

# Wickham Community Tennis Club

**Minutes of the first Annual General Meeting held at 7pm on Monday 30<sup>th</sup> January 2012 at Wickham Community Centre**

## **Present**

**Steering Group:** Adrian Baskerville (Chairman), Eon Furnell, Robert Goulson, Adrian Keen, Nicki Oliver, Heather Oswald

**Parish Council representative:** Therese Evans

**LTA representative:** Zoe Bambridge

**Members:** Margaret Allen, Graham Allen, Trevor Asbury, Michael Betts, Neil Botton, Frank Duckworth, Carol Duckworth, Alan Eddis, Ray Evans, David Evans, Sylvia Everson, Jane Gawne, Anne Gosney, Philp Greenish, Sabrina Gwynn, Peter Gwynn, Mary Humby, Jane Kemm, Michael Lunn, Susan Lunn, Carrie Mandley, Sue North, Morgan O'Connell, Patricia Raymer, Jayne Robinson-Randell, Sheena Walker, Shirley Wood

**Adrian Baskerville welcomed everyone to the meeting and the Steering Group members introduced themselves.**

## **Agenda**

1. To elect the committee:

- Chairman **Adrian Baskerville** elected.
- Treasurer **Adrian Keen** elected.
- Secretary **Nicki Oliver** elected.
- Members **Alan Eddiss, Eon Furnell, Robert Goulson, Sue North, Heather Oswald and Patricia Raymer** elected.

2. To receive apologies for absence **Sue Roger-Jones (Parish Council representative)**

3. To approve and adopt the constitution for Wickham Community Tennis Club (Chairman) **It was agreed to adopt the circulated constitution. Copy attached to minutes.**

4. To receive overview of the Club's finances and forecasts (Adrian Keen) **An outline of the Club's finances was provided, income of £6,000 is needed to fund the long term fixed outgoings. A proposal to spend £5,500 of set up grant funding was outlined, copy attached to minutes. The proposals were agreed by those present.**

5. To receive details of the proposed non coach led programme (Adrian Baskerville & Adrian Keen) **A draft programme is being developed to provide activities for all ages and abilities. It will be circulated to members when completed. Regular reviews will be made to maximise court use and availability.**

6. To receive details of the proposed coach led programme and report from the Club Coach (Mike Privett) **An outline programme was presented together with details of an Easter camp. Promotion days will begin in February with the full programme starting when the club officially opens on 1<sup>st</sup> April 2012.**

7. To receive report on membership to date (Heather Oswald) **Prior to the AGM 128 members had joined, 93 adults, 32 juniors and 3 students.**

8. To receive questions from members

**A number of questions were asked regarding court use, floodlight costs and coaching. The Committee will be dealing with these during the coming weeks.**

**The members proposed a vote of thanks to the Steering Group for overseeing the completion of the new courts.**

Meeting closed 8.25pm

Appendix 1 Wickham Community Tennis Club Constitution

Appendix 2 Business plan 2012 – key points

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Wickham Community Tennis Club tel 01329 835019 email: [wickhamtennisclub@live.co.uk](mailto:wickhamtennisclub@live.co.uk)  
website [www.wickhamtennisclub.hampshire.org.uk](http://www.wickhamtennisclub.hampshire.org.uk)



**WICKHAM COMMUNITY TENNIS CLUB CONSTITUTION**  
**Adopted 30<sup>th</sup> January 2012**

**Defined terms**

In this constitution, unless the context requires otherwise:

“Disciplinary Code” means the disciplinary code of the LTA in force from time to time;

“LTA” means LTA CLG and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of lawn tennis from time to time;

“member” means a member of the Club

“Rules” means the rules of the LTA as in force from time to time

**1. TITLE**

The name of the Club shall be Wickham Community Tennis Club, hereinafter referred to as “the Club”.

**2. OBJECT OF THE CLUB**

The object of the Club shall be to promote the amateur sport of tennis in Wickham and its immediate environs, and community participation in the same.

**3. CLUB MEMBERSHIP**

**3.1** Membership of the Club shall be open to anyone interested in tennis on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of Membership according to available facilities is permissible on a non-discriminatory basis.

**3.2** The Club may have different classes of Membership and Subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The Club may give preferential treatment to residents of Wickham when resources (such as court time or availability of coaches) are constrained.

**3.3** A candidate for membership shall complete an application form and be proposed and seconded by members. Election shall then rest with the Committee. Acceptance of membership shall constitute acceptance of the LTA Rules and the rules and regulations of the Club.

**3.4** Provision, as determined by the Committee, shall be made for casual or temporary Membership and for use of the Club facilities by visitors and non-members on a pay and play basis.

**3.5** The Committee may refuse Membership, or remove it, for good cause, such as conduct or character likely to bring the Club or sport into disrepute. Should a Member act in such a prejudicial manner, the Committee may remove the Member’s name from the membership list and exclude him/her from Club activities. Appeal against refusal or removal from the membership list may be made to the Members, usually at a General Meeting.

**3.6** Each member agrees as a condition of membership to be bound by and subject to the Club's rules (as in force from time to time), and to be bound by and subject to LTA Rules and the Disciplinary Code. Rule 2(1) confers a benefit on the LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the LTA by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the members do not intend that any term of these rules, apart from rule 2(1), should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.

#### **4. GENERAL COMMITTEE**

**4.1** The Executive Officers of the Committee shall comprise the Chairman, the Treasurer, the Secretary, and two representatives nominated by Wickham Parish Council. The Committee shall comprise the Executive Officers, and at least three other elected Members. At least one Officer, together with three Members shall form a quorum.

**4.2** Casual vacancies on the Committee may be filled by the Committee, who may also co-opt Members to serve on an "ad hoc" basis.

**4.3** All Officers and elected Members (save for the representatives nominated by Wickham Parish Council) shall retire but be eligible for re-election at the Annual General Meeting (AGM)

**4.4** The affairs of the Club shall be conducted by the Committee, which is empowered to act on behalf of the Club in all matters. The Committee may make such regulations and amendments as it considers necessary for the proper management of the Club. A copy of all extant rules and regulations shall be posted on the Club noticeboard and all members and visitors shall be deemed to accept and comply with them.

**4.5** Nominations for Executive Officers and Members of the Committee, signed by the proposer, seconder and nominee, must normally be received by the Secretary at least 14 days before the AGM, provided that additional nominations may be accepted at such meetings.

**4.6** The Committee may arrange for the courts to be reserved as necessary for match play, authorised use by appointed coaches, and for "pay and play" members. Any Committee member may prevent play on a court to enable major maintenance work to be done; or where weather or other conditions are likely to result in damage to the courts or injury to the players.

**4.7** The Club agrees that each member of the Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to the rules, LTA Rules and the Disciplinary Code referred to in 8 below, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

## **5. GENERAL MEETINGS**

**5.1** General Meetings can be summoned at any time at the discretion of the Committee or upon the written request of one quarter of the Full Members.

**5.2** The AGM shall be held no later than the end of March each year to receive audited accounts, elect Officers and Members of the Committee, appoint an Auditor and transact any other necessary business.

**5.3** Fourteen days notice of such meetings shall be given to each Member, ten of whom shall form a quorum. The senior Officer present shall take the chair and shall have the casting vote in the event of equal division. Only Full Members and not more than two Members (both of whom must be over 16) of a Family Membership may vote.

## **6. FINANCIAL**

**6.1** The Club fiscal year shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

**6.2** The AGM shall determine the entrance fee and rate of subscription.

**6.3** Subscriptions are payable from 1<sup>st</sup> May and if not paid by 31<sup>st</sup> May shall be deemed to have lapsed.

**6.4** All surplus income or profits shall be re-invested in the Club. No surpluses or assets will be distributed to Members or third parties.

**6.5** Upon dissolution of the Club any remaining assets shall be given or transferred to another registered Community Amateur Sports Club (CASC), a registered charity or the Sport's governing body.

## **7. ALTERATION OF THE CONSTITUTION AND REGULATIONS**

**7.1** The Constitution may be altered only by resolution at a General Meeting providing that at least two thirds of those members present and voting are in favour.

**7.2** The Committee is empowered to alter Club Regulations.

## **8. COACHES AND PLAYERS**

The Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of The Club will be required, as a condition of such use, to agree to be bound by and subject to these rules, LTA Rules and the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

## Appendix 2

### Wickham Community Tennis Club

#### 2012 Business Plan Key Points

<b>Income</b>			
Grant from Wickham Parish Council		£3,000	
LTA set up grant		<u>£2,500</u>	<b>£5,500</b>
<b>Planned expenditure Year 1</b>			
Community Centre hire	30 weeks @ £60/wk	£1,800	
School visits	30 weeks @ £30 /visit	£900	
Promotion taster days	6 days @ £100	£600	
Training costs	Volunteers & junior leaders	£700	
Competitions: Open Junior Competitions	5 days of competitions	£500	
Contingency funds		<u>£1,000</u>	<b>£5,500</b>
<b>Long term fixed outgoings</b>			
Sinking fund		£3,600	
Electricity		£1,200	
Miscellaneous		<u>£1,200</u>	<b>£6,000</b>

#### Memberships

Assuming fixed costs remain at approximately £6,000 we need:

100 members @ £60 per head

120 members @ £50 per head

150 members @ £40 per head