

18 June 2018

Dear Member

We give **Notice** of the

Annual General Meeting of Ivybridge Tennis Club
(a Company Limited by Guarantee, Number 02057662)

to be held on

Thursday 12th July 2018 at 7.00 p.m.

in the Clubhouse.

As last year, we are sending the documents by email, to reduce printing costs and postal charges. Please print your own copies, and bring them to the Meeting.

- 1) Agenda 2018**
- 2) The Minutes of the Annual General Meeting held on 27 June 2017**
- 3) Nomination Form**
- 4) Unaudited Financial Statements for year ended 31 December 2017**

The Chairman's Report will follow separately:

We hope that you will be able to attend this important meeting. We will be reviewing progress since the last AGM on the management changes and the strategy for running the club on a sustainable basis. We are particularly interested to receive feedback from members on the operation of the club.

There is always plenty to do to run this club and we would welcome additional help from members - please let a member of the committee know if you can provide some assistance or join the Committee. Please indicate your interest by completing the Nomination Form by Wednesday 11th July 2017.

In particular we hope a member will join the Committee and volunteer to take the position of Secretary. The main tasks are just to compile the agenda and minutes for the Executive Committee meetings (normally six per year), the AGM and EGM. Day to day correspondence is generally dealt with by the Club Manager and not the Secretary.

Whilst the formal accounts are drawn up as previous years, there are now three sets of "Detailed Income and Expenditure Accounts". Page 13 is in respect of the Ivybridge Tennis Academy (ITA) Coaching Programme. Pages 11 and 12 are in respect of the Club Operations and are directly comparable with previous years. Pages 9 and 10 show the overall position and are a summation of the first two.

Yours sincerely

Dominic Hall
Chairman