



## **Broughton Tennis Club, Committee Meeting Minutes**

**Date: Annual General Meeting, Monday 19 August 2019**

**Venue: Clubhouse, Broughton, Scottish Borders**

**Attendees: Andre Webb (AW), Gavin Willins (GW), Linda Kinniburgh (LK), David Roy (DR), Shirley Beveridge (SB), Hugh Morrison (HM), Mary Hayes (MH), Christine Kay (CK), Neil Edmonds (NE)**

**Apologies: Tim McCann (TM), Doug Roper**

### **AGM MINUTES**

#### **Agenda item**

##### **1. President Report.**

- GW presented the Presidents Report for the season to date as follows:
- I'm pleased to report that our last AGM in October last year has sparked a more active 2019 than in recent previous years; and that includes more regular committee meetings and liaison also.
- This has been helped by some fresh input into the committee through - Linda, Shirley, Davie, Hugh, Mary and Derek - as well as the continued input from the office bearers.
- I've been pleased to see that there has been a share of roles amongst the committee with various people adding different skill sets / focuses. Some – but by no means all - of which are:
- Derek in photography; Linda in Coaching; Shirley in FB and coaching; Davie in school liaison and getting some men's doubles nights going with Andre and others; Andre in membership, treasury activity, Wimbledon ticket draw & allocation, club formal announcements, CPR refresher course and background admin; and Hugh with liaison between the bowling and tennis club.
- The club has engaged more with the digital age - Firstly updating our website with input and comments from a number of us and Shirley setting up and driving the Facebook page - and regularly sharing on the Broughton Village FB page. In the more traditional route or medium we circulated a Spring Newsletter.
- We held an open/ relaunch day in conjunctions with the LTA Big British Tennis weekend on 18<sup>th</sup> May, which despite the poor weather was well



attended and we got a good number of junior members on the court at one time – getting coaching from qualified coach Neil Clunie and helpers, including Stuart Brown from Tennis Scotland.

- The two weeks leading up to this the development officer at Tennis Borders (Ally) visited the school and did group sessions on the court. The feedback from this was very positive and we are trying to get commitment to repeat this again. This coincided with promotion of our decision to offer free membership to primary school children which has hopefully been seen as a very positive step by the club to encourage new members and players. I would certainly propose we continue with this next year.
- We had a presence at the Village Fair at the school where Davie had borrowed a small net and other props from Tennis Scotland and he and I hit a ball with a number of children throughout the afternoon, or the kids just played with each other / parents.
- We ran a block of six week tennis lessons for juniors and adults starting from 25<sup>th</sup> May. This was run by Neil assisted by his son Adam from West Linton Tennis Club. While there was a disappointing take up in Junior lessons, this allowed capacity to run adult blocks too. Both junior and adult sessions were well received and if there is appetite for more of the same the club will endeavour to provide it.
- Behind the scenes admin work – Andre has done a sterling job in ensuring we are up to date with necessary administrative paperwork, which I know has been painstaking at times. Others may have inputted to this but I know I haven't. This has included attending an LTA course to facilitate the new required committee position of Welfare Officer, application for future nil water rates, managing the Wimbledon tickets ballot on the LTA website and the usual duties of Treasurer.
- We received an allocation of Wimbledon tickets again and there was a draw for these for club and LTA members who applied to take part. This year we got 3 days of pair tickets. These included a pair for the 13<sup>th</sup> July which was Woman's Final day and the Men's doubles final – which was an epic match. Those who went this year were Stephanie and Mark Jackman; Ross and Callum Beveridge; and Julie and Tim McCann.
- Thanks need to go to some bowling club members who have very kindly lent their expertise and time to assist the tennis club this year – by building the very smart and well-designed cabinet; and removing the sharp metal ties round the fencing at danger height and replacing with plastic ones. I've seen them using the land at the rear for some temporary overspill parking at their events, so hopefully that's seen as helpful in return while we sort out our court development.
- Last year I noted my wish to step down, having been in the role for a considerable period of time and with increasing other commitments. With



a lack of volunteers at that time, I agreed to remain on as Transitional President. While I would prefer someone else to take over the role now, if there is no one to do that I will consider remaining in the Transitional role for one year. I would stress that this sentiment and intention to step back from a formal role for a time, does not take away my enthusiasm for hitting more a tennis ball with anyone who fancies it.

So in summary in the ongoing 2019 season there's been –

- Some more committee and club momentum assisted by additional and refreshed committee
- More school engagement supported with free primary school membership, engaging with Borders Tennis re their school liaison.
- Refreshed engagement with Tennis Scotland and inroads into the Judy Murray Foundation for 2020.
- More village engagement with attendance at village fair and Facebook presence both our own and Broughton Village
- Relaunch day in Spring, in conjunction with LTA weekend – helped visibility – great poster by the village hall - and no doubt added to the increased new members,
- Coaching run for juniors and adults
- Social session at the end of the coaching block
- Progression on the second court with appointment of Advantage Sports Consultancy and planning application due to be submitted imminently.
- Some happy members getting tickets for Wimbledon
- Some great behind the scenes admin work
- And fundamentally some more people playing and enjoying tennis

#### Action

- **All** to consider possible new officer bearers as President, Treasurer and Welfare Officer to be discussed at the first committee meeting in 2020 and ratified at the next AGM.

#### 2. Finance Report.

- AW presented the Finance Report for the 2018 Season and an update on the financial position of the club in 2019.
- The 2018 accounts were presented to the meeting for ratification and were approved accordingly.
- AW detailed the main sources of income and major items of expenditure in 2018 showing a deficit for the year of £12,981. It was noted however that this included two major one-off items of expenditure being the purchase of



land and associated solicitor's costs of £12,098 and repair of external court lighting of £1,342. NE asked whether the club was financially viable looking at these accounts. AW stated that the one-off costs would not be repeated and any future development costs would require additional external funding leaving the club with an adequate buffer of funds for future maintenance costs.

- The financial position at the end of 2018 was £43,221 held in the main RBS club bank account and a Shawbrook Bank savings account.
- A discussion took place around the insurance costs and water rates. After a lengthy application process there will be no water rates charged for the 2019 season. Insurance costs are continued to be monitored but is expensive due to additional public liability and structural nature of the clubhouse.
- AW stated that given the efforts to relaunch the club earlier this year the number of members has increased in 2019 and membership fees have risen from £795 to £1,179 underlying the success of increased activity in the club this season.
- AW stated the financial position of the club as at today's date (prior to undertaking the new court development costs) is just over £43k
- Discussion around contribution to fire maintenance costs. GW agreed the club should make a contribution of say £100 towards the costs but requested further information on the legal requirement for such a review and why the cost is so high.

#### Actions

- **AW** to re-apply for water rates exemption for 2019/2020 and continue pursuit of refund for the years applied for previously.
- **AW** to arrange payment to Bowling Club for Fire appliance testing cost and HM to relay that to them as our relationship manager.

#### 3. New court development.

- GW stated that Peter Gordon is about to put in the planning application for the new court. Next steps discussed. Close neighbours to be notified. AW stated that Debbie Walbaum contacted the club to be notified of developments and confirmed reply from the club to do so.
- NE raised the question of disruption. AW stated that when one of the tennis contractors visited the premises (DOE Sports) they indicated no issues with access and disturbances to neighbours.
- LK said that the construction was for a relatively short period (approx. 2-3 weeks). Work is expected to commence in March 2020 weather permitting.
- GW mentioned the possibility of asking the school children to come up



with names for each court once the development is complete.

#### Actions

- **GW** to contact Peter Gordon to hold off sending the planning application for the new court until neighbours are notified, request a copy of the planning application for circulation to the committee, confirm club contacts for funding applications and to establish whether the Scottish Borders Planning site can be readily accessed by interested parties.
- **AW** to follow up comms with Debbie regarding the imminent plans for the new court development.

#### 4. Next club event.

- DR stated that there was very little response so far from the Judy Murray Foundation regarding support for further events. The committee suggested we target their involvement at the time of opening the new court in 2020. DR has said that Stobo Castle would support the attendance of Judy herself by offering a complimentary night at the Spa.
- The brewery continues to be supportive of sponsoring a social event. LK suggested we might consider doing something to coincide with the end of the coaching sessions in September.
- NE noted that Dalkeith Tennis Club had a number of social events not necessarily involving tennis and the committee agreed to look into possibly holding an event in the winter months when tennis playing is limited and to keep up the momentum achieved following the club relaunch.
- DR mentioned the video made for the bowling club and asked the committee whether they would be interested in one made for the tennis club at a discounted price of £80.

#### Actions

- **DR** to send a reminder note to the JM Foundation to gauge interest in supporting the club.
- **GW** to send a DR a copy of the President's Report to send to the JM Foundation for information on progress made in 2019 following the club relaunch.
- **DR** to contact Ryan Scott to discuss possibility of a video being recorded for the club.

#### 5. Club tennis sessions and events.

- Agreed to send a note to all club members confirming Tuesday night as Broughton Tennis Club night (weather permitting). Activity to be determined depending on attendees.



- SB reminded the committee of the Peebles Tennis Club open day on 7 Sept. which welcomes visitors and a representative mixed doubles pairing from the club.

#### Action

- **SB** to send a note to club members of the proposed club night and requesting members to join the WhatsApp group and confirm their attendance via WA on a particular night.

#### 6. Bank account signatories.

- Confirmation of the request to open a new bank account with The Royal Bank of Scotland to facilitate links with savings accounts and a new mandate of signatories of committee members ratified at this meeting as follows: **Andre Webb, Gavin Willins, Hugh Morrison and David Roy**

#### Actions

- **DR** to send details by pdf copy of proof of id, proof of address and a copy signature (on blank piece of paper photographed using smartphone) to AW.
- **AW** to complete application and open both current and savings accounts. AW to close existing bank account by transferring the balance to the new one.

#### 7. Coaching.

- Agreed further coaching to take place this season for a 4 week block commencing Sept 8.
- LK confirmed positive feedback on the previous junior and senior coaching sessions with Neil Clunie and his son Adam.

#### Actions

- **LK** to discuss with Neil appropriate dates for coaching in a block of 4 sessions (now priced at £12 for Juniors and £20 for Adults).
- **SB** to send out note to members to detail intended coaching sessions and request interest via the Coaching e-mail address.
- **DR** to contact Broughton Primary School to determine dates of any school coaching sessions

#### 8. Clubhouse refurbishment.

- Discussion around extent to which the tennis club wishes to be involved. General view that nobody from the club needs to be in attendance at a steering group level but the club would be interested in developments. It was proposed that HM as the liaison contact between the clubs is to be our representative as an observer if one is sought by the Bowling Club.

#### 9. Appointment of Officers.

- Tim McCann has resigned from the office of Secretary to be replaced by



Linda Kinniburgh (on condition/agreement that committee members take turns to draft committee minutes). Gavin Willins and Andre Webb are seeking to be replaced in due course from club officer roles as President and Treasurer & Welfare Officer respectively. It is anticipated that new officers for these positions will be required in 2020.

The following officers and committee members of the club until further notice are confirmed to be:

- Gavin Willins – President
- David Roy – Vice President
- Andre Webb – Treasurer & Welfare Officer
- Linda Kinniburgh – Secretary
- Shirley Beveridge – Communications
- Hugh Morrison – Bowling Club Liaison
- Other Committee Members: Tim McCann, Neil Edmonds

Next meeting to take place after the completion of Autumn coaching lessons and before the Winter period, subject to an earlier meeting required to discuss developments / decisions required with respect to the new court planning & funding applications and procurement of a building contractor.