

Minutes of the Annual General Meeting

Held on Wednesday 27th October 2016 at 8-00 p.m.

1 Present

1.1 A list of the 20 attendees is attached.

2 Apologies

2.1 Apologies were received from Nigel Douthwaite, Bill Powell and Jon Spooner.

3 Minutes of Previous Meeting

3.1 The minutes of the meeting held on 25th November were proposed as being an accurate record of that meeting by Doug Old, seconded by Stephen James and approved by the meeting.

4 Matters Arising from Minutes

4.1 There were no matters arising from the previous minutes.

5 Chairman's Report

Good evening and welcome to the 2016 CALSA AGM. Thanks to those who have taken the trouble to attend, as it always puzzles me how few of our numerous membership attend these meetings, mainly those who are here have generally been to the earlier Squash and Racketball AGM., but this evening I am pleased to see significant representation from cricket, football and hockey as well. It is important for this meeting to be quorate with full members as we have three Special Motions which need a vote in favour before we can action them.

I apologise for the fact that for the first time in at least 20 years the AGM has been moved from the third Wednesday in November to this date. The reason is very selfish - I shall be away travelling in Central America for the whole of November.

This has been a year of challenges for the Management Committee. The flare up of an old hip injury to Margaret led to us having to reduce her working hours, creating the challenge of recruiting and managing part time staff to ensure the bar was always open when it should be. During this period, I received a letter from a firm of solicitors acting for Margaret, claiming that her hip injury, first reported in July 2014 and noted in our accident

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President:	John Wigley	Kerrisdale, Harewood Road, Collingham, LS22 5BY	Tel: 07976 656593
Chairman:	Nigel Cooke	14, Albans Close, Bardsey, LS17 9BL	Tel: 01937 572746
Acting Treasurer:	Stephen Widdison	33 Bishopdale Drive, Collingham, LS22 5LP	Tel: 01937 574472
Secretary:	Stephen Widdison	33 Bishopdale Drive, Collingham, LS22 5LP	Tel: 01937 574472

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book, was as a result of negligence on CALSA's behalf, a claim which we strenuously deny, and the matter was passed to our insurers. There was a great deal of work on our behalf in gathering our defence evidence, going back as far as 2009, and the matter has still not been resolved between the two parties.

Subsequently as you all know, Margaret resigned with one month's notice, and during that time we were fortunate to find an old friend of the club, Ian (Stubby) Kay, a former CLCC player, who has settled well into the job, and now, together with Jane and with the help of Sasha-Rose is running a much more straightforward and reliable bar and cleaning rota.

We have also been engaged in managing the difficult process of introducing the new till and membership card system, an introduction which is still ongoing, and we plan shortly to introduce a dual pricing system for members/non-members. The system has enabled us for the first time to split bar sales between members and non-members - the main driver for introducing the system in order to meet our CASC requirements. Thanks to Stephen and J for their continued hard work on this project. One very surprising outcome has been the large number of eligible people who have not taken up their cards, notably junior cricket and soccer parents.

Yet another challenge has been that the role of treasurer has been vacant all year, and without the tremendous hard work of Stephen "many hats" Widdison as acting treasurer, as well as Secretary, not only managing the numbers but also introducing and bedding-in a new accounting system, we would have been in serious trouble.

Relations between CALSA and cricket became strained on a number of occasions during the season, when basic behavioural and disciplinary actions by a few individual members created serious debate between CALSA and cricket management. Appropriate actions have, we are assured, been taken. In addition I have offered to meet with the players and committee to explain the basics of what is expected of them. As a fairly obvious element of the membership card project Cricket were asked and have been asked on several occasions, to provide a list of members and their details. This information was for some unexplained reason never forthcoming, which, according to the CALSA constitution means that in theory, no alleged members of Cricket here this evening are entitled to vote as members of CLCC.

As Stephen will explain shortly this has been a financially successful year for the Association overall, with Squash and Racketball having a great year. Stephen will talk the detail, but all members should note that successful though it is, the bar and its activities do not cover the cost of running the business and the premises. Cricket and CJFC do not make any contribution to the overheads, but Squash and racket ball most certainly do. Without that, the Association would be dead in the water.

Another task for the Management Committee this year, in fact in the last few months, has been to negotiate a new 20 year lease with the Parish Council. This has now been successfully concluded and agreed by the Management Committee, and as this commits CALSA over the next 20 years to more than The Management Committee's financial sign off level, we have introduced Special Motions for members to support the both the proposed lease and the rental terms.

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As you will all be aware we have invested a great deal of time and effort over the years in maintaining and upgrading the facilities here, and this process is ongoing. Priorities for the year ahead include a full refurbishment of court 2 and court 3 next year, an upgrade to the Squash changing rooms and a big project to replace the unsightly exterior cladding around the courts. This latter project is the subject of a complex grant application which Stephen, wearing another of his hats, has submitted recently and the outcome of which we expect to hear on 25th January.

It is 10 years since the major refurbishment of the bar area, and that is now looking very tired indeed - the carpets and curtains are well past an acceptable level of wear. That is why we have a Special Motion this evening, for this meeting to agree to allow the Management Committee to spend up to £20,000 on a significant refurb of the bar area. There is not a proposal to put a detailed scheme to members, but the plan will have to be agreed by the Management committee, and believe me, that is hard enough. Stephen will confirm that we have sufficient funds to execute all of these proposals.

In closing, I would like to thank Anthony Kettlewell, our independent financial reviewer and all members of the Management Committee for their support during this interesting year - we don't always see eye to eye, but in the end we are all here, giving our time, with one purpose - the continued existence, prosperity and development of these great facilities for current and future generations.

That concludes the Chairman's report. Are there any questions?"

I would like now to hand over to our Acting Treasurer, Stephen Widdison to make the financial report.

6 Financial Report

- 6.1 Stephen Widdison circulated copies of the 'Accounts for the Year Ended 31st August 2016' – a copy of which is attached to these minutes.
- 6.2 Stephen gave an explanation of the accounts and answered questions raised by members present.
- 6.3 A copy of the Treasurer's Report is attached to these Minutes
- 6.4 Following extensive and often heated discussions on Squash & Racketball Section's financial contribution to CALSA it was agreed the Squash and Racketball Committee would meet ASAP to formulate a proposal for CALSA Management Committee to consider for approval.

7 Election of President

- 7.1 John Wigley, was proposed by Mark Semple and seconded by Matthew Cooke and approved by the meeting.

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8 Election of Officers

- 8.1 Nigel Cooke's appointment as Chairman was proposed by John Wigley, seconded by Richard Hnat and approved by the meeting.
- 8.2 Nigel Douthwaite's appointment as Secretary was proposed by Stephen Widdison and seconded by Matthew Cooke and approved by the meeting.
- 8.3 Stephen Widdison indicated he was willing to carry on acting as Treasurer until a suitable replacement was found. An appointment proposed by Doug Old, seconded by Matthew Cooke and approved by the meeting.

9 Election of Independent Financial Reviewer

- 9.1 Anthony Kettlewell was proposed by Stephen Widdison, seconded by John Wigley and approved by the meeting.

10 Special Resolutions & Constitutional Changes

It was proposed that the Constitution of Collingham and Linton Sports Association be altered as per the below:

The purpose of the changes:

To enable the Association to enter into a new 20 year Lease with the Landlord (Collingham with Linton Parish Council).

The detail of the addition:

Section 13 Contractual obligations on behalf of the Association which would include both financial commitments and contingent liabilities must be signed by any two Officers of the Association.

Proposed by Doug Old, Seconded by Barry Turley, approved by the meeting

Expenditure proposal requiring approval of the Annual General Meeting:

The Association signs a Lease Agreement with Collingham with Linton Parish Council for a 20 year period commencing 1st January 2017. The financial cost is £7250 p.a. with annual increases in line with the published RPI.

Proposed by Paul Robinson, Seconded by Phil Wade, approved by the meeting

Expenditure proposal requiring approval of the Annual General Meeting:

The Management Committee seeks the members approval to spend up to £20,000 on a refurbishment of the bar area. The scheme in due course will be agreed by the Management Committee.

Proposed by Martin McPherson, Seconded by Connie Appelbe, approved by the meeting

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10 A.O.B.

- 10.1 Several members requested that it be minuted that Margaret Paterson's time at the Club be recognised for her hard work and loyal service.
- 10.2 Steve Usher suggested that there was a need for a more dynamic approach to generating ongoing social activity at the club house. Nigel welcomed Steve's suggestions and said he would work together to achieve it.
- 10.3 There being no other business the meeting ended at 9-35 p.m.

Approved by:

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Chairman

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Secretary

Collingham and Linton Sports Association

Treasurer's Reprt

You have copies of the accounts for the year ended 31st August 2016. I do not intend to talk you through all the 8 pages but will point out a few significant headlines then open up the floor to questions. I have highlighted in yellow the figures I've picked out for comment. I have a few copies of the "talk" I am about to give, for anyone who would like one.

Firstly a bit of background. At the AGM last year it was agreed that Squash & Racketball would open their own bank account, a change from the previous arrangements whereby all Squash & Racketball income and expenditure was consumed in the CALSA bank account. In tandem with that, the CALSA accounts were put on to a new accounting system (Sage), in order to create a more transparent set of figures, and to be free of some anomalies that had passed from, and to, several previous Treasurers over the years.

So, on to the figures themselves. Starting on Page 4, which are the high level summaries of what follows on pages 5 and 6. The two big changes are Squash & Racketball net income which is down, and Other Income which is up. They relate to each other and I will come back to the reasons. Cricket Net Income is down, and I will come back to that later aswell. The Bar Net Income is similar to last year, which is a good achievement, the Club overheads have increased and that will be explained later.

On to Pages 5 and 6. The figures that are in bold are those totals you have just seen on Page 4. **Takings** were up on last year (£3k higher at £96k) but with wages slightly higher (again I'll refer back to this later) and margin slightly decreased, the actual net income for the bar was virtually unchanged. (£20,753)

Squash and racketball subscriptions were up £3k on last year (£21k) and court fees were also up by £2k (£14). Below those figures there are relatively biggish changes year on year, but in many cases this is due to the way the figures have been recorded and reported rather than a change in the real position. By far the most important aspect is that under the new financial and banking arrangement, Squash & Racketball pay over all of their Subscription income (Shown as Squash Contribution in the accounts) to CALSA. This can be viewed as Squash & Racketball renting their facilities from CALSA. The Squash surplus of £6k now becomes funds that Squash & Racketball retain under their control, effectively bringing them in line with the arrangements for Cricket & Football Sections.

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Cricket net income was down to £420 on the year as a result of the Juniors lower surplus and an increase in ground expenses. From a CALSA position, this causes no concern, as long as they maintain a positive cash position.

Football net income fell slightly from £6.5k to just over £5k. Again from a CALSA position, no issue as they continue to be self funding.

CALSA Expenditure Overheads continue to be very tightly controlled. Light and heat costs at a little over £5k are down by £2.5k this year on top of the £1.5k last year. Renegotiated contracts by Nigel and feed in tariff from the solar panels helping here. Repairs increased on the year by £4k to approaching £7k. The main item here was the new till system for the bar, with replacement of the outside lighting, new furniture for the outside area and retiling of the men's showers being the significant items. Wages for cleaning has now been split out, a point I alluded to when referring earlier to wages costs in running the bar.

On to the Balance Sheet, Page 7. Please read the Notes on page 8 to clarify the Balance Sheet information on page 7. To some degree a lot of the figures have no relevance to the day to day running of the Association, however the important figures are the CALSA bank accounts being £20k and £8k in credit, and the Purchase Credit Control Account (which are the debts CALSA has – an amount in cash flow terms the equivalent to a month of bar supplies) at £4,388.

Overall this set of financial accounts is considered by the Committee to be an acceptable financial position.

I am happy to discuss in detail with anyone after the meeting the way we complete the accounts, and explain the consolidation processes for bringing the Sections accounts in to the Consolidated accounts. However I will try and answer now any questions that people want to pass my way?