Andree Haxton. Here are a few more highlights of the contributions of our Committee members this year:

* Jim McGown, our President and Consigliere, has continued to provide sage advice to help keep us on track during these challenging times.
* David Kendall, our Club Secretary, dealt swiftly with all of the issues arising in his remit (from bar licenses to insurance) and provided highly valuable legal insights into the novel situation we face.
* Nefyn Provis-Evans worked tirelessly to deal with the myriad of issues that arose (floodlight breakdowns, bathroom flooding, etc.) and also organised the paving works and painting of benches and fences. He also now checks the net heights regularly as the LTA recommended that we remove net-winding fixtures.
* Jaap Hesselink, our Treasurer, successfully dealt with the billing issues with our previous electricity provider Npower, and has lately moved us onto a much better deal with a new supplier to save us money.
* Ben Wood, our Head Coach, has been proactive and helpful on many fronts, most significantly in recommending we change our court booking system and then successfully managing the migration to the new Club Spark site. He also has been using social media to promote the Club and has been sourcing designs for a new range of ELTC clothing (watch this space).
* Our team captains successfully managed our teams through the 2019/20 autumn and winter seasons and have been proactive in getting everything up and running again for the 2020/21 seasons once the leagues got the green light again from the LTA.
* Sally Radcliffe, our membership Secretary, was kept very busy by almost daily emails from prospective new members. As mentioned already, the waiting list is fast approaching 300!
* Jeanette Rickerty organised the superb inaugural Jazz Night, which was held just 10 days before the start of lockdown.
* Louise Behan laid all the groundwork to set up our annual Tournament, even though it then had to be scrapped.
* Andree Haxton, our Administration Officer and Welfare Officer, kept the Club running smoothly despite the Covid-19 related measures we had to introduce. She took on new responsibilities, many of her own initiative, such as Covid-19 risk assessments, ball sales and organising fixed fours for as many members as possible to get people back on court following lockdown.

Though Tony Ward no longer leads the Committee, I thank him for his efforts to produce our management accounts and his support and advice to me on several matters.

My wish is to return to full normality at ELTC as soon as we are allowed to by the Government and the LTA. Personally, I can’t wait to re-introduce our full programme of competitive and social events. In the meantime, myself and the rest of the Committee will do our best to run our Club prudently and ensure a safe environment for all who visit it.

**COMPANY SECRETARY’s Report | 2020**

**David Kendall**

It would be hard to deny that this year has been dominated by the impact of the COVID-19 pandemic on the Club and wider society. We have worked hard to ensure that the Club complies with the Government and LTA guidelines and remains open for playing members and coaching staff. Many of us have enjoyed the opportunity to exercise while enjoying appropriately distanced socialising, with the hope that normality will be resumed next year.

In terms of the Club’s governance, the main changes this year have been introduced by the Byelaws passed by the Board on 2 March 2020. As a limited company we have a Board of eight directors with overall responsibility for management of the Club in accordance with the Articles. The following positions are held by the directors:

· President

· Chairman

· Company Secretary

· Treasurer

· Grounds Officer

· Ladies’ Captain

· Men’s Captain

· Mixed Team Captain

During the year we welcomed Kate Curson to the Board as Mixed Team Captain.

The Committee is responsible for the day-to-day running of the Club, which involves another seven committee members in addition to the directors. The Board considered it important to recognise the involvement of those other members and confer on them (as far as possible) the same rights and benefits as if they were directors, and this is achieved by the Byelaws. The additional seven committee members are appointed by the Board. Those in voluntary positions are to be approved by the Members by a vote at the AGM. The seven committee positions are:

· Junior Secretary (voluntary)

· Membership Secretary (voluntary)

· Head Coach

· Club Administration Officer

· Club Welfare Officer

· Tournament Secretary (voluntary)

· Social Secretary (voluntary)

Deborah Temple retired as Junior Secretary during the year and Ken Michie joined the Committee in her stead. Andree Haxton holds the positions of Club Administration Officer and Club Welfare Officer.

In accordance with the Byelaws, the Committee has established a Disciplinary Sub-Committee (Victoria Aitchinson, Louise Behan, David Kendall and Sally Radcliffe) and a Bar Sub-Committee (Andree Haxton, Nefyn Provis-Evans, Eric Rovick and Tom Walters). The Byelaws also regulate membership of the Club and guests.

We attempted this year to introduce the use of the LTA’s automatic system for the allocation of Wimbledon tickets by ballot but were thwarted by the cancellation of Wimbledon. We plan to try again next year.

Finally, I would like to acknowledge the tremendous contribution that Eric and Andree have made to the running of the Club during this challenging year. Without their dedication and enthusiasm, we would not be in anything like as good a place as we currently are.

**FINANCE Report | 2020**

**Jaap Hesselink**

**2019/20 Financial Year**

This year the club generated a profit of £17.6k after depreciation compared to a loss of £3.7k last year. Our P&L improved due to improving operating profit, principally lower expenses and a one-off £10k Covid-19 grant (other operating income).

Revenue slightly declined to £100.2k versus £101.3k for the previous year with costs and expenses at £92.7k compared to £105.5k. Though we increased membership fees by 3%, revenue was impacted by a reduction in bar/social sales and visitor fees, due to the lockdown and further Covid-19-related restrictions.

On the cost side, The Covid-19 situation also had an impact. As we lost out on some revenue, we also saved on some expenses (eg we were refunded our annual LTA registration fee and net ball costs were lower). Though our depreciation increased due to the clubhouse extension, we had lower electricity costs and no extra one-off costs associated with the clubhouse extension, such as we had in 2018/19.

As a result, the cash generated from operating activities increased from £33.0k in 2018/19 to £49.2k for 2019/20 and the cash position of the club improved from £30.9k to £68.8k at the year end. This falls well above the target £40k year-end cash level and is somewhat higher than the forecast £60.6k. In any case, we were successful in rebuilding our cash buffer ahead of future investments.

The year-end accounts are in the process of being independently reviewed by Nigel Martin. By the time of the AGM, we expect that he will finalise his report on the accounts. To date he has not highlighted any significant concerns about the 2019/20 financial statements themselves.

**Five Year Plan**

The Five-Year Plan (cash flow basis) has been updated and summarised in the table below:



**Operating cashflow**

We generated net operating cash flow of £49k in 2019/20 and this level is roughly expected to be maintained throughout the 5 years 2020/21 – 2024/25 on the basis that we are at full membership with a healthy waiting list and a relatively new clubhouse with little maintenance for the time being.

**2020/21 Modest investment**

Only relatively minor infrastructure expenditure of £10k is forecast for 2020/21. This includes a path to the junior court alongside court 4, further planning costs for the floodlight project, and two portable floodlights as backups in case our aging existing floodlights fail again.

**2021/22 Renewal of courts 4~7 artificial grass surface**

Courts 4~7 were last resurfaced in 2008 and works to replace the court surface have been budgeted for 2021/22, a year later than we had forecast in the previous 5-year plan. This is anticipated to cost £15k per court (based on the cost to replace courts 1~3) with a £5k contingency. We are continually monitoring the current court surface to ensure it is maintained to the best possible standard and will undertake further deep cleans, if needed, to rejuvenate them.

**2023/24 Floodlights**

A sum of £171k has been included in for 2023/24 for potential new floodlights. The floodlight subcommittee has been working with suppliers and a planning consultant to prepare our project plan for the planning application. Ideally, we would like to have fixed mast floodlights on courts 4~7. For purposes of this plan, the £171k budget number is currently our worst-case (highest cost) scenario of retractable mast on 4 courts. We plan to initially put in a lower-cost option for planning approval and hope to finalise this over the coming months. The LTA are encouraging tennis clubs to enhance their playing facilities and are offering 25% grant funding for eligible projects - we are hopeful of a grant but it is not guaranteed.

**2024/25** **Renewal of courts 1~3 artificial grass surface**

Courts 1~3 were last resurfaced in 2013 and works to replace the court surface have been budgeted for 2024/25. This assumes that the issue of court surface buckling (experienced last winter) does not reappear as we will increase the sunlight hitting these courts and carry out a deep sanding. If that isn’t sufficient and the court surface buckling recurs, then we will need to repair the court surface at a cost of up to £20k. In that case, the full resurfacing of courts 1~3 would be postponed.

We have taken the rear car park paving project out of the 5-year plan as we have deemed it unnecessary at present.

**Cash Reserve**

As per current operating cash flow and our planned investments, we expect our cash reserves at year-end to stay above the £40k minimum during each of the next 3 financial years. There is a hypothetical risk that it dips below this in the final two years if we end up having to spend our maximum budget for the floodlight project. But we can alter the timing of the project and/or get LTA grant funding in order to keep our cash reserves at a healthy level.

**GROUNDS OFFICER’s Report | 2020**

**Nefyn Provis-Evans**

**Covid-19**

It is a shame that we have not been able to use our clubhouse for much of the year, and had to remove all on-court furniture, both to be in line with the LTA safety directives.

**Grounds**

I am sure the members will agree with me that the grounds have been beautifully managed by Dave Watkinson.

**Paving**

We fixed the trip hazards that we had from the original paving, relaid the paving stones in front of the club and built a step instead of the slope down to court 1.

**Painting**

We have painted all the court furniture, oiled the picnic tables and painted the lane fence.

**Floodlights**

Despite instituting a maintenance contract with the suppliers Abacus, we have continued to have issues with the reliability of the mechanical elements of the floodlights. One mast is currently awaiting repair, I am hoping it will be fixed in the next few weeks. Unfortunately, the masts are getting less reliable as they get older.

**Court 2**

You may have noticed the creasing at the car park end of court 2, while it is fine in the summer months it becomes an issue as the weather cools. We will try a strategy to stop it happening this winter, which was recommended by the court surface suppliers. We will also be cutting the hedge between the front car park and courts 1-3 in order to let more light in, which will reduce frost on the courts. That will be done in December.

**Future projects**

We are working on a floodlight replacement and expansion project, possibly to light courts 4-7 with LEDs. Ideally we would like fixed masts, but with planning limitations they will most likely be retractable masts. Modern masts are pneumatic and more reliable than the ones we have at the moment. That will need to be synchronised with replacing the court surface on 4-7 which is coming due in the next two years, as we will need to put the groundworks in at the same time in order to prepare for the floodlights.

We are also looking at building a path from the Coaches’ shed to the Junior court as it does get muddy there. This will enable wheelchair and pram access.

**LADIES CAPTAIN’s Report | 2020**

**Victoria Aitchison**

A far quieter year of play for the ladies given that the club was closed to us over the Spring and our Summer league matches, Herts League and Hot Rackets were unable to be played. Fortunately the previous Winter months provided opportunity for our 6 vets teams to compete and once the club was open again to play, a singles ladder and doubles box league was quickly set up to get us back playing competitively again (amongst our friends). Ladies mornings and evenings were reinstated albeit run a different way to normal.

Below are the team reports from the Winter Ladies Vets League Captains running from September – March 2019/20. We are very fortunate to have these captains who give up their time voluntarily to organise matches for their teams, liaise with the opposition and get their ladies out and playing on behalf of our club. So, my grateful thanks to Jenny Sheridan, Lynn Frankling, Anthea Doran, Susie Collins and Georgie Smith for all your efforts and my thanks to your committed players as well.

**Herts Ladies Seniors Doubles Winter League 2019/20**

**40A Division 3B**

We haven’t had much interactive tennis this year, so we are grateful that we have a winter season to look forward to (hopefully). The fixtures have been organised and we are raring to go. Last year the 40A matches were played by Amy Martin, Maki Watanabe-Genoud, Andree Haxton, Lucy Bachmann, Fiona Cravanzola, Kim Rennie, Victoria Aitchison, Jenny Stevenson and Suzette Carlean, a few of these helping out from other teams when called upon. We did really well to finish mid table and comfortably stay in the division. We wish the 40A’s and the other teams the best of luck for this season.

Susie Collins, Captain

**40B Division 5A**

The ladies 40B’s had a very successful season coming 1st in the division, ending with promotion. It was wonderful to win but more importantly we had really enjoyable, fun tennis. Many thanks and congratulations to Lucy Bachmann, Fiona Cravanzola, Andree Haxton, Melissa Sweeney and Karen Tweedle for playing so brilliantly. Well done ladies.

Georgie Smith, Captain

**50A Division 2B**

Despite a difficult end to last year’s winter season the 50A’s finished second in league 2. The standard of tennis was very high with some tough opposition and hard-won matches. Thank you as always to my fabulous team, Mary Bhatti, Suzette Carlean, Sue Cove, Anna Fisher, Rachel Hoddinott and Anne Spencer who are always keen to step up to play. Here’s to a successful 2020/21 season.

**50B Division 4B**

A season that gave us 2 wins, a draw and 2 losses so a real mixed bag in terms of results however we came 3rd out of the 6 teams. The standard was strong and we are glad to remain in the division for this coming season. Thank you to Kim Rennie, Steph Loughrey, Frances Hall, Sally Radcliffe and Sue Cove and Rachel Hoddinott who helped us out from the A team when we had sickness/injuries.

Victoria Aitchison, Captain

**60A’s Division 1**

We started the 2019 winter season for the over 60A team with great excitement as we were back up in the top division playing a lot of clubs with country players and with the quest to stay in that division which had never been achieved before. We only lost to Harpenden and Letchworth so finished the season in the amazing position of 3rd out of 7 teams behind those two clubs. We have promised ourselves a great celebration once COVID makes it possible! We finished our last match one day before lockdown so we were extremely fortunate to get a definite result to the season.

I am extremely lucky to have a very dedicated core of three other players … Margaret Benson, Gaby Thornton and Jenny Stephenson who wrap themselves in cotton wool when a match is imminent and to have very loyal support from Marlyn Murray and Elsa Arbuthnot when needed. Thank you ladies for the role you have all played to achieve our goal.

We are now facing another season with the same goal but without the anticipation of a wonderful afternoon tea after each match!

Jenny Sheridan, Captain

**60B’s Division 2A**

Whilst we enjoyed playing the matches against other clubs in the district, we were clearly out of our depth in Division 2 and sadly this was reflected in the scores and our being relegated to Division 3. Superb lunches were provided by all teams and the social occasion was warm and friendly. Sadly, the social aspect will be missed this year, but we are looking forward to this Winters’ tennis matches.

Lynn Frankling, Captain

**Ladies Friendlies**

This year we were unable to play most of our Ladies friendlies as they take place in the Summer season. We did however, manage one match against our very friendly neighbours in Kimpton and we all thoroughly enjoyed the match.

Lynn Frankling, Captain

**Ladies Mornings**

These Tuesday mornings have been very popular with 3 or 4 courts filled each week.

**Ladies Evenings**

Due to restrictions, these were run differently throughout the Summer but I have to say they ran far better than in previous years so something positive to take forward into next Summer. From a Whatsapp group of 35 ladies, groups of 4’s were pre-arranged and turned up to play on their assigned court. What has been great to see is a large number of ladies from the coaching groups who have begun to play on these evenings, so I hope you ladies have enjoyed this very much. Sadly, we didn’t get to have our annual prosecco evening but ladies night has never been busier and it has been a joy to arrange.

Victoria

**Ladies Christmas Lunch**

The annual tradition in December is the lunch where the ladies came together, bringing their delicious dishes and we all sit and socialise over the course of an afternoon. Money raised from the lunch went to The Harpenden Trust. We almost can’t bring ourselves to say that sadly this event will not take place this year but it does mean that if we get the go ahead for December 2021 it will be a grand affair.

Susie and Victoria

So whilst we have been fixated over the last 7 months or so on what we couldn’t do or play, or play as we may have wished, it still looks like the ladies have managed to achieve a productive year of tennis. The club benefits from a large group of experienced, enthusiastic team players, social players and also ladies that enjoy coaching sessions, some of who are looking to begin playing competitively. I think we create an atmosphere where we can enjoy playing great quality tennis with good sportsmanship and encourage those new to tennis and improving players. I know there has been some great successes, fun had and friendships formed.

**MENS CAPTAIN’s Report | 2020**

**Rupert Tillbrooke**

At the beginning of this year, the 2019 Herts Winter Men’s Vets League (men's vets) teams did very well:

* 45a were top of the league.
* 45b were mid table.
* 45c were 3rd.
* 55a were top of the league.
* 55b were mid table.
* 65a were 2nd.

In March 2020 all men's matches were cancelled due to the Coronavirus outbreak in line with LTA and Government guidance. After noticing a high demand for more internal men's competitive opportunities, I knew we had to provide some form of competitive playing format for our vast membership who enjoy competing.

In June 2020, when we reopened the club after Covid-19, I organised the in-house friendly competition, known as the box league or the ladder. The men's box leagues were seeing increased activity and I have been encouraging other male members to participate.

This year we again entered 6 teams to the Herts Winter Men’s Vets League and were off to a winning start.

**MIXED TEAM CAPTAIN’s Report | 2020**

**Kate Curson**

**EHWML (East Herts Winter Mixed League) 2019-2020**

We fielded 7 teams in the 2019-20 East Herts Winter Mixed League, in divisions 1, 2A, 2B, 4A, 4B, and 5A. Matches were played between October 2019 and March 2020, until Covid stopped play. Most of the teams finished mid-table despite not completing all their matches due to the situation.

All teams remain in their respective divisions going into the 2020-21 season, with our 7th team now removed due to court and player availability, which will be reviewed for next season.

We also have a change of captaincy, with Jenny Sheridan stepping down and Colin Moth stepping in to run our team 3 this season. As always, we are very grateful to all the captains – particularly this year due to no fixture meeting being allowed because of Covid, it’s taken more time and effort to get the matches scheduled. As I am also new to the role, I was keen to liaise with the captains to understand the player ability within the teams, with Victoria providing great feedback allowing a couple of ladies to be promoted to higher teams. Expect this to be an ongoing process for both mens and ladies teams.

**Datchworth League 2020**

Datchworth Summer League was cancelled due to Covid.

Autumn league also has been cancelled, however there are ‘friendlies’ of which 2 Elliswick teams were opted in – to date no request to play has been received from other teams of which only 3 other clubs put teams forward. Will monitor this over the coming months and see what appetite there is.

When the Datchworth league does re-commence, hopefully in Spring 2021, there are no expected changes to the Divisions (1, 3 and 4 respectively).

**Mid Herts Mixed League 2019 (**mixed friendlies)

The Mid Herts Mixed League did not go ahead due to Covid.

**Thursday Mornings Mix-In**

The Thursday morning mix-in, since reorganised into fixed fours, has been thriving since we reopened the club. We have slots at 9am and other slots at 10:30am, with 7 courts mostly full each week.

**JUNIOR CAPTAIN’s Report | 2020**

**Ken Michie**

Due to the Covid-19 Pandemic, this year’s Junior nights and the annual Junior Tournament did not go ahead. In April 2020 I was appointed as a new Junior Captain to replace Deborah Temple.

This year we entered 4 junior teams (U16 Boys, U14 Boys, U14 Girls and U12 Boys) into the Herts National Winter Juniors League and matches are now being played. Good luck to all the players and we are looking forward to a brighter 2021.

**MEMBERSHIP’s Report | 2020**

**Sally Radcliffe**

Elliswick’s popularity has continued to grow this year, despite, or maybe in some ways because of, the Covid-19 pandemic.

We have 807 members, 7 of whom are under 5. We welcomed 90 new members to the club this year, compared with 121 last year.

Our waiting list stands at 289, almost double the 150 I reported a year ago, with requests for membership coming in on a daily basis during the summer months.

We were unable to hold the New Members’ Day we had planned in the summer; however, we have managed to hold a couple of small-scale sessions for new members later in the year.

We decided not to raise our visitor fees, which remain extremely cheap at £3 per adult; however, these can now be paid online, if players do not have cash on them.

As of next year, we will no longer be issuing shoe tags; we will continue to book courts online as a way of proving membership.

Finally, big thanks to Dave Tookey, who continues to support us in our renewal process with his time and expertise.

**TOURNAMENT Report | 2020**

**Louise Behan**

The 2020 Club Tennis Tournament was sadly cancelled this year, like many things have been. We had a high number of entries for each category which had all the ingredients for another great tournament. I’m sure this same interest will roll over into next year.

Unfortunately, we don’t have clarity on how events will unfold in 2021; however, if tennis is permitted to continue, then we will be holding a Club Tournament in some form and in whatever format is permitted by the Government and LTA guidelines.

Thankfully, members have enjoyed social and inter-club matches and it is with great hope that we can have a successful tournament next year.

**SOCIAL SECRETARY’s Report | 2020**

**Jeanette Rickerty**

We had a great start to the year with a superb Jazz Night, which was held just 10 days before the start of lockdown. Unfortunately, we had to cancel all remaining social events planned for 2020, as of lockdown. We are hoping to be able to socialise again in the near future.

**HEAD COACH’s Report | 2020**

**Ben Wood**

This year has been a very bizarre year!! Before lockdown, Simon Lowe had chosen to step down from his coaching role in the club to free up more time for himself and his family. I wanted to give thanks for his past few years of great work.

From after lockdown, myself and Rupert Tillbrooke have been working very hard and doing lots of lessons. After a restricted summer term of coaching, we had lots of people coming down in pods of 5 over the summer holidays. We have used social media successfully in helping raise the profile of the club, leading into a positive and busy Autumn term.

Next year will be looking at find another part-time / full-time coach to help meet the needs of the club to keep providing opportunities to play and improve.

*------------------------------------End of Reports------------------------*