

<b>MEETING HELD AT:</b>	BROXBOURNE SPORTS CLUB, BROXBOURNE	
<b>DATE:</b>	26th September 2017	<b>TIME:</b> 20.00
<b>RE:</b>	<b>MINUTES OF BROXBOURNE SPORTS CLUB ANNUAL GENERAL MEETING</b>	
<b>PRESENT:</b>	G Scanlon S Elliott Ray Watkins Ian Bailey Nick Emery Carol Delegate Plus 17 club members and Accountant Trevor Applin	Acting Chair Secretary House Chair Ground Chair Tennis Delegate Elected Delegate
<b>DATE OF ISSUE:</b>	Xx October 2017	

Broxbourne Sports Club will rely on these notes as the approved record of matters discussed and conclusions reached during this meeting, unless written notice to the contrary is received by Broxbourne Sports Club within seven calendar days of the issue date of these meeting notes.

Item		Action
	Gary Scanlon, the Acting Chair welcomed all the members to the AGM.	
<b>1.0</b>	<b>APOLOGIES</b>	
1.01	Apologies were received from Mark Neville, Phil Burrows, Mark Blake, Colin Akers, John Astin and Annie Thomas	
<b>2.0</b>	<b>ADJOURNMENT TO READ OFFICERS' REPORTS AND PREVIOUS MINUTES</b>	
<b>3.0</b>	<b>AGREE THE MINUTES OF PREVIOUS AGM HELD ON 27<sup>TH</sup> SEPTEMBER 2017</b>	
3.01	The minutes of last year's AGM were agreed as an accurate account and signed accordingly.	

Item		Action
<b>4.0</b>	<b>MATTERS ARISING FROM THE PREVIOUS MINUTES</b>	
4.01	<p>Car Park – GS highlighted the information that had been provided in the Revenue and Capital Projects paper. We are in detailed discussions with Parking Eye about a scheme that aims to charge during weekday daytime hours targeted at external users (not members or visiting teams) such as those using our car park for the station. There is the potential to raise ~£20k per annum which may over the longer term mean that we can re-surface the car park. Though in general GS reminded the meeting that our spending priorities will normally be playing facilities and the main club house. Once the Parking Eye proposal is finalised, details will be circulated to members.</p>	GS
4.02	<p>New website – now the site is up and running we need to add club specific cricket and hockey sections (retaining the links to external league sites) and also drive up usage. It is important for all sections</p>	
4.02 (cont)	<p>to provide regular news updates and for these to be highlighted in sports club newsletters to members.</p>	Section reps
5.00	<p><b>Discussion from the floor on the OFFICERS AND SECTIONS REPORTS</b></p>	
	<p>Adam Kitching reported that the hockey section is doing well and is now up to capacity as far as members are concerned – any expansion would require external pitch hire. There is however an issue with junior coaching as we do not have enough qualified coaches and are losing players to other clubs e.g. Hertford. Richard Grove said that in contrast there is declining adult membership, though the junior section is very successful. Nick Emery reported that the tennis members are delighted with the new courts and this has helped to attract approx. 60 additional new members. The men's 1<sup>st</sup> team have earned promotion to the top division.</p>	
	<p>Richard          It was agreed that we should organise another joint section membership workshop to look at the issues facing the sections. GS explained the reasons for taking over as acting Chair from Mark Blake earlier in the year, and also the staffing measures taken since Wendy Harrison left in February 2017. There was a universal agreement from those in attendance that Teresa Weedon and Jill Marshall were both doing a great job in their new roles. AK asked if their salaries had been reviewed in the light of increased responsibilities – GS confirmed that this had been done. GS said that there is a need to focus on business development and income generation in order to keep the club moving forward – in future this might involve a paid role but that would most likely be remunerated on a performance basis. GS was asked whether there are still plans to replace the tennis pavilion. He says this is on the list of future capital projects, but with no timing identified at the moment.</p>	SE

Item  
6.00

**TO ADOPT MEMBERS REPORT AND ACCOUNTS FOR 2015/16**

Action

GS read out a summary of the club’s financial results as prepared by Phil Burrows, treasurer:

“In summary the Club had a surplus last year of £42k, £3k more than the previous year; this can be attributed to an increase of £10k from the Sections (£1k) and Ground (£9k) and a reduction of £3k in Admin expenses offset by reductions in Bar and other income of £6k and £4k respectively.

The Ground increase came mainly from astro pitch hire £4.5k and a reduction in ground and court expenses £3.5k. The Bar reduction is attributable to a slightly lower GP, lower function room income and an ale festival loss. Other income fell mainly due to the loss of room hire receipts from the dancing school.

From the year surplus, £42k, £5k has been transferred to eliminate the overall sinking fund deficit leaving £37k but to this must be added the £4k brought forward from 2016 giving a surplus of £41k to be carried forward to 2017 - 18.

As regards the Balance Sheet, our fixed assets (Land, Buildings, Plant and Machinery at a cost of £878k) are being carried at a nominal value. Current assets are a healthy £149k - comprising mainly liquid funds of around £135k and bar stocks of slightly less than £10k. With creditors of £93k the Club had net assets of £56k at the year end.

This year, 2017 - 18, has started well financially; we budgeted to generate a surplus of £20k and as of August 2017 with subscriptions coming in well and expenditure being controlled our year surplus is already in excess of £50k although we expect that the winter months will see this decrease somewhat. Nevertheless, the Committee now feels able to consider what capital projects may be feasible in the months ahead and prioritise them accordingly.”

GS thanked Phil Burrows in his absence for all the work he has done to manage the club’s finances. He said that the next task is to produce a 5 year plan for the renewal and maintenance of our facilities with priorities and dates. The aim is that we use any surplus on the key projects each year.

Trevor Applin (accountant) commented that the club’s records are well kept and he has no concerns no highlight.

Derek Henley asked if the club was subject to the Business Rating Review – GS said that he is not sure and will look into it.

DH also noted that the 100 club income is still in decline. Should it be promoted better? GS said yes and that we intend to publicise winners and explain how to join in future members’ newsletters.

Richard Groves asked about the sinking funds and how they are shown in the accounts. GS explained that we now have a requirement to show a tennis sinking fund separately because of the LTA requirements but this does not apply for the other sections. It is better if we can use the overall club reserves for priority capital projects.

IB said that there is a need to invest in machinery as there is a strong likelihood of failures very soon.

Proposed: Gary Scanlon                      Seconded: Ray Watkins

GS

MN

Item		Action
<b>7.0</b>	<p><b>TO APPOINT ACCOUNTANTS FOR THE COMING YEAR</b>            It was agreed that we should continue using Connor Warin            Proposed: Gary Scanlon                      Seconded: Ian Bailey</p>	
<b>8.0</b>	<p><b>ELECTION OF OFFICERS</b>            SE explained the restructuring of the committee to give the 2 elected delegates specific roles – Marketing &amp; Communications and Business Development. We also need confirmation about who the 4 section delegates will be.            There were no new volunteers and so the committee positions confirmed were:            Chair – Gary Scanlon            Secretary – vacant            Ground Chair – Ian Bailey            House Chair – Ray Watkins            Social Secretary - vacant            Delegate 1 (Marketing &amp; Communications) - vacant            Delegate 2 (Business Development) – Sarah Elliott            GS and SE asked all those attending to try to identify suitable candidates for the vacant roles and ask them to speak to us as soon as possible.</p>	
<b>9.0</b>	<p><b>ANY OTHER BUSINESS</b></p>	
9.01	<p>GS updated the meeting about 2 new business opportunities being investigated. Carter and George are looking to site a portacabin building housing a physio/rehabilitation facility in the grounds. He said there was some doubt about whether they would be able to afford the set-up and ground rent costs that the club would need to charge to make this viable. The other opportunity is a local medical recruitment company who want to offer their staff corporate membership and the chance to use the facilities during weekday daytimes.</p>	
9.02	<p>GS responded to questions about how much was raised from the Lashings festival. He said that the bar revenue for the weekend was around £17k and the surplus from the Friday marquee lunch was just over £2k. It would be good if we could find other opportunities during the year to hold major events like this to bring people to the club.</p>	
9.03	<p>CB asked who now holds the licence for the bar. GS said this is now a club licence rather than a named individual.</p>	
9.04	<p>GS commented that the club and its members had coped well with the recent road closures. He had spent a long time talking to Hertfordshire County Council, and they have agreed to chase up Thames Water regarding the bridge repairs which are not due to complete until October 2018.</p>	
	<p>The meeting closed at 9.20pm</p>	