



## Cranbrook Rugby Football and Cricket Club

### Minutes of the Annual General Meeting – Sunday, 12 June 2016

#### Present:

Mike McMinnies	President	MM
Caroline Cannar	Hon Secretary	TF
Nick Ditton	Hon Treasurer	ND
Peter Jovanović	Chairman	PJ

And 13 members of the Club:

Adrian Foulkes	James Fraser	Elliot Mantle
Mandy Stephenson	Richard Swallow	Bob Reid
Alan Depeol-Wood	Ivor Metcalf	Tim Fagg
Simon Catchpole	Steen Mickelborg	Mark Scott
Dave Anthony	Tom Brooks	

#### 1. Apologies:

Dan Johnson	Andy Clarke	Chris Hambridge
Jezz Higgins	Wyn Turnbull	John Scales
Paul Atherton	Dave Davies	

#### 2. Minutes of the 2015 AGM

The minutes were agreed to be correct and signed by the President

#### 3. Matters Arising

There were no matters arising.

#### 4. The Chairman's Report

The Chairman reported to the meeting as follows:

Firstly, thank you for attending this years' AGM. From a Senior playing perspective, it is disappointing to have been relegated back to Kent 1. Normally, with 42 points a team would have expected to have remained in London 3SE but the shenanigans displayed by Old Dunstonians meant their fortunes dramatically changed and we, effectively, took their place in Kent 1.

Although this is disappointing, looking at the last 5 years, we have made great strides in winning the Kent Salver, 2 Kent Vases and the Kent 1 trophy. Yes, last season was hard but we've learnt lessons from that and have to continue to look forward whilst learning from our mistakes. Our objectives have to be to enjoy our rugby and not try to be something that we're not, e.g. a National League club; we don't have the resources for that.

The Second Team continue to be galvanised by Des Amanono whose work is always on going given that with each season, the young Colts are brought in with the more experienced heads in the side. With greater attendance at training this side can enjoy further success and galvanise themselves a lot quicker into the side I know they can be. Des will be looking to introduce a third team this season based along the lines of friendlies initially and predominantly being made up of

Colts players. We also have ex-players who now would like to be dedicated coaches for the Second Team while Des concentrates more on the adopted Colts side or The Falcons as they will be known.

Both James Green and Graham Arkley will remain as coaches with predominant focus on the First Team but looking to have greater continuity of play throughout all the Senior sides. Several changes will be made to training both in pre-season and throughout the season to provide a fresh impetus with the focus on players taking a more responsible role within their teams.

The Minis and Junior section continue to go from strength to strength with very successful seasons and acquitting themselves very well. We again hosted Boitsfort at the end of the Rugby World Cup and hosted Hasparren in April. These two liaisons are firmly entrenched within our club and ones which we will continue to nurture.

The club hosted yet another very successful Kent U9 Festival where the organisation was, yet again, superb. In addition to this we hosted another B Festival in October, which was smoothly run. This was great testament to all the hard work put in by many volunteers on the day and again shows how adept we are at organising big events like this.

The pitches have continued to hold up well and with continued preparation and cautious use by all involved in spreading the workload of training and drills we should be able to enjoy use of them all season long unlike the likes of Tunbridge Wells and Crowborough who are blighted by the clay under them.

Not only did we host the Kent Senior Finals day in April 2015 for the first time but we also hosted our first Kent U20 match in March, which is testament to the superb pitch (Sands) we have. The great width and firm surface allowed the U20s to perform very well and defeat Hertfordshire. Our great organisation on the day and on Senior Finals day has meant that we are more than likely to be asked to host both events again with even a full County match in the offing as well.

Our involvement with the surrounding schools continues and further ties have been cemented with Claremont Senior School and Buckswood, the former who have played several matches on Moss. WOKSSA (Weald of Kent Schools Sports Association) held their yearly tag event, several weeks ago, at the club for local primary schools, which was refereed by club coaches and our thanks go to them for their assistance in providing closer ties with local schools.

With the departure of Minty Meade last year, girls and Ladies rugby have stuttered as we continue to look for a regular coach to commit to them on a weekly basis. I would like to thank Terry O'Brien for his work with the ladies but unfortunately he is unable to commit his time any further. In this respect Steen Mickelborg has stepped in to take regular Ladies and Girls rugby throughout the off season to hopefully put them on an even keel come September

Cricket at Cranbrook has really bloomed under the guidance of Mike Bishop and Karin Clark along with the co-ordinated efforts of Sue Webster. There was great attendance at pre-season nets and this has already blossomed into a fantastic start by the Junior sides who are growing in great numbers. My thanks go to all those volunteers who have aided this effort and to those coaches who have attended the ECB coaching courses to push the boys' talents even further.

Away from the field of play the comedy club nights have been a huge success with sell out attendances. We also continue to host the triathlon club on Tuesday evenings and also the Slimmer's Club on Tuesday mornings. Exposure to the club, particularly to the greater community, plays a very important role and many other functions in the guises of parties and weddings are being hosted and enquired about.

In addition to the usual 4 Club lunches we will again run 3 extra lunches to say thank you to our volunteers and sponsors for all their help in keeping the club on an even keel and progress towards our objectives. The lunches are listed as follows:

**CLUB LUNCHES:**

29/10/16 NEW ASH GREEN

10/12/16 BROCKLEIANS  
04/03/17 SITTINGBOURNE  
08/04/17 KINGS COLLEGE

**SPONSORS & VOLUNTEERS LUNCHES:**

01/10/16 BECCEHAMIAN  
28/01/17 HASTINGS  
25/03/17 VIGO

This coming season will see a small increase in membership fees (+£5), which we have decided to maintain on an annual basis as opposed to bi-yearly or every three years as has been the case over the last 10 or so years. The proposed subscription rates are as follows:

Family membership £145 reduced to £135 if paid by 1<sup>st</sup> October

Senior Membership £145 reduced to £135 if paid by 1<sup>st</sup> October

Social Membership £95 reduced to £85 if paid by 1<sup>st</sup> October

Students & 19-21 year olds £45

We have attempted to trim our costs where possible but increased maintenance of our grounds is imperative to assure that our members have the best possible pitches to play and train on. We also need to continue to build up our reserves for future projects, which incorporate Clubhouse Development in the longer term, maintaining the provision of services throughout the club and improving the club facilities. We need to keep accruing money in the bank, where we have a healthy bank balance, in order to deliver on these projects. Even at this level of membership we are still one of the cheapest clubs in the county and still represent excellent value comparing very favourably with surrounding clubs, which now includes the provision of cricket in the younger age groups. I'm sure I don't need to remind the club members that this club is run by volunteers and there's only so much that can be done without incurring additional cost. Part of the full club accreditation from the RFU involves an annual health check to make sure we keep on track of our stated aims to the RFU in order to provide the widest possible reach to the greater community.

On the subject of volunteers, I would like to make special thanks to the following:

Mark Scott, as ever, for his tireless work on the grounds and overall maintenance. His sacrifice for the club is far beyond the call of duty and is very much appreciated by myself and the Committee. I do not think the larger membership really appreciate the work Mark puts in, in order for Seniors and children alike to play rugby, and cricket.

James Fraser who has done a huge amount of work with regards to Club Development, Car Park applications and liaising with the RFU, Parish Council and the Planning departments in respect of the above. He is very much the unsung hero and his help cannot be overstated enough.

Tim Fagg for chairing the Clubhouse Development committee and co-ordinating as fixture secretary, referee liaison and all matters of club discipline. He has been an invaluable source of information in all matters of this nature when they inevitably crop up. He is also ably assisted on the Clubhouse Development project by some very able help in the form of Sue Webster, Sidney Hilman, Claire Eckley and Tom Dawlings.

Steen Mickelborg for ensuring that the Junior section continued to thrive and for his continuing liaison with Harlequins and his work on the Kent U9 Festival and now in addition co-ordinating the ladies and girls' rugby.

Simon Catchpole as Chairman of the Minis Section.

Dickie Swallow for his excellent organisation of the Ball which everyone thoroughly enjoyed.

The pitch marking crew who ensure that the pitches are prepared for game day.

Des Amanono for his continued zest in developing our Colts and younger players in order for them to be streamlined into the Senior side of the club. His passion for the game and the club instils great motivation for the younger players and coaches alike.

The Committee, all our volunteers and Sponsors who ensure that this club can keep moving forward.

Last but by no means least, Mandy and the ladies behind the bar and Christine in the kitchen who ensure that we don't go without great food and drink.

As a final note going into next season, we will be inserting a gate into the gap at the half way line on Sands in order to prevent any spectators entering the pitch and keeping the side lines free of non-players and non-coaching staff. It is important that any club members who see anyone on the wrong side of the fence or roped barrier that they should ask them to return to the correct side. Any form of unacceptable behaviour should be reported asap as this, unfortunately, has started to creep in to matches at our level and we have to ensure that we deal with it robustly.

MM thanked PJ for the huge amount of work he does for the Club.

## **5. Hon Secretary's Report**

### **5.1 Safeguarding**

Jacqueline Martin resigned as the Club Safeguarding Officer during the year so Toyin temporarily stepped back into the role. Michelle Forknall has agreed to become the new Safeguarding Officer and Toyin has made myself available to Michelle if support is required.

DBS checks first time and renewals and have processed as normal. We currently have 65 DBS checked coaches across all age groups. A Play it Safe course was not run this year however coaches have been advised of the free course being run by but Kent RFU on Saturday 18<sup>th</sup> June. So far only 2 coaches have expressed an interest in attending.

### **5.2 Data Protection**

We must ensure that the data we collect, including email addresses, is used only for the purpose collected, ie Club administration, which includes passing details to the RFU. No other processing (in DP terms) is allowed without explicit consent. We had an instance this year of a distribution list for an age being passed on to a third party for another purpose. This is not permitted. Communications to age groups must now be sent with the recipients bcc'd.

Databases should be encrypted and use a password to access.

This is particularly important at a time when we are fundraising for the new Club House and tighter regulation of fundraising.

### **5.3 GMS Data Cleansing**

The RFU has asked all Clubs to spring clean its data. Our thanks to Dave Martin, who has picked up this piece of work. I suspect more by chance than design.

### **5.4 500 Club**

The balance for the 500 Club was 13,090.26 as at 30 April 2016. This is a slow but steady earner for the Club and we need more members to make it less slow. I have brought some application forms with me.

### **5.5 Discipline**

Tim has asked me to draw your attention to the fact that because of the continued increase in Referee abuse cases, the tariff for an offence will be increased by 4 weeks next season. Which means that any player receiving a red card for such abuse is looking at a minimum sanction of 10 weeks' suspension?

MM thanked CC for her work as Club Secretary

## 6. The Hon Treasurer's Report

ND presented the accounts for 2015/2016 and told the meeting that the Club was keeping ahead of costs, although there had been a dip in profit, due mainly to the £15K spend on legal and other professional fees relating to the new clubhouse. In response to a question about debtors, ND explained these were mainly sponsors. The £23K 'cash bank and in hand' included the £13K raised by the 500 Club. The legacy received from Gordon Sands, spent on the new pitch, had been replenished and further sums raised. ND said Cranbrook is one of the few Kent clubs to make a surplus.

MM thanked ND for his work as Treasurer.

**Adoption of the accounts was proposed by Richard Swallow, seconded by Tim Fagg and agreed by the meeting.**

## 7. Election of Officers

It was proposed that the following Officers be elected for a further year:

President	Mike McMinnies
Hon Secretary	Caroline Cannar
Hon Treasurer	Nick Ditton

**Proposed by Adrian Foulkes, seconded by Mark Scott and agreed by the meeting.**

## 8. Election of Committee Members

**The following Committee Members were proposed by Mike McMinnies, seconded by Alan Depoel-Wood and agreed by the meeting:**

Peter Jovanović	Richard Swallow	Adrian Foulkes	Justin Porritt
Steen Mickelborg	David Martin	James Fraser	Simon Catchpole
Mark Scott	Elliot Mantle	Tim Fagg	David Davies
Mike Bishop	Andy Clarke	Karin Clark	Michelle Forknall
Alex Cornwallis			

## 9. Election of Honorary Members

No new Honorary Members were proposed this year

## 10. Election of Vice Presidents

No new Vice Presidents were proposed this year.

## 11. Consideration of any Special Resolution

There were no Special Resolutions.

## 12. Consideration of any motion or business

There was no motion or business to be considered.

## 13. Any Other Business

### 13.1 Clubhouse

James brought a set of drawings to the meeting showing the proposal for the new Clubhouse. A pre-planning application (pre-app) was submitted to the council to obtain its view of the proposals and there have been two on-site meetings. The Tree Officer has not been keen because of destruction of woodland previously and therefore the pre-app had been tricky. However, there was a formal reply last week and the Council accepts in principle what is proposed. A larger area around the building for the use of the Cricket Club has been suggested and a covered cricket practice area; this is going back to the architects. The Club is just about at the point of forwarding a full planning application to the Council and it is hoped that there will be a decision before the end of the summer so that we have a more definite figure in mind for fundraising.

Bob Reid asked what was the likely cost of the new Clubhouse and James explained the project cost is around £1.45 million but that is a 'gold-plated' proposal and on the high side, probably 20% over what will be the actual cost. The project will be put out to tender and then costs will become more definite. He thought that the specification will be revised a few times. However, it is hoped to retain the balcony. There is a plan in place to minimise VAT

There had been another review meeting with Kent RFU and it is on board with the proposal. So now the last hurdle is the full planning application.

The Club has received £6,000 funding from KRFU and Tim noted that normally Kent never gives more than £2,500. He felt this reflects our contribution to the County by hosting tournaments, eg the U20s and U9 prelims.

James was thanked by the meeting for the work he has done and continues to undertake to get the new Clubhouse project up and running.

### 13.2 Becoming a Charity

ND explained the rationale for changing the legal status of the Club and becoming a charity and trading company. Originally the Club was set up as an Industrial and Provident Society, an entity that no longer exists. If the Club becomes a charity, it can claim gift aid and be more tax efficient. ND has engaged a firm of accountants who have done this work for other Rugby clubs.

The charity will own the property and run the playing side. Club members will be members of the charity. Alongside this, there will be a trading company that runs the bar and all commercial transactions. It will donate profits to the charity. The trading company pays no tax. The charity will adopt the constitution (the current Club Rules) with some amendments.

ND said he is confident that VAT will not be an issue. When the Club built the first team pitch it was told it could not reclaim VAT but in fact ND was able to reclaim it and HMRC was happy that everything had been done correctly.

Tim reported that all members of the Club will be members of the charity with effect from 2 September. Some donations will be retained until then in order to obtain gift aid. He went on to say that to obtain money from Sport England there needs to be a proper business plan, which could then be used for a number of funding applications from different sources. Tim was confident we could get close to the amount needed for the new Clubhouse, basing it as a Club for the local community.

The first big event of the year will be a lunch at the Stationers' Hall in London. There are already promises of 4 or 5 tables of 10 people. The Fundraising Committee is working hard.

MM thanked James, Tim and Nick for an exciting presentation; there was much to look forward to.

### 13.3 Blazers

Two attendees were wearing the new Club blazer and it was agreed they look amazing. 14 have been sold so far.

There being no other business, the meeting ended at 1305

Unadopted Minutes