

AGENDA

Monday 25 November, 7pm at the Rugby Clubhouse, Chumleigh Gardens SE5 0RJ
Rugby Clubhouse

1. Attendances recorded and proxy vote details taken
 2. Approval of last AGM minutes (meeting 37 on 19 November 2012) - see below
 3. Resignation of Initial Trustees
 4. Vote 1: Appointment of Trustees - Nomination Amanda Lynn
 5. Vote 2: Appointment of Trustees - Nomination Becca Beach
 6. Vote 3: Appointment of Trustees - Nomination Tom Ulicsak
 7. Vote 4: Appointment of Club Treasurer - Nomination David Hayman
 8. Vote 5: Adoption of Policy on Club Financial Reserves
 9. Vote 6: Appointment of Local Accountancy Project to conduct 2013/4 audit
 10. Vote 7: SCTC Membership Fees
 11. Secretary Review of Year
 12. Treasurer Review of Year
 13. Any Other Business
 14. Dates of Meetings for 2014 - proposed
1. Attendees: Martin Ebert, James Lush, David Hayman, Amanda Lynn, Becca Beach, Tom Ulicsak, Jackie Hodge, Mel Johnson, Johnwilliam Werden, Robert Benjamin-Hardie and Anjum Misbahuddin

Proxy Votes

	Proxy Votes received so far		Vote 1	Vote 2	Vote 3	Vote 4	Vote 5	Vote 6	Vote 7	Delegated Tom Ulicsak To Vote	Notes
1	1. Umran Ali	13/007	Approved	Approved	Rejected	Approved	Approved	Approved	Approved	No	Signed copy
2	2. Martin Riols	13/018	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Yes	Signed copy
3	3. Rushan Tonge-Bobia	13/567	Approved	Approved	Approved	Approved	Approved	Approved	Approved	No	Signed copy
4	4. Lena Gaetcke	13/241	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Yes	Signed copy
5	5. Charlie Ryan	13/279	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Yes	Signed copy
6	6. Niall Costigan	13/136	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Yes	By email
7	7. Ian Mizrahi	13/314	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Yes	By email
8	8. James Hooker	13/613	Approved	Approved	Approved	Approved	Approved	Approved	Approved	No	By email
9	9. Angela Hudson	13/233	Approved	Approved	Approved					No	By email
10	10. James Parish	13/048	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Yes	By email
11	11. Petra Wostefeld	13/335	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Yes	By email
12	12. Cynthia Riet	13/133	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Yes	By email
13	13. Josephine Howarth	13/153	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Yes	By email
14	Tom Madden	13/219	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Yes	Signed copy
15	Junior Babalola Davies	13/217	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Yes	Signed copy
16	Jo Underhill	13/045	Approved	Approved	Approved	Approved	Approved	Approved	Approved	No	By email
17	Innes Ebert	13/354	Approved	Approved	Approved	Approved	Approved	Approved	Approved	No	Signed copy
20	Lionel Bignone	13/239	Approved	Approved	Approved	Approved	Approved	Approved	Approved	No	By email
	Number Approved		18	18	17	17	17	17	17		
	Number Rejected		0	0	1	0	0	0	0		

2. Minutes: Approved (Amanda Lynn and seconded by Martin Ebert)
3. Initial Trustees Becca Beach, Amanda Lynn and Tom Ulicsak resigned.

- 4, 5, 6 - Approved no dissention at meeting (proxy votes listed above)
- 7 - Approved no dissention
8. Approved but noting that we want to put a list of projects to be funded to get the membership to vote on them (4 projects of about £500 per project examples might include work with local schools, benches, ball machine, healthy eating fruit project- aim is to have these ready for approval at the next meeting)
9. LAP - approved
10. Keep the same annual membership fees and see how project expenditures develop.

Post meeting note

There is a revenue sharing mechanism with Be Active paying SCTC £5 from each family (£40) and senior (£30) membership and £2.50 from each junior / concession (£10) membership. Historical prices are as follows:

Type	2009/10	2010/11	2011/12	2012/13	2013/4
Family	£30	£40	£40	£40	£40
Senior	£20	£30	£30	£30	£30
Concession	£5	£10	£10	£10	£10
Junior	£5	£7	£10	£10	£10

11. Secretary's report delivered, see file attached. Particular discussion of sessions at Lilian Baylis and the new sessions at Marlborough.

12. Financial figures contained within Secretary's report. Audited accounts will be posted online when ready.

13. AOB

Possible Tesco fundraising event, logistics are interested in a potential wheelchair tennis charity and SCTC fundraiser. Would like to do a fun run.

Discussed 24 hour Tennis Marathon at NTC early February.

Discussed the need for a longer lease at Burgess Park Tennis Centre, Be Active to update on any meetings and progress on this.

Add an update on Be Active for next meeting.

Add Lilian Baylis as an agenda item to next meeting.

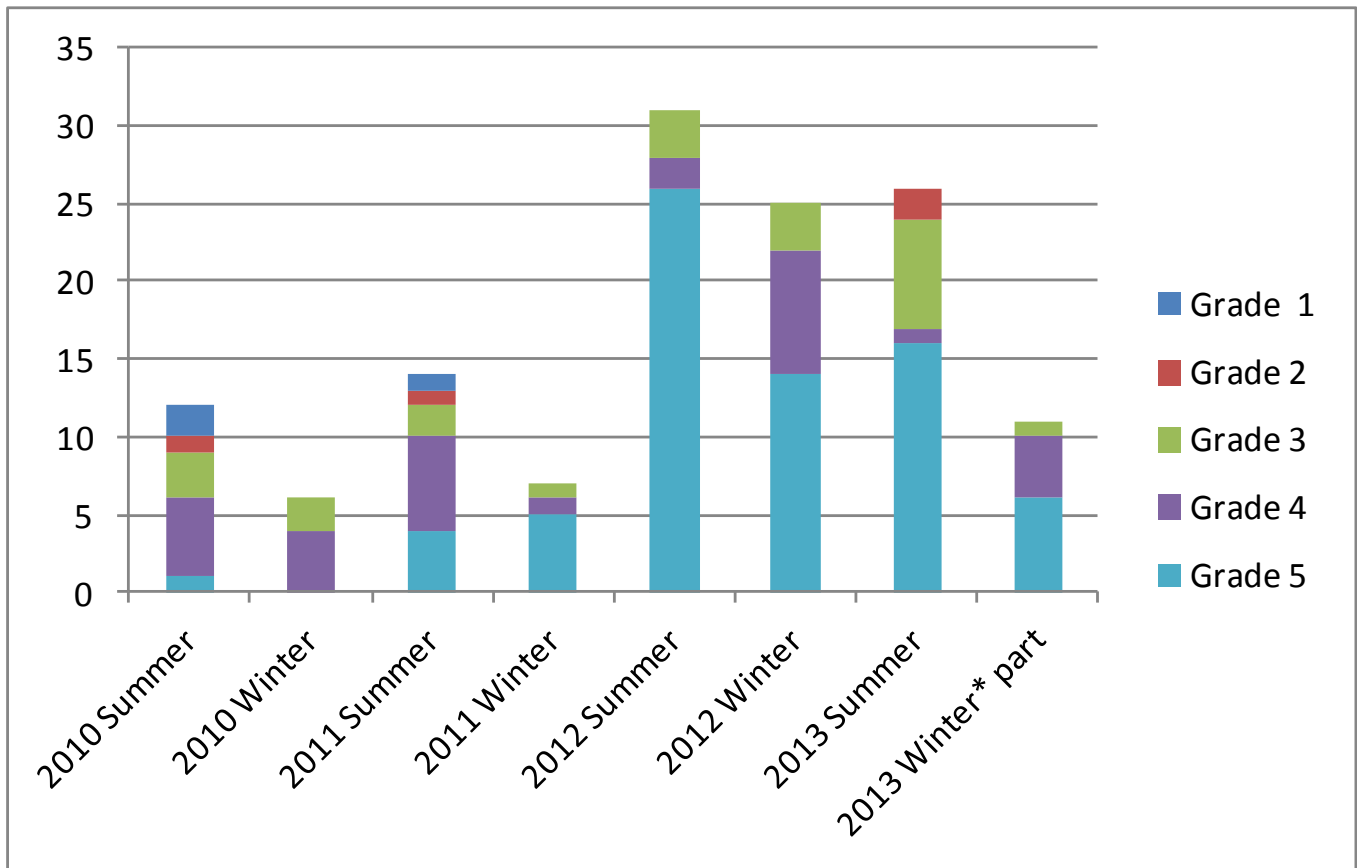
2014 meetings Monday 24 February, Monday 19 May, Monday 8 September then Monday 24 November for AGM.

Secretary's Report
Junior Tennis April 2012 to March 2013

- Holiday camps - Burgess Park, GMH and Tanner St (4 day camps from 2- 5 April and 10-13 April 2012, 3 day camp Wednesday 6 to Friday 8 June 2012 as well as summer)
- Raquettes - girls tennis sessions launched in May 2012 but bad weather and low turnout meant we did not continue with this.
- Summer 2012 League results - 8 teams entered in Surrey leagues titles for the Red, Orange and Boys U12 teams and RU spots for Boys U14, Girls U18 and Red 3rds, Boys U18 were third and Red 2's just behind.
- Burgess Park 130 children registered on summer 2012 term time coaching.
- Bradfield Youth Centre supported by Give It Your Max (GIYMI) - no classes over the summer. September term split the classes into two sessions (older and younger). About 25 children coming per week.
- GMH Park - September term, Alex Kaminski appointed. (also working at Colombo Centre and Lilian Baylis). 43 children registered on the sessions.
- Salmon Centre - around 20 children coming to the sessions.
- Tanner Street - Saturday sessions around 25 children coming to the four classes.
- Schools tennis - currently only working at Crampton (Milton on Wednesdays from 9-3pm), receiving £8 per hour contribution from the school with balance of cost from GIYMI.
- BOOST (Building on Opportunities for Overlooked Sporting Talent) squad sessions continuing based at Burgess Park.
- Our first full winter with floodlights at Burgess Park.
- Club hosted 8 LTA Grade 5 tournaments in Summer 2012 and 11 events Winter 2012/13.

- **2013 Update Report from April to mid November**
- Summer 2013 League results - 6 teams entered in Surrey leagues with one title in Girls 18U. 2 Red, Orange, Green and Boys U18 teams. In addition it was the first time we had a team (Boys 14U) qualify for a Premier League (best of 10 counties event rather than just Surrey). They finished mid table in Tier 3 of the SE region.
- September 2013 two extra red sessions are added at GMH Park on Wednesdays.
- Marlborough Playground session launched in September 2013 with sessions on Mondays and Wednesdays. Will resume at Easter when the playground reopens after renovations.
- Lilian Baylis tennis sessions frozen pending relaunch.
- A pink party for girls was attended by 16 youngsters in October half term. A girls Christmas event is scheduled for Monday 23 December to try to build the social aspect of playing and increase retention.
- Club hosted 15 LTA Grade 5 tournaments in Summer 2013 and 13 events Winter 2013/14.

Junior Tournament Wins Table



LTA has 7 grades of competition. Grade 6&7 is internal club events. Grade 5 is local tournaments. 3&4 are regional and county level. Grades 1&2 are national level events. Summer = April to August.

Regularly Competing Juniors and Junior Ratings Table

Level	RCJ Oct 2011	RCJ Feb 2012	RCJ Apr 2013	Sept 13 RCJ
Red		18	18	21
Orange		8	13	15
Green		4	5	6
Yellow		21	23	31
Totals	43	51	59	73

Performance Level	Feb 12	Apr 13	Sept 13
Red 2 or higher	4	7	3
Orange 2 or higher	1	3	3
Green 2 or higher	1	0	1
Yellow	4	13	18
8.2	3	1	6
8.1	1	5	5
7.2	0	3	2
7.1	0	3	2
6.2	0	1	2
6.1	0	0	1
	10	23	25

RCJ = Regularly competing juniors are those that have played more than 6 matches in the last 12 months.

For Red, Orange and Green players there are 4 ratings categories from lowest to highest 4,3,2,1 respectively as well as 1* for Orange and Green.

Twenty rating categories for yellow tennis from 10.2 starting level down to 1.1 as the highest.

Juniors are counted as those listing SCTC as their main Place to Play venue with the LTA.

SCTC 2012/13 Draft Financials

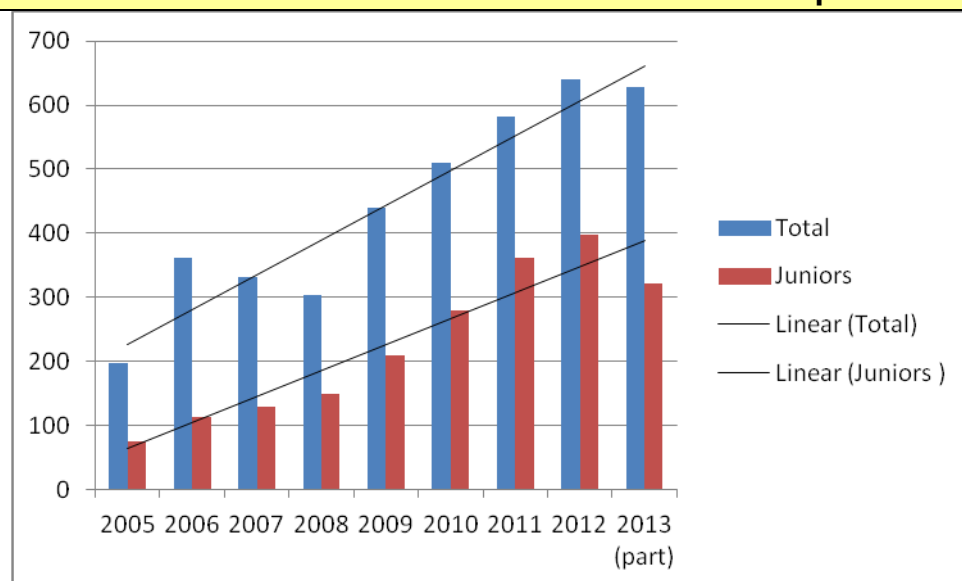
	Turnover	Surplus / shortfall	Direct fees	Southwark Council
2004/5	£40,000	£8,000	£13,000	£27,000
2005/6	£46,000	£6,000	£11,000	£32,000
2006/7	£61,000	£5,000	£8,000	£32,000
2007/8	£69,000	£2,000	£10,000	£30,000
2008/09	£75,000	-£16,000	£13,000	£16,000
2009/10	£85,000	-£5,000	£20,000	£9,000
2010/11 unaudited	£95,000	£5,000	£30,000	£0
2011/12 unaudited	£50,251	£25,690	£15,000	£0
2012/13 unaudited	£10,949	£7,846	£2,700	£0
2013/14 Apr to Nov	£4,174	£3,624	£2,265	£0

Bank balances at 17/11/2013 were £35,000 (total £20,424,64 at November 2012). There are no significant liabilities.

Financial transactions in 2012/13 include £1,548 for Wimbledon tickets - noting that the LTA has an agreement with tax authorities that this does not have to be included in annual accounts (club acting in members interest).

Direct fees = fees charged to individuals and memberships.

2012/3 Membership



Year	Juniors	Total
2005	74	198
2006	113	362
2007	130	332
2008	150	303
2009	210	440
2010	280	510
2011	362	582
2012*	398	640
2013*	320	628

*Figures joint Be Active card / SCTC membership.

Marketing

Various articles in Southwark News and South London press

Title	URL	at 19/11/12	At 17/11/13
Mailchimp	Group email list	1,181	1,552 subscribers
Website	www.southwarkcitytennisclub.jimdo.com	No metrics	April to Nov Visitors 1,060 Page Impressions 3,465
Twitter	@southwarkcitytc	132	550 tweets 266 followers
Facebook	Southwark-City-Tennis-Club-Be-Active	208	273

Selected Films

Title	URL	Hits (at 19/11/12)	Hits(at 17/11/12)
Searching for the next Andy Murray (Jeremiah)	http://www.youtube.com/watch?v=5C9zqnxL4UI&list=UUYa02n4MjIwx-x7ccA9UPRw&index=1&feature=plcp	572	1,034
Southwark City Tennis Club - (Jeremiah)	http://www.youtube.com/watch?v=T9G8-b9mZ78	1,707	2,046
Southwark City Tennis Club: Open Day (Jeremiah)	http://www.youtube.com/watch?v=btUKwVoXOdE&feature=relmfu	465	610
Michael Mhangami Tennis Champion	http://www.youtube.com/watch?v=McECmj37Eew&feature=rrelmfu	693	1,240
Mukhtar Andu (Give It Your Max documentary)	http://www.youtube.com/watch?v=-80vw8QmUWY&feature=player_embedded#!	n/a	288
Milton Gayle Barclays Unsung Tennis Hero 2012	http://www.youtube.com/watch?v=amA2RkTH_jk	n/a	4,391

Senior Tennis

- Coaching programme now on five days a week.
- Wednesday social doubles session introduced and mens squad both started in 2012 and are now ongoing. Maximum attendances were 23 social doubles and 11 for mens squad.
- Southwark local league began with a number of our players competing.
- Relaunch of Ropey Ladder in 2012 based around round robin leagues

Round	Period	Matches played	Round	Period	Matches played
Q3	Aug-Oct 2011	58	Q7	Aug-Nov 2012	118
Q4	Nov 2011-Feb 2012	94	Q8	Nov 2012 - Feb 2013	81
Q5	Feb-April 2012	100	Q9	Mar - May 2013	91
Q6	May-Aug 2012	57	Q10*	Jun - Oct 2013	97
			Q11	Nov 2013 - Jan 2013	45

*Tennis Jeannie web service introduced

Club championships last two weeks in July.

Event	2012 Champion	2013 Champion
Womens	Vitalija Alisauskaite	Rushan Tonge-Bobia
Mens	Carlos Diaz	Omar Daud
Mixed Doubles	Charlie Carew & V Alisauskaite	Abdul Hassan & Memuna Koroma
Womens Doubles	Rushan Tonge-Bobia & Memuna Koroma	Rushan Tonge-Bobia & Memuna Koroma
Mens Doubles	Charles Hubbard & Kawee	Dean Louw & Anselmo Saldana

Expanded the number of league teams with the addition of a women's team in 2012 season. With many thanks to our captains Charles Hubbard, Martin Riols, Dawn Plimmer and Katie LesQuene.

League teams	League	2010 summer	2010 winter	2011 summer	2011 winter	2012 summer	2012 winter	2013 summer
Mens First	Aegon Surrey League Divison	3/6 - 3		5/6 - 3		2/5 - 4		4/7 - 3
Mens Second	Aegon Surrey League Divison	4/7 - 4		4/5 - 5		2/5 - 6		3/5 - 5
Womens	Aegon Surrey League Divison	n/a		n/a		1/4 - 3		5/6 - 2
Mens Doubles	Southwark Mens Doubles	RU					Winner	RU
Mens Doubles	Southwark Mens KO Cup			Winner		RU		Winner
Mixed Doubles	Southwark Mixed Doubles	1st				RU		RU

2013 Update Report from April to mid November

- First womens social session was successfully trialled in November 2013 with 20 participants, events scheduled for December and January and plan is to make this a regular monthly session.

Events, Facilities and Offcourt

- Court fee increases from April 2012 - Adults - £6 (£5), Members £5 (£4), Concessions £2.40 (£2) and Juniors £1.50 (£1). Floodlight surcharge £2.40 (£2). (2011 price)
- April 2012 - Abdul, Charles, Rushan, Omar, Denis, Kossam, George and Dunja for completing the H&SE course
- Open Day on Bank Holiday Monday 7 May 2012 from 11am to 3pm
- May 2012 Wimbledon ballot (36 tickets allotted)
- June 2012 Trip to Wimbledon, tickets donated by Allplay programme as a thank you to Umran.
- August 2012 - Ed Milliband visit
- September 2012 - tickets donated for the paralympics
- parkrun launched September 2012 (average about 40 runners)
- Business plan submitted to Southwark Council to run the Community Sports Centre and Tennis Centre in Burgess Park for the next two years.
- Juniors launch Run dem Crew (Rushan and Junior)
- October - Tim Henman visit and filming for Give It Your Max Charity supported by Statoil.
- Trip to O2 on Tuesday 6 November 67 tickets donated by Barclays.
- November 2012 Milton Gayle won Barclays Unsung Hero Award ahead of 200 over entries. Met Boris Becker and took the ATP Tour Finals trophy onto court after the Djokovic Federer final.
- 8 children invited to Statoil Masters Tournament at the Royal Albert Hall to receive a coaching session with Tim Henman and Heather Watson and to act as mascots for the afternoon matches.
- Open day held on Easter Saturday 30 March 2013.

• 2013 Update Report from April to mid November

- Club vision established "Creating opportunity, excellence and community through tennis"
- Southwark City Tennis Club becomes a charity (8/4/13).
- Southwark City Tennis Club and Milton Gayle awarded Freeman of the Old Borough of Camberwell at a ceremony at St George's Cathedral in May.
- Tennis Circus fundraiser in September 2013, raised £1,250 (£650 allocated to volunteer training and £600 to girls/womens tennis).
- parkrun celebrates its 1st anniversary in Burgess Park, breaks 100 barrier in October (record 115).
- Run dem Crew organised by Junior Babalola-Davies and Rushan Tonge-Bobia continuing with an extension to measuring and improving general fitness and flexibility.
- Norton Rose hosted fundraiser on 18 October in aid of Michael Mhangami (£2,096) and Club (£209). The event was attended by about 70 people with Rudolph Walker as guest of honour.
- Trip to the Barclays ATP Tour Finals at the O2 on Monday 4 November to see Wawrinka defeat Berdych, 45 tickets donated to the Club by Barclays.
- Initial ideas about covered courts for Burgess Park have been developed with a target date of spring 2015.

PROPOSED RESERVE POLICY FOR SOUTHWARK CITY TENNIS CLUB

Southwark City Tennis Club

A formal policy on reserves was agreed at the _____ meeting of the executive committee/ Board / etc.

It states:

The Board has set a reserves policy which requires:

- Reserves be maintained at a level which ensures that Southwark City Tennis Club (the Club) organisation's core activity could continue during a period of unforeseen difficulty.
- A proportion of reserves be maintained in a readily realisable form.

The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle. It takes into account:

- Risks associated with each stream of income and expenditure being different from that budgeted;
- Planned activity level;
- Organisation's commitments.

- Introduction;

This statement sets out the reserve policy of the Club and will be reviewed periodically as well as forming part of the Trustee's Annual Report.

- **Current policy: (as outlined above);**

The Club became a charity on 8 April 2013 and this is the first formal statement. The Club's activities have reduced as it has stopped delivering day to day coaching and this is our first review of the need for reserves as a Charity.

- **Risk assessment: against each category of income and expenditure;**

Income

- fees from memberships are likely to be stable at around £2,200.

- a one off event the Tennis Marathon in February is likely to raise £2,000 with the expenditure to go to increasing the designated funds for facilities development.

- one off events such as the Tennis Circus and Norton Rose Fundraiser accounted for £1,500 in 2013/4. By their nature they are risky.

The Club should be active in raising additional funds to allow an expansion of its activities on a project by project basis.

Expenditure

- in the short term this is low risk as the Club has no ongoing commitments or operating costs beyond the decision to have accounts formally audited each year (estimate £300). The Club can choose its expenditure on a project by project basis.

- decisions about future expenditure are subject to greater risk. The operation of community tennis activities by Be Active Social Enterprise CIC is not supported by a lease. Should Be Active not secure a future lease or cease operations then the Club would wish to maintain as much of the community programme as possible. Reserves of **£7,000** would allow some continuity in the programme in this event.

- **Future activity level: likely requirements on reserves;**

For the year 2013/4 the following items have so far been committed to:

- £600 training budget for volunteers
- £650 fund to develop girls and womens tennis.

- **Organisational commitments;**

Southwark City Tennis Club has committed **£25,000** as a designated fund to support the installation of covered courts at Burgess Park. The rationale for this is that the members and local community would benefit dramatically. The overall project cost is currently estimated as £700,000. While

representing a small percentage of the total budget it is believed that the designated fund will be an important component in demonstrating the commitment of the Club and local community and will provide a higher chance of grant applications being successful by providing an element of matched funding.

In the event that the project is not to go ahead then the designated fund will be closed and the funds reallocated.

For background the definition of a designated fund is as follows: Designated funds are part of the unrestricted funds which trustees have earmarked for a particular project or use, without restricting or committing the funds legally. The designation may be cancelled by the trustees if they later decide that the charity should not proceed or continue with the use or project for which the funds were designated.

Source: <http://www.charitycommission.gov.uk/publications/cc19.aspx> (visited 9/11/13)

- **Current reserves level.**

As of 8 November 2013 the club has assets of £35,000 held in a Business Money Manager and Current Account at HSBC. A negligible rate of interest is received on these funds.

As set out above the £35,000 is comprised of £25,000 as a designated fund for covered courts due in 2015 and £7,000 is held as a reserve. The remaining amount is to cover project expenditure and auditing costs.

Further investigation of whether a better return can be made on a very low risk investment of the £25,000 designated fund will be made by the Trustees. The investment requirement is that the capital is not put at risk and that the funds can be accessed on or before early 2015. The investment is in line with the Powers given to the Trustees under the Articles of Association for a Charitable Company