# CHELMSFORD SPORTS CLUB

## Minutes of the Annual General Meeting held at Chelmer Park on Tuesday 24th May 2022 at 19:30

**Present:** Robert Nourse (RN), Dave Goddard (DG), Adrian Tuff (AT) Secretary, Dave Gore (DGo), Jack Meer (JM) Treasurer, Jess Wilkinson-Ross (JWR), Steve Clifford (SC), Paul Keaney (PK) and Rob Hayto (RH).
**Teams:** Max Gibson (MG)

1. **Apologies for Absence**

Chris Pearshouse, Carl Page
*No response:* Chelsey Shaw

1. **Minutes of Last Meeting**

The [minutes of the previous Annual General Meeting](https://docs.google.com/document/d/1oQ1l1AiXK888DkKCpxphbjYyPgMwx6-t/edit?usp=sharing&ouid=111821305573639193725&rtpof=true&sd=true) on 25th May were agreed and signed as a correct record by AT.

1. **Matters Arising**
* Following an action raised at the previous AGM, RN undertook a full investigation of the tea rooms and kitchen position and has circulated his report to both member clubs for consideration. Ultimately there is some confusion around who installed what, who owns what and who is responsible for the upkeep of any items, plus a general reticence from the Council to take ownership and to provide a functional kitchen. Further discussions with the council are required if we want to get to a resolution.
* Lease discussions have been undertaken by David Carr and DG, however they have been parked due to the discussions around the kitchen. It would be helpful to restart the lease discussions as a standalone matter.
**AP54 –** AT to email appropriate people to restart discussions.
* Resolved actions from last year:
	+ Eddie Lawrence elected as Trustee (at previous meeting);
	+ Sports Club levies have been reintroduced;
	+ The previous remit of the Treasurer has been split into two roles: Treasurer and Facilities Manager;
	+ A fire alarm system now installed;
	+ The Cricket Club did schedule a celebration event for Bob Shortman last Summer.
1. **Chair’s Report**
* A copy of the [Chair’s Report](https://docs.google.com/document/d/14lfMmwj7E00l4HZwwNBZnDlqZjGflesn/edit?usp=sharing&ouid=111821305573639193725&rtpof=true&sd=true) was circulated, and a [slightly amended version](https://docs.google.com/document/d/1mRWQoig15h81B72A3frRspC4ICFXW0KT/edit?usp=sharing&ouid=111821305573639193725&rtpof=true&sd=true) was sent to the HC for their AGM.
* Main points were that the clubhouse is now back up and being used fully following the Covid-19 pandemic, the cricket club were able to start using the facilities again through the Summer, ensuring much required bar income, with the hockey club managing a full season making extensive use of the clubroom and bar.
* Both cricket summer and hockey winter seasons were successful, with many promotions, champions and organised social events, a welcome “return to form”.
* There have been a number of improvements and innovations in the clubhouse, including the finalising of the toilet and clubhouse refurbishment, a new larger TV, digital signage behind the bar and a new Guinness pump, all of which have proven popular.
* AT proposed and RH seconded adoption of the report. Agreed.
1. **Treasurer’s Report**

JM circulated the [End of Year Accounts](https://drive.google.com/file/d/1fgFXLG3p-zm4MX_0t1AYXnl1ejnCI4Sf/view?usp=sharing) to 31st March 2022, as well as the more detailed [Treasurer’s Report](https://drive.google.com/file/d/1F-fBy0dQ8tOnWHWDmXVUExcaTGypR5yL/view?usp=sharing). These were accepted by JWR and RH.

* Overall there was a deficit of £18k for the year, that was expected due to the toilet and clubhouse refurbishment, with the money for those being received in the previous year (which reported a £14k surplus), with the final £8k Covid-19 support grant (£8k) being received at the beginning of this year.
* Levies for both clubs have been received, JM thanked both clubs for their prompt payment.
* The bar profits for the year were just shy of £13k, this represented an acceptable profit margin of 40%.
* The main ongoing expense continues to be Sky, which costs around £3k per year (~£250 a month); plus we saw both the Heating and Lighting and Cleaning costs returning to pre-pandemic levels, consistent with 2019/20 costs.
* Overall the Sports Club has £20k in cash assets, with £8k of that held in the Hockey Club account, those present felt this was a comfortable position to be in, and with no immediate plans to spend any of these assets in the short term.
* JM said that due to time pressures the annual insurance quote had been accepted after a brief discussion, however RN proposed a proper review be done of the circumstances before Christmas, prior to next year, to ensure the best financial outcome for the club.  **AP55 –** To ensure the insurance circumstances are reviewed prior to the next insurance quote.
* JM reported that **on average** across the year, the bar needs to turnover around £560 a week to break-even and to cover all Sports Club costs and overheads. This was achieved for 2021/22 but relies significantly on social events organised by the member clubs, and if social events are not organised then there is a risk that levies may have to rise.
* AT thanked JM and Martyn Edwards (Account Examiner) for their efforts in assembling the end of year accounts and the ongoing financial reporting.
1. **Election of Account Examiner**
* After several years of service Martyn Edwards is stepping down as Account Examiner, so a replacement is needed. Various names were discussed, including David Carr, Alistair Fergus, Maureen Green, Alex Haynes, and will be approached in due course.
**AP56** – To identify and elect a new Account Examiner.

**6a. Election of Committee**

 **Chairman** – TBC
 **Treasurer** – Jack Meer – proposed RH, seconded DGo
 **Secretary** – Adrian Tuff – proposed RH, seconded DGo

 Although **Facilities Manager** is not an executive position, David Goddard was proposed (AT), seconded (RH) and elected

 It was agreed by the Cricket Club to remove Carl Page as a representative, and to add Paul Keaney.
 It was agreed by the Hockey Club to remove Nick Long following his resignation.

1. **Election of Bar Committee**
* RN proposed that the Sports Club Committee be elected as the bar committee, seconded by RH Agreed.

**7a. Election of Trustees**

* RH proposed the existing Trustees of David Carr, Nick Kitchiner and Eddie Lawrence were elected, JM seconded. Agreed.
1. **Any Other Business**
* None.
1. **Date of Next Meeting**

The date of the 2022/23 Annual General Meeting was agreed as **Tuesday 23rd May 2023**, at 19:30 in the Chelmer Park Clubhouse.

The meeting closed at 20:15.

**Annex – Action Point Summary – new and discussed**

Full Action Point Log, with status and updates, available here: <https://docs.google.com/spreadsheets/d/1pYWcckvNSGFmVpR4jQ4MUGAhXEUJMYvuKMXlSIfImIA/edit?usp=sharing>

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| --- | --- | --- | --- |
| AP# | Description | Owner(s) | Raised |
| 2 | Check status on replacement of defibrillator pads, and if required order some more | Adrian TuffDave Goddard | 25/5/21 |
| 10 | Liaise with Diamond Windows to get a quote to replace the 4 blown double-glazed windows | Adrian Tuff | 25/5/21 |
| 15 | Identify and contact 3 different windows/door suppliers, including Diamond Windows, to request a quote for a new front door to our specifications | Nick Long | 25/2/21 |
| 19 | To clarify from the cricket club their sports club committee members, and to potentially find one further hockey club member (ideally female) | Adrian Tuff | 28/5/21 |
| 20 | Take to the Cricket Club Committee the issue that the scorebox hasn’t appeared in the lease since 2003, and is therefore not covered by the insurance | Steve Clifford | 7/9/21 |
| 23 | Produce a detailed list, and summary, of all the regular tests and checks that are required to be run, when, and a simple way to record the results | Adrian Tuff | 7/9/21 |
| 27 | Investigate the option of applying for an external defibrillator through the Justin Edinburgh Foundation | Chelsey Claridge | 7/9/21 |
| 28 | Pull together all the information and offers regarding the external defibrillator, and engage with the council regarding longer term maintenance | Adrian Tuff | 7/9/21 |
| 31 | Engage with Fisk to request full training and documentation around the Fire Alarm | Jack Meer | 7/9/21 |
| 32 | Engage with the council regarding the contact names and required procedures around the Fire Alarm | Adrian Tuff | 7/9/21 |
| 33 | Amend the Fire Evacuation Plan to accommodate the newly installed Fire Alarm, and circulate to committee for comment | Adrian Tuff | 7/9/21 |
| 35 | The curtain by the pool room obscures the fire alarm when open, a suitable solution is required to keep the curtain from obscuring it | Steve Clifford | 7/9/21 |
| 36 | The council sent Brian/CSC a letter on 2/3/21 regarding regular checks and the fire alarm, this needs to be responded to | Adrian Tuff | 7/9/21 |
| 37 | Liaise with Jon Lambert and David Gore to run training sessions and develop some user guidance and training materials for the CCTV system | Jack Meer, David Gore | 7/9/21 |
| 39 | Create two sets of bar instructions, one covering the full management and running of the bar (for the bar secretary), and a second simpler one just covering the casual operation of the bar (i.e. till, pumps, ice machine, glass washer, coffee machine etc.) | David Gore, Chris Pearshouse | 9/9/21 |
| 44 | To discuss with the Netball club the possibility of them gaining access to the clubhouse facilities, either through social/associate membership, or longer term as part of the Sports Club. | Jack Meer | 7/12/21 |
| 45 | To speak to the hockey and cricket clubs to gauge their views on what the priorities should be for the Sports Club, and whether they would support investment in the bar facilities. | Adrian Tuff / David Goddard | 7/12/21 |
| 46 | To investigate and draw up high level quotes/plans on the different options for renovating the bar, including refurb, redesign and overhaul. | Jack Meer / Dave Gore | 7/12/21 |
| 47 | To fix / re-hang the curtain by the rear fire door | Jack Meer / Robert Nourse | 7/12/21 |
| 48 | To speak to Aaron Riley about required electrical and lighting work | Dave Gore | 7/12/21 |
| 49 | To investigate the leaky kitchen skylight, and reseal as needed | Dave Gore | 7/12/21 |

**New:**

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| --- | --- | --- | --- |
| 50 | To arrange the bar handover during w/c 11th April, providing full instructions and handover notes | David Gore, Chris Pearshouse | 8/3/22 |
| 51 | To develop some indicative drawings/designs of the proposed building works: kitchen relocation, passageway door relocation, entrance foyer and emergency doors | David Gore, Jack Meer, Adrian Tuff | 8/3/22 |
| 52 | To identify rough estimates for the costs associated with the various building proposals | David Gore, Jack Meer, Adrian Tuff | 8/3/22 |
| 53 | To investigate the grant opportunities available in relation to facilitating better wheelchair access | Jack Meer | 8/3/22 |
| 54 | To chase individual committee members and identify whether they are on the committee or not | Adrian Tuff | 8/3/22 |