

Huntingdon & Peterborough Tennis Association

ANNUAL GENERAL MEETING

THURSDAY 29TH NOVEMBER 2018 AT HUNTINGDON TENNIS CLUB

MINUTES

Kath Marshall, Chairperson of the Huntingdon & Peterborough Tennis Association, welcomed everyone and before opening the meeting she requested a minute's silence in Steve Spilka's memory. She then gave her report as follows :

" My Chairman's report tonight can only be about Steve Spilka, our League Secretary, who died in June and the actions your Committee have undertaken in the past months. I was on the Committee when Steve agreed to become Secretary over 30 years ago, when he was an active playing member of a local club. When I became Chairman in a year or so later, he stayed on as Secretary, so I have worked with him for many years. We totally agreed that it was the playing of tennis competitively that was the whole point of our league, and that was the aim of all the decisions we made. Such rules, as now written down, have been issues raised by clubs and decided upon at the AGM. Steve enjoyed finding ways to make your league function as efficiently as he could, always being ready to adapt and make changes if possible, after explaining to you what problems might arise from such changes. I was often the one who raised doubts but Steve determined to find solutions, for he gained pleasure from exploring all possibilities in the computer world. However he had been experiencing quite severe health problems in the past 5 or 6 years, and his wife Barbara was seriously ill for some time too. But still his death was unexpected, as he became ill whilst on holiday, and had returned to Addenbrookes for treatment. But when he died the Committee was totally determined to maintain Steve's standard of efficiency, but we knew we would have to adapt. Fortunately Geoff volunteered to take on the full Secretary's role, dealing with all the paperwork and club communications this involves. Luckily for us the newest Committee member, Jason Tuxworth, had experience with computers and offered to go along with Geoff to look at Steve's computer files. Barbara Spilka was very helpful and pleased to give them freedom to explore, and spend time at her home. I must thank all of the Committee who gave time and effort looking at and finding out about websites that were available and used by other organisations. Brian Brown kept all of the necessary bank authorities informed about possible changes. Geoff and Jason worked on Steve's records and Jason volunteered to introduce a new website. This happened in a remarkably short time, for within two months the new site was in use and clubs were receiving up to date information. Geoff and Jason will explain to you later in this meeting what changes have been introduced and why we thought these were appropriate. With all this available expertise and assistance we are able to hold our AGM in late November as usual. There are several issues we need to hear your views and ideas on but I'm sure that Steve's attitude would as be ever ... Just get on with it ! "

1. Present

Kath Marshall - Chairperson (Hemingfords)	Geoff Smith - League Secretary (City of Peterborough)
Brian Brown - Treasurer (St. Neots)	Jason Tuxworth - Assistant League Secretary (Ramsey)
Dennis Vincent - Committee Member (St. Neots)	Esmond Edwards - Committee Member (Ramsey)
Brian Marshall - Hemingfords	Vernon Reuter - Hemingfords
Chris Young - Hemingfords	Amy Miller-Fox - Castor & Ailsworth/City of Peterborough
Sarah Easton - City of Peterborough	Louise Fisher - City of Peterborough
Kevin Tassell - Stamford	Jeremy Pepper - Buckden
Antoine Zimmerman - Huntingdon	Simon Grainger - Chatteris
Jean-Pierre Lamy - Longthorpe	Alan Jones - Deeping
Jim Wheeler - Ketton	Howard Smith - Ketton
Jim Hunter - Wyton/Needingworth	Tim Perry - Needingworth
Pat Carlaw - Ramsey	Neil Chedd - Stamford
David Forth - David Lloyd, Peterborough	Jamal Alhtar - David Lloyd, Peterborough
Wendy Cropp - Wisbech	

2. Apologies for absence

Apologies were received from Shona Kent (Chatteris), David McPartlin (Castor & Ailsworth), and Jane Page (Wisbech)

3. Minutes of the Last Annual General Meeting - held on **Thursday 30th November 2017** were accepted as a true record of the proceedings. Proposed: Dennis Vincent Seconded: Simon Grainger

4. Matters Arising - there were none.

5. Secretary's Report

Before starting his report Geoff asked all of those attending to make sure they had signed-in.

A copy of the Secretary's written report had been circulated to those attending the meeting and is appended to these minutes. Geoff said that copies will in due course be featured on the website and made available to all Club Secretaries by way of an emailed Pdf version of these minutes.

In presenting his report Geoff made the following additional comments. He proposed distributing all future information and meeting paperwork by way of emails and on the website and so little or no 'hard copies' will be sent by post. It will therefore be essential for clubs to keep him fully updated on their main contacts and email addresses, and it is the responsibility of the club secretaries to ensure that their team captains and other key personnel are provided with the necessary information.

Kath asked if members were happy with this and there was general approval. Two points were made from the floor, namely (1) there could be initial difficulties experienced by clubs in the early stages, and (b) in particular the migration of information between club officers. Members were duly reminded that it is the individual club secretaries responsibility to ensure that their relevant club officers etc were kept fully informed once the formal paperwork had been issued to them. Appropriate advice to help with this will be given on all of the official league communications.

Geoff said that he had some other administration issues to raise with members and this would be done later under the any other business item.

6. Assistant Secretary's Report

Jason was then invited to give his report. He followed up on Geoff's comments concerning the changes in ways that communications will be made with the clubs and specifically referred to how contact details will be dealt with in the future. He said the changes had to be made anyway as the new GDPR arrangements doesn't allow us to make this information so readily available as before. There is a big need for us to tighten-up on this and this is what we are doing. Contact information, albeit not so detailed as before, will be emailed out to club secretaries in Pdf form once all of the returns had been received from the clubs by Geoff.

He continued by referring to the website and the work done to date. He has tried to keep it as near to Steve's format as possible but its an old system and there were hosting problems. He couldn't access parts of it and there was the urgent need to get things up and running as quickly as possible. He has tried to make it easier to see the results and tables, policies had been added together with a 'contact us ' facility but the contact list details have been removed. He is not a website expert but is doing what he can and would welcome any help and support from anyone who does have these skills.

With regard to the fixtures to be arranged for the 2019 season he and Geoff will be looking at this early in the New Year. He will give the computer programming of it a go but can't guarantee to be as good as Steve, as he used to spend two solid weeks 'personalising' the fixtures to suit individual clubs wherever he could. Jason has attempted to find some suitable software but hasn't found anything yet and the LTA isn't an option as we are not affiliated to them - and in any event they may not have anything suitable anyway. So the clubs will have to bear with us on this and be considerate when any re-arrangements are not accommodated. A member asked if the fixtures can be provided in Excel as well as Pdf versions and Jason said that this should be possible.

Kath and those present thanked both Geoff and Jason for their efforts and comprehensive reports.

7. Treasurer's Report

Brian presented the 'examined accounts' and copies were circulated and reviewed - a copy is appended to these minutes. He referred to some items of expenditure appearing larger than usual but this was due to two annual payments falling within the same accounting year and thanked Esmond for once again undertaking this examination of our accounts .

At the last Committee meeting a recommendation was made by Brian that there is no requirement to increase the league entry fees in 2018 or change existing subsistence rates. This was accepted.

A member asked if fees could be paid direct by way of a credit transfer into the league's account. Brian said he was sure this could be accommodated and Geoff said that a note covering this could be included in the new season's paperwork.

Kath thanked Brian for his work and his financial report, and asked for a proposal that these accounts be accepted :

Proposed : Jim Wheeler

Seconded : Dennis Vincent

These were duly approved by those present as being a true and fair view of our current financial situation.

8. Don Brace Cup

Kath reported that a very successful competition had been held once again with thirteen clubs participating.

There had been a particularly exciting match in the semi-finals when St Neots were playing Stamford and at 4-3 to the home club their lights failed. Stamford were however happy for St Neots to progress to the final where they lost a very sporting and keenly fought match with Huntingdon who finally ran out winners by 5-3.

This event was staged at Peterborough once again and Kath thanked them for providing the venue. It was however noted that the post-event refreshments had not been provided due to an administrative slip-up by the parent club. Apparently this had arisen as a result of a number of functions happening at the same time leading to the caterers being confused. Geoff apologised on behalf of PTSC for this acutely embarrassing situation - a letter of apology had since been received to this effect. He said that this wouldn't happen again should the event be held there next year.

Some photographs taken by Geoff, together with a report he had done, had been circulated to the club secretaries and featured on our website showing the match players and match statistics - a copy had been circulated with the meeting papers and is appended to these minutes.

A members referred to some clubs having to play away in most if not all of the rounds. Kath said that all matches were independently drawn and it was just 'the luck of the draw' but she would have a look at this in the future and see if this situation can be avoided.

Kath was thanked by those present for all her hard work in making this event such a big success.

9. Presentation of Divisional Awards and Trophies

Kath presented certificates and shields to this season's divisional winners on the following basis :

DIVISION	MIXED WINNERS
1	STAMFORD "A"
2	BUCKDEN
3	KETTON "A"
4	CITY OF PETERBOROUGH "B"
5	CITY OF PETERBOROUGH "C"

DIVISION	MENS WINNERS
1	STAMFORD "A"
2	DAVID LLOYD "B"
3	CHATTERIS "A"
4	CITY OF PETERBOROUGH "B"
5	STAMFORD "C"

DIVISION	LADIES WINNERS
1	STAMFORD "A"
2	KETTON "A"
3	CITY OF PETERBOROUGH "B"
4	ST NEOTS "C"

Trophies were then presented to the following clubs and photographs taken of all recipients :

Don Brace Cup - **Huntingdon** Top Club Award - **Stamford**

10. Changes to League Rules/Fees 2018 Season

It was noted that no changes in the rules or entry fees had been recommended by the Committee.

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Members initially said that they were happy to leave things as they are but that where a club had two teams playing in the same division then they must fulfill that fixture as their first match of the season unless prevented by adverse weather conditions - as provided for in the rules.

Kath invited further comment on rule changes and an interesting debate ensued covering those teams that were defaulting on matches. The following proposal was made by Simon Grainger and seconded by Wendy Cropp : " **That any team failing to play their matches for reasons other than due to bad weather, as provided for in the rules, shall be deducted two points upon conceding** ". It was noted that a similar ruling had been implemented before and then dropped, and a member was concerned on a possible adverse effect on smaller clubs. However it was agreed to continue with a vote on the original proposal. An amendment to this was then proposed by Brian Brown and seconded by Alan Jones substituting one point for the two but this was lost on a show of hands (one vote per club basis). **The original proposal was then voted on and was carried by a simple majority of those attending.**

Attention was then drawn to a further matter that of problems being experienced of filling mixed teams with younger players given the time of the year this competition is staged, and the suggestion made of reversing this competition with that of the mens and ladies. The Officers pointed out that this had been raised on numerous previous occasions and deemed not to be sustainable due, amongst other things, to a need to avoid conflicting with Cambridgeshire League competitions of a similar nature. Agreed that no changes should be made to the present arrangements.

Kath thanked everyone for their contributions.

11. Election of Officers

It was noted that all of the following members had agreed to be nominated for office but that new members are desperately needed - this was stated on the nomination form issued to club secretaries. Kath informed members that if re-elected this would be her last year in office as she would definitely be retiring at the end of next season and wanted to give sufficient advance notice so that a new chairperson could be found. She was re-elected unanimously. She then referred to the work done by Geoff which was a much bigger workload than is usual - he was thanked for all his efforts. He said that he was happy to continue while he can in order to help keep things running but is at an age where a new and younger incumbent needs to be found sooner rather than later. As there were no nominations received from the clubs for any of the posts it was proposed that all of the remaining nominations be elected en-bloc. This was agreed as proposed by Jim Hunter and seconded by David Forth and was carried unanimously as follows (* *italics below denotes Committee nominations*) :

Chairperson	Kath Marshall	<i>Proposer:</i>	<i>Jason Tuxworth</i>
		<i>Secunder:</i>	<i>Dennis Vincent</i>
League Secretary	Geoff Smith	<i>Proposer:</i>	<i>Dennis Vincent</i>
		<i>Secunder:</i>	<i>Kath Marshall</i>
Treasurer	Brian Brown	<i>Proposer:</i>	<i>Esmond Edwards</i>
		<i>Secunder:</i>	<i>Jason Tuxworth</i>
Asst League Secretary	Jason Tuxworth	<i>Proposer:</i>	<i>Geoff Smith</i>
		<i>Secunder:</i>	<i>Dennis Vincent</i>
General Members	Dennis Vincent	<i>Proposer:</i>	<i>Kath Marshall</i>
		<i>Secunder:</i>	<i>Geoff Smith</i>
	Esmond Edwards	<i>Proposer:</i>	<i>Jason Tuxworth</i>
		<i>Secunder:</i>	<i>Brian Brown</i>

No other nominations had been received so vacant posts available to be filled.

12. Any other Business

- 12.1 **REDUNDANT SHIELDS AND PLATES** - Geoff referred to the matter of the future retention of the old and now redundant trophies that go back many years and which he had collected from Steve's home. He said that he was not in a position to store them indefinitely and had prepared a schedule of past winners to help with the decision to be made. He outlined what he saw as being four options, namely (i) obtain a storage unit somewhere ; (ii) offer to allocate to individual clubs who had either won it the most or was the last holders ; (iii) refer the matter back to the Committee to make a final decision ; (iv) dispose of to a charity or another group, or just destroy. A member asked if any of them had any value and it was noted that the two trays had some value but as they were not solid silver it was not a high amount. **AGREED** - option (iii) to refer back to the Committee to make final decision.

- 12.2 **AGM ATTENDANCE** - the point was made that all clubs should send a representative to the AGM. Geoff confirmed that according to his records that 13 out of 19 clubs were represented last year.
- 12.3 **DON BRACE CUP and TOP CLUB TROPHY WINNERS** - Brian proposed that next year these clubs should also get a small shield to keep and this was agreed.
- 12.4 **EARLY SEASON MATCHES** - it was observed that it can be difficult to complete matches in suitable light where matches are played at clubs without floodlights.
- 12.5 **MATCH KNOCK-UPS** - apparently the rules on this whereby players from each club should knock-up together rather than in their teams was still not generally being adhered to. Clubs to be asked in the pre-season paperwork to observe requirement.

13. Close of Meeting

There being no further business to discuss the Chairperson thanked everyone for coming and declared the meeting closed at **9:35 pm**.

APPENDICES

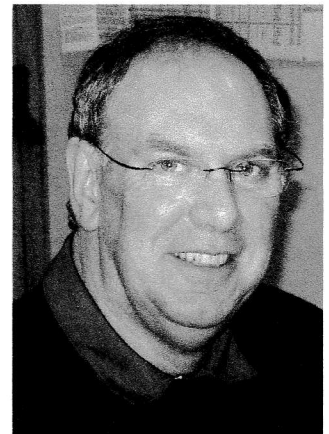
Agenda Item 5

LEAGUE SECRETARY'S REPORT TO THE 2018 ANNUAL GENERAL MEETING

I feel that there is only one appropriate way for me to open this my first annual report since the sad and unexpected loss of our long-time and much respected Secretary Steve Spilka when he prematurely passed away on the 30th June of this year

A FOND FAREWELL TO A GOOD FRIEND

To say it was an honour and a privilege to have known and worked with Steve is a gross understatement. I knew him for over 30 years in serving on the Huntingdon & Peterborough Tennis Association Committee and we shared many hours of meetings, telephone conversations, emails and text messages. The last time that we communicated was whilst he was on Holiday in Crete where he was taken ill and sadly from which he never recovered.



The photograph featured here was one of a number that I took of him over the years and one which I feel we can best remember him by.

Steve was highly respected by all of those who had the pleasure of knowing him - and rightly so. His was the voice of reason and friendly authority at times of any difficulty between clubs, and his supreme efficiency in the administration of the League was beyond comparison and will be an impossible act to follow.

I've had nothing but the highest respect and fondness for Steve especially given what he achieved despite his illnesses and disabilities, and will miss him beyond any further words that I can say.

MANY THANKS STEVE

As the Assistant League Secretary at the time of Steve's passing it was incumbent on me to try and keep things running in the manner in which he would have wanted. This I have tried to do but it has been tremendously difficult to step into someone's shoes who had done this so expertly and for so long. Kath's strong and sympathetic support at this time was and is very much appreciated.

The website, and in particular the scorecard and results part of it, was the prime and urgent need to get operational again but this was an area beyond my level of IT expertise. However what a blessing it has been to have had Jason Tuxworth - a relatively new member - on our Committee as he has that knowledge and ability and has done a superb job to date. I feel that we have worked very well together on this ... my grateful thanks to Jason.

Initially the league administration part of Steve's job was a real problem as all of his work was held on his home computers. Apart from some records and templates that I had as a result of my deputising for him when he was hospitalised a few years ago I had nothing else to work with. However Jason and I were able to fully access his computers thanks to the kindness of Barbara Spilka who, at a very difficult time for her, made us most welcome and enabled us to view and download his files. I was also given a number of A4 files and folders, these being Steve's current ones and those covering the many years before them. Many thanks to Barbara for this vital help.

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LEAGUE SECRETARY'S REPORT ... continued

I have since worked through Steve's notes and managed to complete the minutes of the last AGM and also the subsequent pre-season Committee Meeting held in April as best I can. Subsequently there have been two further meetings to facilitate namely an Emergency Committee Meeting on 9th August and the usual post-season Committee Meeting held on 25th October.

We do now have a decision to make about the redundant competition shields as I have them all at the moment but don't have room to store them. I will comment on this in more detail later in the proceedings.

Certain issues arose during the season, with a significant one arising at the very difficult time of when we had no contact with Steve who was very ill by then. Huntingdon Tennis Club withdrew their ladies "A" team from Division 1 and I took what I saw to be a common-sense approach given the bad timing of this withdrawal basically that their "B" team continues where it is using only members who had been identified to be a part of that team - I received assurances from the club that this would be the case. I also pointed out at that time what the rules provided for and that this was a major concession and subject to review at the next available Committee Meeting in October. The matter was subsequently discussed at that meeting and it was accepted that it was clearly a one-off situation arising under exceptionally difficult circumstances in which a quick decision had to be made. It was stressed that procedures under the league rules will normally continue to be applied and that all clubs be strongly reminded of their obligations regarding team withdrawals.

Other issues that arose from club representations, and duly considered by the Committee, were those of : (a) Website Access and Content - it is proposed that in order to fully comply with GDPR legislation, and some members wishes, that contact information be much more limited with Pdf copies provided only to Club Secretaries, and the website access code to be strengthened ; (b) an un-played mens match due to the non-arrival of the away team - the latter accepted they were at fault and points awarded accordingly ; (c) Non provision of after-match refreshments - home clubs to be reminded of their obligations under the league rules ; (d) The strengthening of teams to play specific matches with players who hadn't featured as regular members of that club - clubs to be reminded that our league is that covering our area and the competition is for those who are regular members of that club, and that this spirit and intention should be observed and clubs integrity to this effect is expected.

Overall this year's competitions seem to have gone well with most teams fulfilling their fixtures apart from the first divisions where once again there were problems with teams not completing their fixtures. This is something that featured regularly in Steve's reports and really does need to be sorted out as there isn't really any excuse for not getting matches played when teams in the lower divisions are meeting their obligations. It gave me a lot of work in chasing people up and delayed Jason in completing the results and finalising the tables. The recording of the Mixed results were a problem due to scorecard information access problems arising from Steve's situation but we got there in the end. Congratulations once again to Stamford who dominated the various competitions and have duly won the Top Club Trophy. Huntingdon Tennis Club deprived them of a clean sweep by winning the Don Brace Cup in a very high quality and good-spirited match - well done to them. Thanks once again to Kath for all her hard work and she will more fully report on this event - a report was also featured on our website complete with photographs.

Once again my very sincere and grateful thanks to Kath, Brian and all of the Committee Members for their help and support over a very difficult year, and I think Steve would have been delighted that we have managed to keep things running in the way that he would have wanted. My thanks also to those club representatives who sent me emails of support and offers of help during the season.

Future challenges - early in the new year clubs will be invited to submit their team entries. It will be essential that they keep to the deadlines set as a new system for determining fixtures will need to be evolved. In Steve's last meeting notes he made what turned out to be some very prophetic comments about having to adopt new systems due to the one he had been using for a number of years being out-dated and unsupported and not easily replaced in its present format. Given our re-election Jason and I will be looking at how this may best be done but there may be difficulty in achieving the same standards as before, and in particular the degree of flexibility that Steve had maintained over the years. There is also a very strong need to get new, younger people on the Committee as this will be the future of our League - this need has been endorsed on the Nomination Form that was sent out.

Finally may I wish you and your families a very Happy Christmas and all the very best for 2019, with a lot of enjoyable tennis

Geoff

HUNTINGDON & PETERBOROUGH TENNIS COMMITTEE
INCOME & EXPENDITURE ACCOUNT YEAR TO 31ST OCTOBER 2018

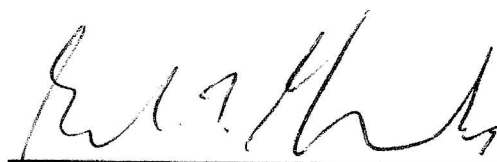
	2018		2017	
	£	£	£	£
INCOME				
League and Cup Fees		1,420		1,440
 EXPENDITURE				
Don Brace Expenses - Courts, Refreshments & Balls		-		160
Trophies & Engraving - 2 years	406			50
League Secretary - Expenses	160			202
- Honorarium	400			400
Travelling	239			202
A.G.M Expenses	45			69
Accounts Examiner - 2 years	60			-
Printing, Postages & Telephone	67			20
		<u>1,377</u>		<u>1,103</u>
SURPLUS/DEFICIT		<u>43</u>		<u>337</u>

ACCUMULATED FUND
YEAR ENDED 31ST OCTOBER 2018

	2018	2017
	£	£
Balance as at 1.11.2017	4,223	3,888
Add Surplus for the year	<u>43</u>	<u>337</u>
	<u>4,266</u>	<u>4,223</u>
Represented by:-		
Cash at Bank	4,243	4,121
Cash in Hand	<u>23</u>	<u>102</u>
	<u>4,266</u>	<u>4,223</u>

I CERTIFY that the attached Income and Expenditure Account has been prepared from the books, records, information and explanations supplied, and it is in agreement therewith.

24.11.2018



E.J. Edwards - Examiner

