

Stage Three - Full Application Assessment

Date Application received	Final Business plan submitted January 2020.
Contact person	Peter May
Name of organisation	Saltford Tennis Association
Registered office address	email: sec.saltfordtennis@gmail.com
Registered website address	https://clubspark.lta.org.uk/SaltfordTennisClub
Details of asset	Saltford Tennis Club is located next to Saltford Hall. It has three all-weather courts with overhead lights. There is a small wooden club house. See attached site plan. The current lease runs to 2032 and they have responsibility for maintenance of vegetation, lighting and club house. The club pay £1,600 rent per year. The maintenance liability for the court is currently the Council's responsibility. The courts were re-surfaced by the Council in 2017 at a cost of £56,000 and £250 per annum for grass cutting on the additional land incurred by the Council.
Assessment	18 th February 2020, 11am Attendees: Sara Dixon (Communities), Linda Legg (Property), Martin Pellow (Leisure), Louise Murphy (Equalities), Richard Howroyd (Procurement), Kate Clements (Finance). Michael Hewitt (Legal) was unable to attend. Had no observations to make.

Application Checklist

Have the following documents/ information been received / provided	Comments
A completed business plan	5 year Business Plan received
Details of Charity Number / Company Registration No	1183060
Date of Registration	23/4/19

Legal status - parish / town council, incorporated charitable organisations including CIOs and Trusts, companies limited by guarantee with charitable status, community interest companies (CIC) limited by guarantee or by shares, community benefit industrial & provident societies with an asset lock, other (please specify)	Charitable Incorporate Organisation (CIO) Association.
Copy of the Governing documents	Received.
Copies of Audited Accounts	Signed accounts 2018/19 from unincorporated. As new CIO no audited accounts have been issued.
Copies of insurance documents	Received - Public/Employers Liability cover and Buildings/Courts/Floodlights insurance.
Other supporting documentation such as annual reports, minutes of meetings.	None.
Results from any community consultation exercises	<p>Planning permission for the new club house has been sought 17/05738/FUL.</p> <p>An Open Spaces notice published on the 27th February and again on the 5th March in the Bath Chronicle.</p>
Evidence of support from key partners, stakeholders, funders	<p>Ward Councillors support this application. The local parish council have supported the club through grants. The club work closely with Saltford Community Association.</p> <p>The Lawn Tennis Association are fully supportive of their plans and have provided support to the club in preparing their business plan.</p>
Copies of the all the organisations policies and procedures including the Health and Safety Policy and Equality and Diversity Policy	<ul style="list-style-type: none"> • Diversity and Inclusion policy 2019 • Code of Conduct / Complaints Policy • Reporting concern form • Health & Safety Policy • Safeguarding Policy • Safeguarding Statement
Three / Five Year Income and Expenditure Template	Five year income and expenditure has been submitted.

Assessment form

Corporate priorities

Criteria	Comments
Has the organisation demonstrated that it meets at least one of the Council's Corporate priorities?	<p>Their aims and objectives set out in their proposal and meet the following Council's new corporate priorities by:-</p> <ul style="list-style-type: none">• Focusing on prevention• Preparing for the future <p>In addition by providing local facilities for local residents will reduce the need for unnecessary travel and support the Council's overarching strategy to 'address the climate and nature emergency'.</p>

Governance and Management

Criteria	Comments
Is the organisation clearly defined and established?	The Club is now CIO registered. Previously unincorporated. The lease is currently held by members of the Club who are personally liable. CIO has enabled the personal liability to be reduced. SLTC have occupied the site for over 50 years. The current lease runs to 2032 and they have responsibility for maintenance of vegetation, lighting and club house.
Does the organisation demonstrate through its governance arrangements community benefit?	The objects of the Club are " <i>to promote community participation in healthy recreation by providing facilities for playing tennis for the benefit of the public in Saltford and the surrounding area</i> ".
Do they hold AGM or similar?	The first AGM to be held 18 months after registration then no more than 15 months interval. Page 8 of constitution.
Is the staffing and management structure been clearly defined?	Business plan, page 3 and 12 - The Club has a Main Committee (Chair, Treasurer, Secretary, Mends and Ladies Captain) which are elected at AGM. Two Sub-Committees support the day to day management. Additional Officers oversee the Safeguarding, Welfare and Complaints.

<p>Does the organisation have up to date and written procedures covering:</p> <ul style="list-style-type: none"> • Recruitment and Induction • Training & Development • Health & Safety • Equality and Diversity • Safeguarding • Disclosure Barring Service Checks • Grievances / complaints 	<p>A number of other policy documents are currently being worked on and will be re-issued in 2020 (as stated in the Business Plan). This includes the Health and Safety Policy and various Codes of Conduct and Codes of Practice. They have recently done a Health and Safety Audit and completed the LTA's HSA Risk Assessment. This has highlighted a few issues which they are addressing at present in their policy documents.</p>
<p>Does the organisation have sufficient insurance policies in place?</p>	<p>Public liability, Professional Indemnity, Employers Liability and Directors, Officer liability insurance. LTA Howden.</p> <p>Comments received from the B&NES Insurance Team (21st February 2020): The levels of insurance provided is satisfactory and above £5million that the Council would expect.</p>

Equalities

Criteria	Comments
<p>Has the organisation demonstrated an understanding of the Equality Act 2010 and how it would be applied?</p>	<p>A copy of the club's Diversity and Inclusion Policy has been received. Their policy includes all the protected characteristics of the Equalities Act.</p> <p>They have highlighted the need to publicise information about the venues accessibility. Their policy includes a lot of reference to behaviours and reference is made to the venues and barriers. The club have a restrict no alcohol and smoking policy.</p>

Financial arrangements

Criteria	Comments
Has the organisation submitted a three / five year detailed income and expenditure budget that demonstrates their project is financially viable and sustainable?	<p>The Club's income is primarily generated by club membership with grants and fundraising providing other sources of income. The business plan and income and expenditure shows a planned increase of membership over the next four years - 10% in year one, 5% in subsequent years. The club have managed the facility for over 50 years. With the reduction in rent the expenditure is approximately 56% of income generated which will enable the club to build up a sinking fund to support the maintenance liability in future years. The club have been successful in obtaining funding from external sources and have a good relationship with the LTA.</p> <p>A contribution of £5k from B&NES CiL Funding specifically allocated to leisure has been awarded to the club to support their proposals.</p>
Has the organisation demonstrated that they have a good financial track record or have the necessary processes and procedures in place?	The club have over 50 years' experience of running the facility and have sought advice from the LTA regarding the additional funds required to build up reserves. See page 17 & 18 of Business Plan and Income and Expenditure sheet.
Has the organisation demonstrated various sources of funding eg, CiL, contracts, fundraising, grants?	The club have successfully obtained external funding and regularly raised funds through fundraising activities. This is demonstrated throughout the Business plan and shown in the income and expenditure sheet provided.
Has the organisation included the costs of any improvement works and identified sources of funding. Are they considered reasonable?	See page 17 & 18 of Business plan. The cost for a new Club house is £30k. The club have been advised that they are likely to obtain loan form the Lawn Tennis Association and have included the repayments within their business plan for the next 5 years. In addition, they will use some of their own funds and undertake further fundraising to obtain all the costs.

The Proposal

Criteria	Comments
Is there a clear vision for the future use of the building or land?	See page 4 of Business Plan. The club wish to improve their facilities by providing a new Club house that will enable an increase in activity. They also wish to take on the responsibility for the hedges and maintenance of the court surfaces. Securing a longer lease will enable them to make these changes and enable them to source external funding and help them with longer term financial planning.
Are the aims and objectives clearly defined?	This is set out in the Business plan and within their constitution.
Does the proposal clearly define the activities that will take place?	The Business plan clearly sets out the current activities and future planned activities. See Page 14 of Business Plan.

The Asset

Criteria	Comments
Is the asset suitable to use for the organisations proposal?	The club has been operating from the site for over 50 years.
Has the organisation demonstrated a full understanding of their duty in relation to managing the building or land including: Condition, Suitability, Accessibility, Health & Safety, Planning restrictions, Other	Planning application has been obtained for the new Club house. The club receive advice from the LTA regarding the court maintenance and overall their legal duties.
Has the organisation given comprehensive details of all proposed works that are intend to be carried out, including indicate costs and means of funding these and are these realistic?	This is demonstrated in the Business Plan, see page 17& 18.
Has the organisation demonstrated it has the skills and capacity to manage the asset and deliver the proposal?	As above and demonstrated in the Business Plan.

Community benefit

Criteria	Comments
Has the organisation set out the needs of the community?	See page 5 of Business Plan. Analysis by the LTA on the local demographics is being considered in the Club's future membership initiatives. The club has met the LTA recommended players/courts ratio and the new member "conversion rate" is above average. The club attracts members from the village and the surrounding areas. Other similar club facilities in the area are Bath, Lansdown, Hanham and Knowle.
Has the organisation undertaken consultation with the community?	The club has a close working relationship with Saltford Community Association and regularly engage local residents regarding their facilities.
Has the organisation demonstrated that they have an inclusive approach to meeting the needs of a wide range and diverse community?	See page 13 of Business Plan. The club's new Club house will include disabled access. The works with local schools to offer free tennis sessions as well as coaching programmes for working mothers and toddlers, which is delivered on behalf of the Club by Team Bath, from the University of Bath. They have also provided free coaching sessions to local primary and secondary school children through breakfast clubs, after school and as part of lessons. The design of the proposed new Clubhouse will include disabled access.
Has the organisation demonstrated the social, economic and environmental impacts? (see outcomes/impact table)	<p>In addition to their club membership the wider community benefits include:</p> <p>Social and Economic benefits</p> <ul style="list-style-type: none"> • Voluntary time estimated at £6,896 • Increase in participating in sport including public hire of facilities, open days, coaching and tennis for kids £15,305.04 • Total social value = £22,201.04 <p>Environmental benefits</p> <ul style="list-style-type: none"> • Providing local facilities thereby reducing the need for unnecessary car travel <p><i>See more details in page 11 of Business Plan and social benefit calculator.</i></p>