



Agenda

Autumn/Spring annual General Meeting

Wednesday 24th April 24 @ 20:00

Function Room

Invitees:

All Club Members

Agenda:

1. Apologies
2. Minutes of Autumn/Spring General Meeting 2023
3. Matters arising
4. Election of Club Officers
 - a. See separate sheet
5. Ratification of Subscription Rates
 - a. See separate sheet for detail – but the recommendation is to add £10 per person for most categories except for the women's categories and to retain the discounts offered to the girls section. It is also recommended to offer a pay per game as detailed in separate sheet.
6. Election of Life Vice Presidents
 - a. No new LVPs elected this year
7. Chairman's Report
8. Rugby Update – DOR (Andrew Spooner)
9. Adoption of Accounts for year to 30 April 2023
 - a. See separate report
- 10.AOB

Ryan Reino (Honorary Secretary)



Minutes of: Autumn/Spring General Meeting

Date: 25th May 2023

Time: 20:00

Venue: Sutton & Epsom RFC; Function room

1. Introductions and Apologies

The Chairman opened the meeting and welcomed everyone

Apologies were received – list to be provided later.

2. Minutes from the Autumn/Spring General Meeting (13/4/22)

Minutes were available to all and were agreed as an accurate summary of the AGM.

3. Club Trustees

Profound and sincere thanks were expressed by the Chairman, personally and on behalf of the Officers, the GC and the whole membership for the immensely important, skilful and dedicated service by Bryan Chapple and John Tedder who wished to retire after several decades in post. Jerry Austin will continue in post. Warm appreciation was unanimously expressed by the meeting recognising and applauding Bryan and John's exceptional service and example.

David Yadoo, [Chair of the Life VPs] asked for a description of the Officers' perception of the role of trustees; and expressed a follow-up concern that there was a lack of involvement and information sharing with the Trustees.

The Assistant Secretary stated, in summary, that in addition to the necessary real-property holding function (as the Club is an incorporated voluntary association) required under the Club Rules the Trustees are the "non-executives" with oversight of the Officers' decisions re the day-to-day and longer-term, strategic direction of the Club; and reflect the Club's spirit and conscience. The Club Rules delegate day-to-day running of the Club to the Officers and the Club's employees. The Club Rules provide for specific oversight regarding Finances and House & Grounds via sub-committees. The practice that developed under the previous Chair and which has continued under the current Chair is to involve all members of the GC in the discussions that would fall within the remit of Finance and House & Grounds – whether in Officer meetings (monthly), quarterly GC meetings or via email between meetings - to maximise scope for input from across all sections of the Club. The Hon Sec stated that details of GC and Officers meetings had been sent to the Trustees which they were welcome and entitled



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to attend as ex officio members of the GC together with minutes of such meetings when approved.

Graham Hill and Jeff Parsons, both stalwart-servants of the Club, were duly approved as new Trustees and will formally replace Bryan Chapple and John Tedder with respect to the Club's real property ownership as promptly as circumstances allow (there needing to be a deed of appointment and potential notification to the Land Registry, etc). The latter will be actioned by the Hon Sec.

Club Officers

Elected Officer Positions: nominees for President; Chairman; Hon Secretary; Hon Treasurer; Director of Rugby; Chair of Marketing & Sponsorship; and Assistant Secretary positions received proposers and seconders and their appointments were approved. Noted that Hon Sec will have oversight for Chair of House and Grounds post pro tem whilst a permanent volunteer continues to be sought (and who would need to be proposed/ratified at GM in due course).

Co-opted GC positions

The members noted with approval that John Potts (Chair Minis and Juniors), Rob Smith (Membership Secretary) and Rob Hegarty (Club Captain), Iain Frazer (Senior Fixtures Secretary), Ian McGraw and Kellie Rutledge (Safeguarding) will continue.

It was also noted that: George Edwards and Angus Findlay will work together and assume responsibility for Club Events; discussions are continuing regarding a GC appointment regarding the Bar, to be a point of contact and assistance for the Club's Stewards; and interviews are taking place for the newly-created positions of Chair, Women's section and Chair, Girls' section.

The Chair expressed the sincere thanks of the Officers and the GC for the dedicated service and hugely important contributions of Guy Howford, Kevin McCarthy, Libby Stockwell, Kellie Rutledge and Jenna Parsons who had stepped down.

Robert Knight

The Chair paid tribute to the vital contribution over several years of Rob Knight who passed away suddenly in December 2022. It was important to place on record the deep sense of loss and high-esteem in which Rob was held and who will live in the memory of the Club.

4. Subscription Rates

The Hon Sec confirmed that the rates as stated on the Club's website were considered to be the appropriate levels to apply for Season 2023/24. This was approved unanimously.

5. Election of Life Vice Presidents



David Yadoo confirmed that no appointments had been made/proposed in season 2022/23.

Suggestions touched upon for wider canvassing of possible nominations.

6. Chair's Report

Please see earlier re: tributes to Bryan Chapple, John Tedder and Rob Knight; and thanks to all stepping down from the GC.

Important to record the continued success of the Women's First XV securing promotion. Nick Harries is stepping down as coach on a high note and with the Club's thanks for a job well done.

Congratulations to the Under 22s who won the Surrey end-of-season tournament.

Important also to thank Guy Howford and the team of dedicated volunteers for the on-going improvements to the Club's facilities.

The Local Plan and its implications for the rugby pitches at Priest Hill has prompted strong feelings among the membership. Those have been reflected in the Club's response to E&E Council and the skill and insight of Helen Funnell has helped greatly. Sports England, the RFU and many local residents associations all support the preservation of grass playing fields at PH. The Officers and GC will continue to monitor and seek to be pro-active.

One of the Club's major challenges is to continue to attract and retain senior players at all levels post-Covid. Will be a particular focus with the Club captain heavily involved.

7. Rugby Update

Echoed congratulations to the Women's First XV and the Under 22s and all the coaches. Just reward for hard work and strong performances. Identifying a suitable replacement for Nick Harries is a priority and being actioned. Women's First XV was recognised as Surrey Rugby team of the year.

No lack of hard work at Men's First XV level but ultimately all the coaches and players were disappointed with relegation. Inability to apply consistent selection for multiple reasons a major factor. Recruitment and retention and continued integration of Colts/Under 22s will be vital going forward. Thirds and Extra Bs have worked hard at fulfilling fixtures, playing competitively and enjoying the socials. Sincere thanks to all involved in the coaching, captaining/leadership and administration.

John Croysdill and Iain Frazer have performed heroics in Team Management and very challenging fixtures process respectively. Dave Carty has done likewise in ensuring availability of referees. Exceptional leadership by John Potts reflected in the thriving



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Minis and Juniors numbers. Rob Smith has navigated the Club through GMS with skill. Frankie and Georgia, our Club Stewards, and Lizzie Daniels and the wider bar-team, have done a great job in maintaining a special Clubhouse post-game atmosphere. Cherry O'Sullivan and all the Physio team have been superb under increased pressure. New outsourced concussion management arrangements for 2023/24 will hopefully help alleviate some of their workload.

Will be running Summer Camp this year – for a week rather than the 2 weeks last year.

Increasing use of the AI Video cameras for technical feedback to M&Js by age group coaches. Feedback re new Akuma kit arrangements is that service is improving and quality/value is reasonable. Positive response to the re-emergence of Dennis Hegarty's "In Touch" communications which will continue.

2023/24 will see the Club hosting many CPD sessions. Jon Bates has put in place a generous sponsorship package in 2022/23 and delivered numerous well-received "coach the coaches" sessions.

Paul Hodgson will continue as Head Coach and is optimistic for the season ahead. Player numbers must and will be a focus; recruitment is vital at all levels. We have to get the message out that the Club is a great place to enjoy the playing and social side of the game.

Several first XV players have retired. Fitting final league fixture on which to sign off with the thanks of the Club for skilful and committed playing service and we look forward to their on-going presence and involvement with the Club.

Feedback from meeting:

- Much greater clarity in coaching responsibilities/arrangements re forwards specialisms, in particular, needed re First Team squad
- Noted that the last 3 seasons had seen very frustrating results; essential not to repeat the experiences of Guildford and Wild Geese of further relegation
- Recruitment will need commitment and creativity – kit packages/individual sponsorships/expenses need to be considered
- Likewise, possible provision of "spare rooms" as accommodation for players moving to the area – has worked in the past and could be important in a cost of living crisis when other forms of funding might be constrained.
- Much greater coordination of recruitment opportunities (non-rugby roles)
- Harness social media to a much greater extent.



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- Focus on website – make it mobile-friendly to a much greater extent – and wider communications
- Targeted spend on social media facility would be suitable investment
- Ensure that the Club can make the most of any RWC 2023 boost in interest levels among parents/kids in particular

8. Accounts

The Chair apologised for the six-month delay in the anticipated presentation of the accounts and newly appointed Hon Treasurer invited to speak to the accounts which have been reviewed by him and by the Club's Independent Examiner, Robert McPartlin, Chartered Accountant.

The Hon Sec reiterated numerous contributory factors: previous Hon Treasurer having to step down in October 2022 due to work pressures; accounting and till system interface being "glitchy" necessitating repeated and extensive multiple manual reconciliations by Chair and Club bookkeeper which has been very time intensive. There were some inaccuracies in the iteration of the accounts circulated on 11 May 2023 which resulted in some minor non-material revisions. The Trustees had questioned the approach to corporation tax. The decision has been not to take a position in the current accounts as it is preferable to address with an external accountant who can advise on the medium-term tax planning.

David Yadoo noted the deterioration in the Bar trading margin. The Chair noted that whilst the Club had sought to absorb the increased supply costs in 2021/22 and during 2022/23 that could no longer apply given the inflationary pressures of the last 12 months in particular. Subs rates were being held. Bar prices would likely need to increase.

The Accounts were approved by the meeting.

9. AOB

- K McCarthy stated that he understood that Paul Cutts had conducted the relevant stock takes
- Hon Sec proposes to introduce Management Accounts for the Officers/GC and identify suitable KPIs to manage efficiencies
- Improve awareness of/availability of kit via the bar
- Showers remain an issue – balance of capital costs versus Club development opportunities



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- Charity activities re Wooden Spoon and Change Foundation could be better publicised/explained
- Friday Night floodlight Vets and other fixtures to be assessed

Meeting closed at 21:35



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Names submitted for election/appointment (as appropriate) to positions within the Club

Officers of the Club - Elected

<u>Position</u>	<u>Nominations received</u>
President	John Hardy K.C.
Chairperson	
Honorary Secretary	Ryan Reino
Assistant Secretary	Rob Davies
Honorary Treasurer	Chris Hodges
Director of Rugby	Andrew Spooner
Chair, House & Grounds	
Chair, Sponsoring & Marketing	Bob Haime

Club roles that are co-opted onto the General Committee

These roles are not voted in by the membership, but expressions of interest and support has been asked for from the membership to assist the Officers to appoint to the roles.

<u>Position</u>	<u>Nominations received</u>
Club Captain	Rob Hegarty
Chair, Women's section	Jayne Meadows
Chair, Girls' section	Michael Snaith
Chair, Junior Boys' section	John Potts
Chair, Minis' section	John Potts
Chair, Events	Alice Clarke
Membership Secretary	



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Recommended Subscription Rates – 2024-25

Category	2023-24	2024-25
Senior Men Player (single annual payment)	£300.00	£310.00
Senior Men Player (instalments by Direct Debit)	£330.00	£340.00
U23 Men and Women (SUBSIDISED single annual payment)	£120.00	£130.00
U23 Men and Women (instalments by Direct Debit)	£144.00	£154.00
Ladies Player (single annual payment)	£230.00	£275.00
Ladies Player (instalments by Direct Debit)	£252.00	£302.00
Kinder*	£120.00	£130.00
Mini* (U7 – U11 including Girls)	£150.00	£160.00
Junior* (U12 – U16 including Girls)	£180.00	£190.00
Colts* (U17 – U18 including Girls)	£125.00	£135.00
Mini & Junior Family (2+2) capped	£250.00	£270.00
Mini & Junior Family (2+3) capped	£370.00	£400.00
Mini & Junior Family (2+4) capped	£490.00	£530.00
Additional Parent (NPSS)	£10.00	£20.00
Social Annual	£100.00	£110.00
Social Life	£600.00	£610.00

It is recommended that for most subscription categories, £10 will be added to the 2023-24 rate. The exception to this will be for the two women's categories which have been increased by £45 and £50.

For the last few years, to help with recruitment to the women's section it has been agreed to keep the fees lower than the men's subscriptions and to increase them incrementally. It is now felt that these fees should now reach parity by the start of the 25-26 season, and so the increase suggested is slightly higher than in previous years.

During the 23-24 season, a pay per game subscription was trialled with success. It is therefore recommended that this is introduced formally for 24-25 where a £25 per game fee will be charged to players who are not currently members, this will allow them to play but not to any other club benefits such as access to physios, international tickets etc.

It also recommended that the discounts currently offered to the girls section will be retained for 24-25 to aid recruitment to this section.