

# NORTH SHIELDS POLYTECHNIC (CIO)

## Annual General Meeting 4<sup>th</sup> February 2019

7.30pm – Cullercoats Crescent Club

PRESENT: Tommy Brannon, Amanda Hall, Clare Winter, John Sutcliffe, Chris Mole, Kath Stewart, Ron Stewart, Jim Richardson, Simon Jameson, Tom Sursham, Bernard C Johnson, Ann Topping, Colin Topping, Susan Mole, Laura Mole, Chris Walker, Graham Hall, Gregg Penn, Paul Harris, Danny Richardson, Graham Lewis-Dale, Neil Dick, Phil Rees, Noreen Rees, Colin Winter, Susan Gent, Simon Gent, Jenny Simpson, Steve Richards, Kath Richards, Sean Maley, Carla Maley, Jil Davies, Paul Davies, James Parkinson, Dave Morris, John Brettell, Simon Dunn, Barry Young, Ian Holland, Lourdes Bradley, Paul Dodds

Firstly, Ian Woodward read out the names of all those club members who fell during the war.

1. **APOLOGIES.** Natasha Newson

2. **Minutes of 2017 AGM**

The actions of the previous committee led AGM were discussed and accepted.

3. **New Club Structure and Constitution**

Patrick Houghton led a discussion on the reasoning, consequences of and the structure of the club's new legal structure, Charitable Incorporated Organisation (CIO)

Detailing that in terms of funding for the club a specific entity was required for those funders to recognise the club, its management team and to take seriously appeals for funding for all areas of club activities.

The council required the club to become CIO status to enable a transfer and long term agreement of the clubhouse lease.

Patrick detailed how initial trustees had become appointed and that all trustees must now stand down at the first AGM of the CIO.

Those trustees may wish to be nominated to be a trustee going forward, the constitution allows for 12 trustees.

Patrick explained that the trustees for the period to the first AGM from the start of the CIO were:

Patrick Houghton, Peter Atkinson (resigned December 2018), Clare Winter, John Sutcliffe, Amanda Hall, Chris Mole, Paul Murphy (resigned Sept 2018).

The current trustee team have sought to build a general business plan for the club to ensure the club can continue to operate successfully whilst serving its charity purpose as details in the constitution.

The last 12 months have continued to see an increase in both Volunteers and Members but more are needed.

The Management Committee continues with meetings now once every month.

#### **4. Election of Trustees**

Ian Woodard is to continue as the club president under the CIO structure.

The following people were elected as trustees:

Thomas Brannon  
Chris Mole  
Amanda Hall  
Simon Jameson  
John Sutcliffe  
Clare Winter  
Natasha Newson  
Jim Richardson  
Patrick Houghton  
Chris Walker

The election of these trustees was proposed by the current trustee board and received no objections.

Patrick Houghton explained that at future AGMs, 1/3<sup>rd</sup> of the trustees must stand down and apply for re-election.

Attendees questioned the method of election of the trustees, and it was agreed that for next year a different method would be considered. I.e. Nomination and seconded approach.

Concerns were also raised about an even number of trustees, 10. The concern surrounded that this could create deadlock. It was discussed openly and whilst the trustees do not see this as a problem, it was agreed it would be considered by the trustees.

Furthermore, another potential trustee has also applied for nomination, to be considered at a future trustees meeting.

#### **5. Reports and Accounts**

Patrick discussed the CIOs report of the club's activities document.

Patrick covered all the document and related to the CIOs objectives.

Patrick discussed how members were best placed to help with the clubs most finite resource, volunteers, to gain the best traction going forward to safeguard the club and provide its members, especially juniors the best outcomes from all NSP activities.

Chris Mole covered his trustee area of coaching. He explained that meetings are taking place, forming new groups, allocating resource as best as possible, whilst highlighting the need for more coaching volunteers.

Chris announced he wishes to add another coaching night at Churchill (Wednesday) to alleviate the tracks congestion on Tuesdays and Thursdays.

Chris continued to say he is immensely proud of the clubs competition performances this year.

Amanda Hall gave her take on the overall Finance and Fundraising situation.

Amanda explained that she has been treasurer for many years and is now passing this to Steven Heads, Amanda will continue to be the trustee finance representative. The reserves of the club are being built up and we are trying to save as much money as possible. This year will see a big focus on fundraising for all aspects of the club, with a massive focus on helping our coaches. Natasha Newson is to help put fundraising bids together. We have received a Gamechanger funding grant from England Athletics specifically for coaching qualifications. The facilities group are looking to obtain funding for LED lights for the clubhouse and track from different funding sources.

John Sutcliffe discussed the change to the way the communications to club members have changed, with social media and the website all now sharing a common goal and portraying the same message. The NSPoly Comms team will continue to promote stories about member and events as the year progresses and appealed for stories to be sent to the team.

A [Trustees@nspoly.org](mailto:Trustees@nspoly.org) email address has been set up so all members can contact trustees about anything they may wish to be considered.

Finally, the membership renewal method will change this year, as an online portal will replace individual memberships and will be rolled out to family memberships next year.

Clare Winter discussed the clubhouse and general facilities. In the past year James Parkinson has made huge strides in updating many aspects of the clubhouse. Key holder procedures have been put in place, cleaning has started weekly, the club showers have been fixed and help is being brought to a useable position. Requested for painting of the clubhouse. The equipment store has also been sorted.

Finally, the energy suppliers have been changed making a huge saving in costs for the club.

John Sutcliffe briefly touched on the events held this year. The pudding run yielded a highest ever attendance and profit, The Run for Bob has been moved to February 24<sup>th</sup> this year to maximise participation and the Clive Cookson brought forward a week to ensure no fixture clashes. The aim is to sell out all 500 places for the Clive Cookson this year, 380 in 2018.

## **6. Accounts of the Unincorporated Organisation.**

Amanda Hall discussed the old structure accounts. She detailed how the account will transfer to the new CIO, and the accounting year will depend on the new Treasurers ideal time period. More details to follow soon. The CIO accounts are essentially Nil at present.

In summary Amanda Commented:

Membership is up 20% over the past year.

Income is up from club sponsored event such as the pudding run and Clive Cookson. Run for Bob didn't increase though.

Income had risen from 3<sup>rd</sup> party clubhouse users, as a full fee structure was now in place.

Expenditure is up across the board overall, but not significantly.



The utility savings are quite large and will make a significant impact going forward.

Expenditure is up across the club overall, with clubhouse maintenance up £1000 over the year. The club has supported events across the club such as fell relay championships and will continue to assess where funding is required. The balance sheet shows a high volume of shop merchandise, which is getting dated, so is being sold off to create space for new merchandise, with a specific aim of returning a profit to be put back into the club.

New coaches have been invested in for multi sports, road events and juniors. A new website was launched which accounted for much of the increased expenditure, javlins and crash mats were also purchased.

We retain a reserve of £23,000 with £6,000 in the club current account. This year the reserves are planned to be increased.

#### 7. **Membership and Review of Subscriptions.**

Club membership fees will increase by £2 for individuals this year and proportionately for family memberships. This is due to the Northern Athletics affiliation fee being absorbed by the club last year, which is now being passed on.

#### 8. **Life Memberships**

Life Memberships were awarded to the following people for their significant support of the club over the years:

**Noreen Rees** – For services to the club over many years including Media and Press Officer.

**Peter Atkinson** – For services to the club over many years most recently including Chairman of the old and new club structures.

#### 9. **Any Other Business.**

Colin Topping was congratulated as it was his birthday. Happy birthday Colin.

There was one objection to the timing of the AGM, the member felt it should be held in April, as it always has been.

Bernard Johnson thanked the Trustees for their work so far and commented he is happy with the progress being made, and that the club is moving forward. He will send the Trustees his further thoughts.

Bernard said 76 juniors running in the Grand Prix made him very proud of NSP.

Colin Topping commented that he thinks the club is getting very diverse in its activities and would like extra emphasis placed on ensuring the waiting list is robust and more emphasis on recruiting volunteers.

Tommy Brannon commented that the waiting list was being checked and those on the waiting list are being contacted to see if they are still interested. A concern is ensuring juniors are engaged enough to be part of the club.

Chris Mole mentioned the possibility of junior tack days so juniors can try out different sports.

A number of members requested that the Trustee appointment method was not what they want to see. They have asked the Trustees to revert to the original method of appointing club officers. The trustees will consider this.

A large number of members commented on the state of the running track and facilities. John Sutcliffe had recently received confirmation from North Tyneside Council that they are looking at this as they have finally admitted the Track need attention. Further council meetings are in the pipeline.

John Sutcliffe and the comms team are to keep the members up to date when appropriate.

Bernard commented that he would like the trustees to consider placing the throwing cage outside the middle of the track.

Jon Heaney asked about if we could include other local clubs in the negotiations on the track, Chris Mole is going to discuss this with them and England Athletics.

The AGM was concluded at 9.04pm

### **Actions Summary for the Trustees**

Communications to members regarding the Track Situation

Reviewing the Club Officer nominations procedure

Contacting local clubs to discuss their use and help with the track

A general commitment to improve overall communications as the year progresses.

Increasing the number of days the club operates at the track, potentially starting Wednesday sessions to alleviate Track congestion