**2. Approval of the Minutes of the 2025 AGM**

# Merrow Lawn Tennis Club
# Annual General Meeting Minutes
# Tuesday 4th March 2025
# At the Clubhouse

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| 1. | **Welcome**<br><br>The meeting started at 7.35pm. There were 27 members present at the meeting and five members who had completed appointment of proxy votes. **The meeting was therefore quorate.**<br><br>Ian Campbell welcomed everyone to the meeting. |
| 2. | **Apologies for Absence**<br><br>Apologies for absence were received from:<br>Matt Aitchison, Jane Barnes, Jo Bennett, Diana Birkett, Alison Craze, Susie Duncan, Richard Holberton, Jane Holmes, Joan Palmer, Adrian Rees, David Reid and Jill Reid. |
| 3. | **Approval of the Minutes of the 2024 AGM held on 5th March 2024**<br><br>The minutes of the 2024 AGM were approved. The minutes were Proposed by Sue Beardwood and Seconded by Louise Blakeborough. |
| 4. | **Matters arising from the minutes of the 2024 AGM**<br><br>There were no matters arising. |
| 5. | **Approval of the Minutes of the EGM held on 19th November 2024**<br><br>The minutes of the November 2024 EGM were approved. The minutes were Proposed by John Nevin and Seconded by Rachael Goodworth. |
| 6. | **Matters arising from the November 2024 EGM**<br><br>There were no matters arising. |
| 7. | **Chair's Report**<br><br>The Chair reflected on a busy year for the club and highlighted the following points:<br>• Updated Club Rules.<br>• Started on the path to a Charitable Incorporated Organisation.<br>• Updated several policies.<br>• The club recently had a successful safeguarding visit from the LTA.<br>• Increased the hourly rate of pay for the coaches.<br>• Formalised the Bonus policy for the coaches. |

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| | • The defibrillator was now outside and registered so that the wider Merrow community can use it.<br>• Implemented the ability for members to vote at meetings by Proxy.<br>• Lots of work on the Estates led by David Luscombe.<br>• The club has many successful teams competing in matches against other clubs.<br>• A successful singles Box League.<br>• Successful club tournaments.<br>• An excellent coaching programme which brings many people to the club.<br>• The club is planning to take tennis into one or two local schools.<br><br>The Chair thanked:<br>• The committee, who work hard and have been very supportive.<br>• David Luscombe for managing the Estates.<br>• Alison Faulkner the Club Administrator.<br>• The many 'hidden' volunteers at the club that make the club work**.** For example people buying tennis balls, replacing tennis balls, providing clean tea towels, buying tea and coffee etc. |
| 8. | **Treasurer's report for year to 31st December 2024**<br><br>The Treasurer highlighted that the club needed to continue to increase the amount of money held in the sinking fund. The sinking fund could be used to refurbish the courts, the clubhouse and replace floodlights. The Treasurer thanked Alison Faulkner for doing the club's bookkeeping and Philip Corning for auditing the accounts.<br><br>**Q – A member asked if the £65k highlighted for resurfacing the top 3 courts was for a particular surface.** The cost to resurface the courts would be similar whether they were replaced with artificial grass or clay.<br><br>**Q – A member asked whether the club should reduce the cost of the membership fees for younger members to try and improve the demographic of the club so there were more younger members.** This led to a general discussion regarding the waiting list at the club and whether it was fair or not to actively discriminate and prioritise some people on the waiting list above others. It was explained that the Committee would be looking at membership categories and the waiting list. The LTA recommends that clubs should have 60 members per floodlit court, the club was below this number.<br><br>**Q – A member asked what major plans the club was planning to do which the club may struggle to fund.** The Treasurer explained this would be to replace the floodlights on courts 4 to 6 with those the same as on court 7. By increasing the membership fees by 2.5% the club will hopefully then have a surplus of £30-40k for the year.<br><br>**a. Approval of the accounts for year ended 31st December 2024**<br>The accounts for the year ended 31st December 2024 were approved. They were Proposed by John Nevin and Seconded by Tony Hall. |

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| | b. **Approval of proposed subscriptions for 2025-26**<br>The subscription rates for 2025-26 were approved. The subscription rates were Proposed by Sue Beardwood and seconded by Hans Sickmuller. |
| 9. | **Election of Club Officers**<br><br>The following Officers and Committee members were elected unopposed from 1st April 2025.<br>**Officers: Ian Campbell (President), Louise Blakeborough (Chair), Jeff Saunders (Secretary), Sarah Parker (Treasurer).**<br>**Committee: Matt Aitchison, Sue Beardwood, Gerry Black, Katie Brennan, Dave Clarke, Rachael Goodworth, Julie Pearn, James Tufts and Eugenia Wachters.**<br>**Jorge Martin Munoz** by virtue of his position as Head Coach. |
| 10. | **General Business**<br><br>There was no other business or questions. |
| 11. | **Close**<br><br>The meeting finished at 8.00pm |

Members present: C Arthur, S Beardwood, A Birch, L Blakeborough, K Brennan, C Campbell, I Campbell, J Dickson, A Faulkner, R Goodworth, R Gray, R Griffiths, T Hall, P Hollands, R Lamble, H Marlow, A McCulloch, J Nevin, Sa Parker, Si Parker, J Roodhouse, J Saunders, D Searle, H Sickmuller, J Tufts E Wachters and D Wright,
Members who voted by Proxy: G Black, J Pearn, P Burton, T Faulkner and K Mundy.

**4. Approval of the Minutes of the EGM 20th October 2025**

# Extraordinary General Meeting
# Monday 20th October 2025 7.30pm
# In the Clubhouse

**MLTC Members present**: Alison Faulkner, Louise Blakeborough, Jeff Saunders, Rachael Goodworth, Alison Birch, James Tufts, Richard Holberton, Alan McCulloch, Sue Beardwood, Catherine Campbell, Ian Campbell, Matt Aitchison, Matt Stones, Mike Black, Sarah Luscombe, David Luscombe, Julie Dickson, John Nevin, Jo Bennett, Tony Hall, Neil Challen, Delia Searle, David Clarke

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| | **The meeting was quorate.** |
| 1. | **Merrow Tennis Club proposes to convert to a Charitable Incorporated Organisation and seeks authorisation to submit the application form and draft constitution to The Charity Commission and, if approved, proceed with the conversion.**<br><br>The Chair highlighted a few points to members:<br>Firstly the huge amount of work that had taken place on the possible conversion to a CIO since the EGM in November 2024 that authorised the Committee to progress the |

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| | project. The Club thanked Jeff Saunders, James Tufts, and Peter Tappin for their work on the project. .<br><br>Secondly, the club apologised for the several emails sent to members about the EGM. This was due to a technical error in the document sent from the solicitors.<br><br>Thirdly that The Charity Commission provides a template with guidance notes; it does not like deviation from the template. The Club had chosen to deviate once from the template by adding a restriction on the powers of the Trustees so that they have to get members consent for transactions in excess of £25,000.<br><br>The floor was then opened to the members' questions.<br><br>**A member stated that every year a third of Trustees resign and get replaced and asked if the same Trustees can be reinstated.** Trustees can be re-elected. There was a limit to the number of times they can be re-elected.<br><br>**The limit for Trustees currently is £25k what happens in 100 years' time.** The amount could be amended but in any case the value increases each year by CPI.<br><br>**Were there any other areas that the template did not fit the club.** The Club is happy with the rest of the template and the solicitor advised against deviations. The Club does not know if The Charity Commission will accept the deviation from the template that it is trying to add. Many other tennis clubs had not deviated from The Charity Commission template and do not have a limit for Trustees. The Club has decided not to use external Trustees as it was difficult to see a situation where someone external to the Club was a Trustee without being a member.<br><br>**A member asked if proxy votes counted towards the quorum of the meeting and whether this could be clarified.** The Companies Act 2006 stated that a physical presence is required to count towards the quorum. The Club is not a company but there is nothing specific mentioned in the constitution or Club rules. The Club rules could be amended to permit proxy votes counting towards a meeting quorum. The Club should also look at the Charities Act for clarification. The possibility of meetings being online was also raised.<br><br>**A member asked what the role of the Trustees were.** The Trustees meet once a year to approve the accounts. All their powers are delegated to the Committee and so the club would continue to run how it does now.<br><br>**A member asked for clarification of where the ownership of the land sits.** The CIO as the legal entity will take ownership of the land. This was why the restriction of the Trustees to £25k was added to the constitution to safeguard the land.<br><br>**A member asked if the current Trustees were going to be the Trustees of the CIO.** They would not necessarily be the same Trustees. The club hoped to get another five Trustees so that there was nine in total. Each year a third of Trustees resign. Names would be put forward to the members. Two of the current Trustees no longer wanted to be Trustees. |

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| | **A member asked if the 9 Trustees would be different to the management committee.** They can be. It was easier for the four officers to be involved and be the first Trustees. It was up to the members to vote in the Trustees.<br><br>**A member asked what the timeline of the conversion would be if it was agreed tonight.** Until the constitution is submitted to The Charity Commission the Club does not know what the timeline will be.<br><br>**A member asked if the Club had decided on its position if The Charity Commission does not agree to the variation.** The limit on the Trustees was considered fundamental. If The Charity Commission does not agree then the club will have to look at whether a CIO is the correct vehicle for the Club.<br><br>Ian Campbell proposed, and Sue Beardwood seconded the proposal to convert to a Charitable Incorporated Organisation and to give authorisation to submit the application form and draft constitution to The Charity Commission and, if agreed, proceed with the conversion.<br><br>There were 47 votes in favour of the proposal (21 in person votes and 26 proxy votes) and 4 votes against the proposal (2 in person and 2 proxy votes). **Therefore, the proposal was approved.**<br><br>The meeting finished at 7.55pm. |