

**Minutes of the Annual General Meeting of Poole Harbour Canoe Club CIO**  
**Held at The Boathouse, Lake Pier, on the 19 March 2018**

Present: Malcolm Acreman, Neil Anderson, Gordon Anderson, Vince Boon, Nick Boyle, Brian Burgess, Jon Burton, Jill Carter, Luke Chamberlain, Graham Chandler, Helen Conyers, Andy Coomes, Victor Copeland, John Crawford, Sally Crawford, Jenni Dennett, Frazer Ely, Karen Fletcher, Lynn Francis, Peter Gill, Paul Graham, Jose Guerra, Paulette Hills, Steve Hills, Mike Holgate, Barbara Jaggs, William Jaggs, Alan Kerridge, Dean Kiddle, Monika Lloyd Burton, Cathy Luton, David Martin, Scott McEleney, Steve McEleney, Richard Mulligan, Adrian Oates, Lorraine Parnell, Michele Pilkington, Rose Purkiss, Bill Richmond, Jane Russell-Smith, Simon Scott, Alan Trevarton, Nick Tubbs, Jasper Wells, Allen Westerby, John Wheeler, Graham Wood, Keith Wright.  
Proxy Votes for: Mike Complin, Andrew Ostler

Minutes prepared by Trustee Bill Jaggs

Meeting opened by Steve Hills Chair, who welcomed members to the meeting.

1. Apologies received from Andrew Ostler, Mike Complin, Richard Last, Ewa Hancock, Richard Hancock.
2. Minutes of the AGM held on 4 October 2017 (previously circulated) were approved unanimously; proposed by Gordon Anderson and seconded by Jon Burton.
3. Matters arising –  
Provision of Showers and Toilets in Changing Rooms – Trustees had discussed this and at the present time had decided it was a greater priority to invest in new equipment.  
Car Parking Charges – There had been no progress in obtaining permits. Frazer Ely is talking to Borough of Poole. Notices reminding members of the need to purchase car parking tickets had been displayed.  
The Membership Survey had been posted on the Club's website.  
Paypal has been implemented as a way of making payments.  
New Paddler sessions at Ferndown Pool – These had not happened.  
Steve Hills reminded members there was an Open session at the Pool on 21 March 2018.  
Alex Burnside – The sad news that Alex had recently passed away was noted as was the tremendous contribution he had made to the Club, Dorset Disabled Canoe Unit and to paddle sport over so many years. Members were made aware of the funeral arrangements.  
Comments about splitting 2 Star Courses – Had been noted but in view of British Canoeing proposals for a revamped awards system to be implemented in 2019, no changes to Club arrangements have been made.
4. Accounts and Annual Statement for the year ended 31 December 2017 – Steve Hills introduced this item. By way of background the Club is only required to have accounts examined. The person who has undertaken this task in the past was not able to do so for the 2017 accounts. In identifying a different provider Trustees formed the view that the opportunity should also be taken to adopt a different approach; whereby the Club would adopt the provisions of the Accounting and Reporting by Charities: Statement of Recommended Practice. This is better suited to the size and complexity of organisation that the Club has become. This led to a delay in getting the Accounts and Annual Statement circulated. (The latest Draft had been circulated earlier on the day of the meeting and hard copies were made available).  
Against this background Trustees would be taking questions at the meeting and then asking that the Accounts and Annual Statement be agreed in principle but that members be given the opportunity to raise questions up to the next Trustee Meeting on 9 April. At that meeting Trustees would formally agree the

Accounts and Statement.

Mike Holgate (Treasurer) advised that the Club's new Accountants specialise in working for Charities. Following advice from them an Asset Register was being developed. Asset information is included in the Draft Accounts and Statement.

Mike reported that 2017 had been a good year of financial consolidation for the Club which was now allowing investment in equipment and people across all sites. This includes the introduction of a bursary system for new Coaches. Spending will be phased in over the year and will be dependant in part on membership renewals.

In line with comments made at the last AGM an additional £5,000 would be deposited in the Monmouthshire account which is to be used as a reserve fund. The Club would then have £10,000 available to deal with unforeseen expenditure.

On the advice of our Accountants an accounting software package (Xero) is being implemented. This is positively transforming the way in which Mike can keep our financial records and transact business.

Lynn Francis asked that the figures for subscriptions be visible in the Accounts. **To be actioned.**

Noted that the Club will be paying £600 plus VAT to the new Accountants (Ward Goodman) whose services would also include filing the Club's Annual Return with the Charity Commissioners and advising on charity compliance issues. Trustees felt this level of service was now needed for the Club. Mike Holgate advised that he would be staying on as Treasurer.

Following these discussions Members were asked to support the way forward proposed by Trustees; namely that they agree in principle the Draft Report of the Trustees - Accounts and Annual Statement on the understanding that comments and questions can be raised until the next Trustee meeting on 9 April 2018. At that meeting the intention would be that Trustees would then give their final agreement. A Vote was taken by a show of hands. Members showed that they were unanimously in favour of the Proposal. **Action: Trustees to send to Members the agreed copy of Accounts and Annual Statement as soon they are finalised.**

Note: For Agenda Items 5, 6 and &7 the voting procedure for Trustees was explained by Steve Hills. Voting slips were counted by Sally Crawford.

5. Re-election of 3 existing Trustees – By rotation Luke Chamberlain, Adrian Oates and Keith Wright were re-elected as Trustees.
6. Election of 2 new Trustees – Graham Chandler and Vincent Boon were elected as new Trustees.
7. Nominations for new Trustees (not already named) received prior to 9 March 2018 – None.
8. Updates after October 2017 AGM for the 2017 season followed by Questions and Answers Note 2017 Activity Reports had been circulated.
  - 8.1 – Membership Report presented by Andy Coomes.  
The Club had 468 members in November 2017. There are currently 499 members.

8.2 – Training Report presented by Steve Hills.

Ferndown pool sessions went well over the Winter although not many members attended Open sessions. Big thanks to Coaches who have supported activities. 8 members have expressed interest in pursuing coaching training and qualification.

Andy Coomes reported that Ferndown Pool had been booked for 2018.

8.3 – Riverside and Marathon Racing Report presented by Bill Jaggs.

Continued support from East Dorset District Council and Dreamboats. East Dorset will be affected by the local government review. Apart from one Saturday, sessions have run throughout the Winter Period.

8.4 – Junior Update presented by Jasper wells.

Leadership of the Paddlepower Group will hand over to Tom Holdsworth. New kit was being purchased for the pool and Lake.

## 9. AOB

9.1 Margaret's Plate – Adrian Oates reported that nominations had been received for Keith Wright, Steve Hills, Alex Burnside, Rose Purkiss and Mike Holgate. Also, for previous winners Bill Richmond, Bill Jaggs and Allen Westerby. Following discussions Trustees had agreed to propose that Alex Burnside should be posthumously awarded the Plate to reflect the outstanding contribution he had made over so many years. This was unanimously agreed by Members.

Paulette Hills advised that Alex's family could not make the Riverside Open Day so had agreed to attend the Open Day at Lake on 21 April to be presented with the Plate.

9.2 Volunteers for Club Night Help at Lake – Bill Richmond encouraged members to volunteer to support Club Nights at Lake, both on and off the water.

9.3 Paddlers Against Plastic – Malcolm Acreman highlighted the Facebook page and also asked whether the Club would be supporting the Poole Harbour Beach Clean which coincided with the Open Day at Lake.

**Action – Involvement to be considered.**

9.4 John Crawford proposed a Vote of thanks be given to Trustees for the commitment and work they undertake for the Club. In particular Steve Hills as Chairman, Paulette Hills as Secretary and Bill Jaggs for Riverside. Thanks, was given.

Meeting Closed 9pm

Members were invited to socialise and partake of drinks and free nibbles.