



Andover Lawn Tennis Club

Andover Lawn Tennis Club Limited, Era Park, Bawksbury Hill, Upper Clatford, Andover, Hampshire, SP11 7LW

Company Number: 10521924 (Registered in England and Wales)

Email: info@altc.net

Clubhouse telephone number: 01264 723949

AGENDA for AGM

on Monday 4th December 2023 at 7.00pm

in the Clubhouse

#	Item	Lead
1	Opening Remarks	Trevor
2	Apologies	Christine
3	Minutes of the AGM held on Wednesday 30 th November 2022	Christine
4	Adoption of ALTC Limited Accounts for year-ending 30 th September 2023	Jon
5	Chair's Report including: <ul style="list-style-type: none">• Update on Strategic Plan• Statement on behalf of the Directors	Trevor
6	Club Premises Certificate to Sell Alcohol	Trevor
7	Election of Roles: <ul style="list-style-type: none">• Club Officer – Treasurer & Director (3-year term)• Director• Committee Members (maximum of 7 for 1 year term)	Trevor
8	Closing Remarks	Trevor
9	Newly elected Committee to agree a date for the next meeting	Trevor
	<ul style="list-style-type: none">• Match Secretary's Report• Club Admin Report• Coaching Report are available on request and will be published on the Club's notice board.	

Officer Role	Name	Proposed by	Seconded by
Treasurer & Director (3-year term to 2026)			
Chair & Director role due for re-election in 2024 Secretary role due for re-election in 2025			
Limited Company Directors			
Trevor Blake, Chair – role due for re-election in 2024 Jon Lee, Treasurer – role due for re-election in 2023 Tina Moon, Club Admin Management & Membership Simon Mellodew – due for re-election in 2025			
Director	Jenny Unthank*	Simon Mellodew	Jon Lee
Management Committee (all 1-year term): maximum of 7 committee members permitted			
Role	Name	Proposed by	Seconded by
General Member 1			
General Member 2			
General Member 3			
General Member 4			
General Member 5			
General Member 6			
General Member 7			

* See additional details below

6. Resolution: Club Premises Certificate to Sell Alcohol

The Club wishes to apply for a Club Premises Certificate, which if successful, will allow nominated people to run a bar for events (finals day, competitions, meet and greets) and regular sessions like club nights. The aim is two-fold; to provide a benefit to members and to raise much needed funds to help pay our loans and for club maintenance.

We plan to stock well priced individual cans and bottles of lager/beer, wine, pre-mixed spirits and mixers, soft drinks, etc in a **card only bar** - to make it as easy to run as possible by volunteers.

The process involves a lot of paperwork and there are a number of rules and regulations to follow. If we are successful, we will have to add to our membership rules to meet the standards. These cover the prevention of crime and disorder, public safety, prevention of public nuisance and the protection of children and broadly include:

- The committee can nominate people to run the bar but only after training on the rules and regulations.
- The nominated people are legally responsible for their shifts ensuring rules are followed.
- We cannot serve people who are drunk or serve anyone under 18 (we will use Challenge 25).
- We cannot allow gambling, drug use or personal alcohol on the premises.
- No individual can benefit from the sale of alcohol, only the club.

We will draft the policies and amendments to the member conditions to obtain the licence and once approved these changes will come into effect from the licence commencement date.

The current committee are in favour of these changes and accept our new responsibilities and we ask for your approval to apply for the licence and to update the membership rules.

Jenny Unthank

7. Election of Roles

* Director

I would like to put myself forward for the position of a Director of ALTC Limited.

I would have put my name down last year, but I was dealing with a medical issue at the time and was unsure how much time I could commit. That is now resolved, and I have more time to help the club.

Based on my skills and my time on the committee so far, I feel I can help the club develop a strategy and set out the plans needed to grow income in order to service our financial and maintenance costs. I am a very proactive person and feel that is what is currently needed to help drive the business forward.

I met Margaret Winnett when I was thirteen and remained in touch with her in one way or another for forty years and it was her enthusiasm and warmth that brought me to ALTC. I would like to extend that warmth to our existing members and new members and that is why I set up the Meet & Greets and now the Bring a Friend sessions. I think I have shown from obtaining the Jamie G Grant, organising the refreshments for the Finals Day and the Club Premises Certificate that I am willing to roll up my sleeves and get involved for the good of the club.

I attach my cv for your information (provided to current directors) and look forward to your reply.

Many thanks,
Jenny Unthank