

## **THE HOLBROOK CLUB**

### **MINUTES OF THE ANNUAL GENERAL MEETING** **HELD AT THE CLUB ON THURSDAY 31<sup>ST</sup> MAY 2018** **COMMENCED AT 7.00 PM**

**Those Present:** Simon Charman, Paul Finn, Anil Ahluwalia, Carole Charman, Ray Sutton, Tom Chapman, Gill Harding, Brian Lewis, Sheila Lewis, Randolph Riecker, Donald Preston, S Higgins, Ben King, Claire Smee, Bernie Owen, Angela Wright, Barry Wright, John Maher, T Matthews, J Hayes, T Knight, R Jurlielewin, Peter Hill, Tony Warren, S Jacob, Amy Tucker, Darren Rundle, Matthew Mortimer, A Biginton, C Holmes, Thomas Pinches, Adrian Phillips, Elaine Overington, Tim Turner, Nick Allen, S Hill, Chris Sheldon & Chris Fairchild (38 eligible voting Members in all).

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

These were received from: Diane Sutton, Rob Lewis, Carol Cooper & Ian Brown (4 in all).

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

The minutes of the last AGM held on 30<sup>th</sup> May 2017 were accepted by those present as accurate & correct, & were duly signed by the Club Chairman, Simon Charman.

#### **3. Club Chairman's Report**

No questions were raised:

#### **4. Presentation of the 2017 Club Accounts**

The 2017 Club Accounts (copies of which were distributed to Members prior to the meeting) were presented by Anil Ahluwalia

##### **Overview:**

Key message is we have had an increase in turnover due mainly to:

- Bar up £30k (up £20k in year to December 2016, Kitchen up £17k (in 2016 fell by 2k).
- Guests pay as you go > almost £10k, due to our increased number of classes (in 2016 fell by £3k)
- Miscellaneous entertainment relates to Fake Festival and very successful in 2017 – Increased by £16k year on year.
- Above increase offset reduction in facilities income, mainly due to 3g pitches which cannot be hired in adverse weather, seen especially in early 2017

##### **Detailed information:**

- Gross margin has fallen to 57% and worth highlighting comparatively 62% in 2016 and 60% in 2015 - Main reason relates to increase in wages to accommodate the growth seen within our organisation and prepare for future growth as well.
- Bottom line loss for the year is just under £46k (-£46.2k last year, -£79k in 2015). In saying this, it is key to highlight that this figure is after applying £51k of depreciation this year - £62k in 2016 and £66k in 2015
- Bank balance has increased by £53k this year, by £25k in 2016 and fell £115k in 2015 due principally to our funding the build of the 3G pitches. This is a “snapshot” position albeit reasonable to state we are continuing to generate positive cash before we account for depreciation
- Net Worth £271k which is healthy position albeit has been falling over the last few years.

Ongoing strategy:

The committee has recognised the downturn in trade and now plans to target:

- a) footfall within our club as evidenced by usage of the 3G pitches
- b) number of members attending fitness classes
- c) hire of facilities - Now substantially increased year on year and included Fake festival
- d) Review Bar prices, as well as discounts, whilst ensuring prices continue to be below our competitors,

Our staff are key to the ongoing success of our Club. We would like to put on record our thanks and congratulations to Matt and all the team at the club for the work they did last year, and the foundation we are putting in place to be more sustainable in the future.

The accounts were adopted unanimously. Proposed by Carole Charman and seconded by Simon Charman

**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 Rob Lewis 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.

Mr Neil Morrison and Carole Charman are not offering themselves for re-election.

The other five Committee Members listed above do offer themselves for re-election to the positions shown above.

There were two nominations for the two vacant Members' Representatives positions. Amy Tucker & Ben King

The appointment of these 7 Committee Members was proposed "on bloc" by Carole Charman & seconded by Chris Fairchild.

**7. Appointment of Club Accountants**

Kreston Reeves are the Club's current accountants. The Executive Committee seeks approval from the general membership to re-appoint Kreston Reeves as accountants for the 2018 financial year.

Proposed by Anil Ahluwalia & seconded by Chris Fairchild.

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

The new 25 year lease was signed and contracts exchanged in December 2017

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

Q1 What is the difference between the General Committee and the Executive Committee?

A1 The General Committee (GC) is made up of representatives of the different sports sections e.g. Football, Rugby, Rifle etc.

Q2 As emphasis has changed from sports to exercise classes should they be represented on the GC?

A2 The Exec have thought the same. We will discuss it further **ACTION: Exec Committee**

Q3 If the number of representatives from the GC sitting on the Executive is reduced, who will be culled?

A3 This is up for debate, consultation and agreement. The GC may have more representatives from the general membership to increase its number and therefore will still need 2 reps.

Q4 Is anything happening with the Sports Hall?

A4 Due to H & S reasons (slippery floor) we have had to close it in the evenings to running sports. We cannot afford the £100k+ to fix it.

We have applied to HDC for funding to convert to a PlayBarn

Q5 Would the PlayBarn have separate access?

A5 Yes, it would be open to the public. We see this project as an enabler to fund other developments and maintenance.

Now we have a 25 year lease grants should be available, but only if we are financially stable

Q6 With the loss of some Sections does that mean we have lost potential funding?

A6 Basketball were only 25 members so unlikely for funding. Membership for gym & exercise classes is going well. We want our facilities to be used as much as possible.

Q7 Will the new system have online capability?

A7 Yes, it is nearly there. It will produce e-tickets, members will be able to access their accounts, top up their membership cards and provide valuable reporting to management that should help funding requests. Of course, it will reduce queues at reception.

Q8 Will it block out regular section bookings

A8 Yes

Q9 Will fireworks night still go-ahead as we have less space?

A9 Yes, they will be spectacular low level fireworks

Q10 What cost savings will be made to pay for the new system?

A10 Staff will spend less time on the phone.

Fines will be issued for no shows.

Soft improvements, more efficient, better impression to members and potential new members

Marketing capability for future events

New releases every 6 weeks

Q11 Is there a certain amount allocated to each section?

A11 No, different needs and size. We aim for each section to be cost neutral. We removed free sessions. We look at what income could each space generate. We need circa £60k pa profit to maintain the Club to encourage people to stay after classes.

Q12 What plans do you have to increase revenues?

A12 Exercise classes.

We want people to spend more time at the Club.

Reduce costs but want to invest in quality staff.

We have looked at our pricing across food and beverage, gym and classes.

Q13 To make the Club more enticing, please play music in the lounge bar. Can the main hall be made smaller?

A13 Staff should know to play music in the bar. The partitions cannot be moved to make a smaller area.

Q14 Are we looking at funding for a 4G pitch?

A14 Yes, we have looked at it. We need to prove sustainability before grants of that size (£400k+) will be paid out. There are 4G pitches at Rugby Club & Horsham Sports Club, so we have been advised that funding is unlikely.

Q15 When changes or improvements in working practices are implemented we need to make sure that they are maintained, so that they become habit and the norm.

A15 Agreed, continual staff training is needed

Q16 How will the PlayBarn be funded?

A16 We are waiting to hear if HDC will fund some of the costs. Debentures, advanced membership sales are to be looked at.

Q17 No sport on TV in the lounge bar – how is that working?

A17 Very well

Q18 Do we have to be so rigid to only show what has been advertised?

A18 Yes. We have looked at this many times and have decided that problems can occur when any discretion is shown, what is decided may not suit all.

Q19 Is singing allowed?

A19 No, as per the Bye Laws

Q20 A private event clashed with the Champions League final. Can these main sporting events be blocked out to avoid this happening again?

A20 yes we can book out FA Cup final, Champions League and 6 Nations final Saturday. However, a commercial decision will be made if a potential event looks to be the best thing to do financially for the Club

Q21 Bar takings are up to £30k compared to £20k in 2016, but why are costs up?

A21 Mainly due to how the member discount is shown in the accounts. Previously it was not identified separately in the accounts as it was incorporated into the income line. A system change in Oct 2016 meant that the discount was identified & reported in Sage as a separate line. The member discount for 2017 was £33.6k, the accountants show it in the cost of sales as a cost.

Q22 What is to stop HFC selling off more land that we occupy?

A22 We had 1954 landlord & tenant act written into our 25 year lease. This is an act that provides security of tenure for occupying tenants. HFC cannot sell any land without our agreement.

Q23 But what if it was profitable to both parties?

A23 Then yes, possibly

Q24 What new ideas do we have for revenue generation?

A24 Spin, the 15 bikes have paid for themselves

Upgraded gym equipment to attract new members and retain existing members

Website to create professional feel of the Club and improve efficiencies

Q25 Are two snooker rooms needed?

A25 possibly not, we are looking at that

Q26 The website is out of date showing sections that have moved

A26 Club Office will update. **ACTION: Club Office**

Q27 Will Fake Festival (FF) take place as we have less field?

A27 FF became greedy and changed their model. They wanted to run it all themselves and just pay us a small amount for field hire. We started negotiating and then heard that they are using Horsham Park instead.

Q28 Please can private functions be listed on the website, or at least on a notice board.

A28 Yes **ACTION: Club Office**

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Meeting closed at 8.15pm.

Signed

Date

Club Chairman