

DRAFT Minutes of the Annual General Meeting of Poole Harbour Canoe Club CIO
held at the Boathouse, Lake Pier, on the 25 March 2019

Present: Malcolm Acreman, Helen Ashwell, Vince Boon, Brian Burgess, Luke Chamberlain, Graham Chandler, Andy Coomes, John Crawford, Sally Crawford, Jenni Dennett, Frazer Ely, Lynn Francis, Paul Graham, Paulette Hills, Steve Hills, Oaken Hobby (Junior Non-Voting), Peter Hobby, Tom Holdsworth, Barbara Jaggs, William Jaggs, Paul Jenkins, Gabby Kelemen, Alan Kerridge, Anne Levett, Monika Lloyd-Burton, Chloe Medland, Adrian Oates, Michele (Mocha) Pilkington, Rose Purkiss, Bill Richmond, David Rodger, Jenny Salmon, Simon Scott, Lynette Short, Tom Short, Mark Taylor, Michael Taylor, Allen Westerby (present for part meeting only), John Wheeler, Keith Wright, Andy Young.

Proxy Votes for: Mike Complin

Minutes prepared by Secretary/Trustee Bill Jaggs

Meeting opened at 7pm by Adrian Oates, Chair, who welcomed members to the meeting.

1. Apologies received from Peter Gill, Richard Last, Cheryl William, Paul Levett, Andrew Ostler, Mike Complin, Greg Harrington, Annie Parffett, Janet Parffett, Gordon Anderson, Viv Nicholls, Keith Hawkins, Sophia Callaghan.
2. Minutes of the AGM held on 19 March 2018 (previously circulated) were approved unanimously.
3. Matters arising –
Minute 4 – Lynn Francis had asked that figures for subscriptions be visible in accounts. Adrian Oates advised that subscriptions were not visible in the current accounting format. The information was readily available in the overall accounting system if members wished to know. In 2018 subscription income had been £15,889.
Minute 4 – Copy of Accounts and Annual Statement for 2017. Adrian Oates confirmed that the Accounts and Annual Statement had been sent out to members.
Minute 9.3 – Poole Harbour Beach Clean. The Club had taken part in the Poole Harbour Beach Clean as part of the Open Day held at Lake Pier.
4. Proposed Amendments to the Constitution of the Poole Harbour Canoe Club CIO. Adrian Oates introduced this item. Trustees, with the assistance of Sally Crawford, had reviewed the Club's Constitution and endeavoured to address areas where improvements could be made. Arising from this several amendments had been proposed and sent out to members. The amendments proposed, with reasons, were:
Clause 9(3) by adding
"and to comply with the Safeguarding policies of British Canoeing or its successor."
In order to comply with the requirements of Sport England.
Clause 12 (1)(b) by adding
"(iii) the safeguarding policies of British Canoeing or its successor
(vi) the legal obligations imposed by the current General Data Protection Regulations"
As above
Clause 12 (2) by adding Clause (e)
"(e) no Trustee shall be a person who is involved in the management of a competing paddlesport club operating within 50 miles of Poole Dorset."
In order to be consistent with the club Rules

Clause 13 To delete (2) (3) and (6)

And add instead

(2) At every subsequent annual general meeting of the members of the CIO, any trustee who has served as trustee for 3 years (a Term) since he or she was last elected by the members at AGM shall retire from office.

(3) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (4) of this clause;

(4) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 15 (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause 12(3) on the number of charity trustees would not as a result be exceeded; Any such trustee shall retire at the next AGM but may stand for re-election and shall thereafter commence their Term of office.

In order to provide to clarify the rules on the Term for Trustees.

And to amend clause 16

To provide

Any person who retires as a charity trustee in accordance with clause 13 (2) or by giving notice to the CIO is eligible for reappointment provided that a charity trustee who has served for three consecutive terms (each of 3 years making a total of 9 years consecutively) may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years.

In order to provide better clarity about the term for which a trustee shall serve.

To amend Clause 22 (1)

To include the General Data Protection regulations as above.

Members wishing to discuss the amendments had been required to make that known in writing to the Secretary setting out their concerns 7 days before the AGM so that Trustees could take the opportunity to take advice on any concerns so raised. Bill Jaggs, Secretary, confirmed that no questions or concerns had been raised.

Peter Hobby was given the opportunity of raising a query in relation to the proposed addition of Clause 12(2)(e). His query was whether this Clause could be viewed as being counter to one of the Clubs main aims which was to promote paddlesport in the area. Sally Crawford gave the background to this Clause which sought to counter situations that had arisen in the Club's past and to avoid Trustees being in conflict of interest situations whilst undertaking their role. After discussion it was agreed that the proposed Clause 12(2)(e) be amended by the addition of the words '...; without the written consent of Trustees.' The Clause would then read as follows:

"(e) no Trustee shall be a person who is involved in the management of a competing paddlesport club operating within 50 miles of Poole Dorset; without the written consent of Trustees."

Rose Purkiss asked for clarification of the proposed Clause 13(4). Adrian Oates advised that it covered situations where Trustees were appointed between AGMs. That had been the case for him when he first became a Trustee. In such situation the Trustee in question would stand for re-election (by members) at the following AGM. Clause (4) clarified the process that was already in place and when the Term of Office for a Trustee would commence.

A vote on the proposed changes to the Club's Constitution, including the amended Clause 12(2)(e), was taken by a show of hands. The proposed changes were unanimously approved by Members who agreed that the same should be adopted.

Action: Constitution of Poole Harbour Canoe Club CIO to be updated.

5. Accounts and Annual Statement for the year ended 31 December 2018 – Adrian Oates introduced this item. The Report of the Trustees and Unaudited Financial Statements for the Year ended 31 December 2018; and Annual Report/Statement of Poole Harbour canoe Club CIO Year ended 31 December 2018 with Appendices had previously been circulated to members.

Sally Crawford had advised that B2 paragraph 2 of the Annual statement. Should be amended to read as follows:

‘The Club has a lease from the land owners Borough of Poole dated 20th June 2016 for a term of 50 years from 20th June 2016 with a break clause at 2046 recurring thereafter every 5 years.’

This change reflected the fact that the lease had now been completed.

No other questions or concerns had been raised with Adrian Oates, Chair, about these documents.

A vote was taken by a show of hands. Members unanimously agreed and approved the Accounts and Annual Statement documents, with the amended B2 paragraph 2, for the year ended 31 December 2018.

Note: For Agenda Items 6 and 7 the voting procedure for Trustees was explained by Adrian Oates. Voting slips were counted by Sally Crawford.

6. Re-election of existing Trustees – By rotation Bill Jaggs was re-elected as Trustee.
7. Election of new Trustees – Michele (Mocha) Pilkington, Michael Taylor and Tom Holdsworth were elected as new Trustees.
8. Reports for 2018 (identified as Appendices to the Annual Statement/Reports).
Appendix 1 – Development Plan 2017 to 2021 (Progress update to January 2019). Adrian Oates presented this Item. He thanked Bill Jaggs, for being the lead in reviewing and updating this document, to reflect the diverse Aims, Activities and Actions that Trustees and members had identified, undertaken and achieved. The Plan spells out the club’s aims and ambitions for a five-year period and contains challenging, but achievable goals. Adrian Oates was delighted to report that the Club was ahead, or on target to achieve 14 out of the 16 key aims. In relation to the two goals where the Club was behind, actions meant that the Club should be up to speed in the coming months. It was also very pleasing to note from the December 2018 member survey, that the percentage of members who rate the club as ‘good’ or ‘very good’, had risen from 75.4% to 88% in the previous 12 months. In answer to a question from Rose Purkiss, Adrian Oates advised that about 25% of membership had taken part in the survey.
Appendix 2 – The Club’s Activity Schedules. Paulette Hills reminded members that the Schedules recorded last year’s activities. Activities for 2019 could be found in the recently published Club Newsletter.
Appendix 3 – Riverside Wimborne and Racing Report. Vince Boon and Bill Jaggs presented the Report. A great year once again. They particularly thanked all the coaches and volunteers who made the year-round Club sessions on Saturday mornings possible – even in the depths of Winter. Looking forward, ownership of the land would be passing from East Dorset District Council to Wimborne Town Council. Support from members across the Club for events such as the Sprint Race on 27 April and Open Day on 4 May would help shape and cement the Club’s future at Riverside.
Appendix 4 – Poole Harbour Race Report. Presented by Andy Coomes. Adrian Oates thanked Andy Coomes for stepping in at such short notice to organise the event in 2018. The date for 2019 would be 8 September.

Appendix 5 – Juniors Report. Presented by Tom Holdsworth, who gave particular thanks to the coaches and volunteers who helped with sessions and enabled the junior to coach ratio to be so favourable. He also thanked Peter Hobby for a great handover when he had taken on the Junior Lead role.

Appendix 6 – Slalom Report. Peter Hobby reported that the season to date had not been great with two races being cancelled for 'too much' or 'too little' water! Regular training sessions on Tuesday evenings would soon be starting, some of which will be at Riverside and Iford. A peer-based approach is being followed.

Appendix 7 – Polo Report. Peter Hobby presented the Report. The internal competition is going well with 9 matches that have taken place. New boats are on order which will be Polo rules compliant and hopefully allow future development in this discipline, including matches with other Clubs. Peter Hobby thanked Trustees for their support.

Appendix 8 – Training Report. Presented by Steve Hills who thanked all the volunteers and coaches who have given their time and commitment to training in the Club. Around 120 members have gone through British Canoeing 1, 2 and 3 Star Award training. FSRT and First Aid Courses have also taken place. A challenge for 2019 would be the introduction of the new British Canoeing Personal Performance Awards. In 2018 more paddling opportunities, such as Cheryl Williams 4th Sunday outside of harbour paddle had been introduced.

Appendix 9 – Membership Report. Presented by Andy Coomes. A slight increase in membership but otherwise things much the same. There had been some niggles with the 2019 Early Bird Discount Price in WebCollect. 1/3 of members have renewed so far this year.

9. Award of Margaret's Plate. Adrian Oates reported that the on-line voting system had proved successful, with the nominees receiving a total of 80 votes, more than would have traditionally been received at the AGM. Before announcing the winner, he reflected that this year has produced some very strong contenders - Malcolm Acreman, Steve Hills, Ian Hughes and Rose Purkiss. All of whom had contributed massively to the running of the club. Whilst all contenders could not win the award, on behalf of the trustees, Adrian Oates gave a big "thank you" to the runners up, for their volunteered time, commitment, energy and passion. They have all made a real difference to the club and in many cases continued to do so – thank you!

Adrian Oates announced the Winner as Rose Purkiss with 36% of the vote. In presenting the award he gave some background on her involvement in the Club. Rose had and continued to be a leading force with regards to Open Canoeing, and in recent years had led many trips for the club, both at introductory and more advanced levels. She tirelessly throws herself into rivers (for rescue practice), had formulated and sent out some of the best ever Club night emails and is helping to lead the coaching team forward with regards to the new awards. She had been a member of the club for many years and been a true ambassador for the sport. No-one could deny that her enthusiasm for paddlesports is vast and that this is totally infectious. Whilst many newer members would only know Rose for her open boating skills, her other passions had included sea kayaking, and lots of racing, including multiple Devizes to Westminster races and plenty of time on white water too!

In receiving the Award, Rose humorously reflected that on a previous occasion she had collected the Award on behalf of another Winner. Circumstances had led her to find and use a very good ceramics repairer!!

10. Vote of Thanks. Adrian Oates reminded members that Frazer and Jenni had both decided to retire as club Trustees. He extended a very warm "thank you" to them both, for the incredible amount of time that they have both given the club, as previous Chairs and Trustees, car park protest organiser, Quartermaster and car park permit negotiator! He reflected that members had been so lucky to have them in the club, as trip

leaders, coaches and as ambassadors for the club and the sport. He thanked them for they had done in the past and for their continuing support in coaching and trip leading.

Adrian also gave thanks to Jasper Wells and Mike Holgate who had stepped down as Trustees during the Year.

Adrian also thanked Chloe Medland for taking on the role of Treasurer from Mike and doing such a great job.

Adrian Oates then extended a “thank you” to Peter Hobby. Peter had also previously served as a club trustee and for many years been the driving force of the Juniors division. His passion and determination had seen him achieve extraordinary results and had inspired many youngsters over the years. Peter had now stepped back as Junior Rep, but his enthusiasm and drive had not gone unfocused! Peter had taken a keen interest in both Polo and Slalom disciplines and was currently the driving force behind these two sports. His hands-on approach and cheery disposition had once again seen fantastic results. This drive and determination should not go unrecognised and so, thanks to the generosity of Bill Richmond, Peter would be the first recipient of the PHCC Slalom Award. The trophy would be awarded annually.

Action: Peter Hobby to finalise the awarding process, with the input of the slalom team.

Monika Lloyd-Burton also gave thanks to Keith Wright for his great work as Quartermaster.

11. AOB

Paul Jenkins asked for consideration to be given to the introduction of an annual award to recognise an individual member who had made most progress, shown the most commitment etc. He felt that at present there was no award which recognised the effort of paddlers who were still at a learning stage in the sport. There was discussion about the name that could be given to such an award.

Action: Trustees to consider and Implement if feasible.

Meeting Closed 7.55pm

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