

MINUTES OF THE 14th ANNUAL GENERAL MEETING

EAST GRINSTEAD SPORTS CLUB LIMITED

(Charity Company Limited By Guarantee)

Thursday 15th September 2016

At 7.30pm

East Grinstead Sports Club

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CHAIRMAN OF THE BOARD: Jeff Morris
BOARD OF DIRECTORS: Richard Leman, Kevin Ellis, Helen Farren, Dave Brown,
Rebecca Thornley-Gibson, Mark Hollis, David Turner and Alan Evans
COMPANY SECRETARY: Position vacant

Jeff Morris, Chairman of the Board, welcomed everyone to the fourteenth Annual General Meeting of East Grinstead Sports Club Limited, a Charity Company Limited by Guarantee.

1. Attendance & Apologies for Absence

Members Present: R.Thornley-Gibson, J.Morris, K.Ellis, A.Evans D. Thomson, G. Border, J. Burditt, D. Turner, S. Longhurst, L. Farren, H. Farren, O. Hill, C. Gregory, (13 members)

Apologies for Absence: R. Leman, R. Connacher, D. Sumpter, R. Dewing, P. Andrews, P. Reeves, A. Hayes

A signed list of attendees is also on file. For the record the Companies Articles of Association states that 20 members present and entitled to vote constitutes a quorum. As there were fewer than 20 members present the meeting was inquorate, but as there were no formal resolutions/decisions to be made on the agenda (except appointment of Trustees – see item 7. below) it was agreed to continue the meeting with those present.

2. Approval of the Minutes from the 2015 AGM

A copy of the Minutes of the last Annual General Meeting held on the 17th September 2015 had been circulated prior to the meeting. There were no matters arising.

The minutes were approved by the meeting as a true and accurate record of the 2015 Annual General Meeting with no objections.

3. Update of last year

The Chairman gave a presentation on the events over the last 12 months:

- Dave's field – the Charity has been looking into a further attempt to get planning permission for change of use of the field below the netball courts. Advice to date is that a new application should be accompanied by a report from a landscape architect. This project is therefore on hold until we can find a volunteer to prepare a report (the Charity having no funds to cover such a project at this time).
- Stakeholders/member clubs – The Charity has established a new sub committee to work with sports clubs/stakeholders to improve communications and ensure all parties are working together as much as possible. This is chaired by Richard Leman, and Richard has been meeting with all member clubs over the last few months. Work is progressing with a new charity website, with the help of Lee Farren.
- Lease retender – this is the current focus of the Trustees, and was discussed in detail later in the meeting.
- Car parking – planning approval has been received to create a net 43 new car parking spaces at the club within the existing grounds. The task now is to raise up to £30,000 to carry out the necessary

groundworks. The Charity is looking to the Friends of EGSC/any other willing volunteers to raise funds towards this project.

- Financial – Freedom Leisure made a site surplus of £60,000 over the year to 31 March 2016, compared to £34,000 the previous year.
- The Chairman stressed the need for more volunteers to help. At the moment there are specific vacancies for a Secretary to the Charity Board and a Vice Chairman, as well as a need for more members of Friends of EGSC. A Vice Chair is needed this year to replace Jeff Morris as Chair, who is to step down as Chairman next year after 7 years in the role.

4. Friends of EGSC

Alan Evans, Chair of the Friends of EGSC, explained that the Friends was set up in 2014 as a fund raising body to support the work of the Charity. At the current time the Friends operate a lottery through which funds are raised for the squash sinking fund, but the long-term aim is to raise funds to support all the main sporting activities at the club. To achieve this more members are needed, and Alan will be talking to all member clubs over the next twelve months to explore how friends can help them and to hopefully recruit further fund raisers.

5. Lease retender

R. Thornley-Gibson explained the process that the Trustees are following for the retender of the lease, to be effective from 1 October 2017. The key requirements that the Trustees are seeking are

- a 10 year lease (with optional 5 year extension) with quarterly rental payments to the Charity. A longer lease could be considered if accompanied by sufficient new investment from the operator.
- A full repair, maintenance, and insurance lease. It was noted that detailed discussions were needed with any operator regarding the split of responsibilities around facility development/replacement.
- Bidders will be asked to prepare two bids with varying capital investment to increase income and service levels
- Operators will be expected to develop and enhance working relationships with sports clubs, as well as usual day to day business.

A draft timetable has been prepared with bids from potential operators being expected in March 2017 so that a decision can be made during the second quarter of 2017.

It was noted that a meeting had been scheduled for 6 October to give representatives of all clubs an opportunity to comment on the current draft specification that the Trustees have prepared for the retender process.

A key point for the future for the hockey club would be the construction of a second pitch to aid the club's planned growth. Possible options would be to replace the 3G pitch with a multi use surface (although this might impact on overall income levels), or construct a second pitch elsewhere. One option suggested would be to build a new pitch on Dave's field (subject to planning), or alternatively seek planning permission for Dave's field to become a car park, and build a second pitch on the current car park. The key issue is to ensure flexibility for future development within the terms of any new operator lease from 1 October 2017.

ACTION: JM

6. Presentation of Trustee's Annual Report & Accounts – year end 30th September 2015

A copy of the full accounts is available on request. K.Ellis explained that income and expenditure over 2014/15 was slightly lower than over the previous twelve months. Main financial activities over 2014/15 were

- Grants for specific purposes – mainly a project to replace one of the boilers and redecorate some of the changing rooms, but also some small grants for sporting activities gained through the Oaks initiative
- Rental payments, which continue to be almost entirely used to finance existing loan repayments (which should be cleared between 2017 and 2020) and insurance costs
- Income and outgo around the Oaks initiative. K Ellis explained that the Oaks project was successful in generating some £150,000 of grant support for local sports clubs and, allowing for project management costs the whole project was self financing, with the Charity earning just over £2,000 to cover its ongoing costs.
- Depreciation of assets, offset to some extent by fund raising for sinking funds.

K Ellis updated the meeting on the level of sinking funds now built up within the Charity. They are held by the Charity as 'restricted funds' and hence cannot be used for other purposes. As at 30 September 2015 the balances in the sinking funds were as follows:

FUND	BALANCE AT 30/9/14	Funds raised in year	BALANCE AT 30/9/15
3G pitch	£6,393	£0	£6,393
Squash	£5,330	£500	£5,830
Hockey	£3,793	£16,848	£20,641
Netball	£3,360	£0	£3,360
Hockey (quiksticks)	£250	£0	£250

K. Ellis said that further great strides had been made since September 2015 to increase these funds further; as at the date of the meeting the hockey sinking fund stands at £29,665, the squash fund at £7,830 (with a further

donation to this fund being due from the Friends of EGSC), and as a result of donations to the netball sinking fund this stands at £6,080.

There were no objections to/ further comments on the Report & Accounts. K Ellis confirmed that the Trustees had reappointed Richard Place Dobson as auditors for the current year.

7. Election of Trustees

The Chairman advised that under the terms of the Companies Articles of Association, one third of the Board must retire but are eligible to offer themselves for re-election. As a consequence D Brown, M Hollis and A Evans were retiring at this meeting. A. Evans agreed to stand for re-appointment. In addition, L. Farren (who has been attending recent meetings as an observer, and helping with the website development), and Wayne Varney had made themselves available for election.

As the meeting was inquorate, no elections could take place. The Chairman therefore proposed that any new Trustees would be co-opted onto the Board by the current Trustees until the next AGM.

The Chairman proposed a vote of thanks to Dave Brown and Mark Hollis for all their work as Trustees, and wished them well for the future.

8. Any Other Business

S. Longhurst requested that a schedule be prepared to show who is responsible for what at the club – splitting responsibilities between Charity, clubs and operator. **ACTION: KE**

The Chairman thanked everyone for attending. There being no further business the meeting closed at 20:50 hours.