
MEETING HELD AT: BROXBOURNE SPORTS CLUB, BROXBOURNE

DATE: 25th November 2025 **TIME:** 8.00pm

RE: **MINUTES OF BROXBOURNE SPORTS CLUB ANNUAL GENERAL MEETING**

| | | |
|-----------------|-------------------------------------|-----------------------------|
| PRESENT: | Gary Scanlon | Chairman |
| | Mike East | Treasurer |
| | Ian Bailey | Grounds Chair |
| | Alan Brewster | Cricket Delegate |
| | Mark Blake | Squash Delegate/House Chair |
| | Tom Evans | Hockey Delegate |
| | Ellen Ilott | Running Delegate |
| | Sarah Elliott | Business Development |
| | Mark Neville | Marketing |
| | Clare Woollard | Secretary |
| | plus 28 club members (listed below) | |

DATE OF ISSUE: December 2025

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.

1. Apologies

Gordon Picker, Jim Marshall, Rosie O’Sullivan, Annie Thomas, Warren Pickering and Jenny Stocker.

2. Agree the minutes of the last AGM held on 19th November 2024

No matters outstanding in relation to actions raised to committee at last AGM.

2024 minutes agreed.

Proposer: Mark Blake.

Seconder: Ray Neville.

3. Questions from the floor on the Finance Reports

Mike East outlined the Club’s performance over the last financial year. He explained that the normal financial year would have been April 2025, but that we took the decision to run the accounts over a longer period due to the restructuring of the Club. Therefore,

although he has produced accounts, they are unaudited and just for the membership. Copies of the unaudited accounts were available on the Club website and at this meeting.

There was one question from the floor:

Eric Skilton asked why telephone and broadband had increased from £3,461 in 2024/25 to £9,331 in 2024/25. Gary Scanlon (Chairman) explained that this related to one off broadband expansion costs.

4. To adopt the Officers Reports and Accounts for 2024/5

Adoption of Officers Reports and Unaudited Accounts for 2024/25

Proposer: Mark Blake.

Seconder: Eric Skilton.

5. Reports from the Sporting Sections

Each section outlined their strategy and successes over the last year. They thanked their committee members, coaching teams and membership for their continued support. Thanks was given to the grounds team for maintaining a pristine site. The Chairman said that the strength of juniors in all sections is amazing and should secure the future of the Club.

There were no questions from the floor for any of the sporting sections.

All section reports are available on the AGM web page.

6. Restructure of the Club

Please see Appendix 1 for the Chairman's Report.

7. Election of Officers

Sarah Welch volunteered for the position of Social Secretary.

Proposer – Mark Blake

Seconder – Jamie O'Sullivan

Sarah Welch approved as Social Secretary and welcomed to the Club committee.

Unless any of the existing officers are unhappy or there are any objections the Chair proposed keeping the remaining existing officers in post.

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|----------------------------|----------------|
| Chairman | Gary Scanlon |
| Secretary | Clare Woollard |
| Ground Chair | Ian Bailey |
| House Chair | Mark Blake |
| Marketing & Communications | Mark Neville |
| Business Development | Sarah Elliott |
| Proposer: Jamie O'Sullivan | |
| Seconder: Tom Evans | |

8. AOB

Kevin House asked about the policy of non-members using the bar. He said that it can be difficult for members to use the bar when there is a football game on. The Chairman said that non-members should not be using the bar; if their use is impacting on members we will have to ensure we implement this ruling.

There being no other business the meeting closed at 8.50pm.

Members in attendance:

| NAME | SECTION | NAME | SECTION |
|----------------|---------------------|------------------|----------------------|
| Sarah Elliott | Tennis/Padel | Tom Evans | Hockey |
| Clare Woollard | Tennis | Jamie Walker | Tennis |
| Ian Bailey | Grounds | Alan Brewster | Cricket |
| Ray Watkins | Grounds | Millie Shand | Hockey/Tennis |
| Ellen Ilott | Runners | James Shand | Padel |
| Gary Scanlon | Cricket | Mark Blake | Squash/Padel |
| Michael East | Runners | Adrian Turnham | Squash |
| Mark Neville | Squash/Racquet Ball | Ted Jeal | Squash |
| Elaine Ford | Office | Hayden Adams | Hockey |
| Amber Marshall | Squash | Jamie O'Sullivan | Hockey |
| Jill Marshall | Bar | Jim Teagle | Social |
| Dave Barnes | Tennis | Geoff Cox | Tennis |
| Dom Horslen | Tennis | R. Grove | Cricket |
| Gemma Robson | Tennis | Eric Skilton | Squash/Padel |
| Lee Warwick | Runners | Graham Ewing | Tennis |
| Dawn Warwick | Runners | Andy Gibb | Tennis |
| Kevin House | Hockey | James Rodman | Cricket |
| David Marshall | Squash/Racquet Ball | Stuart Bunkall | Runners |
| James Rodman | Cricket | Sarah Welch | Tennis/Padel/Runners |
| | | | |

Appendix 1.

Broxbourne Sports Club – restructure update

The club held an Extraordinary General Meeting in April 2024. Thanks to the unanimous support of the members who attended, it was agreed that the club would change its structure. This means closing the current CASC, Community Amateur Sports Club and transferring all the club's assets to Broxbourne Sports Club – a company limited by guarantee, which is also registered as a charity.

In order to satisfy charity regulations, we have also had to register a separate company Broxbourne SC Ltd – this is a wholly owned subsidiary of Broxbourne Sports Club and will operate the bar and other trading activities. All profits will be reinvested into the charity.

There were 2 main reasons for making this change:

- The trustees, a company called Zedra, wanted to retire from their role and by forming a legal entity i.e. the company it has enabled the transfer of the land.
- The club was at risk of breaking HMRC's rules for a CASC due to the amount of non-member income

The property legal transfer was eventually completed 7 months ago, though we are awaiting the formal registration of the title at HM Land Registry.

Unfortunately, it has taken much longer than planned to begin trading under the new structure. The main reasons for this were delays in setting up our new VAT and banking arrangements. We were intending to go live on 1st December, however due to further issues with VAT and the banks, we have now decided to delay until 1st April 2026.

Members should notice minimal change as far as the day-to-day activities of the club are concerned. As a company limited by guarantee, members' maximum individual liability is just £1. However, there will be key changes behind the scenes. Most importantly our finances will come under greater scrutiny as our accounts will be submitted to Companies House and the Charity Commission. This means that all transactions will have to be properly recorded, no cash payments for goods and services, etc. The Directors will be issuing guidance on our new financial procedures in the next few weeks.

Alongside this we are reviewing how the board and the various committees will function – Gary will be outlining this for you shortly.

All this means that we will need to involve more members as volunteers to help everything run smoothly and effectively. Two specific areas where we need more help are:

- Finance – we would like to hear from anyone with relevant experience who can support Mike and Rosie
- House – we need to establish a house committee to manage the maintenance and development of the main clubhouse and the tennis pavilion.

If you have the time and interest in supporting the club with these roles, please contact Gary or Sarah.