

THE HOLBROOK CLUB

MINUTES OF THE ANNUAL GENERAL MEETING HELD AT THE CLUB ON THURSDAY 14TH MAY 2015 COMMENCED AT 7.00 PM

Those Present: Simon Charman, Paul Finn, Rod Woodhatch, Diane Sutton, Carole Charman, Ray Sutton, Tom Chapman, Neil Morrison, Rob Jones, Brian Stevens, Ken Willmer, Peter Merryweather, Angela Wright, Barry Wright, Adrian Phillips, John Maher, Anil Ahluwalia, Alec Smith, I C Nicoll & Will Cowley (20 eligible voting Members in all).

1. Apologies For Absence

These were received from: Bernie Owen, Paul Greenstreet, Wendy Greenstreet, Jan Turner, Tim Turner, Jean Ruby, Alan Ruby & John Crake (8 in all).

2. Minutes of Last Year's AGM

The minutes of the last AGM held on 8th May 2014 were accepted by those present as accurate & correct & were duly signed off by the Club Chairman, Simon Charman.

3. Club Chairman's Report

There were no questions from the floor regarding the Club Chairman's Report (copies of which were distributed to Members prior to the meeting).

4. Presentation of the 2014 Club Accounts

The 2014 Club Accounts (copies of which were distributed to Members prior to the meeting) were presented by Anil Ahluwalia.

- Year on year turnover up slightly which is always good to see of course
- Whilst turnover has gone up our gross profit margin has grown very marginally and of course shows good practice in not sacrificing profit for increased turnover
- Bottom line loss for the year is just under £63k for the year which is £17k less than last year. In saying this it is key to highlight that this figure is after applying £63k for depreciation of our assets so in cash terms we have generated cash to cover the costs we incurred during the year
- Bank balances have reduced by £57k and due to our funding increased stock, debtors and we have also reduced the money we owe to creditors.
- Net Worth £441k which is healthy position albeit has been falling over the last few years
- Key message is we have improved on trading seen in 2013 and would like also put on record thanks as well as congratulations to Matt and all the team at the club for the work they did last year, essentially with reduced staff numbers as well, to achieve these trading results.

Diane Sutton had 3 questions

Q1 – on page 9, No. 5 Other Debtors £49k. Who is this that owes us money?

A1 – Don't know, so will find out and let you know **ACTION: Anil**

Q2 – on page 13- why has advertising cost increased by £16k?

A2 – This was a conscious decision, and covers membership drive advertising as well as event promotion

Q3 – on page 13 – why has training increased by £8k?

A3 – This was for the new till & membership system

Diane also wanted to say “well done” to Eddie Holland and team regarding the Bar & Kitchen results.

It was mentioned that the budget is looking as if we will achieve the same overall results as in 2014. The accounts were adopted unanimously. Proposed by Rob Jones & seconded by Paul Finn

5. Approval of the Two General Committee Representatives who have been elected to serve on the Executive Committee

In accordance with Rule 9.1(b), Mr Ray Sutton and Mr Tom Chapman were elected by the General Committee to serve on the Executive Committee. The AGM approved their election.

6. Election to the Executive Committee

In accordance with Rule 9.1(a), the Club Chairman, Mr Simon Charman, the Club Deputy Chairman, Mr Paul Finn, Club Treasurer, Anil Ahluwalia, and four Members’ Representatives, Mr Neil Morrison, Mr John Maher, Mrs Carole Charman & Mr Adrian Phillips, all retired from office.

The 7 Committee Members offered themselves for re-election to the positions shown above.

The appointment of these 7 Committee Members was proposed “en bloc” by Diane Sutton & seconded by Tom Chapman

7. Appointment of Club Accountants

Spofforths are the current Club accountants. The Executive Committee seek approval from the general membership to re-appoint Spofforths as accountants for the 2015 financial year.

Proposed by Carole Charman & seconded by Simon Charman.

It was mentioned that we are looking at other options to make sure that we are getting best value for money, so Spofforths may not remain the Club accountants for the duration of the year.

8. Any Other Business

8.1 It is felt that to remove barriers for potential new joiners we need to amend our processes for new members i.e. no need to be sponsored and no need to display their names & addresses on the Club notice board. With these changes approved the Membership Committee can be dissolved.

It was confirmed that the administration of new members will be dealt with by the Club Office including Pub Watch checks and a list of proposed new members will be ratified by the Executive Committee each month.

The proposed changes to the Constitution were approved, proposed by Neil Morrison & seconded by Adrian Phillips.

The Constitution will be amended as follows:

Section 6. Admission to Membership

Every applicant for membership of the Club shall submit to the ~~Club Office Membership Committee via the Club Office~~ a fully completed membership application form and direct debit mandate (except see “By exception” wording below).

~~The name and contact address of every applicant shall be prominently displayed on the Club Notice Board for a period of at least two days following the processing of their~~

~~application form in order for Club Members to make representation to the Membership Committee as to a prospective new Club Member's suitability.~~

The ~~ExecutiveMembership~~ Committee will then consider all such applications and will elect to membership those applicants they consider suitable and who meet the aims and aspirations of the Club as determined from their application form, ~~from any personal testaments from other Club Members~~ or from any other appropriate source.

Following such process and election, the applicant shall be declared a duly elected Club Member.

~~Applicants will not be permitted entry to the Club for a period of **at least two days** following the day their name and contact address are first displayed on the Club Notice Board.~~

From January 2004, all categories of Club Member shall pay the appropriate membership subscription under a monthly direct debit scheme operated by the Club. (**By exception**, a Club Member may request the option of paying their membership subscription annually in advance by cheque or cash. If this payment method is permitted, the Club will make no part refund should the Club Member resign from membership mid-year and the onus is on the Club Member to ensure that they pay their annual renewal subscription in a timely manner).

Election to membership will imply acceptance of the rules of the Club and be deemed to constitute consent to the holding of relevant personal data on a computer as required by the Data Protection Act.

Club Members or Sections wishing to nominate a Club Member for Honorary membership shall submit in writing the details and rationale supporting their nomination to the ~~ExecutiveMembership~~ Committee who shall consider the nomination ~~and make their recommendation to the Executive Committee.~~

On attaining age 60, it is incumbent on the Club Member to contact the Club Office, provide proof of their age and ask for their membership category to be changed to the "New Club 60+ Member" category and to have their membership subscription reduced accordingly.

8.1.b

Section 7. **Register of Members**

The ~~Membership Committee~~Club Office shall keep a Register of Members which will be available for inspection by any Club Member at a mutually agreed date and time within 14 days of the date of such written request being received by the Club Chairman.

8.1.c.

Section 8. **Membership Cards**

Every eligible Club Member shall be supplied with a Membership Card controlled on issue through the Register of Members.

In order to increase Club security, Club Members shall be asked to have their photograph taken for inclusion on the Register of Members.

The Membership Card, which is NOT transferable to any other person, shall remain the property of the Club and shall be surrendered upon termination of Club membership.

When on Club premises or grounds, or when wishing to gain access to the Club, Club Members shall always carry their Membership Card with them and, on reasonable demand, will produce their Membership Card to any Club Officer, elected member of the Executive Committee or employee of the Club who so asks.

New Club Family Members under the age of 14 will NOT be issued with their own Membership Card. Upon their child attaining age 14, a Club Member can apply to the Club Office Membership Committee for a Membership Card for their child in order for the child to be able to gain unaccompanied access to the Club.

The Club reserves the right to make an appropriate charge for the issue of a replacement card should a Member lose his/her card or otherwise render it unusable in conjunction with the Club's computerised membership system.

8.1.d

Section ~~11.3~~ — **Membership Committee**

~~The Membership Committee will consist of five Club Members, including a Chairman. The latter will be a member of the Executive Committee. The other four members will be subject to annual approval by the Executive Committee at their first meeting following the Club's A.G.M. New mid term appointments to the membership Committee will be approved at the following Executive Committee meeting.~~

~~This Committee will elect its own Deputy Chairman from amongst its number.~~

~~The Membership Committee will meet at least once a month to consider applications for membership in accordance with Sections 5 and 6.~~

~~The Membership Committee will report directly to the Executive Committee at each Executive meeting.~~

~~A Quorum for a Membership Committee meeting will consist of no fewer than three members.~~

11.3 Casting Vote – Procedure

The Chairman of each Club Committee will have an additional casting vote for use at his/her discretion in the event of an equal number of votes being cast for and against any resolution.

8.2 Update on the Club's lease situation with Horsham Football Club (our landlords).

- HFC are still waiting to hear if Croudace will appeal the decision to refuse planning approval for the housing development at THC site
- At the moment we have no 25 year lease
- As it stands we won't have the £200k maintenance fund from HFC, but we will still have 4 pitches
- As far as we are concerned it is "business as usual"
- Kevin Borrett, HFC, has said that moving HFC into the Holbrook Club site would be their absolute last option if all else fails
- THC would oppose any move by HFC to occupy the Holbrook Club site.
- THC owns all the fixtures & fittings at the Club.
- We are covered by the 1954 Landlord & Tenant Protection Act, and as such are in a strong position

- It is believed we will know about any appeal in 2 – 3 months time
- HFC have negotiated a further (final) 2 year pitch share with YMCA
- If HFC take over the Holbrook Club site we would probably sell all fixtures & fittings and find a suitable (smaller) alternative site elsewhere in the local area

8.3 Questions from the floor of the A.G.M. were taken by the Executive Committee.

Q1 are we looking at other entertainment options. We don't want people to get bored if we only offer Madness, Elvis etc.

A1 Yes Matt is looking at other acts that he feels will be popular with members

Q2 Was the Jimmy White night a success?

A2 Yes, for a Tuesday night. We took £1k over the bar & kitchen. The advertising for the event (provided by the event organisers) was worth circa £750 to THC

Paul Greenstreet expressed his thanks to the Executive Committee and all the Cub staff for what they do for the Club and its members, via email.

Meeting closed at 7.45pm.

Signed by..... (Simon Charman, Club Chairman)

Dated.....