

## MINUTES OF THE AGM OF PHCC CIO

DATE 6<sup>th</sup> October 2014

At Hamworthy Labour club Lake Drive, Hamworthy Poole

### 1. Apologies

Paulette Hills, Peter Gill, Peter Hobby, Paul Levett

### 2. Approval of minutes of 2<sup>nd</sup> October 2013 – unanimous

### 3. Matters arising- none

### 4. Approval of accounts

HU (Helena Urban) explained the accounting principles now we are a charity. She had decided to do simple accounts which shows money in and out. There are 2 sets because in June 2013 we became a CIO but to show the overall picture she had done a set for the whole year.

The accounts took us to December. The picture since then is that more money had been spent on the Boat House project. This year looked to be showing a simple surplus of circa £15,000 (compared to £11,000 for 2013) taking income against club expenditure excluding the Boat House project, based on a forecast total income of £30,000 (compared to £25,000 for 2013) We had thus been able to pay most of the Boat House fees out of income and there would still be about £65,000 towards the build project.

As a charity we needed to have the accounts approved by an independent examiner which had been undertaken by Tom Short. His report was attached to the accounts and had been sent to members.

Sue Jordan asked whether there would be any funds left after the boat House project. HU conceded that it was expected that money would be tight and that most of the club funds would be used in the project but if costs did not turn out to be so much there may be more left.

HU went on to explain the reserves policy as stated in the annual report. The trustees had decided on sums being £2,000 in March each year before subscriptions came in and £3,000 in December after the summer expenditure in order to ensure the club could meet its obligations.

HU explained that she was currently seeking an overdraft facility at the club bank but this was only to help with cash flow during the project there were no plans to have long term borrowing.

Sue Jordan asked if after the new Boat house would there be an increase in expenditure for the club. It was explained that there would be no heating in boat house and no showers. The rent would increase from £1,000 to £2,500 per annum but no other significant increase in

site costs was expected. Therefore taking into account the annual surplus it was expected that the club would be able to fulfil its new obligations without a change in fees.

FE (Frazer Ely) endorsed that the ethos of the club was still to try to keep fees as low as possible in order to encourage participation by all.

There being no further questions the accounts and annual report were approved and accepted and HU thanked for all her hard work in the year.

#### 5. Boat House update

SH (Steve Hills) explained the historical problems faced by the club and explained where we are now in the process. He went on to explain the current time line. He said we were fairly confident that we had enough funds but this would be reviewed once the tender had come back and the trustees would not be signing any contract until they were confident on this issue, although the unforeseen can arise in building projects.

SH explained that this was now a joint project with BOP as that was what had proved necessary, part of the build is the toilet building shell only. The BOP toilets would be paid for by BOP but would form part of the same basic structure.

SH explained that as far as the club were concerned Phase 1 would be just the exterior shell of the Boat House. If there would sufficient funds as building progressed we would go straight on to the building element of phase 2 namely putting in first floor and changing rooms on ground floor and toilet.

One of the principle uncertainties was in relation to the piled foundations. Although we had had test holes there was still some uncertainty on costs. If all went well there should be monies left to progress on to phase 2 as it made sense to do all building works now.

SH was asked how much had been spent on consultant etc fees to date. He advised that the sums spent on both this and the original site were about £18,000. It was anticipated that the cost to build phase 1 could be £165,000.

John Crawford ( JC) then took over. He explained that he had come on committee as legal advisor he being a solicitor.

JC said that the anticipated build cost was based on a set of figures produced by the Quantity surveyor at BOP which had come in at £151,000. That included contingencies and had allowed 20% for contingencies for the foundations inc pile driving and 15% contingency over the rest of the build costs and also included VAT.

This was found as follows:

Club funds	£65,000
Sport England	£50,000
Talbot Village Trust	£20,000

Valentine Trust

£5,000

The latter two were local charitable trusts. In addition £25,000 had been sort of promised by BCU. The BCU had yet to formally approve that grant but off the record in a telephone conversation had said they would not let the project fail. A lot of work had gone into convincing the BCU to support the project and their capital grants panel was meeting in mid October to consider this. Therefore we await their confirmation in October before the tenders come back. That takes us to £165,000 and that should be enough to cover phase 1 and some of phase 2.

In addition to work on raising funds JC explained that he had been involved with BOP in seeking a new lease in order to give the club future security. Currently the club have a short lease expiring in 2016. In order to expend the monies as above the club have after difficult negotiations with BOP secured agreement for a new 50 year lease with a break clause exercisable at 30 years and each 5 year anniversary thereafter. He explained that BOP were uncertain about the future and may want to redevelop the area to provide extra facilities at Lake Pier. The rent would be £2,500 per annum with reviews every 5 years in accordance with the RPI. The lease is non-transferable. In addition the club would have to contribute 25% of the costs of maintaining and renewing the sewage pipe leading from the car park to the road. JC explained that he had tried to negotiate a reduction in that percentage as the public toilets (3 against our 1) would have much greater use than ours. But he has not been successful and in order to progress the trustees had been forced to accept this position.

At the end of term the club would have to remove the building, which would belong still to the club and was the club's responsibility throughout. However the club would only have to take it back to slab level. These Heads of Terms had been agreed and the matter was now with the legal team and JC was pressing so that the legal documents would be in place before building works commenced.

Victor Copeland asked JC about rights of way. JC confirmed that had been agreed but he would also ensure that there was a right of access to the beach.

JC was asked if there was any mention of BOP raising parking charges. JC said not but that was always a possibility. The club had no preferential parking rights. He was asked if BOP could close the car park JC said there would public outcry and we had been well supported by local residents throughout.

Frazer Ely (FE) took over to explain the timeline and club participation in demolition and housing of kit.

It is expected that the weekend of 15 and 16 November will be the date for clearance of the club hut. We would need members to help. As yet we had not found a home for the kit in the meantime. It would all need to be moved. Jenni Dennett had agreed to be in charge of operations and is putting together a team.

22<sup>nd</sup> November is likely to be demolition of hut. We could not have a bonfire in view of the local SSSI.

In December BOP have to do the asbestos survey.

Various suggestions to house the kit were put forward. Lake Yard had been approached but as it was the closed season they would have their boats out of the water and probably would have no room. The marine base and Rockley were other possibilities and Cheyne Marley said he would make approaches to see what could be done. But ideas are sought from members.

Allen Westerby asked whether we would be able to maintain a presence at Lake Pier during the winter for paddling but JC explained probably not. The builder's compound would already take up double the area of the proposed build so opposition was most likely. And in addition there were practical difficulties as the water and electric would be in the building compound.

## 6. Officers reports

### 6.1 Training

Peter Hobby's report was attached to the annual report. He was unable to attend but was thanked in his absence for all he had done. The club put on high quality courses at half the cost of commercial ones. This was thanks to the efforts of the many coaches. The training made a significant contribution to our finances. In addition this is what the club was all about. Getting people on the water safely and improving their skills.

Peter had resigned as he has taken on some other work that leaves insufficient time. Ian Mercer and Alex Burnside had agreed to take over this role but were not coming on the committee. The committee had accepted their offer with thanks.

### 6.2 Wimborne

Bill Jaggs (BJ) had filed a report attached to the annual report and would not repeat all that. He said that the club had been able to work with Dreamboats and EDDC at no cost to the club. We were able to store boats with no cost and use the pontoon. Taster sessions supported by EDDC had brought in new members.

Wimborne offers different paddling conditions and it was good to bring this diversity to the club. BJ confirmed that if club paddles were to go from there he would need to make the arrangements as we needed goodwill of our partners there. But on a one off basis no doubt people could use the facilities out of peak times. We pay £1 to park but need to be aware that the car park was really for the scouts.

BJ advised that there had been no problems with the "traffic" from Canford School who do a lot of rowing mainly on the river. There was a keep left policy but again we needed to be considerate.

In short it was going well at Wimborne but members needed to be aware that we had to work with the goodwill of others and so operate in a considerate fashion.

BJ was delighted with the progress made by this project.

#### 6.3 Juniors

Allen Westerby treated us to a power point presentation showing the activities for the juniors. Members acknowledged the importance of this section even though juniors were not at the AGM. The juniors are aged 8-17. They meet Tuesdays through the summer and in the winter Wednesdays in the pool at Ferndown. They have had weekend trips and even a summer camp on Brownsea. They participate in a BCU paddlepower scheme which seeks to add to their skills taking them to 2\* level. Some are going on to become Cadet Leaders. They have done some racing. But the emphasis is on Fun. Some evenings they had so many participants that they nearly had to disappoint as they have a ratio of 1 instructor to 6 juniors. They always need extra help.

#### 6.4 Quarter Master

Jenni Dennett had just taken this on and has had a good tidy up but the big challenge is the new Boat House. She has a team of people that help with repairs. It is important that problems are reported to her.

#### 6.5 Events and People Co Ordinator

Helen Conyers reported a quiet Christmas gathering last year and a good dinner at the RNLI in February. Events planning meeting this Thursday and she is looking for ideas and volunteers to run events.

#### 6.6 Winter activities in the pool at Ferndown.

Hugh Marsden said there had been a good take up on rolling courses with the first two courses now full. Time in the pool was enjoyed by all. Thanks to all the coaches who gave so much of their time.

#### 6.7 Fund raising.

Sally Crawford (SC) on behalf of the committee sought to share the dream of the new Boat House full of equipment with changing facilities our own loo and teaching facilities with white screen and all. It was all possible but it would take time and the input of all. Those attending the AGM were often those already putting in the most she said but they needed to get out and involve others. Maybe others would have skills that we needed such as handymen/ women or plumbers. So far the burden of the project had fallen on a few, but now was the time when we needed all. We needed fund raising ideas, however great or small. If we want to make the dream happen and still keep costs down we all had to work together. TEAM stands for Together Everyone Achieves More. PHCC stands for People Help Construct Clubhouse. Together we could do it.

Malcolm Acreman suggested that each time we park at Lake Pier for a paddle we put £1 into the kitty. Anywhere else we would have to pay for parking. This was considered a good idea and adopted by the meeting.

#### 6.8 Peter Cooper as Welfare officer explained his role. He carried DBS checks on those working within the club. But he was here to ensure protection for the vulnerable and if any member becomes aware of any problems they should contact Peter in complete confidence.

#### 6.9 Cheyne Marley

Talked about this month's magazine which would be mainly bringing members up to speed about the Boat House project but he looked to members to let him have articles of interest.

7. Committee members

SC explained that under the club's constitution one third of committee members should resign each year. Once elected committee members would be voted in for 3 years. That is not to say that they cannot resign, if they needed to but meant that in each year we would need probably to vote in only one third of the committee.

On this occasion members were also asked to vote to support the 3 committee members who had been co-opted in since the last AGM namely SC, as secretary, John Crawford as legal advisor for the Boat house project and Steve Hills as co-ordinator for the Boat House project. However nominations could still be accepted for persons to stand instead of these persons.

As such four committee members had resigned namely Keith Ashman, Peter Hobby, Matt Robbins and Peter Cooper. Peter Cooper had advised that he was prepared to stand again and the constitution permitted him to do so. Those resigning were thanked for their help.

There were four persons standing for election to the committee namely Peter Cooper, who had already addressed the meeting. Jenni Dennett who had also addressed the meeting and was well known having been chair previously. Gary Fitch and Mark Taylor who were prepared to stand were invited to introduce themselves to the meeting.

Gary Fitch advised that he had been in the club for about one year. He was looking to qualify as a coach and to improve his own skills. He runs an outdoor activity business. He wants to lead trips and become involved in the business end.

Mark Taylor advised that he had belonged to the club for many years and had previously served on the committee. The club had expanded since his early days and he understood the huge task of now running the club. He wanted to get involved and take some of the burden of running the club.

SC invited any other member to come forward to stand for the committee. Since no one came forward. The meeting progressed voting. The use of voting slips was explained. Andy Coomes kindly agreed to count. The voting was

Persons present 57

Votes cast 54

All those standing were voted in and the committee members (trustees) are as follows:

Name	due to retire by rotation
Frazer Ely ( chair)	2016
Helena Urban (treasurer)	2016
Sally Crawford (secretary)	2016
Steve Hills	2016
John Crawford	2016
Helen Conyers	2016

Cheyne Marley	2016
Paul Levett	2016
Peter Cooper	2017
Jenni Dennett	2017
Gary Fitch	2017
Mark Tailor	2017

Approved and signed by Frazer Ely (chair)