

ELLENBOROUGH TABLE TENNIS CLUB

MINUTES OF AGM – THURSDAY 2 SEPTEMBER 2021

Keith Williams opened the meeting at 8.00pm welcoming all members and thanking those present for making the effort to attend. Those in attendance were: David Wilson, Alan Hill, Pete Bussey, Paul Perkins, Trevor Mansell, Roger Close, Charlie Izatt, Keith Williams, Harold Webb, Ron Smith, Peter Bayman, Gordon Izatt, Sandy Nash, Alan Pearse, Rob Costa and Joan Bayman (16).

In accordance with Rule 7 c) the acceptable figure for attendance at the AGM was either 20 attendees or 25% of the voting membership as at 6 months prior to the AGM. The number of attendees, 16, was acceptable.

1. ADOPTION OF STANDING ORDERS

Standing Orders, governing how the meeting was run, were adopted at the start of the meeting.

2. APPOINTMENT OF TELLERS

Ron Smith and Trevor Mansell agreed to counting the show of hands when voting was required.

3. APOLOGIES FOR ABSENCE

Apologies were received from: Sylvia Tyler, Gill Toumbas, Chris Nash, John & Cara Skinner, Zoli Hosszu, Paul Kail, Alan Carter, Terry Bateman, Olive Millar and Anatol Gasiorowski.

4. MINUTES OF THE LAST AGM (3 September 2020)

The Minutes of last year's AGM had been circulated to the members by email and hard copies were available.

5. MATTERS ARISING

There were no matters arising and therefore the Minutes were signed off by the Chairman.

6. ANNUAL REPORTS OF THE EXECUTIVE COMMITTEE

All reports had been email to members and hard copies were available.

6a) Club Secretary – Joan Bayman

Our last AGM in September 2020 took place during a safe period of the pandemic when we were able to hold the meeting in the playing hall. We filled the two vacancies on the Committee. A new, modern boiler, approved by the Committee, was installed a few months later in April. The boiler took a few months to be completely operational due to various issues but is now fully working.

The new Treasurer, Peter Bayman, had to take on a difficult task in sorting out the previous year's accounts and these have now been signed off by the new Independent Examiner (see Treasurer's Report). The proposed EGM to adopt the

figures to 31 March 2020 was not possible due to Covid. New procedures, in accordance with good governance, have been put in place.

The Club was again in lockdown mid December and did not reopen until mid April when it was safe for juniors and some adult couples / bubbles to attend. This was followed by further lifting of restrictions and the club was more or less back to usual from 19 July with the exception of accepting visitors, although members were allowed to invite a guest via the online booking system.

Following the last AGM, the Committee continued to meet regularly by Zoom and the Covid-19 sub committee also meet in this way. The Committee have worked hard in doing what was necessary whilst the club was closed in order to provide safe and hygienic measures for reopening and continue to work hard for its members in terms of keeping the building and exterior safe and well maintained.

The bespoke online Booking System has proven to be an asset and it continues to be used for certain periods of the day following input from some members that they would like it to remain. This will need to be reviewed at some stage as it is quite time consuming.

Ellenborough is planning on getting back to normal, with local leagues starting in October. Applications have been made to Table Tennis England to enter teams in the 4 British Leagues: Women's, Veterans, Seniors, and Juniors. In addition, we will be hosting, on 8 occasions, the National Junior and National Cadet Leagues. Hopefully, all club members can look forward to having some fun competitions in the not too distant future.

Regarding the Booking System – the Committee has nominated Gordon Izatt, Coaching Officer, for a Volunteer Award for the hard work he has contributed in building a bespoke Booking System. Unfortunately, the usual Award Ceremony held at the Civic Centre has been halted, due to the pandemic, and instead all awards will be sent in the post.

I would like to thank not only all members of the Committee who have contributed their time on a voluntary basis but also the Stewards, coaches and assistants, etc who have helped considerably in keeping the club going during this difficult period.

Finally, I'm hoping that we can now get back to our usual timetable of having our AGM in the month of June.

Joan highlighted a few items in her report. In particular, in the latter part of her report, Joan referred to Gordon being nominated for a 100 hours Volunteer Award which had been expected in the post. Due to the Civic Centre's administrative error, the certificate had been lost in the post and the only option to receiving this on time for the AGM was to collect another from outside the Civic Centre (as due to the Covid pandemic, no member of the public was allowed inside). The certificate was then framed and presented to Gordon. Photos were taken with the intention of putting this on the club's website. Gordon had contributed far in excess of 100 hours of work on his Booking System and continues to do so for the time being.

6b) Treasurer's Report – Peter Bayman

I took over this position in September 2020, during one of the most uncertain times in our club's history. Coronavirus had been around for some months and we did not know how this would affect Ellenborough either operationally or financially.

One of my first actions as Treasurer was to convert our various bank accounts to require 'double authorisation' of all payments or transfers of club funds. We can now be assured both that our funds are far better protected against possible fraud and that every single payment that we make is checked and approved by two (unrelated) members of our Committee.

I have also computerised our accounting so that clear and detailed financial statements can be produced at the touch of a button at any time throughout the year. In producing the accounts for the financial years ending 31 March 2020 and 31 March 2021, it has been necessary to make corrections and adjustments to some of the numbers for several previous years but these have been relatively minor and I am satisfied, as is our new Independent Examiner John Golby, that all funds have now been properly accounted for.


As for the set of accounts presented to you today for the year ended 31 March 2021:

1. You will see from the Income and Expenditure Account that, despite many months of closure or severely restricted opening, our **Income** was actually very similar to that of the previous year. This is almost entirely due to the many rounds of Government Covid-19 support grants that we received throughout the period, which almost exactly balanced out the large reductions in most of our normal sources of income.
2. The picture for **Expenditure**, however, is very different. Our total expenditure dropped from just over £50K in the previous year to only £18K. You will see that, with a few minor exceptions, every aspect of our spending was significantly reduced.
3. As a result of this maintained income and large reduction in expenditure, **our Surplus for the financial year has jumped from £13K to £44K. Our total assets have risen from 70K to £114K**, putting us in a very strong position to deal with whatever the future holds in store for us.

Since the 31st March, we have started to enjoy a gradual return to normality and the Committee is discussing a number of ideas to make use of some of our funds to get the club back to full operation and to make it better for our members and for everyone in our local community.

To the Committee and Members of Ellenborough Table Tennis Club

In accordance with your instructions I have reviewed the accounts for the year to 31st March 2021 and can confirm that they are in agreement with the accounting records and information and explanations supplied to me.



John Geby FRCMA CGMA
020 8367 6000

ELLENBOROUGH TABLE TENNIS CLUB

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Year ended 31.3.2021		Year ended 31.3.2020	
		£	£	£	£
Income					
Bar receipts	2	35		3,127	
Vending machine receipts	2	84		2,129	
Membership fees		9,743		24,096	
Visitor fees		372		3,640	
Premises lettings		520		5,201	
AEC coaches table hire		493		850	
Coaching income	1	3,945		16,108	
Junior Fund	1	-		150	
NJL/NCL income	1	-		487	
J Petchey ringfenced grants	1	3,250		3,000	
Fundraising events		-		-	
Sale of surplus equipment		550		-	
Clothing and equip sales	3	63		971	
Donations received		220		275	
WCPP ping pong		-		2,735	
Sundries		-		-	
Supporters Fund subs	4	564		756	
Grants received		42,193		-	
Interest received		67		91	
			62,099		63,616

	Notes	Year ended 31.3.2021	Year ended 31.3.2020
Expenditure			
Rent		3,750	5,000
Rates		-	1,155
Electricity		1,809	4,333
Gas		2,103	2,891
Water		66	402
Bar stock purchased	2	-	3,025
Vending machine hire	2	-	1,365
Team registrations		-	880
Coaching expenses	1	2,849	10,318
J Petchey ringfenced funds	1	840	-
Junior fund expenses	1	-	231
Building maintenance		431	4,530
Licences & Permits		280	300
Trophies & Engraving		25	295
Equipment		-	1,919
Insurance		798	1,257
Print, post & stationery		236	237
Telephone & broadband		663	780
Cleaning & supplies		1,307	3,620
Jr. & National League teams		487	4,117
Clothing & equip. for resale	3	-	622
Covid 19 Special Expenses		1,138	-
Sundries		40	119
Bar/steward duty		-	1,505
Refuse collection		219	697
Website		-	- 36
Supporters Fund prizes	4	525	500
Volunteer expenses	5	104	82
Volunteer training & cert.	5	-	223
Volunteer benefits	5	-	-
Club event costs		-	-
Accountancy		300	-
Grants given		-	-
Donations given		48	25
		<u>- 18,018</u>	<u>- 50,393</u>
Surplus for the year		<u><u>44,081</u></u>	<u><u>13,223</u></u>

ELLENBOROUGH TABLE TENNIS CLUB

BALANCE SHEET AS AT 31 MARCH 2021

	at 31 March 2021		at 31 March 2020	
	£	£	£	£
Current assets				
Bar stock	-		300	
Cash at bank and in hand **	112,903		69,619	
Debtors	<u>797</u>		<u>-</u>	
		113,700		69,919
Current liabilities				
Accruals		-		-
Net Assets		<u>113,700</u>		<u>69,919</u>
Capital and Reserves				
Profit and loss reserves brought forward		69,919		56,696
Surplus for the year		44,081		13,223
less Bar Stock written off (see note)		<u>-300</u>		<u>0</u>
Total Equity		<u>113,700</u>		<u>69,919</u>
** bank accounts held:				
Barclays Main Account		52,286		32,650
Barclays Supporters Fund		6,944		6,869
Barclays Coaching Account		12,183		8,678
Santander Business Account		36,970		16,904
Lloyds Business Banking Instant Acc.		4,020		3,654
Lloyds Development Acc.		500		865
Total in all accounts		<u>112,903</u>		<u>69,619</u>

Note: Out of date bar stock written off (given to food banks etc.) due to Covid-19: £300

ELLENBOROUGH TABLE TENNIS CLUB

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

	Year ended 31.3.2021		Year ended 31.3.2020	
	£	£	£	£
1 Coaching and Juniors				
Income:				
J Petchey ringfenced funds	3,250		3,000	
NJL/NCL	0		487	
Junior fund (closed)	0		150	
Junior Elite	2,057		2,916	
Junior Squad	0		0	
Junior Open	772		18,643	
Senior Open	0		2,225	
Junior Camps	495		1,475	
Senior Camps	0			
TT Kidz	620			
Under 11	0		0	
Other income	0		262	
		7,194		29,158
Expenditure:				
J Petchey ringfenced funds	840		0	
Premises hire etc.	0		1,442	
Professional coach	0		6,900	
Junior Elite	2,549		0	
Junior Squad	0		0	
Junior Open	0		0	
Senior Open	0		0	
Junior Camps	300		0	
Senior Camps	0		0	
TT Kidz	0		0	
Under 11	0		0	
Coaching qualifications	0		220	
Coaching expenses	0		10,318	
Equipment	0		350	
		-3,689		19,231
Coaching Acc Surplus		3,505		9,928

	Year ended 31.3.2021		Year ended 31.3.2020	
	£	£	£	£
2 Bar Profit				
Income				
Bar	35			
Vending	<u>84</u>			
		119		4,679
Cost of sales:				
Opening stock	300		300	
Purchases	-		2,822	
Vending Machine Hire	-		1,092	
Closing stock	<u>-</u>		<u>-</u>	<u>300</u>
	-	300	-	3,914
Bar surplus for year	<u>-</u>	<u>181</u>	<u>-</u>	<u>765</u>
3 Clothing & equipment for resale				
Income		63		971
Cost of sales:				
Opening stock	-		-	
Purchases	-		622	
Closing stock	<u>-</u>		<u>-</u>	
	-	-	-	622
Clothing & Equip. surplus for year	<u>-</u>	<u>63</u>	<u>-</u>	<u>349</u>
4 Supporters Fund				
Income:				
* Receipts	<u>600</u>		<u>756</u>	
*(inc. £36 tr from main acc.)		600		756
Expenditure:				
Prize Money Paid	<u>525</u>		<u>500</u>	
	-	525	-	500
Supporters Fund surplus for year	<u>-</u>	<u>75</u>	<u>-</u>	<u>256</u>
5 Volunteer Costs				
Personal Expenses	104		82	
Training & Certification	-		223	
Volunteer Benefits	<u>-</u>		<u>-</u>	
	-	104	-	305

Peter read parts of his report and financial figures highlighting the fact that ETTC had been very fortunate in receiving a number of Government grants due to the Covid pandemic. There were 2 sets of financials to be adopted, figures to 31.3.2020 and 31.3.21. The main point was that the cheque and online banking system had now been tightened up with 2 signatures required for any payments.

Trevor asked for clarification of the various bank accounts and these were explained.

The financials to 31 March 2020 were shown on the current figures but if anyone needed to see those separately they had been offered to the members previously.

Both financials: to 31 March 2020 and 31 March 2021 were adopted unanimously.

As clean copies of the accounts were not available at the meeting Keith would sign off on these shortly.

6C) Premises Officer Report - Peter Bayman on behalf of Harold Webb

The two main areas of activity on the premises front in the past year have been the installation of a new heating system in our building and the measures taken to better comply with Covid-19 regulations.

1. Our old boiler has been replaced with a modern, efficient one plus various other items, including a Hive control system that enables nominated Officers to control the heating via a mobile phone app. This will allow us to better control the system and to prevent the past problems of heating being turned up too high and left on overnight.
2. To help us provide the best protection during the pandemic, special valves were installed to regulate the temperature of the water from the hot taps in the washrooms, thus enabling users to wash their hands for a full 20 seconds without scalding themselves. The showers were turned off but have now been thoroughly cleaned and some parts replaced (to prevent Legionnaire's disease) and brought back into use. Many thanks, to parent Stuart McFarlane, for carrying out this work for us at a greatly reduced cost.
3. During lockdown, the lounge area of the club was completely redecorated by Committee member Alan Pearse, with the club paying for materials only. Many thanks, to Alan, for this. Alan and Ron Smith have also carried out a number of essential tasks in fixing roof and gutter leaks and carrying out other repair jobs.
4. A smart meter has now been installed for our water supply, which should overcome the problems of difficulty accessing our meter, which was located in the entrance to the adjacent school in Kimberley Gardens.
5. The Council have carried out grass cutting but additional cutting and trimming of shrubs has been necessary and this has been carried out by Peter and Joan Bayman, Rob Costa and Alan Pearse.
6. Permission has been obtained from the Council for us to install a storage container in the area to the right of our main entrance that currently contains disused cycle racks. This will enable us to store some of our less frequently used equipment there and thus free up some space in the playing hall and, especially, in our cluttered store room.

7. Negotiations are continuing with Enfield Council regarding an extension to our lease on the club's premises.

Peter read through the report that had been prepared in conjunction with Harold.

One matter that had been a problem for some time was the club's water meter that had not been moved when the nearby school had been built. The solution was to fit a Smart Water meter thereby allowing Thames Water to get readings at various times and to then pass those on to the club's Water provider, Castle Water.

Alan was thanked for redecorating parts of the club whilst members were not allowed to play. Ron and Alan also carried out other maintenance jobs during this period.

Harold said he would discuss an arrangement about the grass cutting.

Keith asked Harold if there had been any progress regarding the extension to the lease. This would be discussed at the next Executive Committee Meeting.

6d) Membership Secretary's Report – Ron Smith

It will come as no surprise to learn that club membership is down on previous years. What is surprising is that we still have 201 paid up members compared with an average of around 240 over the last 5 years. Of the 201 current members 67 are actually new members who have joined the club during this year with 57 of them joining since restrictions were lifted in April. New members joining the club over the last couple of months have only had a small pro rata amount of the annual subscription to pay so it has been cheap for them to join. The test will come when they need to renew for the 2021/22 season and have to pay the full amount for the whole year.

Existing members who renewed before the tier 2 October lockdown have been offered a discount of 50% against the 2021/22 membership fee to compensate for the time that the club has been closed this year. Membership forms for the 2021/22 club year have been sent out and by the middle of August I had already received about 25 renewals.

There have been no league competitions this year but both the North Mid and the SHAW leagues will be running competitions this coming season. Sadly the Cheshunt league in which we have been entering teams for many years has now been disbanded. Insufficient team entries have made it impossible for them to continue.

37 of our members have put their names forward to play for the club in the 2 remaining local leagues in which we enter teams this coming season.

Ron highlighted the number of new members to ETTC since April. As we were not accepting visitors this was probably a way of playing, via the online booking system, (which is available to members only and their guest).

6e) Coaching Officer's Report – Gordon Izatt

Volunteers

Junior coaching at Ellenborough would not be possible without the help of all our volunteers. We would like to thank Sandy Nash, Colin Ford, Roger Close, Zoli Hosszu, Anatol Gasiorowski, Antony Close, Sareen Patel, Kevin Fang, Alan Pearse, Keith Williams, June Nelson, Denise Payet, Ajay Gohil, Ron Williams, Olive Millar and Gemma Rice, for all their assistance and help enabling Ellenborough to run the many coaching sessions and junior activities. Volunteers have helped in so many ways, including being sparring partners, organising competitive play, and of course helping to run coaching sessions.

A special thanks to Sandy for her leadership, wisdom, and guidance. Sandy stepped down as joint coaching officer soon after the last AGM, when she learnt she was having an operation and would not be able to attend the club for many months. Her ongoing admin support as part of the coaching team has been much appreciated.

Coaching

Covid 19 had a huge impact on our coaching activities. Last September we resumed open (all invited) junior coaching after the first Covid Lockdown. We restarted our Elite and Squad closed (invite only) coaching sessions, and completed delivery of all outstanding TTKidz sessions that we owed to parents because of the interruptions from the first Covid 19 lockdown. From September to December 2020, we had fewer volunteers as a result of Covid so we were only able to run open coaching sessions on Saturday mornings. We delivered the remaining TTKidz sessions on Monday afternoons. Zoli was able to resume Elite coaching on Tuesday and Thursday afternoons and our Squad sessions restarted on Friday afternoons. The second lockdown from Christmas to early April halted all coaching again and unfortunately forced us to cancel a planned table tennis camp.

By the end of the 2nd Lockdown, junior membership had dropped to low 30's, less than half our numbers prior to lockdown. After discussion with the coaching team, we decided to implement a significant increase in our coaching offer, both in quantity and quality, to help juniors get back into the sport, to help our Elite and Squad players renew their enthusiasm and to help all juniors rebuild their table tennis skills, abilities and competitive play.

ELLENBOROUGH COACHING SCHEDULE			
Day	Times	Coaching Session	O/C
MONDAY	17:00 - 19:30	SQUAD JUNIORS	Closed
TUESDAY	16:00 - 17:00	UNDER 11's	Open
TUESDAY	17:00 - 19:30	ELITE JUNIORS	Closed
WEDNESDAY	17:00 - 19:30	SQUAD JUNIORS	Closed
THURSDAY	16:00 - 17:00	UNDER 11's	Open
THURSDAY	17:00 - 19:30	ELITE JUNIORS	Closed
FRIDAY	17:00 - 19:30	ELITE JUNIORS	Closed
SATURDAY	10:00 - 11:30	OPEN JUNIORS	Open
SATURDAY	12:00 - 14:00	OPEN JUNIORS	Open
SUNDAY	10:00 - 11:30	OPEN JUNIORS	Open
SUNDAY	12:00 - 14:00	OPEN JUNIOR LEAGUE	Open

The results are encouraging. We are now running more sessions than pre-Covid times. Our better juniors are putting in more practice hours per week. We have two professional coaches helping. Zoli drives the Elite sessions. Anatol drives the Squad sessions. Zoli has also started an Under 11's group. TTKidz will hopefully restart in

October and we hope to restart the Adult Coaching sessions later in the year. During the summer Zoli has run a very successful junior performance camp, Anatol is running an open junior camp, and Zoli hopes to run a 2nd performance camp later in the month of August.

Coaching Portal Website

Covid required Coaching to develop track and trace capability for the juniors. Initially we did this with spreadsheets and bespoke lists but it was cumbersome, and very inefficient. For that reason, we now have a Coaching Portal (CP) website which parents use to book open coaching sessions. This enables us to control numbers better, and plan open coaching sessions. The CP also provides a register for all our closed coaching activities, and a single point of all contact information. By the end of July, the number of juniors participating in coaching sessions at Ellenborough has grown to 74 of which 58 are presently members.

Coaching Income

The treasurer will give a more detailed report of the Coaching accounts but broadly during Covid we have just tried to run activities at break-even. We did take additional financial risks at the start of April in order to try and rebuild our junior coaching activities but so far, we have not seen any significant calls on our Coaching account reserves.

Authorised Ellenborough Coaches (AECs)

We continue to offer members and visitors high quality 1-to-1 coaching through our five AECs: Eli Baraty, Anatol Gasirowski, Zoltan Hosszu, Zoltan Koszo and Dave Langham. The scheme continues to be successful and enables many members and guest to receive 1-to-1 coaching sessions at the club. This year we have used Jack Petchey funds, plus our coaching account funds, to provide additional 1-to-1 coaching to all our junior members.

Competitions

Unfortunately, as a result of Covid, all the national junior competitions including JBL, NJL, and NCL, for the 2020-21 season were cancelled. Our current hope, and expectation, are that the 2021-22 junior competitions will be able to proceed as normal. To provide some competitive experience we organised a junior league on Sunday afternoons which was won by Max Gonpot. Zoli also organised a friendly competition between Ellenborough and Batts.

Jack Petchey

After many years of diligent service Ian Allan has now handed over the Jack Petchey coordinator role to Olive. Many thanks to Ian for the thousands of pounds of financial help that he has brought to the Junior Coaching activities. Thanks also to Olive for taking on the challenge, and the work that she has already done to get us well-positioned to continue bringing major benefits to our Juniors through the continued support of the Jack Petchey organisation.

A big thank also to Sandy for running the Jack Petchey 1-2-1 coaching scheme for Juniors which has provided a much-valued coaching resource to help many of our juniors during the Covid restricted times.

Welfare

Safeguarding is of critical importance in all work with children and vulnerable adults. A big thank you to Olive our Welfare and Child Protection Officer for all her wisdom and guidance. This year Olive has added a Safeguarding Best Practice document which is shown at the following weblink:
<https://www.gbi10.com/ETTCSafeguarding.php>

Gordon's report highlighted the number of volunteers needed to help with the junior coaching. He felt the ideal ratio should be 1 coach to 5/8 juniors. Gordon thanked all those that were involved.

Roger Close, volunteer coach, thanked Gordon for the work he had done in bringing the junior coaching to a high standard with the help from various level of coaches and coaching camps during the school holidays.

It was discussed whether the juniors would benefit from playing in local leagues although an obstacle to this had been the late finishing with existing formats of play. It was suggested that local leagues could accommodate more juniors if these formats changed from a 3 person team to 2 and / or finish at an earlier time, say 7-9pm. Playing fewer sets thereby enabling an early finish would also help.

It was too late in the season to make major changes but this would be food for thought for next season.

6f) Bookings & Fixtures Secretary – Joan Bayman

I have very little to report in terms of bookings as our income from a couple of hall hires for this financial year ending 31 March 2021 is, £920. This compares to the previous year's financial figure of £5,191. However, since then bookings has increased slightly with an election a few months ago, coaching camps and a booking from Table Tennis England for their Level 1 Coaching Course. In addition to this, Ellenborough will again be hosting the National Junior and National Cadet Leagues which will add to our income.

Once the leagues start in October I will then be involved with updating the Fixtures.

Part of my duties is to keep a record of the table fees as a result of the 1-2-1 coaching from the Authorised Ellenborough Coaches. This financial year, during the period when this was permitted, July 2020 – December 2020, the income was £700. My figures end at that date as the club had to close again mid December and did not reopen until April 2021.

I continued to attend regular Executive Committee meetings, mainly by Zoom, in addition to being on the Covid-19 sub committee and also attending those meetings.

There were no questions following Joan's Report.

6g) Bar Manager's Report – Ron Smith

For the whole of this club year the bar has remained closed due to the Covid crisis. The vending machine was also shut down and eventually taken away by Morvend and out of date stock was disposed of. We have now had a new vending machine installed and the committee has decided that all sales of drinks and confectionary will be through the vending machine and the bar will remain closed. By not opening the bar it is hoped that more members will volunteer as stewards as they will no longer be required to serve from the bar. In future the bar will only be open at special events such as junior competitions assuming that Covid restrictions allow. Since the bar will not normally be open we will no longer be stocking alcoholic drinks as they can't be sold through the vending machine.

Sandy queried whether the bar would be opened during local league matches but Ron felt this had been a problem with the Stewards in the past. It would be something for the committee to look at later. Ron reminded the attendees that we have an Alcohol License but we generally sell very little and on the odd occasion when we have events, this could be purchased by members and their guests.

6h) Welfare Officer's Report – Olive Millar

DBS changes

I have kept committee members up to date with changes to Table Tennis England's DBS (Disclosure & Barring Service) guidelines which were updated in Nov 2020 - see link below for further information

<https://tabletennisengland.co.uk/wp-content/uploads/2021/06/DBS-FAQ-Sheet-Nov-2020.pdf>

Good Practice Guidelines

With the support of the coaching team I have written a list of good practice guidelines to support the coaches and volunteers in their work with the juniors.

Safeguarding

I have supported the coaching team with various welfare and safeguarding queries throughout the year.

ETTC Website

All relevant policies and documents regarding safeguarding are now accessible on the club's website.

Jack Petchey

I have taken over from Ian Allan as Jack Petchey Co-ordinator which involves working with the coaches and juniors regarding Achievement and Leader Award nominations and decision making regarding what the awarded Jack Petchey Funds are spent on.

On behalf of the committee I would like to thank Ian for his years spent as JP co-ordinator and for the support he has given to me on taking over the role.

As Olive was not present Gordon, who had been working with Olive, read parts of her report. He highlighted Olive's work on the safeguarding and best practice documents. If he needed advice on any safeguarding issue Olive would be the person to have the answer.

6i) Tournament Secretary's Report – Peter Bayman

There have, of course, been no tournaments during the past year due to the Covid-19 situation.

The Club Championships will restart early next year and one or two additional smaller events may be organised in the meantime to help get everyone competing again.

Some 'drawn doubles' events may be held, including one for the daytime players and another for the evening ones. These could include a 'junior and senior' event, something that has proved popular in the past when our juniors were paired up at random with the club's senior players.

The WCPP (World Championship of Ping Pong) qualifiers were the biggest events held at the club in recent years and brought in a substantial income. We do not yet know the future of this event due to the pandemic but are hopeful that it may restart at some future date and that Ellenborough will again be chosen to host the UK qualifiers. In the meantime, it is possible that one or two 'local' Ping Pong events could be held.

There were no questions following this report.

7. ANNUAL SUBSCRIPTIONS

It was agreed unanimously not to increase the annual subscription. The basic subscription would be £160 for adults, £180 for adult league players, etc – as last season's subscriptions.

8. PROPOSED AMENDMENTS TO CLUB RULES

There were no amendments to club rules.

9. ELECTION OF OFFICERS AND COMMITTEE

It was agreed unanimously to elect the Officers and Committee en bloc:

President:	Harold Webb
Chairman:	Keith Williams
Club Secretary:	Joan Bayman
Treasurer:	Peter Bayman
Membership & Registration	
Secretary:	Ron Smith
Premises Officer:	Harold Webb
Coaching Officer:	Gordon Izatt
Bookings & Fixtures Secretary:	Joan Bayman
Bar Manager:	Ron Smith
Welfare Officer:	Olive Millar
Tournament Secretary:	Peter Bayman
Other Committee Members:	Sandy Nash, Alan Pearse, Rob Costa (up to 4)

10. APPOINTMENT OF APPEALS COMMITTEE

It was agreed unanimously to elect the Appeals Committee en bloc:

Gill Toumbas, Steve Harris, Trevor Mansell

11. APPOINTMENT OF INDEPENDENT EXAMINER

It was agreed unanimously to elect John Golby as the Independent Examiner.

12. ANY OTHER BUSINESS

Alan Hill asked how the booking system would work once the local leagues begin. Gordon explained that if there were 2 matches then 3 tables would be blocked off to allow the required space and barriers for those matches.

There was an existing problem of players booked for the evening and not turning up thereby preventing others from playing. This would be monitored by the committee.

The meeting ended at 9.05pm

13. SUPPORTERS FUND – DRAW

Drawn by members of the committee:

April - June 2021			July - September 2021		
40	Ron Smith	£100	46	Carol Haldin	£100
48	Joe Torres	£ 50	117	Alan Lipton	£ 50
89	NMTT League	£ 25	58	Keith Williams	£ 25