



**CRUSADERS RUGBY UNION FOOTBALL CLUB LTD**  
**(the "Club")**

**MINUTES OF THE 2022 ANNUAL GENERAL MEETING**

<b>Date and Time:</b>	31 <sup>st</sup> May 2022 at 7.30 pm	
<b>Location:</b>	Crusaders Rugby Club, Little Melton, NR9 3NP	
<b>Present:</b>	Matt Atkins, Kevin Bainbridge, Jonathan Blinkthorn, Tara Cross (Secretary), Ben Irving, Susan Irving (Treasurer), Andrew Irving (Chair), Michael Jovanovic, Jenna Keyes, Samuel Kingston-Miles, Bryn Lewis (President), Callum Lewis, Kay Lewis, Marion Lewis, Owain Lewis, Nick Loone, Norma McEwan, Henry Mules, Phil O'Brien, Ruth Smith-Batchelor, Eddie Wilkins, David Williams, Flynn Willis	
<b>Apologies:</b>	Martin Alcock, Claire Alcock, Duncan Cowling	
<b>In Attendance:</b>	Gary Lee (EC), Steve McKee (EC), Josh Sharp, Mike Dack, Lewis Keyes, Sara Rushworth, Chloe Parker	

**1. Chair's opening**

Andrew Irving (AI) welcomed everyone to the meeting and thanked Gary Lee and Steve McKee from EC for joining the meeting.

It was noted that there was a quorum present, and AI reminded the meeting voting on any resolution was open to members over 18 years of age, honorary members, life members and social members, and advised that there was only one vote per family membership.

Mr Irving advised apologies had been received from Martin Alcock, Claire Alcock, and Duncan Cowling.

Nick Loone questioned whether the meeting was legitimate, AI advised that it was not ideal but there were not many other options due to time constraints.

**2. Approval of the minutes of the 2021 AGM**

AI advised that due to the manner in which the previous AGM had been conducted that there were no formal minutes produced and advised that the minutes were not as detailed as they could have been due to having been done by memory and asked for members to raise if there was any significant omissions or errors.

Nick Loone questioned whether the minutes were accurate, which Tara Cross (TC) advised they were, whilst acknowledging they were not ideal but the only option available to table at the meeting as a record of the AGM. The minutes were approved by a majority, noting abstentions from the vote from Norma McEwan, Bruno Williams, and Kevin Bainbridge.

**3. Chair's Update**

AI informed the meeting that on the field Crusaders had had a fantastic year, with the Men's 1<sup>st</sup> team winning the league and a new coach had been appointed, and thanked Bryn Lewis for coaching the previous season. The Ladies team was growing in both numbers and skill, and Chloe Parker (coach) was continuing to promote the team with fun sessions being held since the end of the season. The youth sides continued to develop but could be a touch and go in terms of number of players for some games. The Colt's team for the following season was looking better for numbers with a number of u16's coming up. The Girls section had had some issues earlier in the season, and some measures had been put in place to improve the situation and Kay Lewis had stepped in to assist with coaching. AI advised that there was a difficult balance with the Girls due to the different age ranges, levels of skill and numbers being low, however praised the work the coaches were doing.

AI advised that following the previous AGM the Committee had had a mountain to climb to put the club back on track and thanked Susan Irving (SI) and TC on their hard work and perseverance and advised that with the support from the previous Exec committee members the club was in a much more stable position than they were last year.

AI advised that confirmation had been received from Eastern Counties that their committee had agreed that Crusaders had substantially met their requirements raised in their report and that the Officers continued to work with them on ongoing governance. AI thanked Eastern Counties for their time and assistance and apologised that they continued to receive communications from members and non-members regarding issues which had not been fully channeled through the Committee.

AI informed that membership of the club had been pretty static, with a decline in mini's being offset by an increase in ladies and girls. Player versus social membership continued to be monitored to ensure compliance with CASC regulations.

AI thanked Ben Delve who had put a lot of time and work into maintaining the club and had unfortunately had to stand down due to a change in working commitments. AI advised that there needed to be work done on how to plug the gap. During the year we were donated a new toilet block which had improved the facilities available.

AI advised that an RFU grounds advisor had advised on what was needed to maintain the pitches, and whilst grass seed had been fertilizer had been purchased, a lack of rain meant conditions were not good for application. Methods for improved drainage were being evaluated and a plan being developed.

Regarding communications within the club and especially to non-members, AI advised that concerns had been raised and informed that communications were carried out via GMS as this was GDPR compliant, however did not include non-members. There had been a plan to rebuild the website the previous season, however due to personal circumstances this had not come to fruition. AI advised that this needed to be looked at for the following season.

AI advised that due to the role of International tickets not being filled there had been an issues of ticket availability the previous year, and as a gesture of good will any current member booking tickets the following season would receive a reduction on the administration fee.

AI concluded by thanking all the volunteers, members and ex-members involved with the club for support and assistance over the year and listed the many ways that people had helped out and that the 'family friendly' aspect of the club should continue to be built upon to encourage more members to a little bit to help.

#### **4. Treasurer's Update**

SI thanked Mike Dack and Justin Williams for their help in preparing the accounts and updated the meeting on financial governance including that all bank accounts now had at least two signatories and worked continued on the consolidation of accounts. There was a new Financial Policy in place and Xero accounting system was being used to track all income and expenditure with more detail being put in to enable better reporting.

SI advised the meeting of the finance position of the club at the date of the meeting:

Bank Accounts:

Barclays Current : £11,640

Nat West Development: £143,000

Nat West Current: £26,900

Nat West International Tickers: £1,452

Income:

Grants: £99,000

Donations: £43,865 (includes £6,000 for equipment from Tracy Clark)

Membership: £18,000

Sponsorship: £2,850

Bar: £7,000 (Profit)

Fundraising: £6,000 (Fireworks night)

Expenditure:

Development: £83,000

Grounds: £3,476 (toilet block transportation/fitting)

Salaries: £4,950

Maintenance: £2,500 (Including outside electrics and lights)

Energy costs: £5,000

SI advised that energy costs were likely to increase, and the Committee had signed up to the Rugby group to negotiate on the club's behalf.

SI updated the meeting on general finance points including:

- Fundraising remained key – Beer festival, Fireworks night, 60<sup>th</sup> Birthday
- EPOS needed to get set up to show profit, loss, stock etc.
- Covid had a major effect on the profits of the club with income.
- Government Grants: £24,819 and donations: £59,814 resulted in an income of £84,633 with a reported profit of £83,364, so overall there had been a slight loss for the year.
- The bar made a slight loss, partly due to the beer festival stock.

AI thanked SI for her update and praised the work she had done.

#### **5. Receipt and Approval of Financial statements for year ended 31 August 2021**

SI presented the financial statements for the year ended 31 August 2021 and advised the meeting that Mike Dack had assisted with the accounts which had been produced by Justin Williams. The accounts were approved by the majority for signature. The meeting requested that an independent review be undertaken for future accounts.

#### **6. Disapplication of the requirement to appoint Auditors.**

The disapplication of the requirement to appoint auditors in accordance with RFU regulation 5

and the Industrial Provident Societies Act was approved by the majority.

## **7. Membership Proposal for 2022/2023**

The meeting discussed the membership fee proposal for 2022/2023.

Norma McEwan raised that the VP membership benefits should be pro-rated if purchased at a mid-season rate as it would be possible to pay a reduced fee but still benefit from the same number of pre-match lunches. David Williams suggested that there should be no mid-season reduction for VP membership which was agreed by the meeting.

Norma McEwan raised that no discount should be given for membership and volunteers as she thought it would be in contravention to CASC. It was requested that it should be reviewed whether it would be in infringement of CASC rules to offer Social member at a discount if they were participants coaches/team managers and regular volunteers.

The membership proposal was agreed by a majority subject to the removal of mid-season VP membership fees, and ascertaining whether a discount on social membership was allowable under CASC, and if not, no discount would be given.

## **8. Changes to the Constitution**

The following changes to the constitution were approved with more than 75% of the vote, which was required for approval of the special resolutions:

The Registered office address in Rule 1 is changed to Beckhythe, Little Melton Road, Hethersett, Norwich, NR9 3NP; and

the removal of the date reference of 15th April in clauses 9.3.1, 9.4.1 and 9.5.1 in the Rules of Crusaders Rugby Union Football Club dated 19.08.19 and that it be replaced with the timescale of 21 days prior to the date of the AGM; and

The Accounting year end date is shorted to end at 31 May to align with the membership year and to provide the club with more time to comply with RFU REGULATION 5 requirements to file accounts by 31 December each year.

## **9. Election of Honorary Life Members**

It was noted that there was no proposal to elect any Honorary Life Members.

## **10. Election of Officers and Committee Members**

The following election of Committee members was approved:

<b>Position</b>	<b>Nominee</b>
President	Bryn Lewis
Chair	Andrew Irving
Secretary	Tara Cross
Treasurer	Susan Irving
Safeguarding Officer	Jenna Keyes
Rugby Safe	Jenna Keyes
Development Officer (club new build)	Pete Blinkthorn
Discipline Officer	Phil O'Brian
Events Manager	Mat Atkins
Data Officer	Claire Alcock
Fixtures Secretary	Martin Alcock
Volunteer Coordinator	Kay Lewis

Club Captain (Men)	Phil O'Brian
Committee Representative (Women)	Kay Lewis
Minis Rep	Steve Forrest
Youth Rep	Martin Alcock
Girls Rep	Vacancy
Membership Secretary	Claire Alcock
Club Grounds & Facilities Manager	Vacancy
Rugby Development Officer	Vacancy

The number of vacant positions was discussed and how would be filled, TC advised that under the constitution to fill a casual vacancy (those roles not filled by the members at the AGM) would be a decision for the Committee to fill, until the next AGM.

David Williams raised that he thought the Ground/Facility position would be going to tender. AI suggested that David and himself have a conversation outside of the meeting to discuss options.

**11. AOB**

**11.1. Draw down of RFU Loan for Development**

It was noted that the draw down of the loan would be put to a non-binding vote for the members to indicate their views.

The meeting discussed the proposal, noting that it was a large amount of debt for the club, however had a four-year payment holiday and (other than interest at a low rate) there would be no penalty to pay back the loan rather than to utilize it. However, it must be substantially used for the 2<sup>nd</sup> Phase of the Development. David Williams raised that looking at 1<sup>st</sup> Phase figures looked to be £7k short of target. SI advised that that depended on contingencies and also did not consider the working capital of the club.

The meeting voted in favour of drawing down the loan. Nick Loone abstained from the vote.

There being no further business AI thanked everyone for attending and the meeting close at 8.45.

.....  
Chair