

## Minutes of the Annual General Meeting

Held on Wednesday 25<sup>th</sup> November 2015 at 8-00 p.m.

### 1 Present

A list of the 20+ attendees is attached.

### 2 Apologies

Apologies were received from Bob Robinson, Barry Turley, Mike Stockdale, Dave Wightman, Mark Semple, Jon Spooner, and Bob Wilde.

### 3 Minutes of Previous Meeting

The minutes of the meeting held on 26<sup>th</sup> November 2014 had been available for viewing on the association's web-site and on the Association notice-board for four weeks. Copies were circulated to the meeting. They were proposed as being an accurate record of that meeting by John Wigley, seconded by Steve Usher and approved by the meeting.

### 4 Matters Arising from Minutes

There were no matters arising from the previous minutes.

### 5 Chairman's Report

Welcome to the 2015 AGM. This report refers to some complex issues which may require further clarification, I am happy to take questions, but can you please keep them to the end as you may find elucidation later in the report.

First of all my thanks go as usual to my colleagues on the Management Committee – to President Bob Robinson, to Secretary Stephen Widdison, with a special mention to him for standing in for me during my absence in Australia at a particularly hectic time for the Management Committee - a bad time for me to be away, and to Treasurer Doug Old. Thanks to the section reps, Toby Jacklin, Cricket, Dave Wightman CJFC, Squash and Racketball rep Jon Spooner, who was appointed part-way through the year, to Ken Peaker, Boston Spa Hockey club and our co-opted member Steve Osborne.

## **Collingham and Linton Sports Association**

Harewood Road, Collingham, LS22 5BL. Tel: 01937 572207 [www.calsa.co.uk](http://www.calsa.co.uk)

President:	Bob Robinson	5 Wharfe Grove, Wetherby, LS22 6HA	Tel: 01937 580393
Chairman:	Nigel Cooke	14, Albans Close, Bardsey, LS17 9BL	Tel: 01937 572746
Treasurer:	Doug Old	Clevedale, Green Lane, Collingham, LS22 5DE	Tel: 01937 574287
Secretary:	Stephen Widdison	33 Bishopdale Drive, Collingham, LS22 5LP	Tel: 01937 574472

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Both Bob and Doug have decided not to stand for re-election at this meeting, that decision being based on their dissatisfaction with a decision taken by a majority in the Management Committee over a disciplinary matter concerning two members of the cricket club. This matter, concerning serious verbal abuse of staff members was the first of its kind in the history of the Association and hopefully the last. The outcome for the two individuals was a twelve month ban suspended indefinitely - intended to point out that such behaviour is unacceptable. I am sorry to see Bob and Doug leave the team. Bob has only been President for a short time but has given us the benefit of his background experience in our deliberations on the CASC issue. Doug is one of the longest-standing participants in management within the Association, from junior squash coordinator to secretary and treasurer, and I have appreciated his support and loyalty during my time as Chairman. He will continue in his role as Chairman of Squash and Racketball.

I would also like to thank to our independent reviewer, Anthony Kettlewell, who gave the year-end accounts the benefit of his scrutiny and raised a number of detail challenges which have been addressed.

Thanks also to Margaret, Jane, James, Luke and Amy for their work during the year. As you all know Margaret is recuperating from an operation on her hip and we wish her a speedy recovery.

This is a good opportunity for me to remind those present and indeed all members, that CALSA is a Community Amateur Sports Club, CASC and has been since 2001. This is an HMRC classification which gives us certain significant financial benefits, including 100% relief on business rates and the ability to claim Gift Aid. Together these benefits are currently worth up to around £10000 a year to CALSA, a very significant amount of money. As ever, there is no such thing as a free lunch and this year the rules of governance for CASCs have changed very significantly, creating major challenges for the Management Committee (yes, I am aware that this is the third time in this report that I have used the word challenge - that is the way things currently are).

A group of us has been working for several months now to ensure that we are able to comply with the new regulations now and into the future. The new rules are very specific about membership, the proportion of members who are "participating" (with absolute parameters for "participation" for each sport), the proportion of our total income which may come from those members, which may have an impact on how many external functions such as christenings, we hold, making it even more important that we boost the number of section events held here in the clubhouse.

There are also rules governing the cost of "participation", to ensure no-one of low means is excluded from playing - and that is just a few of the items covered. In order to monitor and report on these membership/income issues it has been necessary to invest in a new till/membership system which is in the process of programming prior to implementation in the near future. Because it is complex there will inevitably be teething problems so please be patient with the bar staff during the implementation phase. The system will mean that all

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members will have to carry their membership card at all times when visiting the bar. Those changes and the forthcoming renewal of our lease with the Parish Council have created a need to revise our Constitution, which is an agenda item for this meeting.

As always, we have worked this year to maintain and improve the standard of our facilities, both playing and general infrastructure. A major project, authorised at the last AGM was a complete revamp of the Gents' toilets, a project managed successfully and within budget by Stephen Widdison. Projects for this year start with a major upgrade to court 1, with stripped and re-plastered walls and a brand new floor, with the intention of keeping the playing area at the top standard of other clubs in the region. The Management Committee maintains a prioritised and regularly reviewed wish-list of projects, and is always on the lookout for grants to support our investments. Replacing the wooden cladding at the back of this building is a high priority for possible grants. The Brewery grant, which helped fund the alteration and refurbishment of the bar 10 years ago is almost repaid, and the Management Committee is aware that a review of the decor is due.

At this stage I would routinely run through a review of each sections' year, but because I have been away for the past five weeks, and this is a lengthy report anyway, I am not going to do that. Instead I am going to hand over to Doug to present the financial report

## **6 FINANCIAL REPORT**

You have copies of the accounts for the year ended 31st August 2015. I do not intend to talk you through all the 8 pages but will point out a few significant headlines then open the floor to questions.

Takings were down on last year (£2.5k lower to £93k) but with wages also down £2.5k and expenses slightly lower the net effect was a very small increase in net bar income. (<£1k)

Squash and racketball subscriptions were up £2.5k on last year but court fees were down by about the same. The improvement in Junior Squash net income of £3k was due to grants received. While expenses were substantially down on the previous year (£3.5k) the work now going on behind you on court one will impact the next financial year by more than this. However, the overall net income from Squash and Racketball was £29.5k, up £7k on the previous year.

Cricket net income was £13k, a major increase on the previous year when there was a break-even position.

Football net income rose by £4k to £6.5k.

Other income went up by £500 due to the development fund contribution.

Overheads are well controlled. Light and heat costs are down by £1.5k and repairs down by £1.5k. Overall the overheads are down to £37k from £42k. However, the accounts reflect payments rather than accrued/prepaid costs so

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the effect of 12:13 monthly payments and the lack of accurate meter readings mean that the variations from year to year in 'light and heat' are not meaningful.

Balance Sheet. Please read the Notes on page 8 to clarify the Balance Sheet information on page 7. Various historical anomalies in the accounts have been corrected and the actual balances verified to enable a new accounting system to be established for next year using accurate starting figures. The CALSA bank and cash balance is now £43k with the total of creditors, accruals and loans outstanding being £16k. This is considered by the committee to be an acceptable financial position.

### **7 ELECTION OF OFFICERS:**

All officers must resign annually but may stand for re-election. As you have heard, the President and the Treasurer are not willing to stand again. The Section reps are nominated by the sections, and co-opted members, if willing may, subject to Management Committee approval, remain in place.

7.1 John Wigley's appointment as President was proposed by Bill Powell, seconded by Paul Wilson and approved by the meeting.

7.2 Nigel Cooke's appointment as Chairman was proposed by John Wigley, seconded by Dave Wightman and approved by the meeting.

7.3 Appointment of a Treasurer was deferred as no nominations received. Stephen Widdison outlined a proposal to employ a book-keeper to make the Treasurer's role more attractive. This was readily accepted by the meeting.

7.4 Stephen Widdison's appointment as Secretary was proposed by Matthew Cooke, seconded by Dave Wightman and approved by the meeting.

7.5 Co-opting of Steve Osborne approved by the meeting.

### **8 CONSTITUTION**

Nigel Cooke continued - At the last AGM I mentioned that the impending (end of 2016) expiry of our lease with the Parish Council created a need to amend the Constitution, with particular reference to the role of Trustees, the custodians of the lease, a role which, under up-to-date regulations they can no longer fulfil. Added to this we have the need to comply with CASC requirements, so for a number of months now a group of us have been working on the wording of a new Constitution, which we are presenting to this AGM for ratification.

Having been approved by the sections, the existing and proposed documents have been on display for some time now, so I don't propose to go through it line-by-line, but I will ask Stephen Widdison to respond to any questions from the floor of the meeting

The Meeting used a show of hands to unanimously approve the constitution.

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## **10 Election of Independent Financial Reviewer**

Anthony Kettlewell was proposed by Nigel Cooke, seconded by Stephen Widdison and approved by the meeting.

## **11 A.O.B.**

11.1 Martin McPherson asked if the Squash and Racketball Section were subsidising the Cricket Section. It was confirmed that this was the case as the CALSA accounts showed that without the Squash and Racketball contribution there would be a substantial loss. It was also pointed out that the Bridge Club contributed more financially to CALSA than the Cricket Section. However, it was pointed out that the association was a number of Sections bringing overall benefits. Attempts to produce accurate management accounts had in the past not gained any benefit.

Stephen Widdison did however confirm that Squash & Racketball would be opening a separate bank account to assist the workload of the new book-keeper.

11.2 Steve Usher suggested that there was potential to increase Socail Membership (now to be called Associate Membership) fees from £12 a month. Nigel Cooke said that along with a number of other changes to pricing and costs would be investigated once the new system was in and running.

There being no other business the meeting ended at 9-22 p.m.

Approved by:

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Chairman

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Secretary