



Herne Bay Tennis Club

Trustees Annual Report (Charity Trustees)

For the period
1 November 2023 to 30 September 2024

Introduction

This is the first annual report by the Trustees of Herne Bay Tennis Club and covers the period from 1st November 2023 to 30th September 2024.

Charity Name and Number

The Charity is Herne Bay Lawn Tennis Club and is registered with charity number 1205461.

The Charity's principal address is: Parkland Road, Herne Bay, Kent CT6 5DN

Trustees

The Trustees making and approving this Report are:

- ◆ Chair: Isobel Warnock
- ◆ Treasurer: Ian Cooke
- ◆ Secretary: Agnieszka Kutek Appointed 12 November 2024
- ◆ Club Captain: Daniel Walker
- ◆ Elected Officer: Peter Elsdon
- ◆ Elected Officer: Martin Feakins

- ◆ Secretary: Claire Bryant Resigned 20 August 2024

There must be no less than 3 Trustees and no more than 6. Trustees are appointed by members at the annual general meeting or by members or trustees at any time.

Charitable Objects and Performance

Objects

The objects of the Charity are:

The promotion of community participation in healthy recreation by providing facilities and coaching for playing racket sports in East Kent.

(In this constitution: “Racket Sports” means: Tennis and Pickle Ball only)

The Trustees have taken the Charity Commission’s public benefit guidance into account when making any decisions that may be relevant to the guidance.

Performance

Throughout 2024, **Infinity Tennis**, in partnership with **Herne Bay Lawn Tennis Club**, has successfully delivered a range of inclusive and community-focused tennis programmes, expanding opportunities for participation across different age groups and abilities.

Junior and Adult Coaching: Expanded junior coaching sessions were run throughout the year, with new beginner and improver-level sessions to accommodate growing demand (as well as tennis camps during school holidays), so that junior membership of the club has exceeded 100 for the first time in its history. Adult coaching has included Rusty Rackets and Improver Sessions, providing opportunities for those returning to or developing their skills in the sport.

Free School Tennis Sessions: Thanks to funding from the LTA, the club has been a hub for delivering in-curriculum coaching sessions for local primary and secondary schools, particularly those with high levels of pupil premium students.

Girls-Only Tennis Sessions: Launched at Herne Bay as part of the Prime Video LTA Girls Initiative, these sessions have created a welcoming environment for young girls, encouraging long-term engagement in tennis. The club accounted for 20% of the sign-ups across Kent.

Other initiatives: The club hosted a Walking Tennis trial course, aimed at older adults and individuals with limited mobility. The club also became a registered “Pride in Tennis’ ally club” and a “Sun Safe Accredited venue”.

Representation at County level: The Tennis Club continues to provide representation for county tennis at three different age categories.

Teams: Last Summer we ran 14 teams in the Kent and Dover & District Leagues and last Winter we ran 14 teams in the Kent Winter League. We have increased the number of ladies playing in matches.

Pickleball: Following the introduction of Pickleball on one of the tennis courts, as part of the club membership in early 2023, active players have increased substantially to about 45 regular players, some of whom enjoyed success at the English Open and English Closed.

Club Play Sessions: The club held 6 regular club play sessions per week for Tennis and 5 regular club play sessions per week for Pickleball.

Impact and Legacy: The club has played an important role in increasing tennis and pickleball participation and inclusivity within the local community. The club has ensured that people of all backgrounds, ages and abilities have access to high-quality coaching and playing opportunities.

Structure and Governance

The Charity is constituted as a Charitable Incorporated Organisation and governed in accordance with its Constitution, created when the Charity was formed on 15 May 2023.

The **trustees** are responsible for the strategic management of the club with the views of the wider committee in mind.

Trustees have had 2 meetings in 2024 in May and October.

Ongoing concerns regarding the financial management of the Hub including how the monies we pay to the Hub are managed and whether our contribution to the Hub might increase were noted.

The expenses and income of the tennis club were discussed, with particular regard to member numbers and income from fees and the ongoing expenses such as the cost of maintenance, repairs, and sports equipment. Trustees were introduced to the Strategic Plan which has been developed over the past 14 months with input from a number of members and the expert advice and guidance from James Fowler, member.

Aga Kutek has skilfully distilled the plan into a working document for committee and members to work with. This document is designed to give focus to how we move the club forwards and best manage the funds of the club.

The wider **Committee** meets once every 6 weeks and considers all aspects of the running of the Club:

- Coaching (taking advice from the Head of Infinity Tennis (who provide our coaching services))

- Financial matters (taking a report from the Treasurer)

- Sports Hub issues

- Membership issues

Safeguarding

Club play and matches

Grounds and Maintenance

Social events

As well as the Club Constitution, Herne Bay Tennis Club has a number of **written policies and procedures** which can be found on the club website.

Health and Safety policy

Safeguarding policy

Diversity and inclusion policy

Club rules and code of conduct 2022

Privacy policy 2021

Financial review

When discussing any aspects of our Club, including finance, it is important to remember that Herne Bay Lawn Tennis Club is based within the Herne Bay Sports Hub and does not own the land that the courts are on.

The club is subject to an annual levy from the Hub that includes a fixed rent, a social club membership based on membership numbers and monthly electricity payments. This constitutes nearly half the annual expenditure.

The club derives its income from membership fees, match fees, tournament fees plus social events and miscellaneous income including a club lottery.

Expenditure consists of the Hub levy, court maintenance, balls and equipment, affiliation & league fees, trophies and other expenses plus an annual sinking fund contribution of £10,000 payable to the Hub to provide for replacement tennis courts.

The tennis club made a small surplus of £2,297 this year (on a receipts and payments basis). This equates to the small surplus of £2,609 as reported to the AGM taking account of creditors and receipts in advance.

The financial position remains strong. Cash reserves at the period end totalled £49,987.

Funds which have not been designated for a specific use should be maintained at a level not less than three months' expenditure to cover short-term costs especially around the annual subscription renewal period.

Declaration

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

Signed on behalf of the charity's trustees.

Ian Cooke

Name: Ian Cooke

Treasurer, on behalf of the Trustees.

Date: 6 July 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Herne Bay Lawn Tennis Club

1205461

Receipts and payments accounts

CC16a

For the period
from

11/1/2023

To

9/30/2024

Section A Receipts and payments

| | Unrestricted funds | Restricted funds | Endowment funds | Total funds | Last year |
|---|--------------------|------------------|------------------|------------------|------------------|
| | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| A1 Receipts | | | | | |
| Membership | 34,382 | - | - | 34,382 | 37,067 |
| Match Fees | 551 | - | - | 551 | 604 |
| Closed Tournament Fees | 444 | - | - | 444 | 372 |
| Fund Raising and other Tournaments | 462 | - | - | 462 | 33 |
| Ball Sales & Recycling & other income | 929 | - | - | 929 | 1,076 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total(Gross income for AR) | 36,768 | - | - | 36,768 | 39,152 |
| A2 Asset and investment sales, (see table). | | | | | |
| None | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 36,768 | - | - | 36,768 | 39,152 |
| A3 Payments | | | | | |
| Payment to Herne Bay Sports Hub for share of Clubhouse, Electricity & Grounds costs | 15,653 | - | - | 15,653 | 15,318 |
| Grass cutting & other direct costs | 927 | - | - | 927 | 1,079 |
| Annual Court Maintenance | 1,800 | - | - | 1,800 | 1,800 |
| Annual Sinking Fund Contribution | 10,000 | - | - | 10,000 | 10,000 |
| Balls & Equipment | 1,580 | - | - | 1,580 | 2,029 |
| Affiliation & league fees | 1,564 | - | - | 1,564 | 771 |
| Admin costs | 2,097 | - | - | 2,097 | 986 |
| Scala league & coaching | 450 | - | - | 450 | 250 |
| Charity | 400 | - | - | 400 | - |
| Sub total | 34,471 | - | - | 34,471 | 32,233 |
| A4 Asset and investment purchases, (see table) | | | | | |
| None | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 34,471 | - | - | 34,471 | 32,233 |
| Net of receipts/(payments) | 2,297 | - | - | 2,297 | 6,919 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 47,690 | - | - | 47,690 | 40,771 |
| Cash funds this year end | 49,987 | - | - | 49,987 | 47,690 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds | Restricted funds | Endowment funds |
|---------------|--|--------------------|------------------|-----------------|
| | | to nearest £ | to nearest £ | to nearest £ |
| B1 Cash funds | Sinking Fund | 40,000 | - | - |
| | Building Society | 723 | - | - |
| | Current Account | 9,264 | - | - |
| | Total cash funds | 49,987 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |

| | Details | Unrestricted funds | Restricted funds | Endowment funds |
|--------------------------|---------|--------------------|------------------|-----------------|
| | | to nearest £ | to nearest £ | to nearest £ |
| B2 Other monetary assets | None | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| | | | | |
| B3 Investment assets | None | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|--|---------|-----------------------------|-----------------|--------------------------|
| | | | | |
| B4 Assets retained for the charity's own use | None | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|----------------|---------|---------------------------------|-----------------------|---------------------|
| | | | | |
| B5 Liabilities | None | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name | Date of approval |
|------------|------------|------------------|
| I.T. Cooke | I.T. Cooke | 11/12/2024 |
| | | |

Independent examiner's report to the trustees of Herne Bay Lawn Tennis Club Trust

I report to the trustees on my examination of the accounts of Herne Bay Lawn Tennis Club (the Trust) for the year ended 30 September 2024.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: James Fowler

Address: 16 Genesta Avenue
Whitstable
Kent
CT5 4EG

Date: 6 July 2025