



**WILLIAM HILL TRUST FUND
APPLICATION FOR FINANCIAL ASSISTANCE**

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>E-mail address:</p>	<p>Patricia Nicholson Secretary Melrose Waverley Tennis Club The Old Manse Tweedside Road Newtown St Boswells 01835-823924</p> <p>Patricia.nicholson7@btinternet.com</p>
<p>Address to which payment should be made:</p>	<p>As above</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>We are a thriving Tennis Club offering coaching programmes for both juniors and adults of varying age groups. We also offer social tennis with designated slots for the over 70s. Our facilities are available to non members as well as members.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£2,482</p> <p>Our clubhouse is used by the wider community for meetings and other activities and in order to transform it into a more multi-purpose space to encourage more community use we would like to improve the interior of the main area. We would like to purchase an extending table and 12 chairs, sofa, 2 easy chairs and coffee table for those wishing to undertake meetings. We would also like to purchase a hot water urn, tea/coffee/sugar storage jars, and sandwich maker to allowing those using the facility to offer light refreshments. To provide a warmer environment in the winter, we would like to install a wall heater (currently there is no heating in this area), roller blinds and 2 rugs for the floor. We would also like to install an outside seat which could be used not only by people watching club competitions/coaching sessions but also by the many people who access Gibson Park for picnicking, games and walking and visitors to the neighbouring caravan park.</p>
<p>When will the donation be required:</p>	<p>As soon as possible</p>

<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>October 2017</p> <p>£4,088.78</p> <p>We had originally applied to Community Grant Scheme, however funding in Eildon area is now low.</p> <p>£1,606.78 our own funds will be contributed towards the cost of re-painting the main space and public areas.</p>
<p><u>Other information</u></p> <p>If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<p>At present both the primary primary school and St Mary's School use our facilities on a regular basis and Melrose Festival Committee use the facility as a meeting space. We also provided facilities at the club to support the recent Sponsored Walk which started and ended at the Clubhouse. The facilities are also used as a base for the annual Cycle Ride as part of Festival activities at the park. If we are successful in securing funding we intend to promote the club facilities for wider community use via social media, posters on public noticeboards, club website etc. Please note that although it appears our savings are healthy £30,000 is ring-fenced in a separate Designated Fund which is our sinking fund to cover the cost of replacement of the court surfacing and floodlighting.</p> <p>We attach for interest two letters from Melrose Festival Supporters Group and Melrose Community Council supporting our application.</p>
<p><u>Declaration</u></p> <p>I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed:</p> <p>Position Held: Secretary</p> <p>Date: 7th September 2017</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</p>	
<p>This completed form, accounts and any supporting details should be submitted to Pauline Bolson, Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825005</p>	

* Insert name of Fund.

MELROSE WAVERLEY TENNIS CLUB - BREAKDOWN OF COSTS

Extending Table	£ 469.00
Stackable Chairs (x12)	£ 300.00
Sofa	£ 399.00
Rugs (x 2)	£ 120.00
Wall Heater & Fitting	£ 424.00
Window Blinds	£ 295.00
Coffee Table & 2 Easy Chairs	£ 240.00
Kitchen Equipment	£ 186.00
Outdoor Wooden Seat	£ 49.38
Painting/Redecoration	<u>£1,606.40</u>
	£4,088.78

Melrose Waverley Tennis Club Receipts and Payments Account
for the Year Ended 30 September 2016
Scottish Charity No SCO34153

	<i>30-Sep-15</i>		<i>30-Sep-16</i>	
Income	£	£	£	£
Membership Fees		6,736		6,187
Casual Fees		1,098		713
Court Hire		95		250
Coaching Fees		16,616		16,836
Miscellaneous		64		80
Bank Interest		47		80
Sale of Tennis Balls		116		77
Club Clothing		20		0
 Fund Raising Income				
Christmas Draw	917		986	
Quiz Night	583		396	
Clubhouse Catering	0		319	
		1,500		1,701
 Clubhouse Development Grants		0		20,700
 Total Income		26,292		46,624
 Expenditure	£	£	£	£
Tennis Border Fees		600		620
Court Maintenance	227		3,739	
Clubhouse Maintenance	255		89	
Electricity	1,284		1,008	
Cleaning	375		384	
		2,141		5,220
Insurance		847		845
Coaching Retainers		600		600
Coaching Expenses		11,581		12,990
Printing & Postage		47		14
Tennis Balls		552		650
Tennis Equipment		37		54
Miscellaneous		677		441
 Fund Raising Expenses				
Christmas Draw	306		318	
Quiz Night	323		230	
Club Catering	35		271	
		664		819
 Clubhouse Development		2,032		27,636
 Total Expenditure		19,778		49,889
 Operating Surplus/(Deficit) for the Year		6,514		(3,265)

Melrose Waverley Tennis Club
Statement of Balances as at 30 September 2016

	2015	2016
	£	£
Bank and Cash in Hand		
Opening Balances	35,074	41,588
Surplus/Deficit for year	<u>6,514</u>	<u>(3,265)</u>
Closing Balances	<u>41,588</u>	<u>38,323</u>
Cheques Outstanding	<u>0</u>	<u>0</u>
Reserves		
General funds	11,588	8,323
Designated Fund	<u>30,000</u>	<u>30,000</u>
	<u>41,588</u>	<u>38,323</u>
Represented by:		
Bank of Scotland Treasurers Account	11,533	9,320
Nationwide Treasurers' Trust Account	30,055	0
Scottish Building Society Treasurers' Account	0	29,003
as at 30 September 2016	<u>41,588</u>	<u>38,323</u>

Note 1 All funds are unrestricted
i.e. No Restricted Funds
No Expendable Endowments Funds
No Permanent Endowment Funds

Note 2 Assets held by the Charity
Buildings
Courts/Floodlights
Other Assets/Trophies

Note 3 There are no liabilities or contingent obligations.

Note 4 The Designated Fund is considered to be the Sinking Fund for the replacement of courts and floodli

Approved by the Trustees and signed on their behalf

Dr Maung Aye, President

Date 67 November 2016

Melrose Waverley Tennis Club
Treasurer's Report for the Year Ended 30 September 2016
Scottish Charity No SCO34153

General

The Melrose Waverley Tennis Club accounts for the year 2015-16 (1 October 2015 to 30 September 2016) show a deficit of £3,265. There was a surplus of £6,514 in 2014-15, which represents a turnaround of £9,779. The main reasons for the deficit are increased expenditure on Court Maintenance and the Club's contribution to the Clubhouse Development. At the year-end on 30 September 2016, the Club's funds totalled £38,323 (2015 - £41,588).

Income

Gross Income for the year was £46,624, which was £20,328 higher than 2014-15. The main reason for this increase was the grants that the Club received towards the Clubhouse Development.

Expenditure

Gross Expenditure for the year was £49,889, which was £30,111 higher than 2013-14. The main reasons for the increased expenditure was Court Maintenance and the Club's contribution to the Clubhouse Development.

Membership Fees

Membership Fees totalled £6,187 which was 8% lower than last year's membership income of £6,736. The club membership can be broken down as follows:

	2016	2015
Ordinary	2	2
Adults	31	32
Concessions	35	37
Family	6	6
Juniors (Age 11 - 18)	42	43
Children Under 10 (Free)	52	39
Total number of members	185	180

The Club has maintained its membership numbers. The Club's membership fees remain the main source of income for the running of the Club.

Coaching Fees

Coaching Fees totalled £16,836 which is 1% higher than the coaching fees of £16,616 received in 2015-16. Approximately 130 tennis players, both members and non-members, are coached during each coaching session.

Junior Coaching

Coaching fees		£16,836
Expenses		
Coaching retainer	£600	
Coaching expenses	£12,990	
Tennis equipment	£54	
Net Surplus		£13,644
		£3,192

This surplus was £1,204 lower than last year. This is mainly due to increase in fees paid to coaches.

Fund Raising

Christmas Draw	Expenses - £318	Income - £986	Surplus - £668
Quiz Night	Expenses - £230	Income - £396	Surplus - £166
Clubhouse Catering	Expenses - £271	Income - £319	Surplus - £48

Court Maintenance

The main expenditure on Court Maintenance was:

Court cleaning and moss clearance	£830
Installation of gates for court 3 and cherry-picker access	£966
Tennis nets	£350
Reconfiguring floodlight switches	£468

Treasurer's Report for the Year Ended 30 September 2016
Scottish Charity No SCO34153

Clubhouse Development

The Clubhouse Development was successfully completed during the 2016 summer. The principal contractor was T Mcleish & Sons. The Club was very pleased that the work was done promptly and quickly. The work was completed in time for the Tennis Borders Senior Confined Tournament at the end of August.

The Club received the following funding:

BCCF Environmental	£13,200
Live Borders	£2,500
SBC Community Grant Scheme	<u>£5,000</u>
Total Funding Received	£20,700

The following expenditure was incurred in 2015-16:

T Mcleish & Sons	£26,910
Scottish Power – electricity meter move	£582
Architect Fees	<u>£144</u>
Total Expenditure	£27,636

The Club's contribution towards the Clubhouse Development in 2015-16 was £6,936. The Club had incurred expenditure of £2,032 in 2014-15.

Banking

Early in 2016 I proposed that the Club should close its Nationwide Building Society account and transfer the funds to the Scottish Building Society (SBS). This was because the SBS offered a better interest rate than the Nationwide. The SBS account was opened on 13 May 2016 and the Nationwide Building Society was closed on 20 May 2016.

In August 2016 the Bank of Scotland announced that it would close its Melrose branch on 31 October 2016. The Club has banked with the BoS for many years. However, the Committee agreed that the Club's current account should be transferred to the Royal Bank of Scotland branch in Melrose. The RBS account was opened in September but the first transactions did not take place until October 2016.

Membership Fees

The Committee would propose the following subscriptions for 2017:

	2017	2016
Ordinary	£13.00	£12.50
Adult	£85.00	£80.00
Adult after 30 April	£95.00	£90.00
Concessions	£47.50	£45.00
Juniors (Age 11 – 18)	£32.00	£30.00
Children (10 years & under)	Free	Free
Family	£180.00	£170.00
Family after 30 April	£190.00	£180.00
Winter Adult	£57.50	£55.00
Winter Concession (New)	£30.00	
Winter Junior	£17.00	£16.00
Winter Child	Free	Free

The Club's Membership Fees have remained unchanged since 2007. The Committee is proposing an increase of approximately 5%. The objective is to maintain the Club's Sinking Fund as it is expected that work will be required to re-surface the courts within the foreseeable future.

Independent examiner's report on the accounts

Report to the trustees/members of: Melrose Waverley Tennis Club
Register charity number: SCO34153
On the accounts of the charity for the period
Period start date: 01 October 2015
Period end date: 30 September 2016

Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement:

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement:

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

7 / 11 / 16

Name: Alastair Stuart O Neil

Relevant professional qualification(s) or body (if any): MCIBS

Address: 4 The Stables
Buccleuch Chase
St Boswells
Melrose TD6 OHE

MELROSE FESTIVAL SUPPORTERS GROUP



Chairperson:

Mrs Catherine Crawford
5 Newlyn Drive
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Tel: 01896 822876

Secretary:

Mrs Anne Eaton Turner
Heatherlie
Ormiston Terrace
MELROSE
TD6 9SP

Tel: 01896 823118

Treasurer:

Mrs Jayne Roy
Eildon Crescent
MELROSE
TD

Melrose Waverley Tennis Club,
Gibson Park,
Melrose,
Scottish Borders.

29th May 2017

To Whom It May Concern

On behalf of Melrose Festival Supporters' Group we thank you very much for the use of your premises and facilities for our fundraising walk on Sunday 21st May 2017.

It was a great success and the use of your club made it possible with the help of dry weather after the very wet day before!

A total of 85 walkers turned up including children and hopefully this event will take place again next year and more walkers will take part.

Many thanks again.

Regards

Anne Eaton Turner
Secretary

Letter in Support of Melrose Waverley Tennis Club Community Grant Application

Melrose Waverley Tennis Club re-established in 1998, acquiring their present timber building, moving it to its present site and creating a small but adequate clubhouse. Since then the club has thrived, increasing their membership enormously, from juniors to seniors and veterans, also having links with the adjacent Caravan Club site. The clubhouse has frequent and heavy usage.

Last year, 2016, great improvements were made internally to club facilities and externally to the overall appearance of the building following extension work. The clubhouse now looks extremely attractive externally, blending harmoniously with the adjacent park.

Now, the club members are keen to improve the internal appearance and furnishing of the clubhouse from its initial rather basic furnishings and décor to provide a more comfortable, welcoming (and at times warmer) meeting space for members and visitors, and to encourage use of this space by other local groups.

The Community Council are well aware of the popularity and benefits of the Tennis Club at all age levels and of the strength of the present membership. The courts are rarely empty, whether being used for junior coaching, by visitors from the neighbouring caravan site, for matches at various age-levels with other clubs or by the veterans group. Play can be seen in all weather and from morning until 10pm in summer light or in winter under the floodlights. So the clubroom is indeed a very well-used space, now in need of refurbishment.

Waverley Tennis Club well deserves every encouragement and Melrose and District Community Council warmly support their application to the Community Grant for assistance with their latest project.

— 14.06.2017

Valerie Miller
Vice-Chair Melrose and District Community Council