



Trustees Annual Report

for

Horley Lawn Tennis Club
(Charity No 1150481)

For the period

1 April 2015 - 31 March 2016

Version 0.4 dated 15 Aug 2016 for Annual General Meeting

Introduction

This is the third Annual Report by the Trustees of Horley Lawn Tennis Club and covers the period from 1st April 2015 to 31st March 2016. It also provides a forward look between the end of the reporting period and date of publication (to allow figures from final accounts to be incorporated).

This version (v0.4 dated 15th August) is that provided in advance of the Annual General Meeting and is awaiting only final confirmation of the Annual Accounts for the reporting period due from the ongoing independent examination. This will be completed before the AGM meeting itself.

Charity Name and Number

The Charity is Horley Lawn Tennis Club and is registered with charity number 1150481.

Company Registration

HLTC is a registered company, number 08277089, and is limited by guarantee.

Trustees

The current Trustees making and approving this Report are:

- Mrs Pamela Akehurst
- Ms Gail Palmer
- Mrs Pat Emens
- Mr David Johnson
- Ms Julie Newton
- Ms Jo Rosendale
- Mr Simon Rosendale
- Mr Oliver Webb

Charitable Objects and Performance

Objects

The Objects of the Charity are, for the benefit of the inhabitants of Horley and the surrounding area:

- to promote the amateur sport of lawn tennis;
- to promote community participation in healthy recreation, in particular by the provision of facilities for the learning, teaching and playing of lawn tennis; and
- to promote the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of

their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

Promoting the Charitable Objects

In furtherance of the Charities objects (promoting the amateur sport of Lawn Tennis, and encouraging the well being and health of the community), the Charity undertook the following activities:

- Summer camps with 100+ juniors attending over a 5 week period. This is a paid for activity (but see *Note below) which enables parents to leave their children in the care of experienced and qualified coaches, and the children to be entertained and taught tennis.
- The Charity and the coaching team also offered free taster sessions to adults and juniors who wish to take up tennis, and routine drop-in adult coaching aimed mainly at beginner players though with sessions for improvers as well.
- The Charity, in conjunction with Bright Ideas for Tennis and The Tennis Circus, hosted a Fun Day on 19th April 2015 to encourage more participation in the sport. The event was widely advertised to the public locally. The event raised funds that the Charity has used to pay the coaches for their time in local schools introducing children and young people to tennis.
- The coaching team continued to engage with a number of local schools offering free taster and after-school sessions:
 - Horley's Trinity Oak school (5th Nov 2015) which led to a year-round after school tennis club.
 - Meath Green school after school club
 - Initial approaches to Langshott Primary and Horley Infants' schools, both of which bore fruit in the next Charity Reporting Year.
- Regrettably, due to the later than anticipated opening of the clubhouse as a venue suitable for the public to attend we were unable this reporting year¹ to run our normal **Open Days**, to which the public is invited to try tennis at no charge.

*Note: The coaching team leads for the charity on delivery of the tennis development aspects of the Objects. Although the coaches sometimes charge clients for their time according to a variety of schemes (some activities are free to the clients with the Charity paying the coaches), the Charity makes the tennis courts available to the coaching team free of charge, so that those costs are minimised. The coaches also get a reduced rate for the floodlights, a saving they pass directly to their clients.

¹ But see Forward Look later

Structure and Governance

The Charity is constituted and governed in accordance with its Articles of Association, created when the Charity was registered and incorporated as a company, limited by guarantee (ie an LLC)

It is managed by a Committee comprising the 8 Trustees, who are also the Directors of the incorporated HLTC LLC and Officers of the Club (the Committee). Officers are elected annually at an Annual General Meeting with nominations open to, and invited from, all members of the organisation who are over the age of 18 (technically those under 18 may be elected but cannot act as Trustee or Director). The Committee meets once every 6 weeks, and the Head Coach attends meetings as the group ensures that tennis development plays a major part of its considerations. Only members of the organisation are entitled to vote in an AGM.

The Articles empower members to raise special resolutions and call for Extraordinary General Meetings should they disagree with a decision or direction of the Committee. Again, only members of the organisation are entitled to vote in an EGM.

The Committee considers all aspects of the running of the organisation, and routinely reviews aspects of Junior Coaching and young people (taking reports from the Junior Representative and Head Coach), Financial matters (taking a report from the Treasurer), Membership issues, Club play and Matches, and Grounds and Maintenance. It also considers associated matters such as social events (used as fund-raising), participation in external events for the purposes of promoting the Charity and its Objects, and reports from any specialist sub-Committees (during the period the main sub-Committee was the Clubhouse Development Committee whose project was essentially finished within this reporting period).

HLTC has a number of written policies in force:

- Volunteer Recruitment and Retention policy
- Child Protection policy
- Code of Practice for Working with Young People
- Photography and Filming of Children and Young People policy
- Equality and Diversity policy
- Accident and Emergency Guidance
- Maintenance policy (including Sinking Fund policy)
- Complaints policy
- Feedback policy
- Smoking policy
- Anti-bullying policy
- Code of Practice for Members and Users
- Risk Assessment policy
- Environmental policy

- Financial policy

which support the requirements of the Articles of Association. We also have a set of Operating Rules which cover detailed day-to-day operation of the organisation.

Financial Review

HLTC maintains reserves to enable capital replacement of its facilities – renewal of the tennis court surfaces and surrounding fences, repairs, replacement of the Clubhouse building, maintenance of the car park etc, without which it would be unable to deliver its objects. The reserves are also used to support initiatives to increase tennis playing in the community. At the end of March 2016 these reserves were held as follows:

- Court replacement sinking fund: £43,721
- General reserve : £156,241 **(to be confirmed)**

The Charity's main building, its Clubhouse, was beyond its useful life and we started a project, as previously reported, to replace it with a new Clubhouse to be fully accessible and support the Charity's objects. Following the previously reported arson attack, subsequent delay in finishing the build and fit-out and decoration the new building was formally opened by the local MP accompanied by Councillors and other local dignitaries on 16th May 2015.

The total project costs, incurred over 4 financial years from 12/13 to 15/16 inclusive, were £250,122 (including fees and VAT) of which the final £7,815 was paid in this reporting year.

A number of loans remain outstanding for payment according to the individual schedule for each. In year the charity paid off £6,000 in loans, leaving £54,500 outstanding. Schedules for these vary from 1-5 years outstanding for member loans and 8 years for that from the Surrey LTA. The Trustees consider that financial projections combined with maintenance of a conservative level of reserves will not put the Charity at risk of not being able to repay these when required.

We have a forward maintenance programme for the surfaces of 7 tennis courts, the anticipated costs of which affect how much is put into the sinking fund. We previously reported that two courts would require resurfacing during the reporting year at an estimated cost of £20000, funded from the sinking fund established for this purpose; in fact this did not occur and the work will be done in the 2016-17 reporting year.

Forward Look

This Section covers the period from the end of the reporting year up to the point at which this report was submitted (30 Sept 2016) after its presentation at the Charity's Annual General Meeting.

The Charity has seen an increase in club membership and people participating in tennis. In particular more girls² appear to be taking up the sport. We believe that this upwards trend will continue, due in part to the new clubhouse, and in part to an enthusiastic coaching team. That team has been successful in gaining enthusiasm from some local schools for the coaches' services, and the charity's facilities and funding, to get more young people into tennis. The coaching team has continued to engage with local schools, for which they were initially paid by the Charity, after which the schools will pay for their services. Examples are:

- At Horley Infants School on 19th & 26th May 16 the coaches ran taster sessions, were again asked to run a after school club every Wednesday, and are carrying on in Autumn 2016 term.
- At Langshott Primary School on 11th July 16 the coaches ran a free day of tennis coaching and have been invited back next year due to the success and also looking at fitting in an after school club.
- As mentioned earlier, a year-round after-school tennis club at Trinity Oak school
- June 16 the coaches ran an all-day session at the Charity's premises for Meath Green school in addition to running an after-school club which the school would like to expand to 2 days per week due to demand

With a fully operational Clubhouse we were able to run an Open Day to which the public were invited to experience tennis at no cost. This resulted in a few new members, notably among juniors. Additionally as part of the LTA's Great British Tennis Weekend initiative we ran another Open Day in July 16 again providing free tennis to the public. Both events were advertised heavily locally.

The Charity is considering acquiring floodlights on 2 more courts to avoid shortages of courts in winter months, largely due to increased demand for coaching, mainly from new members including young people. We applied to the LTA for financial support. We have received an offer comprising part loan and part grant, but for a project which provides the required floodlights but also requires surfacing the car park to make it more suitable for persons of limited mobility and other accessibility purposes. This requires a greater contribution to the project from the Charity than we had previously contemplated and the Trustees are considering the financial implications, affordability and risk.

As previously reported, we are developing our policies for making the clubhouse available to other organisations and the community in general although progress is slow. We have begun to hire it out (initially to club members only) which raises useful funds for the Charity.

As reported above (Financial Review) 2 courts have been refurbished at a cost of ~£17k, funded from existing provision in the sinking fund maintained for this purpose. We anticipate spending a further estimated £3k (to be confirmed after tendering) on safety-related repairs to a section of court perimeter fencing.

² We currently have 10 girls taking part in regular junior group sessions and 25-30 in the schools sessions

Public Benefits Statement

The Trustees consider that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.