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NATIONAL COUNCIL

Minutes of the National Council Meeting held at The Mercure Hotel, The Approach, Two Mile Ash, Milton Keynes MK8 8LY, on Saturday 30th January 2016, commencing at 11:15am

PRESENT:-

COUNCILLORS: DL Hockney (Avon), CG Dyke (Berkshire), RR Washington (Buckinghamshire), BR Freer (Cambridgeshire), Mrs KM Tonge MBE (Cheshire, Regional Chair North West and BTTAD), AE Ransome OBE (Cleveland) Mrs DM Jermyn (Cornwall), LA Chatwin (Derbyshire), P Goulding (Devonshire), LT Whittaker (Dorset), A Thompson (Durham), LJ Smith (Gloucestershire), DB Turner (Hampshire), H Jutle (Herefordshire), JM Barnes, GE Tyler (Lincolnshire), M Close (Middlesex), R Barr (Northamptonshire), J Donnelly (Northumberland), M Allsop (Nottinghamshire), C Dangerfield (Shropshire), JM Burtenshaw (Somerset and South West Regional Chairman), R Loxley (South Yorkshire), D Sherratt (Staffordshire), A Catt (Sussex), E J Williams (Warwickshire), CN Sewell (Wiltshire), MG Clark (Worcestershire), RB Hudson (Yorkshire)

DEPUTY NATIONAL COUNCILLORS: C Hollingsbee (Kent), Mrs S Pickering (Leicestershire and Regional Chair East Midlands), S Pound (Sussex),

STAFF: Mrs S Sutcliffe (Chief Executive), J Bruck (Head of Operations), Ms G Cronin (Head of Marketing & Communications), Ms E St John (Head of Development), S Mills (Head of Talent & Performance), G Yarnall (Head of Workforce), Miss A Gabb (Receptionist/Office Administrator/Minute taker)

REGIONAL CHAIRMEN: D Turner (South & South East), JM Burtenshaw (South West), R Hudson (Yorkshire), D Turner (South)

INVITED: Mrs DM Stannard (President), Mrs S Deaton (Chairman), Ms S Hughes (Deputy Chairman), K Thomas (Treasurer), TV Purcell, S Griew (Directors), M Smith (Director and BUCS), Mrs L Reid (VETTS)

APOLOGIES: Mrs V J Murdoch (Bedfordshire), S Clarke (Lancashire), T Vincent (Norfolk), Miss M Fraser (Surrey), DJ Edwards (Hertfordshire), J Arnold (ESTTA), G Sanders (Leicestershire), N Le Milliere (Kent), N Hurford (Oxfordshire), P Huggon (Director), A Nixon (Director), Ms K Skeggs (Director), Mrs A L Tazartes (Director), S Hastings (London Regional Chairman), C Davison (North East Regional Chairman), N Wheatley (West Midlands Regional Chairman), B Davison (East Regional Chairman), C Clemett (Rules)

1. CHAIRMAN'S OPENING

Tony Catt (AC), Chairman began the meeting with a minute's silence for Bill Moran, Bill Bailey and Len Pilditch.

1.1. DECLARATION OF INTERESTS

Chris Dangerfield - Table Tennis 365.

2. APPROVAL OF MINUTES OF NATIONAL COUNCIL MEETING HELD 07.11.15

(7683/2/AMG)

2.1 DMJ enquired why italics were used in the minutes, to which AG confirmed that they were to highlight the suggested amendments after being circulated as per National Council Guidance (paragraph 11.3).

2.2 CGD referred to point 6.1 of the minutes and clarified that deposits are still required for the Senior British League.

3 INTRODUCTION TO THOSE PRESENT

3.1 At the request of the Chairman all individuals present introduced themselves briefly to aid both the minute taker and newcomers.

4 MATTERS ARISING NOT COVERED ELSEWHERE IN THE AGENDA

No matters were raised.

5. REPORT BY TABLE TENNIS ENGLAND CHAIRMAN – Paper no. 16-1-1

5.1 SD mentioned that she did not have anything to add to her report and welcomed any questions.

5.2 AER stated that he was aware of a motion from Table Tennis England to exclude Northern Ireland from BTTF and registered his disagreement. AER also mentioned that the World Championships in Kuala Lumpur are approaching and there hasn't been a report of rule change propositions or other matters to be discussed at the AGM.

5.3 SD provided an update from the BTTF AGM which occurred in Manchester in January, where there were continued discussions about the governance structure of the BTTF. UK Sport expect to see a Board with independent directors as well as Home Nation representation. England put in a discussion paper around the inclusion of Scotland, Wales and England being part of the BTTF. Northern Ireland is not a constituted body or recognised by ETTU or ITTF therefore has no voting rights and it was debated where they should have representation on GB (as opposed to being eligible to play for UK which is not affected). SD also emphasised that Northern Ireland and Ireland are completely separate and not to be confused during this discussion. There is no ill feeling towards Northern Ireland and the BTTF, however there is a conflict of interest as the Chair of Ireland is also the chair of the BTTF. The discussion is ongoing.

SD was unable to offer an update regarding the propositions for the ITTF and ETTU meetings because she only received the papers on Friday. SD and SS will go through it once they have the opportunity and refer relevant queries to the right people or committees.

The ITTF AGM propositions were discussed at TOC and their opinions and appraisals have been sent to both SD and SS. They will also be discussing with the performance coaches on the effect on the players. The propositions are now on the ITTF website (www.ittf.com). If any councillors wish to comment, please forward to SD:
sandra.deaton@tabletennisengland.co.uk.

[Post Script: The views of Technical Officials Committee and Coaches have been sought on the propositions]

**6. REPORT BY CHIEF EXECUTIVE INCLUDING INTRODUCTION OF NEW HEAD OF WORKFORCE
- Paper no. 16-1-2**

6.1 Following the release of the DCMS Strategy for an Action Nation in December, Sport England announced a 5 week online public consultation. As Table Tennis England is a National Governing Body, the involvement is a lot more detailed than just an online consultation. SS and SD are attending meetings with Sport England and a number of other Governing Bodies, starting early February. This is an ongoing process which will spread across the duration of 7 months as Sport England work through the extended remit it has now been given through the new strategy. SS took the opportunity to welcome Greg Yarnall to the Table Tennis England Senior Management Team as Head of Workforce.

SS also announced that Jack Petchey was knighted in the New Year Honours 2016.

6.2 EJW requested the definition of workforce and for SS to offer her initial reactions to the Government's paper and asked how it is thought to effect table tennis.

6.3 SS explained that Greg Yarnall will be taking over responsibilities such as Coaching and Coach Education. He will also cover officiating and volunteering generally, all under one department.

6.4 GY introduced himself to those who haven't met him before and shared details about his work and table tennis background. He explained how he is going to support, value and recognise the volunteers across Table Tennis England working at clubs, local leagues, counties and competitions. He aims to increase the number of volunteers and is interested to hear about the challenges and successes of being a volunteer.

6.5 SS added that she attended a meeting with The Minister of Sport when the new strategy was released. She explained that the new strategy opens up a lot of new opportunities for a number of sports and possibly some problems for others. Table tennis is seen as a gateway sport to getting inactive individuals to be more active. For an overall health agenda perspective, a lot of potential is seen for table tennis. SS explained that there might be a reduction in the funding to cover core costs but there will be an increase amount of money available if you are prepared to deliver the government's strategy. SS believes that Table Tennis England is well placed to take advantage of the new opportunities. APS (Active People Survey), which is the current method of measuring the outcomes, will cease to exist after next year, however it will be replaced by 'Active Lives' which will still be a measurement based tool, determining the values and wider social good which sport brings to society, not just participation.

6.6 NS referred to paragraph 3 of the report and questioned if the position of General Secretary is being replaced since Robert Sinclair has now retired. SS explained that the role of General Secretary is now covered by Head of Operations and his team.

6.7 AER stated that one of the main problems with the current Sport England strategy restricting the use of funds to 14+ year olds and asked what affect the new strategy will have on that. AER also referred to the Active People Survey and asked for SS to discuss the decrease in participation numbers.

6.8 SS said that for the current existing cycle there is still a restriction for using the funding for children under the age of 14. She also highlighted that under our new CYP strategy we are

pushing out to primary schools ourselves because we understand the importance of it. One of the reasons discussed with Sport England is that APS only measures activity for 1 x 30 minutes and this is unlikely to capture much social table tennis which generally is played for less than 30 minutes at a time. During the annual review with Sport England the Loop at work programme was discussed and that the lead in time had been longer than expected.

- 6.9** AC mentioned the missed opportunity for the under 14s and questioned how we can get Sport England to recognise this as it will be a struggle to get under 14s playing without going through schools. AC referred back to the online consultation and asked if anyone takes part in it, would Table Tennis England like to know and what is being said as a matter of information. SS confirmed they would.

7. REPORT BY HEAD OF COACHING & PERFORMANCE – Paper no. 16-1-6
(This item was brought forward from later on in the agenda)

- 7.1** SM provided some updates. The first Coaching Conference was held on 16th January at Lilleshall where 8 attendees were booked in however 14 arrived. The feedback from the conference was very well received. Secondly, the new coaching portal was released on the 15th December and now reports 318 fully licenced coaches which is about the same number as last year already. It also reports that 42 coaches appear as qualified but are yet to complete their application and another 170 coaches are being targeted who previously had a license but have chosen not to engage with Table Tennis England at this point. SM also updated that on the performance side, the additional grant funding from Sport England for 2 new Talent Development Centres has been approved and the tender process will be launched in the coming week. We are also recruiting for a Talent Pathway Manager as a result of the increased funding.

- 7.2** DS claimed that not all of the coaches knew about the Coaching Conference and would have attended had they have been invited.

- 7.3** SM stated that the dates were published and announced in November and were communicated to coaches throughout December and January via different methods such as electronic and paper and in the Winning Edge magazine. The dates were also announced at the last Regional Forum and National Council meeting.

- 7.4** AER emphasised that it was good to see such positive updates, one being the Talent Development programme and also the appointment of Greg Yarnall.

- 7.5** AC questioned what duties the Talent Pathway Manager will have.

- 7.6** SM stated that the Talent Pathway Manager will have the responsibility of working with clubs and the organisations which host the talent programs and to make them as sustainable as possible for the long run. It is also a requirement for the Talent Pathway Manager to be a table tennis coach themselves.

8. REPORT BY TREASURER/HEAD OF OPERATIONS WHICH INCLUDES FINANCE REPORT & AFFILIATION FEES PROPOSAL - Paper no. 16-1-3

- 8.1** AC stated that there have already been questions submitted by MC to the Treasurer which will be answered throughout.

- 8.2** MC said that at the beginning of 2013-17 Whole Sport Plan period, the then Board agreed a strategy that was put to National Council to propose an increase in Player Membership Fees for Seniors at a rate of £2 each year. This was deemed necessary, as now, to illustrate to Sport England that we are endeavouring to increase income from within despite the fact that on current level of expenditure we will never be self-funding. This policy annual increase was indeed supported by the then new Board, and was expected to be continued throughout the four year period. It is interesting to note that this is also the current Board strategy; however, it is ironic that last year, no increase whatsoever was proposed during what was an election year.
- 8.3** KT replied by saying MC is correct, that there was no proposal of an increase in fees, as at that time the Board wanted to consider all other possibilities first. In the past it has been proposed to increase the fees from £6 to £10 which was outvoted by the AGM. At that point in time there was no alternative strategy put in place.
- 8.4** SP said that he supports the price increase and asked what would be done with the extra money.
- 8.5** JB said there will be improved membership services linking to the provision of League Manager, so it will directly benefit each playing member plus a proposal to introduce personal accident insurance. So a £2 increase in the next year would actually result in no additional net income. JB stated that since the Government strategy continues not to provide funding for school sport, the association's own income will be used to support that area. It must remember that for this 4 year cycle the performance programme has been self-funded by the association in the absence of UK Sport funding.
- 8.6** CD questioned whether it is intended to put this proposal to the AGM this year. JB confirmed yes. CD continued that he thinks the AGM will require a lot more information, the members will want to know exactly what they are going to get for this increase and deserve an explanation as to why it is happening. He said that National Council will hold about half the votes for this, so they need to be able to go back to their Leagues and be able to offer an explanation as to why it is happening. Furthermore, he believes that a more detailed discussion is needed at National Council so everyone is well informed of the change.
- 8.7** AC suggested that Affiliation Fees should be added to the agenda as a separate item for the next National Council Meeting with a paper prepared for it.
Action: Add Affiliation Fees as a topic to the next agenda.
- 8.8** DMJ mentioned that there is a lot of opposition at the grassroots level to raising the membership fee, which is why it is so important to go to them and be able to say what they are going to get for increase and why it is happening.
- 8.9** MC questioned the logic behind the outsourcing of part of the Finance Department to an outside organisation, the Jockey Club Services in Cheltenham. MC continued to state that in his opinion the one function that could more logically be outsourced is payroll, however, that seemingly is being retained in house.

Finally MC commented on the 18 years' service of Brian Skinner who has worked tirelessly with dedication throughout including being recognised by the AK Vint Staff Award and subsequently a Vice-President Award.

- 8.10** JB reaffirmed that it is the transactional and processing functions of finance are being outsourced and not the strategic decision making which will always stay with the company. Secondly, there is going to be a great push to reduce the back office core costs and to move funding to front line delivery. He said that if these reallocation of resources weren't being made the new roles (e.g. in workforce and competitions) wouldn't be able to be brought in, so the net result is that front line delivery will increase. JB agreed that Brian Skinner leaving is a great loss and he will be missed.
JB also confirmed that after consideration it was cheaper to keep payroll in-house rather than using the Jockey Club Services for that aspect.
- 8.11** KT reiterated that it is important to cut the core costs by adopting various different methods, which might include raising money, increasing membership fees or cost cutting. Difficult decisions have been made and contemplated over for long periods of time, however by making these decision it means that around £80,000 will be saved.
- 8.12** AER contributed his thanks to Brian Skinner who he praised to be a top employee and person. Referring to the report, specifically point number 6 regarding the comment about the voting review and specifically one member on vote. He stated that National Council made it very clear that they didn't want any change, so he found it surprising that the Board had discussed it again. He expressed that it is going nowhere and the discussion shouldn't be continued.
- 8.13** In reply to the voting review comment made by AER, TVP stated that at the last National Council it was made very clear that the Councillors' do not support 2 out of the 3 recommendations. There was feedback from some of the members directly, and it was suggested that one member one vote was a democratic approach to take. He said that it is important to consider the membership as well, which will happen over the next 12 months.
- 8.14** AC questioned why it will take 12 months. TVP clarified that since there would be no change proposed at this year's AGM the process could take more time, it did not need to be rushed. AC suggested it should not be delayed.
- 8.15** KT continued to answer all of MC's pre-submitted questions. For full details please see **appendix 1**.
- 8.16** CD said that he thinks it would be beneficial if the Treasurer/Head of Operations could prepare supplementary answers to questions submitted before the meeting. This would allow National Councillors to read the answers prior to the meeting, therefore saving a lot of time during.
Action: Produce written answers to questions submitted before the meeting, when possible.
- 8.17** RW requested a definition of core costs in relation to Table Tennis England in the form of a list with items which would be included and put into the finance report. This will enable the National Councillors to understand specifically what is being referred to when the topic of reducing core costs is brought up.
Action: Produce a report defining what constitutes core costs.

9. BOARD REPORT

This item was added to the agenda, having not been discussed earlier in the meeting as part of the Chairman's report.

- 9.1** AER requested that this should be a separate item on the agenda after the Chairman's report in future meetings. **Action:** Add the board report to future agendas

AER stated that the report notes 6 key priorities which are the immediate focus and asked what there are.

Secondly, AER gave his thanks to the Trade Committee for all of their work since 1991. The committee was introduced by AER as he thought it was important for the integrity of table tennis.

Finally, AER mentioned that Tyneside shouldn't be moved from Northumberland to Durham as Tyneside is a big area. To which AC said that it is actually South Tyneside and that the report is being amended.

- 9.2** SS shared the 6 key priorities that Table Tennis England are currently focussing on over the next 6 months:

- 1) Meeting the Sport England Targets
- 2) Getting Drinkhall and Pitchford qualified for the Rio Olympic Games
- 3) Launching the new website
- 4) Launching the new CRM system
- 5) Deliver outstanding National Championships
- 6) Submit 2017-21 funding bids

- 9.3** EJW questioned whether the reports are going to be uploaded to the website as they have been in the past.

- 9.4** SD confirmed that the Board summary document will go on the website.

10. REPORT BY HEAD OF MARKETING & COMMUNICATIONS – Paper no. 16-1-4

- 10.1** GC added one update to her report which was that 26% of the Senior National Tickets have been sold for Friday, however a £5 Friday promotion is going to happen to encourage more people to attend. 57% of the allocated Saturday tickets have been sold and 87% of the released tickets for Sunday. The VIP invites will be sent out next week. A competition was run with Be Inspired with 2 tickets for Sunday as the prize, and over 1000 people entered. This shows that there is a passion and great interest for table tennis and watching live sport. The competition is open to till 10th February.

- 10.2** SP questioned how many tickets are being sold per day.

- 10.3** GC said that not all of the tickets have been released to the Ticket Factory as we need to retain some for VIPs, players, coaches etc. For example on Sunday 400 have been made available for public sale and 180 are currently retained by Table Tennis England.

- 10.4** CD asked if anyone who entered the competition then went on to buy a ticket for the Nationals.

- 10.5** GC said that they are currently waiting for the data from Be Inspired to measure and analyse, however the competition hasn't closed yet.

10.6 CD referred back to the VIP tickets for the National Championships. He mentioned that he is disappointed that limited people are being granted VIP tickets and that volunteers and committee members give away 50 days of their own time in volunteering yet they still have to pay for tickets. He said that he has difficulty recruiting volunteers as it is for a Committee, and by not being able to offer perks like this makes this harder. CD said that he thinks it isn't a lot to ask for and is a great way to make them feel special and valued.

10.7 SD expressed that she respects his opinion however she went through the VIP list and it is already colossal. By the percentage of tickets that have already been sold on the Sunday, there aren't many left over that can be given away as free tickets, after you have considered the honorary life member, Vice Presidents, Stakeholders, Players etc.

11. REPORT BY HEAD OF DEVELOPMENT – Paper no. 16-1-5

11.1 ESJ updated National Council on the latest figures for the Loop initiative, 126 workplaces, 26 club houses, 7 Universities, and 24 disability orientated organisations. Secondly, invitations were sent out in mid-January to all premier clubs to apply to run their own Adult Satellite Club. Finally, the new schools package will be launched next week which will offer equipment, tables and resources at a heavily preferred rate. There is also a grant scheme which offers up to 20 Primary schools £300 off the package to encourage them to introduce table tennis.

11.2 CD asked whether this includes concrete tables in the Schools offer.

11.3 ESJ said that the offer is based on outdoor steel tables and indoor tables.

The National Lottery table tennis video featuring players from VETTS and Greenhouse was shown to National Councilors after the lunch break.

SH and SS left the meeting at lunchtime to attend the Jack Petchey London Schools Finals and make presentations.

12. DISCUSSION TOPIC: CLUBS AND VOLUNTEERS – Paper no. 16-1-7

12.1 AER presented a PowerPoint presentation outlining his thoughts regarding the best way to develop participation in table tennis going forward. Currently, Table Tennis England has a project involving Priority Zones. Certain areas or Cities have been identified as Priority Zones for specific projects to be run in those areas to increase participation on a sustained basis. The emphasis of AER's presentation was that rather than focussing on zones, greater traction would be achieved by concentrating on known effective, passionate individuals.

12.2 KMT said that she agrees with a lot of what AER has presented however that she thinks Priority Zones should be given a chance but the impression she gets back from the North West clubs is that they have been neglected and are no longer getting support however acknowledging they haven't done anything to help themselves.

12.3 EJW made an additional suggestion that there needs to be more staff that are available at Table Tennis England which would be able to go and help the clubs. However there aren't enough staff to do this, so he suggested that an E-handbook should be produced for clubs and volunteers to refer back to which will contain help and guidance. In order to help a vast amount of people at different levels, a wide range of information needs to be

available in the handbook and it needs to be clear what Table Tennis England staff can do to help.

- 12.4** AER stated that a lot of this information is already available, Development officers can provide clubs with packs of information to assist them. In reply, EJW said that the information isn't easily obtainable on the current website.
- 12.5** GC explained that the new website is better organised, easier to navigate and the data is better grouped together meaning the information is more accessible.
- 12.6** ESJ said that as this is relevant to her department, she is very interested to hear the views on this discussion. She asked, with the vision of the clubs leading the participation growth, what numbers would you expect the clubs to generate in a year given the funds and support?
- 12.7** AER said that it is entirely dependent on the facilities and volunteers that are available and that any sensible number is possible. With the facilities available more opportunities arise meaning more numbers will be produced. It is also dependant on how many tables are available, the more available means more possibilities.
- 12.8** CGD said that we should look for ways to improve club culture and encourage players to be more supportive and loyal by only playing for one club, as opposed to having a free range of any club. This will improve the culture and create a better atmosphere. The ranking list should be based on what club the member plays for, rather than the county they live in. Attracting volunteers is very difficult, so improving the club culture may entice more volunteers to join.
- 12.9** AER said that there are opportunities for this everywhere, providing the clubs have local people willing to give up their free time to help the club. In the early stage of Ping!, there was no link between local clubs and the programme, therefore the people who were introduced to table tennis weren't given the opportunity or information to join their local club. However, 2-3 years later participants in the Middlesbrough area were contacted and encouraged to join their local club and play in a Ping! Tournament, which turned out to be very successful once the two were linked together.
- 12.10** SD supports AER's presentation but added that passion is needed to drive a club SD also said that part of the criteria for Priority Zones is the amount of volunteers that are there and can be worked with. Some areas are more successful than others, but that does depend on the people in the local area who are willing to give up their free time to help the club and how dedicated they are to do this. The idea of Priority Zones was to put together a group of people which can work as a team to drive local table tennis development in a joined up way.
- 12.11** ESJ continued to talk about Priority Zones, relating to the key words which have been used; growth, participation and support. This leads to the question, how can the clubs be supported? She said that she is very grateful to the Clubs Focus Group who have helped develop the strategy to do this. Sport England have been clear that they want the social side of table tennis to be expanded as well as the club side, and this will be achieved with programmes such as the Ping! Initiative, Satellite clubs and Schools offers. As Table Tennis England are a small team, unfortunately it isn't possible for the staff members to travel to each club which requires help due to the geographical challenges.

ESJ emphasised that with the Sport England funding, it is important that we grow at a scale and not just through clubs but through the social side too.

12.12 AC suggested that National Council break out for discussions around the room, then a spokesman from each table present some ideas that they had discussed. Please see **appendix 2** for full details of the ideas shared.

13. ANY OTHER BUSINESS

13.1 CNS said that in Wiltshire they had prepared a memorial trophy in honour of Andy Seward but this had subsequently been declined by his wife, and there were now debates over how the trophy, made from Great Western Railway memorabilia would be used.

14. The following papers were circulated but were not for discussion

- i. Written report by England Schools Table Tennis Association
- ii. Written report by British Table Tennis Association for Disabled
- iii. Written report by Veterans England Table Tennis Society

15. AC called the meeting to a close at 15:40.

DATE OF THE NEXT MEETING

Saturday 23rd April 2016 commencing at 11.15am at the Mercure Hotel, The Approach, Two Mile Ash, Milton Keynes, MK8 8LY

Action Appendix

Minute	Description
8.9	Add Affiliation Fees as a topic to the next agenda.
8.19	Produce and submit potential questions and answers to National Councillors before the meeting, when possible.
8.20	Produce a list with items defining the core costs of Table Tennis England.
9	Add the Board Report to future agendas

Appendix 1

Martin Clark's pre-submitted questions referring to report 16-1-3
Report by Treasurer/Head of Operations which includes Finance Report and Affiliation fees
proposal

Question 1: I note that there has been no response in respect of financial questions raised but unanswered from the November National Council Meeting. Whilst Chris Dangerfield proffered a reason that British league deposits were no longer required, it did not answer the question as to why there was then and still is £24,342 remaining as a liability on the Balance Sheet. Is it the case that part deposits have been returned and the majority still to be returned, or is there some other explanation?

Answer: The British League Deposits are still relevant for the Senior British League but are not required now for Vets/Women's/Junior BL and have been returned, apart from the odd few because of communication issues with old teams (also see point 2.2).

Question 2: In respect of the current figures I would ask the following- what is the reason that the Balance Sheet shows VAT owing to Table Tennis England of £22,626?

Answer: Input Vat on Purchases is always greater than the Output Vat on Sales for TTE and therefore we are always showing a debit balance until the quarterly Vat Return is submitted and the Irrecoverable Vat has been calculated. The management accounts are turned round extremely quickly and therefore the quarterly vat return is done after the accounts have been completed due to extreme time pressures at this time of year with Quarterly Finance Returns required for UK Sport (BTTAD), Sport England, together with an emphasis on Forecasting for the rest of the year. In addition this year in January the Finance Manager has also spent a lot of time on preparing the Finances for the BTTAD Tokyo Paralympic Bid and also the Finance Administrator has spent a of time on the Accounts Outsourcing. Hence the Vat Return was completed after the December accounts were closed down.

Question 3: (CYP). What is meant by 'a review of resources' and bearing in mind that whilst currently net actual income is £54,008 and forecast net expenditure is £49,104 it implies net expenditure in the last quarter will be in excess of £103,000, almost half the forecast annual expenditure. Is this correct?

Answer: The full budget will not be spent this year. With a new team in place this has been a year gathering insight and understanding, laying a foundation and preparation for full and focus delivery next year. A presentation was made at a recent National Council. Additionally there was also a much greater amount of funding obtained from the Jack Petchey Foundation for staffing costs than in previous years (over £17k rather than £10k).

Delivery has not stopped this year - there has been some excellent outcomes such as the Jack Petchey programme, increased YOA courses and TTN delivery, YST camp, strategic development, insight to deliver a new CYP strategy, the development of a new schools programme in Q4, a new newsletter and development to the Jack Petchey table tennis website.

Question 4: (Competitions). Likewise the figures illustrate net expenditure in the last quarter of £181,000 being some 44% of the forecast expenditure in the year. Perhaps it is budgeted that such is the level of competitions taking place in the last quarter compared to the rest of the year?

Answer: This is normal in competitions and a similar position arose last year with income receivable at the start of the year and then expenditure incurred in the last quarter of the year such as the various British League formats. A detailed analysis of the Forecasts for the remaining part of the year has been undertaken by the Events Manager in conjunction with the Finance Assistant so we are confident that this analysis is reasonably accurate although there of course a large number of variables that exist within competitions so there is always a risk of some variances to forecast.

Question 5: (IT Development). Similarly the figures imply that 50% of this cost centre will be spent in the last quarter (£51,000). Is this correct?

Answer: This is correct and the majority of this has now been spent (Two Circles) or been committed (TT365).

Question 6: (Other Core Costs). It is notes that 2 grants have been applied as a contribution to this cost centre. By comparison with the previous report the amounts appear total in excess of £26,000, however, there is nothing in 'Income' that reflects this exceptional income. Why is that? It appears to be the case that forecast expenditure has incorrectly been reduced which is a contrary to conventional and normal TTE policy.

Answer 6: The treatment of contributions to staff costs or core costs is open to interpretation and it is true that we have not always had a consistent approach in the way that we have treated this but have adopted an approach that was relevant to the individual circumstances relating to the grant. For example we have recently changed our approach to the BTTAD contribution by taking it out of income and showing it as a contribution towards core staff costs (primarily finance); we changed our approach in this respect because there was a concern that if we treated it as income it could be seen to be vatable; TTE and BTTAD will be discussing how this will be treated in the next 4 year cycle 17-21 to avoid any potential vat issues. (We have reduced core expenditure in the past with grants from PESSCL and C4L which referred to contributions to core costs so the interpretation this year is similar to our interpretation over the last 10 years). Following advice from our accountants we reviewed the way be treat income such as BTTAD. Other Grants (previously sitting on Balance sheet under accruals, our accountants told us to move them to P&L as I&E) - £32k which is on the other grants is £17,842 JP and £15K C4L both staff resources grants not used from previous administration. These were transferred to other core costs as originally staff resources applied to appropriate line.

Question 7: It is noted that there are various underspends brought forward and carried forward (e.g. Adult Participation, Clubs, Disability and Infrastructure). I believe NC should be made aware of the reasons why such grants are not being spent in the year intended assuming that SE are happy that they are being carried forward.

Answer: There have been underspends for various reasons all of which Sport England are aware of and are fully supportive of. In 14/15 this was due to the re-organisation of Table Tennis England, the fact that a full staffing compliment were not in place, and strategies were being reviewed and developed. In 15/16 spend has accelerated, however we do envisage there will be some underspends for various but controlled reasons and are likely to be relatively low compared to 14/15 and based on our £3m SE grant; around 2%. Sport England are kept informed of this as part of our quarterly reporting to them and are happy with the position.

Question 9: BTTAD contribution relates not only to staffing costs but the overheads that relate to financial function. Is the change in policy merely to reduce exposure of staffing costs that have

risen year on year? Perhaps it would be more transparent to show it as an income as distinct from netting off expenditure.

Answer Please see answer for Other Core Costs re Vat Concerns.

Appendix 2

The follow ideas and recommendations are for the board to consider to enhance the Priority Zone project.

- Help for all clubs – not just premier clubs.
- Overcome “can’t do” attitudes
- Passionate volunteers
- Development conferences
- Help people locally
- Share responsibility
- Give building blocks
- Importance of coaches
- Change perception of table tennis – make it “cool”
- Consider different environments in clubs – music, drinks etc.
- Consider rural/deprived areas
- Premier club conference
- Consider “do we agree with policy?”
- IF project is in the “right place?”
- COMMUNICATION
- Single place of information
- Contact “correct” person
- Update website
- Requests for help – more accountability of personnel dealing with issues
- Clubs need to feel that they are “listened to”
- CLUB DATABASE
- Acknowledge tension between pressure to grow sports v clubs/leagues
- Push social players to become club players
- Schools critical – links to schools
- Sustainability – succession planning
- Clubs to identify priority zones
- Younger volunteers
- More from schools
- Funding sources publicised
- Cater for all types of players; young, old, disabled, male, female etc.
- Club identity – pushed
- Volunteer skills
- Club conference
- Recruiting volunteers – target parents
- Family hour sessions
- Clubs to work in groups
- Single place of information
- Contact details of “correct person” for various issues
- Club database
- Requests for help; more accountability for personnel dealing with issues
- Funding sources publicised
- Training; provide whatever training is required for the passionate volunteers to become most effective.
- Help people locally
- Give building blocks
- Courses for coaches, umpires, referees, tournament organisers

- Encouraging younger volunteers and parents to play or volunteer
- Develop volunteer skills
- Importance of school links; closer liaison with schools,
- Encourage links between schools and clubs
- PC should be brought together at a central venue once a year to receive help with club action planning
- Concerned with succession planning in clubs and leagues
- Coaches vital
- Need to change the perception of table tennis (young people need to see it as cool and attractive)
- Environment for young people
- Help should be available for all clubs
- Club database vital
- Recognition that not all social players will want to transition to a club
- Need funding sources to be published
- Club identity to be pushed and all clubs to have café/bar
- Recruit volunteers at events and competitions
- Information and guidance needs to be easily accessible
- Make the cubs feel valued, inspired and motivated to work harder
- It needs to be made clear who the correct contact people are
- Conferences; to share information, best practice
- Development conference
- Club conference
- Premier club conference

(These conferences would be to share information, best practice and could possibly also include key identified volunteers and/or coaches. Perhaps these classes of people should be invited to future National Council meetings. Possibly to make presentations and/or share information, best practice, ideas that have worked and possibly ideas that have not worked. I think that this would be refreshing to National Council and possibly lead to the National Council body that Table Tennis England needs in the future).