



## ANNUAL GENERAL MEETING

Thursday 30<sup>th</sup> March 2017

20.00 – 22.00 hrs

### MINUTES

- 1 In Attendance:**
- |              |                  |
|--------------|------------------|
| M. Stiles    | Chair            |
| P. Scales    | Treasurer        |
| L. Steer     | Secretary        |
| J. Drake     | Committee Member |
| D. Stevens   | Committee Member |
| B. Halliwell | Committee Member |
| P. Studholme | Member           |
| J. Studholme | Member           |
| A. Player    | Member           |
| V. Hart      | Member           |
- 2 Apologies for Absence:**
- |                |        |
|----------------|--------|
| Megan Stiles   | Member |
| Dave Verlander | Member |

### 3 Minutes of Meeting

The minutes of the Annual General Meeting which took place on 10 March 2016 were agreed as an accurate record and signed by the Chair

### 4 Matters Arising

There were no matters arising

### 5 ETC Constitution

The following changes to the Constitution (2011 version) were agreed; the updated version will be made available on the ETC website: -

<b>Constitution No &amp; Re:</b>	<b>Comments and changes</b>
Para. 2.1 Definitions	Refers to President and Trustees Para 9 requires the Management Committee to have a President, Chairman, Secretary and Treasurer Para 10 6 states the Management Committee may appoint Trustees..... <i>Reference to President has been removed as the Club does not have a President</i>
Para 5.3 Classes of Members	Adult, Junior and Non-Playing are the only ones referred to <i>Seniors and Students have been added; also the name on the membership form has been changed from "Full" to "Adult" to reflect this membership type</i>



Para 5.4.4 Subscriptions	Refer comment on Rules re. non-payment of subscriptions by a due date
Para 9.2 Management Committee	The Secretary shall send to the members each year a nomination form for the election of members of the Management Committee in the place of those retiring; proposals have to be made on the form by two Full Members (no definition of Full Member) and submitted to the Secretary by a given date <i>This has been changed to "The Secretary shall communicate to the Members each year the opportunity to nominate members of the Management Committee in the place of those retiring. Those persons proposed to be nominated as members of the Management Committee to fill any vacancies that have arisen must be nominated by any two Full Members in a form prescribed by the Management Committee and must be submitted to the Secretary by such date as the Management Committee shall prescribe each year" - for this year it was 10<sup>th</sup> March 2017</i>
Para 12 Extraordinary General Meeting	An EGM may be called at any time by the Management Committee and shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than 10 Members stating the purposes for which the meeting is required and the resolutions proposed <i>This has been changed to 5 Members</i>
Para 13.1 Procedures at AGM and EGMS	The Secretary shall send to each Adult Member at his last known address, written notice of the date of the general meeting together with the resolutions to be proposed at least 21 days in advance of the meeting <i>This has been changed to "The Secretary shall communicate written notice of the date of the general meeting together with the resolutions to be proposed at least 21 days before the meeting</i>
Para 13.2 Procedures at AGM and EGMS	The quorum for the annual and extraordinary general meetings shall be 10 Members <i>This has been changed to 8 Members</i>

## 6 ETC Rules

The following changes to the Rules were agreed; the updated version will be made available on the ETC website: -

<b>Rule No &amp; Re:</b>	<b>Comments</b>
Para 3 Types of Membership	States "in any year" when referring to different types <i>Changed to "in year of joining / renewal</i>
Para 4b Subscriptions	A joining fee will be paid upon joining the Club <i>Is this per person if a family or couple or per membership; does this include junior and non-playing members?</i> <ul style="list-style-type: none"> <li>• <i>Website says joining fee for new adult members = £5</i></li> <li>• <i>Membership forms says joining/rejoining fee = £5</i></li> </ul> <i>Changed to "A joining fee per membership will be paid" i.e., a family</i>

**Commented [M1]:** Does this need to say something like "A joining fee per membership will be paid. The amount of this joining fee will be set by the Management Committee." ?



*membership will be one joining fee as will an adult/junior member – this has also been added to the 2017/18 membership form*

Para 4c  
Subscriptions

Requires members whose fees remain unpaid at 31<sup>st</sup> May in that year will be deemed to have resigned from the Club and their names will be deleted from the records

- *Constitution (5.4.4) states that any members whose joining fee or subscription is more than 3 months in arrears shall be deemed to have resigned from the Club (this is different from the Rules; para 2.1 states that subscriptions are due on 1<sup>st</sup> April of each year)*

*Rules changed to reflect Constitution so Rules now say "Members whose fees remain unpaid after 3 months of the due date in that year will be deemed to have resigned from the Club"; Constitution remains the same*

*No change regarding deleting names from the records*

## **7 Chairman's Report**

The Chairman, Mike Stiles, circulated his report for consideration which was noted – see attached

Key points were:

- Tributes to Lyn Segar, a founder member, and Hussain Shaida, both of whom will be sorely missed
- An increase in members, from 37 in 2015 to 55 in 2016
- Excellent Essex Small Clubs Summer Season League results with the Mixed Doubles winning Division II, the Ladies Double's coming third in Division 1 having moved up from the previous year and the Men's Double's coming third in Division 1; for the Winter Season which has yet to finish, the Mixed team are leading Division 1 and the Men's team are currently 5<sup>th</sup> in Division II – there is no Ladies team owing to the lack of players
- Ollie Toms started as Club Coach and has introduced some coaching sessions for members which have been very well received and aims to do more in 2017, including junior coaching
- The introduction of ClubSpark, an online administration system offering court and coach bookings
- The ETC website has been updated and professional leaflets have been printed and distributed promoting the Club

## **8 Treasurers Report**

The Treasurer, Peter Scales, circulated the accounts for the financial period January – December 2016; see attached

Key points to note were: -

- There is a balance of £17,920.23
- Maintenance costs are significantly up from the previous year, £3592.26 this year compared to £296.74 last year; this was attributable to @£1,000 for cleaning of the courts to remove moss, etc; £2,200 for floodlight bulb and capacitor replacement – all bulbs were replaced which should last many years
- A significant decrease in electricity expenditure from £363.24 in 2015 to



£165.62 in 2016

- The £664.13 income under Fundraising included the quiz night held in November and a grant from Uttlesford District Council for £200
- There was an increase in income from match fees to £320 this year from £170 the previous year; this could have been as a result of fees being collected for away matches as well as home matches
- There was a decline in club night fee income; £351 in 2015 compared to £197 in 2016; this could be owing to the drop in members at the start of 2016 but membership has increased during the course of the year so it is hoped this will increase again
- No expenditure on keys; it was noted that the cost of keys were accounted for within "maintenance" and not separated out
- An increase in sundries expenditure from £42.50 in 2015 to £303.99 in 2016; this was mainly attributable to the purchase of a new notice board

The accounts were accepted and the following agreed: -

- The Constitution (para 18.5) requires that the accounts should be "duly examined by a financial examiner"; it was agreed that the accounts needed to be audited especially as the Club was intending to apply for grant funding in 2017 for court resurfacing and the last few year's accounts have not been audited; prior to this, Jim Walker audited them but was no longer available. It was agreed the Treasurer would contact Elsenham Community Association to ascertain who does their accounts and request they audit ETC and speak with Sue Johnson
- A new box would be obtained by Petra Studholme and kept in the club hut for the collection of club night fees as there is currently only one box and it is not always available every club night

## **9 Membership Fees**

A review of local club fees highlighted that ETC fees were generally the 2<sup>nd</sup> cheapest in the area, with Newport being the cheapest and Thaxted the highest (of those clubs that had published fees).

It was suggested that in light of the courts needing resurfacing and the plans for this in the forthcoming Autumn, that all the Membership Fees remain the same as the previous year, with the exception of Seniors to be increased from £34 to £35 to take effect from 1<sup>st</sup> April 2017, to make it easier to pay. It would be more justifiable to increase the fees next year when the courts will be newly surfaced – this was agreed.

## **10 Election of Management Committee**

Ashley Harris and Petrina Lees, Committee Members were resigning from the Committee

The following were elected / nominated: -

		<u>Proposed by:</u>	<u>Seconded by:</u>
Chair	Mike Stiles	Barry Halliwell	Petra Studholme
Treasurer	Peter Scales	Barry Halliwell	Petra Studholme
Secretary	Linda Steer	Barry Halliwell	Petra Studholme
Committee Member	Barry Halliwell	Peter Scales	Mike Stiles
Committee Member	Darren Stevens	Petra Studholme	Peter Scales
Committee Member	Jeremy Drake	Petra Studholme	Barry Halliwell



Committee Member    Petra Studholme    Julia Studholme    Mike Stiles

**11 Any Other Business**

- a Viv Hart highlighted that the Club insurance certificate was no longer displayed on the hut – L Steer to replace
- b Petra Studholme highlighted that the outside of the club hut, the bench and the electric switch box in the green area both require painting ; it was agreed that Darren Stevens would assess what was needed and Petra and Mike will start doing this on Friday 14<sup>th</sup> April; paint, etc. to be purchased out of Club funds
- c Agreement has been given by Elsenham Parish Council for the Club to erect a stand to display the notice board at the end of the courts near the Memorial Hall (to avoid the electric cables which are hidden under the ground); it was agreed that Mike Stiles will ask Kevin to look at doing this at the same time as repairing a broken fence post preferably before the Elsenham Fete on 10<sup>th</sup> June as this attracts a large footfall of people
- d Quotes need to be obtained for the resurfacing of the courts in order to apply for grants; a quote obtained last year varied from between £20,000 to £30,000 depending upon whether to have a new surface put on top of the existing surface being dug out - the existing surface is not level so this needs to be a consideration. Darren Stevens has applied to the Community Initiatives Fund (CIF) but they require new forms after 5<sup>th</sup> April so this has to be redone – the limit is £15,000 but it has been recommended to apply for @ £9,000 as this stands a better chance of being awarded  

It was suggested that Elsenham Parish Council may match fund some of the cost; it was agreed for Darren Stevens to continue with the CIF application and continue to research other opportunities
- e Dave Verlander has asked that someone else has the key to the light box so that they can respond to any calls; it was agreed Barry Halliwell and Petra Studholme would organise this with Dave
- f Petra Studholme wanted to establish a better relationship with the Bowls Club and knew Colin Peters (Chair) very well; it was agreed that ETC should make its' members aware of the Bowls Club and Petra to chat with Colin
- g It was noted that it may be worth talking to Elsenham Parish Council about the land they own that lies between the Club Hut and Lyn Segar's house for a possible future larger Club hut with toilets, etc.
- h Next ETC Committee meeting to take place on Thursday 18<sup>th</sup> May at 8pm at Petra's House

<b>Signed by Chair:</b>		<b>Date:</b>	
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