

## National Council Meeting September 2024 – Action List (Update 10 January 2025)

### Summary

Action No	Action Description	Owner	Timeline	Outcome
Action 1	Produce more detailed action list	SV	Asap/ongoing	Done
Action 2	Produce NC job/role descriptions	NH/SV	By NC Jan 2025	See Appendix for suggested text
Action 3	Circulate ND's answer to MC with the Minutes	NH/SV	With minutes (Appendix A)	Done. Circulated with draft Minutes. Responses in App A
Action 4	Circulate a paper produced by MAG that made recommendations on how transparency, accountability and engagement could be improved.	NH	Before next NC meeting	Done. Link to MAG report added to list of documents for September meeting.
Action 5	Publish Andy Wilesmith paper on response to concerns about Competition programme	SV	Published on County Championships website	Done. Included in documents for Sept meeting.
Action 6	Issues relating to Competition concerns to be reported back to the Competition Advisory Committee	RV	Next Comp. Advisory meeting	The next meeting of the Competitions Committee is 17 Jan.
Action 7	Issues relating to impact on counties of leagues disaffiliating – to be raised.	NH	Before next meeting	On-going. See Appendix A for further details.
Action 8	Advice on suitable bank accounts for counties	NH	For next National Council	On-going. See Appendix A for further details.
Action 9	Progress MoU with new CEO	NH/SV	By next NC	No further progress.
Action 10	Feedback on new website	All	On-going	
Action 11	Road map to point to new site	NH	Asap	Progress Report in Appendix A.
Action 12	Explore theme-based NC meetings	NH	By next NC	Some suggested themes in Appendix A
Action 13	Finance 'Task and Finish' Group to progress its scope	TC/MC/AER	By next NC	Update at January meeting.
Action 14	Welfare training for Club Admins	NH	By next NC	See Appendix A
Action 15	Lack of transparency over Committee Reports/Minutes	NH	Next NC	See Appendix A

## Appendix A – Detailed Report of Actions

### Action 1 – Produce More Detailed Action Lists

The Action List has been expanded to include an Appendix which provides more detail about action taken

### Action 2- Produce NC job/role descriptions

It is suggested that the National Council Standing Orders are amended to incorporate the following text about the roles of the Chair and General Secretary. The revised text is in red.

#### 2 Council Chair

2.1 The election of Chair of National Council will commence as quickly as possible after the close of nominations for the Councillors on the 15th of June and that the election will take place during June and July, so that it is concluded as early as possible in July.

2.2 If the person elected as Council Chair is absent Council shall elect (or make arrangements for the appointment of) another Councillor to be Council Chair during their absence.

2.3 The role of the Chair shall be to chair the meetings of National Council, and ensure the smooth running of the meetings by

- a) actively facilitating discussion
- b) enabling all National Councillors to participate in the meeting
- c) ensuring all actions are satisfactorily completed

2.4 The Chair will work closely with the National Council General Secretary in

- a) preparing the agendas for meetings,
- b) being the principal points of contact with Table Tennis England,
- c) communicating with National Councillors and others who attend National Council meetings,
- d) maintaining the National Council website.

#### 3 Council General Secretary

3.1 National Council will elect a Council General Secretary. This will be done at the first meeting of the new administrative year or at another meeting if a vacancy should arise. The Council General Secretary need not be a National Councillor.

3.2 The role of the Council General Secretary will be to:

- a) produce the minutes of Council meetings
- b) manage documents produced by Council activities

3.3 The Council General Secretary will work closely with the Chair in

- a) preparing the agendas for meetings,
- b) being the principal points of contact with Table Tennis England,
- c) communicating with National Councillors and others who attend National Council meetings,
- d) maintaining the National Council website.

### Action 3- Responses by Nick Donald (Chair, Table Tennis England) to Written Questions Submitted by Martin Clark (National Councillor, Worcestershire)

#### (a) First Written Question From Martin Clark

**Minute 3. World Team Event 2026** that Neil concluded we would return to the subject in future. ND reported that ITTF has made a loss (not a deficit) of \$7M in the current year.

**What year is he referring to?** Bearing in mind that the last reported figures were to December 2022 and 2023 figures are yet to be announced. It needs to be borne in mind that **2022** deficit was \$2,947,183 and 2021 deficit was \$3,930,677. This after incorporating an income in **2022** of

\$12,039,606 for 'rights to training services & high-performance development facilities' over a **10-year period!!!**

#### **Reply from Nick Donald**

*I was referring to December 2023. This figure had not been formally reported but had been gleaned from conversations. I had also highlighted to the Board and Members the USD12m asset sitting on the balance sheet as a debtor relating to training services to be provided by a Chinese provider over a 10-year period. The accounting policy for revenue recognition does not suggest that the full amount has been booked in 2022. I had queried the nature of this receivable at Congress and how we might see it unwind. I do have reservations about the value of this asset and the accounting treatment, given the accounts are prepared under Swiss accounting rules and not GAAP. I also have some nervousness about the ability to turn around the deficit position in 2024 (ex the IOC contribution) as the WTT event series is in its early stages of commercialisation. However, the result for the 2024 year (and cash balances) will be enhanced by the substantial "IOC dividend" (I believe about USD 12-16 million) which is anticipated to be paid over the next three months, resulting from the Paris Games.*

#### **(b) Second Written Question from Martin Clark**

**With regard to the risk to TTE, what 'risk mitigation strategy' ND refers to has been instigated?**

It is reported by AC that he confirmed "worst case is money doesn't come, and the event is cancelled". Assuming that such a scenario occurs some way down the line depending on when ITTF are expected to provide the funding they are committed to, **what happens with regard to the extent of UK Sport funding grant that has already been spent?**

#### **Reply from Nick Donald**

*The UKS contribution is ringfenced within TTIE (the 60:40 venture between ITTF and TTE) and is only made available for the 2026 world team championships. TTE has not made any naked financial commitments. Spend on WTTT2026 is signed off by UKS with no residual liability to TTE in the event that WTTTC2026 were to be cancelled.*

#### **c) Third Written Question from Martin Clark**

##### **Minute 5. TTE Update**

With regard to no Finance report being given or not to NC, AC said that National Council was advisory to the Board and Management and that TTE did not report to it.

We have constantly been advised of the transparency regarding TTE activities etc., but sadly that in this and many other instances is clearly not the case. Whilst not many Councillors show a great interest in financial matters, maybe as they are not suitably experienced, one has to say that from a point of continuity and funding from Government sources, the Association's finances form a vital part of its existence. Whilst AC says that TTE report to the Board and the AGM it needs to acknowledge and recognise that the accounts at the AGM are approved or questioned by their members who are represented in the meantime by its National Councillors.

He said that he didn't see financial reports coming to National Council in future. To be fair to Sam Garey, the financial reports up until recently have been suitably detailed, albeit there has been no Board member prepared to be present to answer questions that have consequently needed to be emailed later and be responded to by Sam. That can hardly be satisfactory.

**Bearing in mind that National Council is deemed to be a conduit between TTE and its Members and to give advice to TTE, how does he expect us to discharge our responsibilities without the information to do so?**

#### **Reply from Nick Donald**

*We are required to provide sufficient financial information to our stakeholders such that they have a good understanding of our financial position. We will do this by providing to all our members the*

*audited financial statements and also appropriate information from half year management accounts, which will be done this year at the Company Members meeting on 13 November. Additionally, we would welcome the opportunity to discuss in detail, once per annum, as a "theme" the financial strategy and financial status of the organisation, if that was felt appropriate.*

#### Action 4- Circulate a paper produced by MAG that made recommendations on how transparency, accountability and engagement could be improved

The MAG report was added to the documents for the meeting. Here is the direct link to the MAG report on Transparency and Engagement: [MAG-Report-Transparency-Accountability.pdf](#)

#### Action 5- Publish Andy Wilesmith paper on response to concerns about Competition programme

The paper was added to the documents for the meeting. Here is the direct link to the paper:

[Select-Committee-on-Competitions-paper-comments-from-Andrew-Wilesmith.pdf](#)

#### Action 6- Issues relating to Competition concerns to be reported back to the Competition Advisory Committee

Ritchie Venner, as Chair of the Competitions Committee, will be able to provide an update on the National Series competitions and how the concerns identified by the Select Committee on Competitions are being addressed.

#### Actions 7 & 8 Challenges Faced By Counties

I have spoke to Table Tennis England about this. They would like to do more to support counties. In the first instance, they have suggested arranging a meeting with the Development Team to share thoughts on what steps can be taken (this will include help with setting up bank accounts for county associations). Perhaps five or six counties could participate in this initial discussion. Hertfordshire who initiated this item will no doubt wish to participate. Other counties who would like to be involved in the meeting with the Development Team can advise accordingly at the January meeting.

#### Action 9- Progress MoU with new CEO

Now that a new CEO is in place, we hope to be able to resume discussions on developing a TTE/National Council Memorandum of Understanding.

#### Action 10- Feedback on New National Council Website

Both Susie and I have found the extra flexibility of having our own website on which we can post documents as required to be very useful. Feedback from National Councillors on how the site can be improved is welcome.

#### Action 11- Road Map on National Council Website

As part of National Council taking more responsibility for managing its own affairs a separate National Council website has been created. This enables the Chair and Secretary to publish papers on the new website themselves. This simplifies the process of making information available to National Councillors. It is envisaged that all matters relating to the operation of National Council will be managed from the new website.

Here is a summary of the current state of play and next steps:

- a) The National Council website has been created. Here is the relevant link: <https://national-council-tte.co.uk/>

- b) Papers for the September meeting were made available via the new website. That seemed to work well. The same process is being used for the January meeting and subsequently.
- c) The “Meeting dates and papers” page is no longer available on the Table Tennis England website. The “Role of National Council” page has been slimmed down so that it simply signposts the new National Council website, saying that is where papers for meetings are now available, and also providing some general information about who is on National Council and how it works.
- d) Next steps are to populate the National Council site with more information about National Council and how it works.

#### Action 12- Themes for future National Council Meetings

Potential themes could be:

- Update on Area Development Activities and how Counties can help
- Improving Transparency and Engagement Across Table Tennis England

We can consider these as potential themes for our April meeting.

#### Action 13- Finance ‘Task and Finish’ Group to progress its scope

This item is included on the agenda of the January meeting.

#### Action 14- Associate Clubs: Requirement for Welfare Officers

At the last meeting, it was raised that Welfare Officers were now required for Associate Clubs, but that Associate Clubs had not been informed of this requirement. The absence of a Welfare Officer meant that Associate Clubs could not renew their membership. I was asked to raise this issue with Table Tennis England.

I sought clarification on this issue from Jo Keay-Blyth.

Jo confirmed that the requirement to have a Welfare Officer had been extended from Premier Clubs to also include Associate Clubs. It had been decided to extend this requirement to Associate Club so that Table Tennis England were doing everything reasonably practicable to protect children and vulnerable adults in clubs. This decision was confirmed by the Board at their June meeting.

As a result of this new requirement, it was decided to provide a on-line free course - [Safeguarding & Protecting Children Online Course](#). This course is about 2 hours long and can be done at the person’s convenience. Once the course has been completed, their Certificate can be uploaded to their Safeguarding profile in TT Memberships. This is the only requirement for the club Welfare Officer. However, as part of supporting Welfare Officers a series of webinars on safeguarding have been arranged to help Welfare Officers improve their knowledge and ask questions of TTE’s Safeguarding team.

It was intended that all of this would be explained in an automated email message to Associate Clubs. But for reasons that are not clear, the automated message wasn’t sent - and Table Tennis England were unaware for some time that the message had not been sent. Once this was realised, an explanation was provided in the CEO Update in September. This contained all the above information.

Subsequently, the Safeguarding team has published details of their 2025 training plan on the Table Tennis England website: <https://www.tabletennisengland.co.uk/welfare-officers-2025-training-plan-announced-book-your-briefing-places/>

#### Action 15- Lack of transparency of Reports/Minutes of Board Advisory Committees

The Terms of Reference of the Board Advisory Committees specify that a summary of Minutes of Meetings will be published on the Table Tennis England website. As this has not been happening, I was asked to raise the issue with Table Tennis England.

I contacted Jo Keay-Blyth to provide clarity on the situation. Jo has advised that the Board is intending to review the committee structures but this awaits the feedback from the external Board Evaluation process that took place late in 2024 that this should be done. As part of the review of the committee structures the terms of reference of the Committees will be reviewed.

Currently, the Minutes of Committee Meetings are discussed by the Board and any key points are addressed in the Board Minutes.

Once the review is underway, we can press for the work of the Committees to be made more visible to the table tennis community.

Neil Hurford  
January 2025