



Trustees' Annual Report for the period

Period start date Period end date
From 9 11 2020 To 31 12 2021

Section A Reference and administration details

Charity name Freshford & District Tennis Club

Other names charity is known by

Registered charity number (if any) 1192242

Charity's principal address 16 Crowe Hill

Limpley Stoke

Bath

Postcode

BA2 7FX

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ian Barnes	Chairman		
2	Peter Davis	Treasurer		
3	Valencia Haynes	Family Liaison Coordinator		
4	Sandie Moore	Ladies' Team Captain		
5	Graham Parker	Events and Marketing Coordinator	5.1.22 to present	
6	Gez Rideout	Secretary	19.11.20 to 3.6.21	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution
How the charity is constituted	CIO
Trustee selection methods	Appointed by the Board of Trustees with the exception that at AGMs, one third of the trustees shall retire from office. The vacancies so arising may be filled from the current membership by the decision of the members at the annual general meeting by show of hands.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote community participation in healthy recreation by the provision of facilities and coaching for playing tennis.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Freshford & District Tennis Club promotes community participation in health recreation by the provision of facilities and coaching for playing tennis. The facilities provided include two all-weather tennis courts – one of which is floodlit - and a court-side pavilion/rain shelter.

The courts are available not only to members, but also to members of the public upon the payment of a modest fee. There is no strict dress code (other than that suitable non-damaging footwear should be worn).

The club is entirely volunteer-run, and there are no paid members of staff (the tennis coach is allowed to use the club's facilities to run his own business but is not paid an employee of the club).

Additional details of objectives and activities (Optional information)

The principal work undertaken to manage the club's ongoing operation is undertaken by the five trustees. When required, club members are requested to volunteer to provide assistance to mitigate costs, where such work can be achieved safely and to a suitable level of quality. For example, the demolition of the previous pavilion and the construction of a new gravel terrace for use outside the new replacement pavilion structure was all undertaken by volunteer members.

The club treasurer currently acts as the membership secretary, and therefore has understanding and control of all income and expenditures and of the club's bank accounts. Expenditure commitments exceeding £500 are subject to majority approval by the trustees. All expenditure receipts are logged. The club's financial accounts are produced annually for members' review.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The club has lived through a further two national lockdowns due to Covid during the period. The period began with the courts already closed under the second national lockdown beginning 5/11/20. The courts were re-opened on 2/12/20, only to close again for the third national lockdown on 6/1/21. This third lockdown lasted until 29/3/21, when the courts once again re-opened. To compensate for the lack of playing time, the 2020-21 membership packages were all extended until 19/6/21. Thus the 2021-22 membership packages, valid until 19/3/22, were again proportionally discounted to compensate for their reduced durations.

As with the 2020-21 season, a suite of half-price Autumn/Winter packages was introduced in October resulting in a limited number of further family membership sales. The tables below provide further data.

Pay-and-play continued to be used by members of the public, to which a few guest fees (now payable online) were added.

During the period, the Junior membership package was split into a Lower Tier and an Upper Tier. The Lower Tier for players up to the age of 15 is free of charge. The Upper Tier for players of 16-17 years will remain at the same cost as the previous Junior package. All players on court should now either be registered members or paying pay-and-play or guest players.

The 2021-22 membership numbers have reduced slightly from the high level achieved of the 2020-21 season following the first national lockdown. The 2021-22 subscription revenue was consequently slightly lower than the 2020-21 revenue level, but still above the 2019-20 revenue level despite the discounted fees. Pay-and-play and guest fee income was also down from its high 2020-21 levels (which had been boosted by the lack of availability of indoor tennis venues immediately post the first national lockdown).

Two Covid-related small business grants sponsored by the government and issued through BANES were issued to compensate for the second and third national lockdowns. Total income therefore rose by over £20,000 relative to the 2019-20 level due to these extraordinary payments.

There were two extraordinary expenditures made during the period, namely:

1. The demolition of the old pavilion/rain shelter and associated decking, their removal, and the purchase and construction of a new pavilion on a reinforced concrete base and gravel terrace (£13,569).
2. The cleaning and fungicide treatment of the court surfaces (£775) - but not invoiced by year-end.

A £1000 grant was sourced from the Freshford and Limpley Stoke Community Association (FLISCA) towards the cost of the new pavilion.

Section E

Financial review

Brief statement of the charity's policy on reserves

Any annual surplus contributes towards a sinking fund designed to be sufficient for court resurfacing (which normally might be expected to be required about once every 10-15 years) and to assist with other major capital expenditure to enhance the facilities available to its users.

The courts were last resurfaced in 2008. With a continuing programme of court repair and re-coating, it is expected that resurfacing will not now be required until 2025-26 at an estimated cost of approximately £35,000.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The club's principal source of funding remains the membership fees, supplemented to a lesser degree by income from pay-and-play.

Grants will be requested from various bodies when large capital expenditures are to be made. A grant of £1000 was received from the Freshford and District Community Association (FLISCA) towards the cost of the new pavilion in 2021.

The membership and pay-and-play fees are used to cover ongoing costs such as lease costs (to the owner of the grounds) and general maintenance such as court cleaning, grass cutting and repairs. Any annual surplus contributes towards a sinking fund designed to be sufficient for court resurfacing (expected to be required about once every 10-15 years) and to assist with other major capital expenditure to improve the facilities available to its users. The court-side pavilion was replaced in 2021. A second set of floodlights is planned to be installed in 2022.

Maintenance of the facilities to a high standard will ensure that club members and members of the public will be able to continue to enjoy the sport of tennis in Freshford for many years to come.

Section F

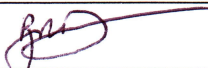
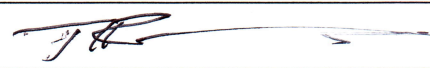
Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Peter John Rayson Davis	Ian Barnes
Position (eg Secretary, Chair, etc)	Treasurer	Chairman
Date	8/2/22	

Freshford & District Tennis Club

Annual Accounts for Year 9/11/20⁽¹⁾ – 31/12/21

	2021	2020	2019
Income			
Subscriptions (Using Go-Cardless) ⁽²⁾	£9,991.76	£12,078.60	£9,194.00
Subscription Repayments ⁽³⁾	-£306.00	-£1,527.00	-£110.00
Pay and Play and Guest Fees	£565.10	£830.78	£5.00
	£485.95		
	£42.28		
Interest on accounts	£5.22	£21.66	£44.10
Floodlight income	£211.00	£82.00	£119.00
Visitors / Events ⁽⁴⁾	£580.00	£0.00	-£69.18
Extraordinary payments ⁽⁵⁾	£19,565.00	£10,000.00	£0.00
Total Income	£30,612.08	£21,486.04	£9,182.92
Expenditure			
Rent	£2,335.00	£2,335.00	£2,335.00
Coaching fees / retainer	£750.00	£700.00	£650.00
Retainer pre-paid	£0.00	£0.00	£700.00
LTA subscriptions/refunds	£240.00	-£220.00	£220.00
Grass Cutting	£950.99	£1,000.00	£1,460.00
Repairs / maintenance ⁽⁶⁾	£0.00	£766.00	£24.99
Extraordinary Expenses ⁽⁷⁾	£13,569.31	£0.00	£0.00
<u>Purchases</u>			
Tennis balls / Trophies etc.	£16.49	£0.00	£157.55
Match fees	£69.99	£0.00	£10.00
Equipment	£60.97	£206.38	£124.94
Electricity	£0.00	£183.50	£121.23

<u>Administration</u>			
Legal fees and licences	£0.00	£0.00	£85.14
Advertising and PR	£0.00	£0.00	£0.00
Events	£70.00	£0.00	£18.60
General / misc.	£0.00	£0.00	£335.70
Go Cardless Fees	£217.51	£220.31	£165.61
Stripe Fees	£36.87	£37.09	£0.00
Total Expenditure	£18,317.13	£5,228.28	£6,408.76
Net Surplus/(Deficit)	£12,294.95	£16,257.76	£2,774.16
Balance Sheet			
Current Account closing balance	£4,811.26	£12,134.53	£5,898.43
Deposit Account closing balance	£51,713.41	£32,095.19	£22,073.53
Total Bank	£56,524.67	£44,229.72	£27,971.96
Accrued income - O/S subs			
Prepayments	£0.00	£0.00	£0.00
Historical timing adjustments	£0.00	£0.00	£0.00
Total Current Assets	£0.00	£0.00	£0.00
Total Assets	£56,524.67	£44,229.72	£27,971.96
Current Liabilities			
Accounts Payable	£0.00	£0.00	£0.00
Total Liabilities	£0.00	£0.00	£0.00
Net Assets	£56,524.67	£44,229.72	£27,971.96
Net Surplus/(Deficit)			
Club Members Funds	£12,294.95	£16,257.76	£2,774.16
	£44,229.72	£27,971.96	£25,197.80
Total Funds	£56,524.67	£44,229.72	£27,971.96

Notes:

- (1) The Freshford & District Tennis Club ceased to be a CASC (Community Amateur Sports Club) on 8/11/20, and on 9/11/20 became a CIO (Charitable Incorporated Organisation). The first accounting year for the CIO runs from 9/11/20 to 31/12/21.
- (2) Includes subscriptions paid before 2021 post-lockdown discounted packages offered
- (3) Includes refunds of subscriptions paid before 2021 post-lockdown discounted packages offered
- (4) Summer camp court rental
- (5) Small Business Grants from BANES (Covid-related Government-sponsored funding) + £1,000 grant from FLISCA (towards the cost of the new pavilion)
- (6) Cleaning and fungicide treatment of the court undertaken in December 2021, but not invoiced by year-end
- (7) Demolition of old pavilion and decking and construction of new pavilion and gravel terrace

Since these accounts are "receipts and payments accounts", the Freshford & District Tennis Club, being a Charitable Incorporated Organisation (CIO) must include two obligatory notes, per the Charitable Incorporated Organisations (General) Regulations 2012 as follows:

- (8) No guarantee has been given by Freshford & District Tennis Club, where any potential liability under the guarantee is outstanding on 31 December 2021; and
- (9) No debt is outstanding which is owed by Freshford & District Tennis Club and which is secured by an express charge on any of the assets of Freshford & District Tennis Club as of 31 December 2021.

Signed:

Peter Davis, Treasurer:  Date: 8/2/22

Ian Barnes, Chairman:  Date: 8/2/22