

# Nether Wallop Tennis Court Booking System

## Background

### Current system

The current system, during the pandemic, has involved players ringing the Trout to book the court. The booking sheet is beside the telephone and easily checked. Since we were in lockdown, there was always someone in the house to answer the telephone.

Ben opened the court at 9am each day and players have played for 50 minutes, starting on the hour. This allowed 10 minutes between games for the wind to blow any viruses away. Players have not had to touch the gate to the court, or the padlock.

In accordance with VAT notice 742 section 5.4, players are able to avoid VAT by buying a block of 10 games at a time, and by paying directly into the PC bank account. Anthony keeps records for all players and sends them monthly statements.

This has worked really well, except for people who want to play only one game, for example families of residents, who would be subject to costs plus VAT.

### Pre-Covid system

The previous system involved players collecting the key from the box at the village hall, filling in the booking sheet and paying cash into the box, which was emptied each evening by Anthony. People wanting to book the court in advance would go to the hall and fill in the booking sheet, or go along to the hall when they wanted to play and hope that the court was available.

Since the form was not close to the Trout, people could not book by phone. The box was moved to the hall at the request of a resident who didn't want their children crossing the main road to fill in the forms and collect the key from The Trout. Under that system, we could at least take telephone bookings, when the form was close to the house.

Additionally, under this system, VAT was chargeable on every booking.

### Proposal to use an email based system

The suggestion is that we embed a calendar, for the tennis court, into the website (but make it MUCH easier to find). Tennis players could then look up the calendar to see when the court is available.

If council are comfortable with giving access to all members of the public, players can book their own slots on the calendar, but would have to be trusted not to remove a prior booking of their own, (or someone else's) in order to play at a time convenient to them. It should be noted that this creates an extra risk of someone unwittingly deleting the whole calendar or booking(s) unintentionally, which would not be recoverable.

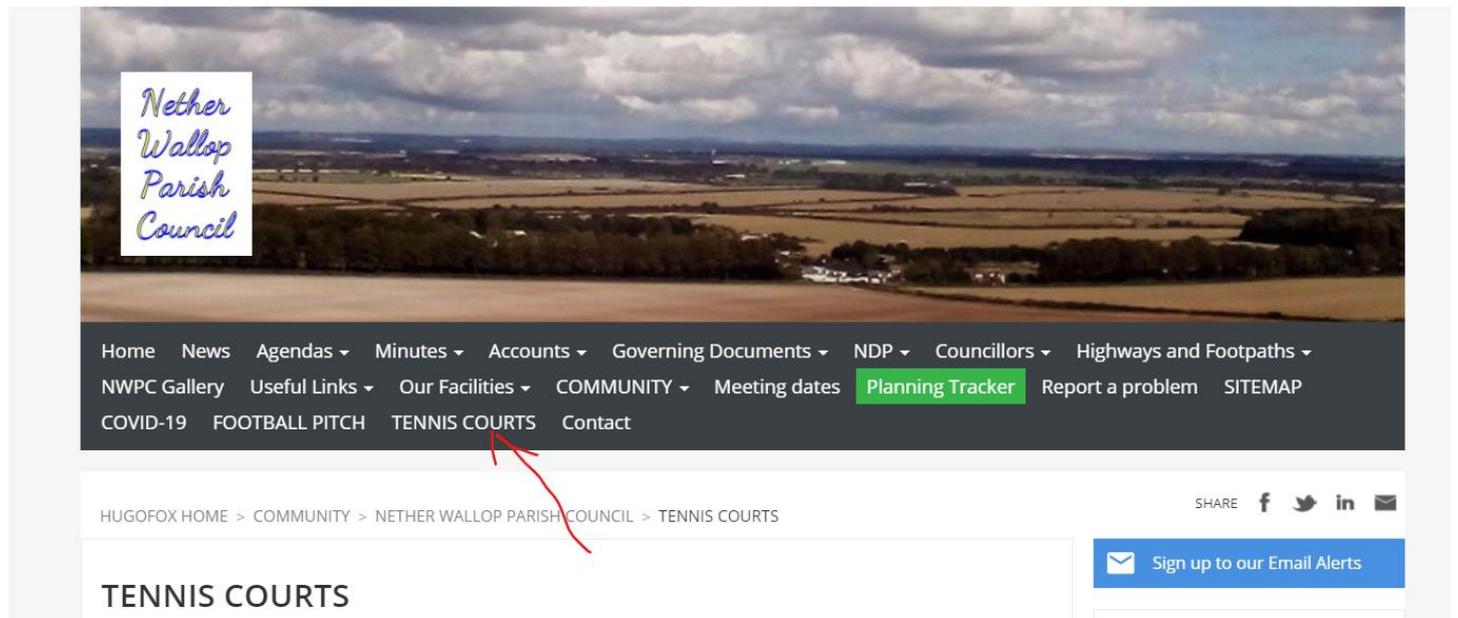
Alternatively, players can phone or email Anthony, who would add their booking to the calendar.

An email account [nwpc.playingfields@gmail.com](mailto:nwpc.playingfields@gmail.com) has been set up and linked to a Tennis Courts calendar. This is easy to find on the NWPC Website.

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HugoFox

Accessibility



Nether Wallop Parish Council

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## TENNIS COURTS

To use our Tennis Court, please first check the booking [CALENDAR](#) to see if a slot is free.

If it is, then please either call **Anthony Whitaker** on **781072** or email **anthony@troutwines.co.uk** to make a booking.

Regardless of whether the public or Anthony make the bookings, Anthony will need to monitor the bookings and reconcile with the pre-payments.

### Payments

Payment for games should continue to be made directly to the NWPC bank account by online BACS transfer, unless an online payment system can be implemented.

### VAT

VAT notice 742 allows that bookings for Tennis, Football etc. taken by NWPC can be exempt of VAT if 10 sessions are booked and paid for in advance. Bookings should not be more than 14 days apart.

This means that if an individual pays £20 in advance for an Adult, or £10 for an under 16, then VAT does not have to be charged.

This is already happening for regular players, but a follow up after each session is required as described below.

In order to allow for one off games and/or block bookings, a human decision needs to be made on whether the payment is VAT-able or not. An online system is unlikely to be able to make this distinction, and therefore it is suggested that ALL bookings and payments made online are subject to VAT. (as per pre-Covid)

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## Cancellations

Cancellations for whatever reason, such as weather, need to be registered within 24 hours and preferably in advance. The booking manager uses his discretion to decide on refunds.

A minimum notice period, or control of refunds will not be possible if the public have the access to amend their own bookings via google calendar.

## Controls

A resettable combination lock can be used to control access to the court.

## Alternative Payment/Booking Suggestions to be considered by council.

- Family/personal “annual subscription” versus “pay for play”
- Online Booking and payment system (as per other agenda item back up paper)