

## **THE HOLBROOK CLUB**

### **MINUTES OF THE ANNUAL GENERAL MEETING HELD AT THE CLUB ON THURSDAY 8<sup>TH</sup> MAY 2014 COMMENCED AT 7.00 PM**

**Those Present:** Simon Charman, Paul Finn, Rod Woodhatch, Diane Sutton, Carole Charman, Ray Sutton, Rob Pearce, Tom Chapman, Jan Turner, Tim Turner, Neil Morrison, Geoffrey Brogg, Rob Jones, Brian Stevens, Nick Kimberley, Marie Campbell, Mark Powell, Gary House, Peter Merryweather & Will Cowley (20 eligible voting Members in all).

#### **1. Apologies For Absence**

These were received from: Bernie Owen, Paul Greenstreet, Wendy Greenstreet, Ken Wilmer, Eddie Holland, John Maher, Adrian Phillips, Dave Scaman & Martin Tilley (9 in all).

#### **2. Minutes of Last Year's AGM**

The minutes of the last AGM held on 16<sup>th</sup> May 2013 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).

Simon thanked Tim Turner at the meeting for his commitment to the Club over the last 10 years.

#### **4. Presentation of the 2013 Club Accounts**

The 2013 Club Accounts (copies of which were distributed to Members prior to the meeting) were presented by Graham Hunt, Spofforths.

The key points from the accounts were:

- The Club made a loss in 2013 of £80k compared to £11k in 2012
- Return on the bar is down
- This was the first year Spofforths have looked at the accounts and as such they have 'posted' items differently. E.G. Club Plus & Miscellaneous classes expenditure
- The Club has £334k in the bank, which we are careful to ensure we invest in the Club to increase/introduce a new revenue stream to secure the Club's future.
- Establishment costs & Admin costs have both increased in 2013. The legal fees were mainly to cover lease negotiations which will not apply to 2014
- The advertising costs include website revamp
- We have invested £92k during 2013 in:
  - i. refurbishing the ladies toilets
  - ii. improving the lighting in the Sports Hall
  - iii. new drainage
  - iv. men's showers
  - v. new boiler

Questions raised:

Q. We lost £600 on entertainment, do we make sure we only run events that will produce a profit?

A. If there is a low turnout (weather, holidays) this will affect profit. We are looking at which events were more popular than others and analyse which ones to repeat.

Q. We can't afford to lose £80k, what are we doing about it?

A. Trying to keep costs down. It won't be a quick turnaround.

CASC had a rule change in November 2013, so it is back on our agenda. It could mean £18k pa rate relief. Spofforths will help us with our application.

Q. Advertising is up £11k, was this the Marketing Company?

A. Yes, we have now terminated their contract and will handle marketing in house. A promotion that they ran did generate 100 new gym members.

For the year, we lost 1050 members and gained 1000.

This is normal turnover for this industry and it is similar number for the last few years at the Club.

Reasons for leavers are:

- Moved away
- Temporary joiners (students)
- Cost

We are in the process of simplifying the membership categories to make it easier for potential new members to understand exactly what they get for their money.

Q. Whilst we have money in the bank, should we invest now?

A. We need to balance risk vs payback

We have planning approval to convert 2 tennis courts into multi sport courts. The floodlighting planning application is awaiting HDCs decision.

The planning application to convert the rifle range to a new gym is still waiting approval.

Q. Are we tracking accounts each month?

A. yes, The Executive Committee are meeting more regularly to tackle this. We may not manage £0 by the end of 2014. We can always have one off costs but with our staff of different ages, experience & background we will have great ideas to make money.

Q. What are we doing to attract disabilities?

A. We have been looking into wheelchair tennis and have been speaking with St Catherine's Hospice to offer our facilities for fitness classes.

The accounts were adopted unanimously. Proposed by Rob Jones & seconded by Diane Sutton

#### **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 and four Members' Representatives, Mr Neil Morrison, Mr John Maher, Mrs Carole Charman & Mr Adrian Phillips, all retired from office.

The 6 Committee Members offered themselves for re-election to the positions shown above.

The appointment of these 6 Committee Members was proposed "en bloc" by Nick Kimberley and seconded by Ray Sutton.

The Club will continue to look for a replacement Club Treasurer.

#### **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 2014 financial year.

Proposed by Neil Morrison & seconded by Carole Charman.

#### **8. Any Other Business**

8.1 Section 9.1 in the Constitution still refers to Royal & Sun Alliance Insurance plc. Agreement is sort to remove the phrase "Royal & Sun Alliance Insurance plc" from paragraph 9.1 and replace it with "The Landlord".

The proposed changes to the Constitution were approved, proposed by Simon Charman & seconded by Rob Jones.

The Constitution will be amended as follows:

## 9. Management of the Club

### 9.1 Executive Committee

The Club premises, buildings and grounds shall be managed and controlled by the Executive Committee in accordance with the terms of the Lease between The Holbrook Club and The Landlord.

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

- Open evenings were held at The Club to Councilors, members & residents.
- Planning application still has not been submitted, we don't know when but HFC will let us know when it has.
- Our Agreement for lease comes into effect when planning permission received for both sites. It runs out in 2017
- We anticipate the earliest that building will start here is Feb/Mar 2015
- HDC won't allow work to start here until significant progress at Hop Oast
- 2014/15 season will be played here. Potentially last few games may be impacted. But we will tackle that if and when that happens
- We will ask HDC for continued use until end of May 2015
- A Maintenance Fund of £200k has been agreed as a one-off payment to The Club from HFC when the long term lease starts

Q. As HFC have no planning permission yet, is that going to influence how we invest in The Club?

A. As we don't have a 25 year lease in place that will affect potential grants and CASC membership which may impact our level of investment. However, we will continue with improvements to Club facilities where it is the right thing to do.

Q. Do they have any deadlines? Will Croudace pull out?

A. Don't know but Croudace are building the new stadium so unlikely to pull out.

## 8.3 Potential capital-spend

- A) Conversion of 2 Tennis courts to multi use courts
  - B) Conversion of rifle range to a Gym – higher income long term
- Cost benefit analysis is required to prioritise

Q. Will tennis section have use of these courts?

A. We do not anticipate any impact on the Tennis Section. Tennis could move indoor in the winter

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

None

Paul Greenstreet expressed thanks to the Executive Committee, via email.

Meeting closed at 8.05pm.

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

Dated.....