

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

**Environment and Planning Committee – Tuesday 19 September 2023 - Applications**

<b>23/0993/HSE</b>	<b>9 Essex Road WD6 1BP</b> Construction of part single, part two storey rear extension and alterations to fenestration
<b>23/0968/HSE</b>	<b>13 Ripon Way WD6 2HU</b> Construction of a two story rear extension and alterations to fenestration (revised application to 23/0305/HSE)
<b>23/0979/HSE</b>	<b>26 Aycliffe Rd WD6 4JW</b> Retrospective application for installation of metal fence to front & side boundaries to include 2 sliding vehicular metal gates to front boundary (being dealt with)
<b>23/0997/FUL</b>	<b>Kiss Kiss High Street Elstree</b> External alterations to add new timber framed pergola structure to rear of the existing East Public House, with sections of polycarbonate roof finish and a section of retractable fabric awning roof. Alterations to raise level of the existing raised patio area and access steps and provision of new freestanding Airstream caravan in lower area at rear which forms a temporary bar for customers
<b>23/1010/PD560</b>	<b>Telecommunications equipment at junction of Croxdale Road &amp; Theobald Street</b> Installation of 15m 5G phase 8 monopole, 10x paving slabs, 3x cabinets and associated ancillary works
<b>23/1020/PD560</b>	<b>Moda Centre, Stirling Way, WD6 2BW</b> Installation of 53 x PV solar panels to flat roof structure above the second floor of the rear building
<b>23/1018/HSE</b>	<b>10 Cygnet Close WD6 5NG</b> Erection of a single storey outbuilding to rear garden to be used as children's playroom
<b>23/1031/ADV</b>	<b>Shell Travellers Check Elstree Way wd6 1lb</b> Installation of 5 non illuminated fascia signs, 1 illuminated fascia sign and 1 Freestanding sign (Advertisement Consent)
<b>23/1051/HSE</b>	<b>17 Cardinal Avenue WD6 1EN</b> Single storey front and porch extension
<b>23/1063/FUL</b>	<b>10 Barton Way WD6 1PH</b> Erection of 2 storey 3 bedroom dwelling with bin and bike store to form end of terrace (revised application)

## **ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

Environment and Planning Committee – Tuesday 19 September 2023 – Applications

<b>23/1080/HSE</b>	<b>99 Cardinal Avenue WD6 1ST</b> Single storey rear extension following demolition of existing shed and increasing size of rear patio
<b>23/1106/HSE</b>	<b>36 Aberford Road WD6 1PL</b> Two storey side extension and alterations to fenestration
<b>23/1114/FUL</b>	<b>31-33 Theobald Street WD6 4RN</b> Demolition of existing synagogue and vacant dwelling. Erection of a four storey mixed use building to the front of the site to provide commercial floor space at ground floor level (class E) together with 11 self contained residential units on the upper floors. Creation of a new two storey synagogue to the rear of the site. Restoration of and extension to the existing locally listed building to facilitate the use of the property as a nursery. Provision of associated off-street parking, cycle storage, external amenity space and refuse & recycling facilities
<b>23/1123/FUL</b>	<b>Land North of Watford Road and West of High Street Elstree</b> Extra care development (Use Class C2) comprising age-restricted homes with community facilities, associated access from Watford Road, parking, landscaping, public open space and other associated works [for consultation purposes only – 141 homes proposed]
<b>23/1122/FUL</b>	<b>Telecommunications Equipment opposite 4A Allum Lane Elstree</b> Retrospective application for the retention of 1 Wiltshire cabinet and 1 RBS130 cabinet, 1 GPS unit affixed to the 5G monopole and ancillary equipment
<b>23/1126/ADV</b>	<b>Britannic House Stirling Way</b> Installation of 7 internally illuminated fascia signs and 1 externally illuminated fascia sign (Advertisement Consent)
<b>23/2149/OUT</b>	<b>Organ Hall Farm and Land, Theobald Street</b> Erection of up to 110 dwellings, medical centre (use Class E(e)), associated infrastructure, parking, landscaping, open space, earthworks and access from Theobald Street and a change of use of the land edged green on Drawing 221.1511.103 to provide landscaping and public open space (Outline Application to include Access with all other matters Reserved) (change of description; amended plans and documents received 10.8.2023)
<b>23/1138/HSE</b>	<b>35 Hillside Ave WD6 1HQ</b> Erection of single storey outbuilding to rear garden
<b>23/1134/HSE</b>	<b>5 Kenilworth Close WD6 1QF</b> Part single part two storey rear extension and single storey front extension. (Revised application)

## **ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

Environment and Planning Committee – Tuesday 19 September 2023 – Applications

- |                    |  |
|--------------------|--|
| <b>23/1142/FUL</b> | <b>Elle-Dani Farm, Allum Lane, Elstree</b><br>Demolition of existing buildings and redevelopment of site to provide 8 x detached, three bedroom residential units with integrated solar panels to roof structure with associated landscaping, amenity space, bin store, parking and relocation of access from Allum Lane                         |
| <b>23/1037/HSE</b> | <b>27 Stapleton Road WD6 5BS</b><br>Construction of a single storey rear extension, single storey front porch extension and alterations to fenestration.   |
| <b>23/1160/OUT</b> | <b>37-38 Ayot Path Borehamwood</b><br>Demolition of 2 x semi-detached dwellings and erection of two storey block of flats containing 9 dwellings (1 x 3 bed, 2 x 1 bed. 6 x 2 bed) including accommodation at loft level with car & cycle parking facilities and associated landscaping (Outline Planning Application with all matters reserved) |
| <b>23/0985/HSE</b> | <b>1 Almond Way WD6 1HF</b><br>Installation of air source heat pump at ground level to rear of the property  |
| <b>23/1192/HSE</b> | <b>34 Grange Road Elstree</b><br>Part single part two storey front side and rear extensions with alterations to fenestration   |
| <b>23/1186/HSE</b> | <b>78 Ripon Way WD6 2JA</b><br>Single storey front extension and removal chimney stack   |

### **Comments after 19 September 2023**

- |                      |  |
|----------------------|--|
| <b>23/1191/HSE</b>   | <b>55 Horizon Place Studio Wat</b><br>Conversion of garage to habitable room to include retention of garage door and insertion of new roof light at ground floor level   |
| <b>23/1198/PD560</b> | <b>Telecommunication Equipment adjacent to Stuart Court, High Street, Elstree</b><br>Installation of 15.0m 5G phase 9 slimline monopole and associated ancillary works   |
| <b>23/1202/HSE</b>   | <b>14 Lodge Avenue, Elstree</b><br>Demolition of existing garage and garden shed. Construction of a part single, part two storey rear extension, single storey front infill extension, single storey side extension and alterations to fenestration. Erection of new single storey detached storage shed and widening of 2 x existing vehicular accesses (revised application) |
| <b>23/1211/HSE</b>   | <b>152 Furzehill Road WD6 2DX</b>  |

Demolition of existing rear conservatory and construction of two storey side extension. Alterations to fenestration.

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

Environment and Planning Committee – Tuesday 19 September 2023 – Applications

- |                    |   |
|--------------------|---|
| <b>23/1215/FUL</b> | <b>51a Shenley Road WD6 1AE</b><br>Alterations to existing roof structure to include insertion of front, side and rear dormer windows to facilitate subdivision of existing flat into 2 x residential units (1x 1 bed and 1 x 3 bed) with changes to fenestration, associated parking and bin store |
| <b>23/1227/DOC</b> | <b>Churchill House Stirling Way</b><br>Application for approval of details reserved by condition 9 (noise attenuation scheme) of planning permission 21/2451/FUL  |
| <b>23/1237/HSE</b> | <b>18 Spring Close WD6 5HD</b><br>Part single storey part two storey side and rear extension, single storey front extension, conversion of loft to habitable space including hip to gable roof alterations, rear dormer and front and side roof lights.   |
| <b>23.1127/LBC</b> | <b>Allum Lane Community Centre Manor House Allum Lane</b><br>Change of use of caretaker flat (Class C) to meeting rooms (Class 2(b)) sui generis. Application for Listed B  |
| <b>23/1217/FUL</b> | <b>Unit 11 Capital Business Park, Manor Way</b><br>Replacement of first floor rear windows and air-conditioning units and installation of 6 solar panels to existing roof structure   |
| <b>23/1253/HSE</b> | <b>84 Furzehill Road WD6 2EB</b><br>Conversion of loft to habitable space including rear dormer and 2 x front rooflights. Single storey front extension and alterations to fenestration   |

## **ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

**Environment and Planning Committee: Tuesday 19 September 2023 - Decisions**

<b>23/0850/HSE Grant Permission</b>	<b>54 Balmoral Drive WD6 2RB</b> Erection of single storey front extension and insertion of 2 x front roof lights (retrospective application)
<b>23/0916/PD42 Prior Approval Not Required</b>	<b>152 Furzehill Road WD6 2DX</b> Single storey rear extension
<b>23/0909/HSE Grant Permission</b>	<b>1 Gables Avenue WD6 4SP</b> Part demolition of existing ground floor areas and rear conservatory. Construction of a part single, part two storey side and rear extension with alterations to fenestration, new front porch canopy and erection of a single storey detached outbuilding to rear garden (Amended plans received 2.6.23 and 2.8.23)
<b>23/0684/HSE Grant Permission</b>	<b>28 Bullhead Rd WD6 1HS</b> Part single, part two storey side and rear extension (following demolition of side/rear garage addition and rear extensions); front porch extension; hip to gable end extension with rear dormer including side windows at roof level (conversion of roofspace into habitable space ; two rear outbuildings; new side and rear windows/doors and front rooflights (Retrospective)
<b>23/0882/FUL Grant Permission</b>	<b>87 Linton Avenue WD6 4QY</b> Application to allow for increased occupancy in house of multiple occupation (HMO) from 6 bedrooms to 7 bedrooms
<b>23/0925/HSE Grant Permission</b>	<b>17 Melrose Ave WD6 2BH</b> Construction of part single, part two storey rear extension, single storey front extension and alterations to fenestration to include rear dormer and Juliet balcony and 4 front rooflights
<b>23/0902/HSE Grant Permission</b>	<b>2 Bishops Avenue Elstree WD6 3LZ</b> Part single, part two storey front/side/rear extension including front porch, roof lights and dormer (following demolition of side/rear garage) and rear patio and steps (revised application)
<b>23/0911/HSE Grant Permission</b>	<b>49 Allerton Road WD6 4AJ</b> Conversion of loft to habitable space including rear dormer and 3 front roof lights (Amended Plans 15.6.23 – dormer size reduced)

## **ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

Environment and Planning Committee: Tuesday 19 September 2023 – Decisions

<b>23/0932/HSE Grant Permission</b>	<b>8 Shakespeare Drive WD6 2FD</b> Single storey side extension and single storey rear infill extension, loft conversion to habitable space with rear dormer and 3 rooflights to front roof slope
<b>23/0914/VOC Refuse Permission</b>	<b>1 Beehive Close, WD6 3HP</b> Application for Variation of Condition 2 (Approved Plans) to allow for an increase in projection to the side extension following grant of planning permission 23/0528/HSE
<b>23/0964/HSE Grant Permission</b>	<b>97 Cardinal Ave WD6 1ST</b> Construction of two storey side extension and alteration to fenestration (amended plans)
<b>23/0965/ADV Grant Consent</b>	<b>Unit 100 Centennial Park Elstree WD6 3SA</b> Installation of 1 part illuminated pylon, 2 illuminated wall mounted signs, 1 dealer name sign, 1 acrylic opening hours sign, 3 part illuminated totem signs, 8 single leg signs, 8 twin leg signs, 2 illuminated lettering, 3 flag pole signs, 1 illuminated free standing panel, 1 portal entrance (advertisement consent)
<b>23/0980/HSE Refuse Permission</b>	<b>26 Aycliffe Road WD6 4JW</b> Retrospective application for container in the side garden to be used as a detached garage
<b>23/0967/FUL Grant Permission</b>	<b>Regent House, Theobald Street WD6 4RS</b> Replacement of exterior doors with fire rated replacements and new front doors, erection of security gate to entrance of fire stair at ground floor level, erection of security gate between basement car park and main entrance; installation of 2 new VRF units within external plant well replacing existing equipment; louvres above ground floor windows and at roof level and 10 x roof cowls.
<b>23/0908/FUL Grant Permission</b>	<b>142 Shenley Road WD6 1EQ</b> Change of use of ground floor bakery E(a) to hot food takeaway (sui generis) and installation of any internal extraction system (including replacement outlet vent) with associated fixture and fittings
<b>23/0962/HSE Grant Permission</b>	<b>8 Aberford Road WD6 1PL</b> Single storey side infill extension, new entrance porch and alterations to fenestration

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

**Environment and Planning Committee: Tuesday 19 September 2023 – Decisions**

**23/0979/HSE Refuse Permission 26 Aycliffe Road WD6 4JW**

Retrospective Application for installation of metal fence to front and side boundaries to include 2 x sliding vehicular metal gates to front boundary



# ELSTREE AND BOREHAMWOOD TOWN COUNCIL

## STRUCTURES ON ALLOTMENT PLOTS : POLICY

The following terms and conditions apply if you wish to place a structure on your allotment plot

- i. A Structure Permission Form is available on-line which must be completed for all structures. Plot holders must be considerate to neighbouring plot holders when they apply for permission to position their structure.
- ii. Only one shed and one greenhouse/polytunnel to be erected per plot. Sheds are only permitted at Melrose Avenue.
- iii. Any structure to be without a concrete base.
- iv. No shed/greenhouse to exceed 8ft (2.4m) x 6ft (1.8m) in ground dimensions and 7ft 2.1m) in height.
- v. No polytunnel to exceed 6m x 3m in ground dimensions and 2.1m in height – dependant on size and location of plot and discretion of site wardens.
- vi. Any structure to be of sound construction and to be properly maintained at all times. The Town Council requires the use of polycarbonate sheeting instead of glass in structures as, unlike glass, it will not shatter.
- vii. The allotment holder to be responsible for ascertaining whether planning permission is required and for obtaining such permission.
- viii. The allotment holder to be responsible for removing the structure from the site and restoring the ground to a fit state for cultivation upon his/her vacation of the plot unless agreed by the Site Wardens that the structure can remain for the next tenant.
- ix. That the Town Council may insist on the immediate removal of any structure on an allotment plot deemed by the Town Clerk or Council Warden to be unsafe or out of keeping with the Allotment Site (individual tenants are recommended to consider obtaining insurance cover for their structures)
- x. The allotment holder indicating his/her understanding that the Town Council accepts no responsibility for any loss or damage which might be caused to the structure or the contents thereof by others.
- xi. That the above conditions be adhered to whether the allotment tenant erected the structure, or by agreement, inherited the structure from the previous tenant.

**Review Body:** Environment & Planning Committee

**Issue Date:** September 2023

**Review Period:** every 3 years

**Next Review:** September 2026





# ELSTREE and BOREHAMWOOD TOWN COUNCIL

Fairway Hall, Brook Close, Borehamwood, Herts. WD6 5BT  
Tel: 020 8207 1382 Website: [www.elstreeborehamwood-tc.gov.uk](http://www.elstreeborehamwood-tc.gov.uk)



Julie O'Keeffe  
Elstree Lawn Tennis Club  
c/o 50 Aberford Road  
Borehamwood WD6 1PL

30 August 2023

Dear Ms O'Keeffe

## **Community Infrastructure Levy Application – Elstree Lawn Tennis Club**

I acknowledge receipt of the CIL Grant Application for funding towards making good the access road between the entrance and car park of the Elstree Lawn Tennis Club.

This will be put to the Environment and Planning Committee at its meeting on 19 September 2023 and I will revert to you thereafter.

Yours sincerely

A handwritten signature in black ink, appearing to read "Tracey Malton".

TRACEY MALTON  
ACTING CLERK

# Elstree and Boreham Wood Town Council



## Community Infrastructure Levy Grant Application Form

1.	<b>Applicant's Name</b>	ELSTREE LAWN TENNIS CLUB											
2.	<b>Address &amp; contact details including contact name, address, postcode, email &amp; Telephone number(s)</b>	ALDENHAM ROAD ELSTREE WD6 3DL C/- JULIE O'KEEFFE (PUBLICITY@ELSTREETENNIS.COM) 50 ABERFORD ROAD BOREHAMWOOD HERTS WD6 1PL (07973673455)											
2.2	<b>Is your organisation registered for VAT?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
3.	<b>Project Title</b>	ROAD REPAIR											
4.	<b>Project Description</b> (continue a separate sheet if required)	To make good the access road between our entrance and the car park to minimise any risk to members (trip hazard) and their vehicles (pot holes).											
5.	<b>Expected total cost of the Project:</b>	£7800.00											
6.	<b>Costs Capital/Recurring</b>	<b>What will be your estimated capital costs and recurring costs? Please list them.</b> <table border="1"> <tr> <td>Capital</td><td>£7800.00</td></tr> <tr> <td>Recurring</td><td>£ 0.00</td></tr> <tr> <td><b>Total</b></td><td><b>£7800.00</b></td></tr> </table>		Capital	£7800.00	Recurring	£ 0.00	<b>Total</b>	<b>£7800.00</b>				
Capital	£7800.00												
Recurring	£ 0.00												
<b>Total</b>	<b>£7800.00</b>												
6.1	<b>Amount of CIL funding you are applying for.</b>	<table border="1"> <tr> <td>Amount</td><td>£ 3900.00</td></tr> <tr> <td>% of the total cost</td><td>50%</td></tr> </table>		Amount	£ 3900.00	% of the total cost	50%						
Amount	£ 3900.00												
% of the total cost	50%												
6.2	<b>Phasing of CIL funding applied for (Over what time does the CIL funding need to be provided?)</b>	Payment will be in total on one occasion. We expect to make payment before the end of 2023											
7.	<b>Other Funding sources</b> (continue a separate sheet if more than two additional funding sources)	<table border="1"> <tr> <td>Amount 1</td><td>£00.00</td></tr> <tr> <td>Amount 2</td><td>£00.00</td></tr> <tr> <td>Status 1</td><td>Secured <input type="checkbox"/></td><td>Applied for <input type="checkbox"/></td></tr> <tr> <td>Status 2</td><td>Secured <input type="checkbox"/></td><td>Applied for <input type="checkbox"/></td></tr> </table>		Amount 1	£00.00	Amount 2	£00.00	Status 1	Secured <input type="checkbox"/>	Applied for <input type="checkbox"/>	Status 2	Secured <input type="checkbox"/>	Applied for <input type="checkbox"/>
Amount 1	£00.00												
Amount 2	£00.00												
Status 1	Secured <input type="checkbox"/>	Applied for <input type="checkbox"/>											
Status 2	Secured <input type="checkbox"/>	Applied for <input type="checkbox"/>											

8.	<b>Elements/phases of Project/funding</b> (continue a separate sheet if required)	<b>Describe what will need to be purchased using CIL funds.</b>  Services of a professional Surfacing company to rectify the current access road surface and remove any pot holes / uneven surfaces. We have had site visits from three separate contractors and associated quotes. These have been reviewed with regards to cost and suitability and the supplier All Surfacing (Quote attached )  (All Surfacing is a trading name for Waveney Construction Services Ltd)  Office: 01379 673030  Mob: 07795055250  Office address:  Unit 23, Darrow Wood Farm, Shelfanger Road, Diss, Norfolk, IP22 4XY
9.	<b>Project timings</b>	Start Date: September 2023  Duration: 1-2 days  Expected Completion Date: September 2023
10.	<b>If needed has planning permission been approved?</b>	<input type="checkbox"/> Yes                      x <input type="checkbox"/> No <input type="checkbox"/> Applied for  <b>Not Applicable</b>
10.1	<b>Has any Planning pre application been made?</b>	What advice have you received?  N/A



	these are Elstree and Borehamwood residents?	No or % of those who are known to be Elstree and Borehamwood residents (if known) approx. 70%
15.2	What are the key demographics of users - please give as much detail as possible. (continue a separate sheet if required)	<p>Age groups: These are the only breakdowns we have from June.</p> <p>u 18 q = 26</p> <p>18-24 q = 3</p> <p>24-39 q = 11</p> <p>40--59 q = 64</p> <p>over 60q = 62</p> <p>Gender: Male q 67%                      Female q 33 %</p> <p>Sexual Orientation - specify if the project is aimed at any group: <b>N/A</b></p> <hr/> <p>Ethnicity – specify if the project is aimed a particular group: <b>N/A.</b></p> <hr/> <p>Marital status/family - specify if the project is aimed e.g. single peoples, families with young children, etc</p> <p><b>Everyone</b></p> <p>Employment status:</p> <p>Employed FT q   Employed PT q   Unemployed q   Student q   Retired q   <b>NA</b> q</p> <p>Disabilities – specify if the project is aimed at users with disabilities of any kind.</p> <hr/> <p>Any other demographic the project is focused on:</p> <hr/> <hr/>

**PLEASE COMPLETE:**

☒ Yes  
No


☐

I have read and understand the CIL Policy of Elstree and Borehamwood Town Council.

☒ Yes      ☐ I am willing to submit evidence of how CIL Funds were used.  
No

☒ Yes      ☐ I have enclosed a copy of the accounts from the previous year and/or a budget  
No estimate for a new initiative

☒ Yes      ☐ I have enclosed a copy of a recent bank statement.  
No 1.

Signature: 	Date: 31/07/2022
Please print name: Julie O'Keeffe	
Role/Position: Committee Member / Safeguarding officer	

*Data Protection: Your details will be used by Elstree and Borehamwood Town Council to contact you about your CIL Application only, unless you advise us that you would like to receive additional communications. At any time, you can request to no longer receive the communications you have consented to receive and/or request your details be deleted from our systems.*

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Office use only:

Application Received on \_\_\_\_/\_\_\_\_/\_\_\_\_

Application acknowledged \_\_\_\_/\_\_\_\_/\_\_\_\_ Officer initials \_\_\_\_\_

Date of next Council meeting \_\_\_\_/\_\_\_\_/\_\_\_\_

# Constitution of the Elstree Lawn Tennis Club

(as amended by resolution passed at an Extraordinary General Meeting of the Club held on 14 October 2018)

## Index to Rules

1. Definitions and Abbreviations
2. Name and Objects of the Club
3. Membership
4. Termination of Membership
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6. Subscriptions
7. Officers
8. The Committee
9. Annual General Meeting
10. Extraordinary General Meetings
11. Proceedings at Annual and Extraordinary General Meetings
12. Special Provisions for Alteration of the Constitution or the Adoption of a new Constitution
13. Trustees
14. Accounts Income and Property
15. Indemnity
16. Intoxicating Liquor
17. Dissolution
18. Records and Minutes
19. Coaches and Players
20. Miscellaneous

Annexes:

Annexe I

## 1. DEFINITIONS AND ABBREVIATIONS

1.1 In the Constitution (unless the context otherwise requires):

“AGM”	means the Annual General Meeting of the Club.
“Club”	means ELTC.
“Club Premises”	means any part of the Club House, tennis courts or other property owned or controlled by the Club.
“Committee”	means the committee of the ELTC comprising the Members elected or co-opted from time to time in accordance with the Constitution.
“Disciplinary Code”	means
“EGM”	means any Extraordinary General Meeting of the Club called in accordance with the Constitution.
“ELTC”	means the Elstree Lawn Tennis Club.
“HLTA”	means the Hertfordshire Lawn Tennis Association.
“LTA”	means LTA CLG and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of lawn tennis from time to time.
“Members”	means the members for the time being of the Club, being persons belonging to any

of the classes of membership set out in Annexe 1 to the Constitution.

“Membership Year” means the period from 1<sup>st</sup> May in any year to 30<sup>th</sup> April in the following year.

“Rules” means

1.2 Words importing the singular number shall include the plural and vice versa and words importing the masculine shall include the feminine and neuter and vice versa.

1.3 The headings in the Constitution shall not affect its interpretation.

## **2 NAME AND OBJECTS OF THE CLUB**

2.1 The name of the Club shall be the Elstree Lawn Tennis Club.

2.2 The name of the Club shall not be altered otherwise than by way of a resolution at an EGM passed in accordance with the Constitution.

2.3 The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of tennis in Elstree and the surrounding area. In pursuance of these purposes the Club shall be entitled :

2.3.1 to make rules regulations bye-laws and the like concerning the operation of the Club including regulations concerning disciplinary procedures that may be taken against Members;

2.3.2 to discipline Members where so provided by the Constitution and its rules or regulations and to refer Members to be disciplined by the LTA or the HLTA (as appropriate) where so required by the Rules or Disciplinary Code of the LTA or the HLTA as the case may be;

2.3.3 to do all other things which seem to be incidental or conducive to the attainment of the above objects.

## **3 MEMBERSHIP**

3.1 Membership of the Club shall be open to any person interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The Committee may refuse membership or remove it only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Members.

3.2 Any person wishing to become a Member of the ELTC shall:

3.2.1 complete and sign the official application form and submit the same to the Honorary Membership Secretary;

3.2.2 pay upon submission of the application the appropriate sum for joining fee and first annual subscription which sums shall be refunded if the applicant is not elected.

3.3 Every person duly nominated for membership shall become a Member if he is elected as such by the Committee. The Committee may refuse to admit any person as a Member.

3.4 Unless otherwise determined from time to time by the Committee, the classes of membership shall be as set out in Annexe 1 to the Constitution.

3.5 The Committee may from time to time determine the number of Members elected in each class with a view to ensuring that a balance of numbers between the different classes of Membership is maintained having regard to the Club facilities available.

3.6 The Honorary Membership Secretary shall keep a Register of Members and enter in it the names, addresses and



classes of membership of all persons who become Members. It shall be the responsibility of each Member to notify the Honorary Membership Secretary in writing of any change of address, telephone number or e-mail address previously notified.

**3.7 Each Member agrees as a condition of membership:**

3.7.1 to be bound by and subject to these rules (as in force from time to time)

3.7.2 to be bound by and subject to the Rules and the Disciplinary Code

3.8 Rule 3.8 confers a benefit on the LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the LTA by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the Members do not intend that any term of these rules, apart from rule 3.8 should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.

3.9 The Committee may terminate the membership of any person, or impose any other sanction they determine to be appropriate, in connection with the breach of any condition of membership set out in rule 3.8.

**4. TERMINATION OF MEMBERSHIP**

4.1 A Member shall cease to be a Member:

4.1.1 if he gives to the Honorary Membership Secretary written notice of resignation of his membership;

4.1.2 if the Member fails to pay any subscription within one month after the due date of payment and the Committee resolves that his membership be terminated. Any Member whose Membership is thus terminated shall be eligible for re-election on the same terms (including as to the payment of a joining fee) as a new Member of the same class;

4.1.3 if the Member having committed some act or been guilty of behaviour inconsistent with membership of the Club, the Committee resolves by simple majority to remove him from membership. Alternatively, the Committee may by simple majority resolve to suspend the Member for a fixed term.

4.2 Acts or behaviour inconsistent with membership of the Club shall include but not be limited to:-

4.2.1 any breach of the Club rules or regulations;

4.2.2 criminal damage or vandalism on the Club Premises;

4.2.3 theft of Club or other Members' or visitors' property;

4.2.4 abusive or offensive behaviour on or about the Club Premises;

4.2.5 discrimination against any Club Member or visitor on religious, racial or sexual grounds;

4.2.6 any other conduct likely to bring the Club into disrepute.

4.3 Any Member in respect of whom the Committee is intending to consider expulsion or suspension under rule 4.1.3 shall be notified in writing by the Honorary Chairman or the Honorary Secretary of the complaint against him and shall be entitled within 7 days of the date of the notice setting out the complaint to make representation to the Committee in writing setting out his version of events and any matters he seeks to put before the Committee as to why he should not be expelled or suspended as the case may be.

4.4 Any Member who receives such notice in writing by the Honorary Chairman or the Honorary Secretary of a complaint against him may resign from the Club with immediate effect by giving notice in writing to the Honorary Secretary whereupon any proceedings for his expulsion or suspension shall cease.

4.5 Pending a decision of the Committee under rule 4.3, the Honorary Chairman may, in his absolute discretion,

give written notice to anyone alleged to have committed some act or to have been guilty of some behaviour inconsistent with membership of the Club, suspending him temporarily until the decision of the Committee (or until the expiry of 21 days if sooner).

- 4.6 Any person ceasing to be a Member shall not be entitled to the refund of any joining fee or subscription paid or due and payable by him unless the Committee shall in accordance with rule 6.4.1 decide otherwise and shall immediately cease to be entitled to all rights and privileges of membership, provided that this shall not affect any pre-existing rights or claims of the Club or the Member against each other;
- 4.7 The Committee shall not be prevented by this rule 4 from taking any other steps (apart from suspension or expulsion of the Member) to secure or protect the interests of the Club including (but not limited to) reporting the subject matter of the complaint to any relevant authority, the LTA or its insurers.
- 4.8 No Member who is suspended from the Club shall be entitled to attend the club premises or enjoy any of the rights and privileges of membership during the period of his suspension but shall be entitled to speak (but not to vote) at any EGM of the Club at which any appeal against his suspension is being considered.

## **5 APPEAL AGAINST EXPULSION OR SUSPENSION**

- 5.1 An appeal must be lodged in writing within 7 days of the receipt by the Member of notice of any such expulsion or suspension under rule 4.1.3.
- 5.2 Such appeal shall be signed by not less than 7 Members of the Club and shall state the reasons for the appeal.
- 5.3 Upon receipt of such appeal the Committee may in its absolute discretion decide to suspend its decision and if it so decides the Member shall be reinstated until after the matter has been determined in accordance with the succeeding sub-rules of this rule 5 of the Constitution and shall enjoy the full rights of membership until that time.
- 5.4 Such an appeal shall be treated as though it was a requisition made in accordance with rule 10.1 of the Constitution for an EGM to consider a resolution reversing the decision of the Committee and upon receipt of such appeal the Honorary Secretary shall:-
  - 5.4.1 convene an EGM in accordance with rule 10.1 of the Constitution to consider the appeal. No other business than the consideration of the appeal shall be transacted at this EGM;
  - 5.4.2 not less than 7 days before the date of the EGM put up a copy of the notice of appeal on the Club notice board.
- 5.5 Rule 10.2 of the Constitution shall not apply to such an appeal.
- 5.6 At the EGM the Members shall consider the reasons for the appeal and the appellant shall be entitled to address (but not to vote at) the meeting. The Chairman of the meeting in his absolute discretion shall decide whether or not to allow any other person to speak in favour of or against allowing the appeal.
- 5.7 If at such EGM a resolution is passed reversing the decision of the Committee for expulsion or suspension as the case may be the Member shall be re-instated with immediate effect.

## **6 SUBSCRIPTIONS**

- 6.1 The annual subscription shall be payable in advance on or before 1<sup>st</sup> May in each year for the Membership Year commencing on 1<sup>st</sup> May in that year.

6.2 The subscriptions and joining fees for each class of membership shall be determined from time to time by the Committee, and:

6.2.1 any alterations shall be effective from the beginning of the next Membership Year;

6.2.2 no such alteration shall be effective unless at least three weeks' prior notice thereof shall have been given to the Members;

6.3 For the purposes of rule 6.2.2:

6.3.1 such notice may be given by sending the same by post or e-mail to the addresses of the Members set out in the Register of Members and the period of such notice shall be deemed to commence on the date which the notice bears;

6.3.2 such notice shall also be deemed effective if a copy of the notice is displayed on the Club notice board not less than three weeks prior to the beginning of the next Membership Year.

6.4 The Committee shall have power to:

6.4.1 waive, reduce or repay the whole or part of a Member's subscription when in the view of the Committee it would be inequitable to charge a full subscription;

6.4.2 grant a discount to any new member who joins part way through a Membership Year;

6.4.3 fix a special subscription (a Household Subscription) for Members who all belong to the same household and live at the same address.

## **7 OFFICERS**

7.1 The honorary officers of the Club shall be a Chairman, a Treasurer, a Secretary and a Membership Secretary. The honorary officers shall be elected by the Committee from time to time. The Committee shall have power to create other honorary officers from amongst the members of the Committee as it thinks necessary. All the officers must be Members of the Club.

7.2 The Auditor and the Trustees are not officers of the Club. The Auditor and the Trustees may but need not be Members. Any officer may retire by giving one month's prior notice in writing to the Honorary Secretary. The Committee may fill any casual vacancy.

## **8 THE COMMITTEE**

8.1 The Committee consists of the officers and not fewer than four and not more than ten other Members.

8.2 No person shall be appointed a member of the Committee at any general meeting unless:-

8.2.1 that person is an existing member of the Committee eligible for re-election; or

8.2.2 not less than seven clear days before the date appointed for the meeting, a notice has been given to the Honorary Secretary of the intention to propose that person for appointment signed by a Member eligible to vote at such a general meeting and by that person.

8.3 Any casual vacancy on the Committee arising between AGMs may be filled by the Committee.

8.4 Any member of the Committee may retire by giving two weeks' prior notice in writing to the Honorary Secretary and all shall retire at the end of each AGM, but shall be eligible for re-election at that meeting.

8.5 Any person who fails to attend three consecutive meetings of the Committee without giving a reason acceptable to it shall cease to be a member of the Committee if the Committee so resolves.

8.6 The Committee shall manage all the affairs of the Club and shall have power to do everything necessary for that purpose including the power to make Rules for the better conduct of the Club and the power to enter into

contracts for the purposes of the Club on behalf of all the Members.

8.7 The Committee may appoint sub-committees from time to time for such purposes as the Committee deems appropriate.

8.8 The quorum of the Committee shall be seven.

8.9 Not less than three days' written or oral notice shall be given by the Honorary Secretary to members of the Committee of every meeting, but in an emergency at the discretion of the Honorary Chairman and the Honorary Secretary meetings may be called on not less than 24 hours' notice.

8.10 Decisions at meetings of the Committee are made by a simple majority.

8.11 Any member of the Committee may participate in a meeting of the Committee or any sub-committee by way of video conferencing or conference telephone or similar equipment that allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be a person present at the meeting and shall accordingly be counted in the quorum and be entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chairman of the meeting is.

8.12 The Club agrees that each member of the Committee will be required as a condition of appointment to agree to be bound by these rules, the Rules and Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

## **9 ANNUAL GENERAL MEETING**

9.1 An AGM shall be held once in every year at a date and time to be fixed by the Committee provided that not more than fifteen calendar months shall elapse between one AGM and the next.

9.2 The business of the AGM shall be:

- 9.2.1 to receive the Chairman's report of the activities of the Club during the preceding year;
- 9.2.2 to receive and consider the accounts of the Club for the preceding year and the Auditor's report on the accounts and the Treasurer's report on the financial position of the Club;
- 9.2.3 to elect members of the Committee;
- 9.2.4 to elect the Auditor or to confirm that he remains in office; and
- 9.2.5 to deal with any special matters which the Committee desires to bring before the meeting for consideration.

## **10 EXTRAORDINARY GENERAL MEETINGS**

10.1 An EGM may be convened at any time upon either a resolution of the Committee or a requisition setting out the resolution or resolutions to be proposed at it. The requisition must be signed by not less than 25 Members (other than Junior Members) entitled to attend and vote at such a meeting and must be served on the Honorary Secretary by personal delivery or recorded delivery post. If the Honorary Secretary does not give notice of the meeting pursuant to the requisition on or before the expiry of 14 days from service of the requisition the requisitionists or any one or more of them on behalf of the others may give notice of the meeting.

10.2 The Committee may, instead of convening an EGM, arrange for a postal ballot of the Members (other than Junior Members) entitled to attend and vote at an EGM on any matter which is not reserved to the AGM or as otherwise provided in this Constitution. The ballot papers must set out the resolution to be proposed with the names of the proposer and seconder and must include a voting paper for return to the officer of the Club charged with responsibility for administering the ballot. There must be not less than twenty-eight days between the posting of the ballot papers to such Members and the date for the return of the voting papers. The vote shall be taken on the day after the day specified for the return of the voting papers.

10.3 The following business may only be conducted at an EGM:

- 10.3.1 removing all or any of the officers, other members of Committee, or the Auditor of the Club and filling the vacancies caused by such removal;
- 10.3.2 considering and if thought fit making a decision on any matter which the Committee by resolution refers to a general meeting;
- 10.3.3 changing the name of the Club;
- 10.3.4 considering an appeal against suspension or expulsion under rule 5 of the Constitution;
- 10.3.5 subject to the special provisions set out below, altering the Constitution or adopting a new Constitution; or dissolving the Club.

## **11 PROCEEDINGS AT ANNUAL AND EXTRAORDINARY GENERAL MEETINGS**

11.1 No Junior Member shall be permitted to attend at any general meeting (except at the discretion of the chairman of the meeting) and no Junior Member shall be entitled to vote at any general meeting.

11.2 Not less than twenty-one days' prior notice in writing of the meeting shall be sent to every Member eligible to attend and vote at the meeting at the address shown for him in the Register of Members.

11.3 The Resolutions to be proposed at any general meeting shall be displayed in the Club House at least 21 days prior to the meeting at which they are to be proposed.

11.4 Resolutions at AGMs and EGMs (save as otherwise provided in the Constitution) shall be passed by a simple majority of the votes entitled to be cast by the Members present at the meeting.

11.5 Each Member shall have one vote on every resolution.

11.6 No proxy votes shall be permitted at any general meeting.

11.7 The quorum at any general meeting shall be whichever is the lower of 20% of the Members entitled to vote at such meeting or 25 such Members, but if a quorum is not present within 15 minutes after the time appointed for the meeting:

11.7.1 if convened on the requisition of Members, the meeting shall be dissolved; or

11.7.2 in any other case, the meeting shall stand adjourned until the same time one week later, and at any such adjourned meeting the Members present whatever their number shall constitute a quorum.

11.8 The Honorary Chairman or in his absence some other member of the Committee nominated by members of the Committee shall preside as chairman of the meeting but if neither the Honorary Chairman nor such other Committee Member shall be present within 15 minutes after the time appointed for the holding of the meeting and willing to act, the Committee Members present shall elect one of their number to be chairman and, if there is only one Committee Member present and willing to act, he shall be the chairman.

11.9 If no Committee Member is willing to act as chairman or if no Committee Member is present within 15 minutes after the time appointed for holding the meeting, the Members present and entitled to vote shall choose one of their number to be chairman.

## **12 SPECIAL PROVISIONS FOR ALTERATION OF THE CONSTITUTION OR THE ADOPTION OF A NEW CONSTITUTION**

12.1 The Constitution may only be altered or a new Constitution adopted at an EGM or an AGM.

12.2 The provisions of rule 10.2 of the Constitution shall not apply to the alteration of the Constitution or the adoption of a new Constitution.

12.3 The notice displayed under rule 11.3 shall set out the proposed alterations or if more convenient shall include a copy of the Constitution showing the alterations or in the case of substantial alterations shall attach a new Constitution for adoption in its entirety.

12.4 No amendment to any proposed alteration or new Constitution shall be permitted save:-

12.4.1 for the purpose of correcting manifest error;

12.4.2 in the case of substantive amendments or alterations, where the same shall have been submitted in writing to the Committee not less than 7 days before the date of the meeting and such amendment or alteration shall have the endorsement of not less than 51% of the members of the Committee.

12.5 Consequent upon any such alterations to the Constitution or the adoption of a new Constitution the Honorary Secretary or the Honorary Chairman or such other person as they or either of them may appoint for the purpose shall within 14 days in writing inform the Clerk to the Justices of any changes in the Club's particulars required for his Club Register and the police, local authority and any other person required to be notified of any such alterations to the Constitution or of the adoption of a new Constitution, providing them with any copy documents which they might lawfully require.

## **13 TRUSTEES**

13.1 The number of Trustees shall be not fewer than two nor more than four.

13.2 The Committee shall appoint the Trustees to hold office until death or resignation unless removed from office by a resolution of the Committee. The Chairman from time to time is nominated as the person to appoint new Trustees within the meaning of section 36 of the Trustee Act 1925. A new Trustee or Trustees shall be nominated by resolution of the Committee and the Chairman shall by deed appoint the person or persons so nominated as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing with the Club or the Committee in good faith be conclusive evidence of the fact so stated.

13.3 There shall be vested in the Trustees all the property of the Club other than cash and bank and similar accounts which will be under the control of the Committee. Such property may also be held by a limited company under the control of the Trustees or such Members of the Club as may be nominated by the Committee for that purpose.

13.4 The Trustees shall have the power to deal with the property vested in them by way of sale, mortgage, charge, lease or otherwise as fully as if they were beneficial owners, but shall exercise such power only as directed by the Committee. Such direction shall be given by a resolution of the Committee and when so passed shall, in favour of a purchaser, mortgagee, chargee, lessee or grantee, be binding upon all Members of the Club. A certificate purporting to be signed by the Honorary Secretary for the time being of the Club shall in favour of those persons be conclusive evidence that a direction complying in all respects with the above provisions of this rule was duly given to the Trustees.

#### **14 ACCOUNTS INCOME AND PROPERTY**

14.1 The financial year of the Club shall end on 30<sup>th</sup> September in every year (or upon such other date as the Committee may from time to time determine), to which day the accounts shall be balanced and drawn.

14.2 As soon as is practicable after the end of the financial year, there shall be prepared a statement of the assets and liabilities of the Club at the end of the financial year, and a statement of income and expenditure during that year, which statements shall be audited or examined by the Auditor not less than 14 days before the AGM.

14.3 Copies of the audited statement of accounts shall be displayed in the Club House at least 7 days prior to the AGM at which they are to be considered, and made available at that AGM to Members who attend.

14.4 The Auditor shall be a qualified accountant. He shall be appointed at each AGM and shall hold office until the end of the next following AGM.

14.5 All monies received by the Club shall be received by the Honorary Treasurer or such other Committee Member who shall have been appointed by the Committee for that purpose and unless required for the immediate purposes of the Club shall be paid into an account or accounts in the name of the Club at bankers appointed by the Committee, and cheques and other instruments drawn on and directions to the bankers shall be signed by not less than two officers.

14.6 Any funds belonging to the Club and not required for the immediate purposes of the Club may be invested for the benefit of the Club on the direction of the Committee in accordance with rule 14.8 of the Constitution.

14.7 No action involving expenditure in the name or on behalf of the Club shall be taken, and no undertakings which would commit the Club to expenditure or other liability shall be made, without the prior authority of a resolution of the Committee.

14.8 The Club may at the direction of the Committee:

14.8.1 receive and disclaim property of any nature whether or not it is subject to any express conditions or trusts;

14.8.2 purchase or otherwise acquire, invest in and hold property of any description and may sell, lease, mortgage or otherwise deal with the same;

14.8.3 borrow for the general purposes of the Club such sums as may be required by it and may charge or secure the payment of the sum upon any property of the Club.

14.9 Any direction for the purpose of rule 14.8 of the Constitution shall be given by a resolution of the Committee.

14.10 The Committee shall cause or procure true accounts to be kept of the receipts, expenditure, assets and liabilities of the Club.

14.11 The income and property of the Club and any money received on its behalf shall be applied only for the purpose of furthering, promoting or carrying into effect the objects of the Club.

14.12 No part of the receipts, property or income of the Club shall be paid by way of bonus, dividend or profit share to any Member or third parties.

14.13 Nothing in the Constitution shall prevent the payment in good faith of:

14.13.1 remuneration and expenses to any employee of or independent contractor engaged by the Club;

14.13.2 expenses and fees of any member of the Committee or Member for services actually and properly rendered to or for the benefit of the Club.

14.14 Reasonable office expenses incurred by members of the Committee in relation to the objects or affairs of the Club may be paid for by the Club. Any claim for such expenses must be submitted in writing to the Honorary Treasurer within 28 days of having been incurred.

## **15 INDEMNITY**

Except for such loss as arises from their respective wilful defaults, the Trustees and members of the Committee shall not be liable (otherwise than as Members) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf, and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their respective duties including without limitation liabilities or expenses incurred by reason of any contract entered into or act or thing done by them in good faith.

## **16 INTOXICATING LIQUOR**

16.1 The Committee shall manage the purchase by the Club and supply by the Club of intoxicating liquor.

16.2 The permitted hours for the consumption of intoxicating liquor shall fall within the following:

Weekdays (including Saturdays):	11.00am-3.00pm	5.30pm - 11pm
Sundays, Christmas Day and Good Friday:	12 noon -2.00pm	7.00pm - 10.30pm

16.3 Members of visiting teams and Members' guests shall be permitted to use the facilities of the Club, but shall not be allowed to purchase intoxicating liquor.

16.4 Members shall be responsible for their guests while on Club Premises.

## **17 DISSOLUTION**

17.1 The Club may be dissolved:

17.1.1 by a resolution passed at an EGM called pursuant to rule 10.1 of the Constitution. Rule 10.2 of the Constitution shall not apply to such a meeting and the necessary majority for passing such a resolution shall be two-thirds and rule 11.4 of the Constitution is modified accordingly;

17.1.2 by a resolution of the Committee if the number of Members is less than 15 for a period of not less than six months. For this purpose a quorum of the Committee shall be the lower of seven or two-thirds of the remaining Members (any fraction being discounted) and rule 8.8 of the Constitution is modified accordingly.

17.2 The dissolution shall take effect from the day when the resolution is passed and the Committee shall be responsible for the winding up of the assets and liabilities of the Club. For such purposes the Committee shall be entitled to engage such professional persons to advise and assist it as it may consider expedient.



- 17.3 If any property remains after the discharge of all debts and liabilities of the Club and the payment of all proper fees costs and expenses it shall be distributed to some other club or institution having objects similar to those of the Club which is either another registered Community Amateur Sports Club or a charity.
- 17.4 Such other club or institution is to be determined:-
- 17.4.1 by the Members entitled to attend and vote at the EGM called in accordance with rule 17.1.1 of the Constitution; or, as the case may be,
- 17.4.2 by the members of the Committee at the Committee Meeting held in accordance with rule 17.1.2 of the Constitution; and
- in either case, by a simple majority of those present and entitled to vote.
- 17.5 If no such determination as is provided for under sub-rule 17.4 is made for any reason whatsoever then all such property shall pass to the LTA.
- 17.6 No such property shall be distributed to or for the benefit of any Member of the Club.

## **18 RECORDS AND MINUTES**

- 18.1 Records shall be taken and minutes kept by the Honorary Secretary (or by such other person as the Chairman of the meeting appoints) of the proceedings of all general meetings, of all meetings of the Committee and of all meetings of any sub-committee of the Committee.
- 18.2 The records or minutes shall be in such form as the Committee may direct.
- 18.3 The records or minutes of every such meeting shall be confirmed and signed by the Chairman of the appropriate subsequent meeting and once so confirmed shall be conclusive as to all matters and things recorded therein.

## **19 COACHES AND PLAYERS**

- 19.1 The Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of the Club will be required, as a condition of such use, to agree to be bound by and subject to these rules, the Rules and Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

## **20 MISCELLANEOUS**

- 20.1 Any Member shall be entitled to a copy of the Constitution at any time upon payment of the reasonable costs of copying the same and posting it to him by ordinary first-class post.
- 20.2 A copy of the Constitution shall be displayed in the Club House.
- 20.3 Rules made by the Committee shall be posted on the Club notice board.
- 20.4 Any Member shall be entitled to a copy of the Rules at any time upon payment of the reasonable costs of copying the same and posting it to him by ordinary first-class post.
- 20.5 Notice of alterations to the Rules made by the Committee from time to time shall be set out in the Club Newsletter as soon as reasonably practicable after the making of such alterations.
- 20.6 No advertising may be posted on the Club Premises, except as permitted by the Committee.

## **Annexe I**

### **Classes of Membership:**

**Full Membership:** A Full Member is entitled to play tennis and use the other facilities of the Club available to Members.

**Honorary Life Membership.** On the recommendation of the Committee, the Members of the Club in general meeting may by resolution elect any Member as an Honorary Life Member, in recognition of services rendered to the Club. A person elected as an Honorary Life Member shall have all the privileges of Full Membership for life but shall not be required to pay any subscription.

**Student Membership.** A Student Member must be, on 1<sup>st</sup> May in the relevant Membership Year, between the ages of 16 and 25 (both inclusive) and still in full time education. A Student Member is otherwise entitled to play tennis and use all the facilities of the Club available to Members.

**Junior Membership.** A Junior Member must be under 16 on 1<sup>st</sup> May in the relevant Membership Year. A Junior Member is entitled to play tennis at the club, but restrictions may from time to time be imposed by the Committee on the times when Junior Members may play tennis or otherwise make use of the facilities.

**Midweek Membership.** A Midweek Member is entitled to play tennis and use the other facilities, but only at certain times (being outside the peak demands for playing facility) as determined from time to time by the Committee.

**Social Membership.** A Social member is one who is entitled to use the facilities of the Club except the tennis courts.

**Temporary Membership.** A Temporary Member is entitled to play tennis but only for a limited period as determined by the Committee, the maximum period being two months in any one Membership Year.



# Elstree

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## LAWN TENNIS CLUB

### Accounts For Year ended 30 September 2022

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**Balance Sheet at:  
30 September 2022**



**Elstree**  
LAWN TENNIS CLUB

	NOTE	2022	2021
<b>Fixed assets</b>			
Fixed assets	1 & 6	83,994	8
<b>Current assets</b>			
Cash at bank and in hand	2	85,554	141,130
Other	3	(2,903)	13,036
<b>TOTAL NET ASSETS</b>		<b>166,645</b>	<b>154,174</b>
<b>Financed by:</b>			
Debentures		500	500
Court replacement fund		-	35,800
<b>General fund</b>			
Opening Balance		153,674	84,551
Court replacement fund		-	-
Excess of income over expenditure		12,471	33,323
Closing Balance		166,145	117,874
<b>TOTAL FUNDS</b>		<b>166,645</b>	<b>154,174</b>
		-	-
Andii Weymann			Mark Norcliffe
Chairman			Treasurer

**Independent Examiner's report**

I have examined the Accounting records of the Elstree Lawn Tennis Club for the year ended 30th September 2022. No material matters have come to my attention giving me cause to believe that in any material respect the accounts do not accord with those records.

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

Clive Hinds  
FCA

**Income & Expenditure Account  
for year ended  
30 September 2022**



**Elstree**  
LAWN TENNIS CLUB

	NOTE	2022	2021
<b>INCOME</b>			
Subscriptions and visitor fees	4	29,102	30,810
Other income	5	5,491	23,296
Tennis activities (net)	6	(388)	(43)
Social activities (net)		(63)	-
Bank interest		312	312
<b>TOTAL</b>		<b>34,454</b>	<b>54,375</b>
<b>EXPENSES</b>			
<b>House and grounds</b>			
Rent, rates and refuse collection		1,814	1,493
Electricity		3,632	1,168
Telephone		-	210
Water		57	183
Insurance		1,438	1,346
Building and grounds maintenance	8	3,318	6,515
Cleaning and Sundry		507	300
Gardener and materials		1,117	1,390
Keys		(90)	595
Sub-total		<b>11,793</b>	<b>13,200</b>
<b>Tennis</b>			
Herts LTA subscription		1,596	1,076
Tennis balls and equipment		208	872
Court maintenance	9	1,980	5,479
Sub-total		<b>3,784</b>	<b>7,427</b>
<b>Depreciation</b>		<b>6,002</b>	<b>-</b>
<b>General expenses</b>			
Corporation Tax		-	-
Legal and Professional		339	159
Stationery Copying Postage		-	64
Website costs and marketing		65	202
Sub-total		<b>404</b>	<b>425</b>
<b>TOTAL EXPENSES</b>		<b>21,983</b>	<b>21,052</b>
<b>Surplus for the year</b>		<b>12,471</b>	<b>33,323</b>

**Notes to Accounts  
For the year ended  
30 September 2022**



**Elstree**  
LAWN TENNIS CLUB

**1. Fixed assets**

	Cost		Depreciation		NBV
Asset Life (yrs)	Net Additions	Cost carried forward	Charge for the year	Depreciation c/fwd	Net Book Value
5	-	2,181	-	(2,180)	1
10	-	20,177	-	(20,176)	1
5	-	13,630	-	(13,629)	1
35	-	51,755	-	(51,754)	1
35	-	11,165	-	(11,164)	1
15	-	33,200	-	(33,200)	-
15	89,988	89,988	(5,999)	(5,999)	83,989
	3	3	(3)	(3)	-
	89,991	222,099	(6,002)	(138,105)	83,994

There is no change to depreciation policy. The project to resurface all courts with Tiger Turf had incurred costs of £ 89,988 at 30 September. Tiger Turf will be written off over 15 years. Depreciation of £5,999 was charged in the year and Other non-specific fully depreciated assets of £3 were written off.

**2. Cash at bank and in hand**

	2022		2021	
	Interest (£)	Balance (£)	Interest (£)	Balance (£)
Cash balance breakdown:				
Barclays current account	-	4,516	-	55,836
Barclays deposit account	47	81,038	-	991
Santander	1	-	-	9,992
Nationwide	264	-	312	74,311
<b>Total</b>	<b>312</b>	<b>85,554</b>	<b>312</b>	<b>141,130</b>

During the year the cash balances significantly reduced due to the cost of the new Tiger Turf surface. As a result, the decision was taken to simplify our banking arrangements and close both the Santander and Nationwide accounts. Interest rates and interest earned varied in the year due to financial turbulence.

**3. Other current assets**

<b>(2,903)</b>	<b>13,036</b>
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The Tiger Turf reseller 1st Surface was still owed £2,400 at year end. Other unpaid balances of £503 relate to regular overheads of the club.

**Notes to Accounts (cont'd)**  
**For the year ended**  
**30 September 2022**



**4. Membership**

	2022		2021	
Membership type	No.	Revenue (£)	No.	Revenue (£)
Full single	158	26,910	179	26,993
Social	3	84	2	30
Student/junior	40	1,740	72	2,965
Accompanying parent	-	-	9	270
<b>Total</b>	<b>201</b>	<b>28,734</b>	<b>262</b>	<b>30,258</b>
Visitor fees		368		552
<b>Total subscriptions and entry fees</b>		<b>29,102</b>		<b>30,810</b>

	2022	2021
Age Profile	(No.)	(No.)
Under 40 years	75	110
40-60 years	61	81
Over 60 years	65	71
<b>Total</b>	<b>201</b>	<b>262</b>

	2022	2021
Gender Profile	(No.)	(No.)
Female	62	81
Male	139	181
Unknown	-	-
<b>Total</b>	<b>201</b>	<b>262</b>

Due to the increase in subscription rates, overall membership revenues were not unduly impacted from the tail-off in membership numbers as the covid driven lockdowns ended.

	2022	2021
5. Other income	(£)	(£)
Court hire	2,498	2,572
Coaching fees	1,451	1,349
Grant income	500	24,282
Other income	2,380	-
Grant related costs	(1,338)	(4,907)
<b>Total</b>	<b>5,491</b>	<b>23,296</b>

The club received £500 government grant and spent £509 as part of the Queen's Diamond Jubilee celebrations. No covid related grants were received and £829 was spent on covid related costs in the year. The club received £2,380 one-off donation for providing car parking space in the summer for a nearby television production.



**Notes to Accounts (cont'd)**  
**For the year ended**  
**30 September 2022**



**Elstree**  
 LAWN TENNIS CLUB

	2022	2021
	(£)	(£)
<b>6. Tennis activities</b>		
Finals day	(208)	35
Other Tennis Events	(180)	(78)
<b>Net</b>	<b>(388)</b>	<b>(43)</b>
	-	-

## 7. Tiger Turf Courts

The club underwent a significant investment in the year incurring £89,988 in resurfacing all of our courts with Tiger Turf. This was after a poll of the members who overwhelmingly preferred the astro turf all-weather surface to other options. As a club we have the misfortune of a clay sub-soil that is subject to movement during extreme dry and wet weather conditions and a court foundation that is insufficient for modern weather patterns.

Extensive investment in upgrading the foundations as well as the resurfacing was not an option given the cash resources of the club particularly as no guarantees of additional movement beyond 18 months could be obtained on the foundations from contractors. The decision was therefore taken to mitigate some of the movement through the removal of close surrounding trees and to repair the foundations as and when movement occurs as we have seen in the very wet autumn and winter months.

## 8. Building and grounds maintenance

To help prevent the proliferation of moss on court 6, the conifers running the length of that court were removed in November 21 (£1,250). More electrical works were undertaken in the clubhouse (£1,284) and upgrades to the Defibrillator and First Aid (£295). Battery for ball machine (£135). Other minor ongoing repairs in the year (£354).

## 9. Court maintenance

The courts were jet-washed in October 21 as there was a build up of slurry and moss (£1,104). Floodlighting repairs and new bulbs (£612) and court windbreaks (£135). Other (£129). As court surface was to be replaced minimal spending was incurred during the year

## 10. Related Parties

For services rendered the Chairman received £287 for cleaning of the clubhouse during year. (2020/21 £286)

## 11. Basis of Preparation

The accounts have been prepared on a cash basis, so that only income and expenditure incurred in the year are reflected.



ADDITIONAL INFORMATION SUPPLIED – AVAILABLE ON REQUEST