

Chelmsford Rugby Football Club

limited by guarantee.



affiliates: RFU Essex RFU

website: chelmsfordrugby.com

Notice is hereby given that the incorporated Chelmsford Rugby Football Club will hold its 11th Annual General Meeting at: **8.00pm on Wednesday 10th May 2023 at the Clubhouse, Smylie Way, Timsons Lane, Chelmsford.**

Members of the Incorporated Club are entitled to attend and vote at the meeting or to complete and submit the form of proxy, included with this notice.

Robert J Evans
Honorary Secretary

AGENDA

1. Apologies for absence.
2. Resolution to adopt the Minutes of the 2022 Annual General Meeting.
3. Matters Arising from the Minutes.
4. In Memoriam
5. Correspondence.
6. Consideration of reports from Officers of the Club, which are included with this notice.
7. Resolution to adopt the Accounts of the Club to 31st August 2022, which are included with this notice.
8. Committee Nominations
9. Any other business.
10. Set the date of the next AGM -

Clubhouse, Ground and Registered Office
Coronation Park, Timsons Lane
Chelmsford, Essex CM2 6AG
tel: 01245 261159

President	Andrew Green
Chairman	Paul Redford (Director)
Hon. Treasurer	Mark Boulter (Director)
Hon Secretary	Robert Evans (Director)
Vice Chairman	Vince Ball (Director)

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Form of Proxy

I, _____ (full name)

of _____ (address)

being a member of the incorporated Chelmsford Rugby Football Club, hereby appoint the chairman of the meeting as my proxy to vote in my name and on my behalf at the annual general meeting of the Club to be held on 10th May 2023 and at any adjournment thereof.

_____ (signature)

_____ (date)

You must deliver this form of proxy to the Clubhouse at least 48 hours prior to the meeting.

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Minutes of the Annual General Meeting
Wednesday, 4th May 2022
At the Clubhouse

Agenda Item	Detail																																												
1. Apologies	Martin Dunn, Kulvinder Cheema, Peter Kimp, Julian Scott, Warren Woodward, Jamie Morrish, Dave Cramphorn, Ben Bayley, Bruce Harrington, Gordon Ash, Matt Barnard, Alex Ellis, Callum Booth, Josh Cavey, Lee Moore																																												
Attendees	<table><tbody><tr><td>Jack Acorn</td><td>Darryl Newport</td></tr><tr><td>Ella Alderton</td><td>Mini Nowlan</td></tr><tr><td>Amanda Arnold</td><td>Desiree Olliver-Moss</td></tr><tr><td>Andrew Bass</td><td>Philip Pearson</td></tr><tr><td>Kevin Blackmore</td><td>Marc Pluck</td></tr><tr><td>Mark Boulter</td><td>William Pryor</td></tr><tr><td>John Bowman</td><td>Andrew Pyne</td></tr><tr><td>Ashley Browne</td><td>Paul Redford</td></tr><tr><td>Matthew Burley</td><td>Gabriella Rowe</td></tr><tr><td>Richard Clarke</td><td>Tom Rowe</td></tr><tr><td>Will Cooper</td><td>Alison Smith</td></tr><tr><td>Philip Dechamps</td><td>Joshua Smith</td></tr><tr><td>Robert Evans</td><td>Ian Stuart</td></tr><tr><td>Charles Graham</td><td>Lee Wainwright</td></tr><tr><td>Andy Green</td><td>Justin Young</td></tr><tr><td>Frankie Hart</td><td>Andy Barker</td></tr><tr><td>Matthew Hughes</td><td>Vince Ball</td></tr><tr><td>Andrew Ives</td><td>Henry Payne</td></tr><tr><td>Scott James</td><td>Joshua Clark</td></tr><tr><td>Peter Jordan</td><td>Mike Brace</td></tr><tr><td>Andrew Little</td><td>Louis Dzimati</td></tr><tr><td>Harry Moseley</td><td></td></tr></tbody></table>	Jack Acorn	Darryl Newport	Ella Alderton	Mini Nowlan	Amanda Arnold	Desiree Olliver-Moss	Andrew Bass	Philip Pearson	Kevin Blackmore	Marc Pluck	Mark Boulter	William Pryor	John Bowman	Andrew Pyne	Ashley Browne	Paul Redford	Matthew Burley	Gabriella Rowe	Richard Clarke	Tom Rowe	Will Cooper	Alison Smith	Philip Dechamps	Joshua Smith	Robert Evans	Ian Stuart	Charles Graham	Lee Wainwright	Andy Green	Justin Young	Frankie Hart	Andy Barker	Matthew Hughes	Vince Ball	Andrew Ives	Henry Payne	Scott James	Joshua Clark	Peter Jordan	Mike Brace	Andrew Little	Louis Dzimati	Harry Moseley	
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2. Resolution to adopt the minutes	The minutes of the 2021 AGM were adopted and signed as a true record by the Chairman – Andy Green Adopted and seconded by Peter Jordan																																												

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3. Matters Arising from Minutes	Nothing to Report												
4. In Memoriam	<p>Richard Evans Bob Charles Norman Williams John Smith</p> <p>A minute's silence was held in memory of those we have lost during the year</p>												
5. Correspondence	Nothing to Report												
6. Consideration of Reports from Officers of the Club	Nothing to Report												
7. Resolution to adopt the accounts of the Resolution to adopt the changes to the Club Constitution	2021 accounts adopted by AGM – Proposed Rob Evans, Seconded Andy Green												
Matters Arising from Accounts	<p>Henry Payne asked how the balance of the Centenary Fund and the Capital fund will be re purposed within the club suggesting it could be transferred to the RP Players Welfare Fund. Andy Green confirmed that a good proportion of the fund will be used to procure a new digital scoreboard, with the rest of the monies being provide by GG Gallo. The balance being used for tangible projects. Membership are encouraged to submit ideas to the committee. Peter Jordan requested the committee to consider some of the Centenary Fund be used to pay for 2023 Summer Ball.</p> <p>Josh Smith made note of the IT Costs. Mark Boulter confirmed these costs include two internet lines to provide members with internet access and the other providing a secure network for Club IT infrastructure (Tills, CCTV etc).</p> <p>Mark Boulter discussed the Capex fund that is required as the club has no overdraft facility with the bank. This fund is used for small/medium sized projects most recently we have replaced 4 fridges/freezers, that have all failed throughout the year. This fund is finance through the 200 Club where 50% goes on prize monies and 50% going to Capex Fund.</p>												
8. Election of Officers and Directors of the Club	<table border="1" data-bbox="443 1624 1193 1984"> <tr> <td>President</td> <td>Andy Green</td> </tr> <tr> <td>Chairman</td> <td>Paul Redford</td> </tr> <tr> <td>Vice Chairman</td> <td>Vince Ball</td> </tr> <tr> <td>Hon. Secretary</td> <td>Rob Evans</td> </tr> <tr> <td>Assistant Hon. Secretary</td> <td>Martin Dunn</td> </tr> <tr> <td>Hon. Treasurer</td> <td>Mark Boulter</td> </tr> </table>	President	Andy Green	Chairman	Paul Redford	Vice Chairman	Vince Ball	Hon. Secretary	Rob Evans	Assistant Hon. Secretary	Martin Dunn	Hon. Treasurer	Mark Boulter
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	Data Officer	Gabby Rowe
	Hon. Fixtures Secretary	Jack Acorn
	Chairman of Youth	Andy Pyne/ Tom Rowe
	Manager of Mini's	Tom Rowe & Gabby Rowe
	Discipline Officer	Martin Dunn
	Social Media Officer	Josh Smith
	Referee Coordinator	Jack Acorn
	Social Secretary	Harry Mosely & Will Cooper
	Volunteer & Coaching Coordinator	
	Safeguarding Officer	TBA
	International Ticket Officer	John Bowman
	Players Captain	TBA
	Club Captain	Phil Dechamps
	2nd XV Captain	Henry Payne
	3rd XV Captain	Lee Moore
	4th XV Captain	Gordon Ash/ Matt Barnard
	Ladies Captain	Ella Alderton
9. AOB	<p>John Bowman asked how Red Cards may affect our position in the league next season, with the referees targeting high tackles, The high number of red cards received this season were not due to high tackles and the DoR confirmed that this is covered in training sessions across all ages. CRFC received 6 red cards across the club – 4 from 1st XV.</p> <p>Henry Payne asked whether the opportunity with Dunmow Skips was followed up. The opportunity to add another sponsor was followed up by the committee and members who were close to the business but unfortunately nothing was forthcoming.</p> <p>General discussion around appointing a Commercial Manager, a subcommittee will be set up to engage with and interview all proposed candidates for this role. Sponsorship packs are readily available to all members to canvas any opportunity.</p> <p>Josh Smith requested the club considers procuring a new Scrum machine, as this will be crucial if the 1st XV are promoted next season. Vince Ball suggest in the first instance we consider refurbishing the existing scrum machine.</p>	

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	<p>Charles Graham proposed that CRFC leaves Coronation Park for a facility which has more pitches to accommodate the expanding years in both the Mini & Youth sections. CG suggested 9 pitches are required with the increase in numbers across all age groups and proposed that we use other facilities around the City such as Sandon School to provide additional pitches.</p> <p>Amanda Arnold requested whether CCC maintain the Rugby Pitches to RFU standards. Vince Ball is in regular communication with the grounds man who maintains Coronation Park and others within CCC. A report was completed some time ago by Richard Williams with suggestions that were forwarded to CCC.</p> <p>Andrew Little commented on his concerns that CRFC would not cope with 4 senior sides if they were all to play home games. Kevin Blackmore confirmed that the games played by the Undertakers will be outside of merit tables and therefore they will work round availability of pitches.</p> <p>Henry Payne proposed that the Management Committee should assist James Davis to recruit additional Physiotherapists for the Club.</p>
Date of Next Meeting	8.00pm - Wednesday 10 th May 2023

Reports

Chairman – Paul Redford

This season has been one of ups and downs, both on and off the pitch; I shall focus on the pitch firstly.

As I write this message the season is not quite finished. The first team led proudly on the field this year by Josh Cavey, supported by Club Captain and first team manager Phil Dechamps, have at least one game left to play versus Dartfordians RFC in the new cup format on 15th April, with the potential for a further fixture on the 22nd April should they progress. In the league, Chelmsford I finished in 10th place in Regional 2 Anglia, a league that proved to be every bit as competitive as we predicted. This year saw a change in leadership, following Kevin Blackmore stepping down in December and the appointment of Chris Green from that point onwards. The Club thanks Kev for all the work that went into steering the first team into this league, and for the work that Chris, supported by assistant coaches Dave Hyett, Marcus Bloomberg and Scott James have continued in order to secure our position for the next season. It could be said that we have had more tough days this year than in recent seasons, owing to the step up in the quality of opposition, but the players and coaches should be proud of the 7 victories we have recorded this season, and for the ambitious and entertaining style of Rugby that we have played despite sometimes the odds being against us. However, it is plain to see that the level of Rugby that we now rightly find ourselves in demands more from the players, coaches and Club as a whole in order to be competitive, and if we are to keep pace next season with teams such as Southend, Brentwood and Thurrock, we all need to be prepared to commit more to the Club in whatever way we can.

Chelmsford II, managed by Andy Barker and led by Henry Payne, have also noticed the step up in class this year but finished a very respectable 4th in the Premier Division, which not to limit their efforts placed them “best of the rest” behind runaway leaders Eton Manor II, OA’s II, and Hertford II respectively, who between them shared only 6 losses.

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Their role in developing talent, and providing a supportive pathway to 1st XV Rugby has again been invaluable this season, with many notable performances from players who have given their all for both the first and second teams this campaign.

Chelmsford III's are a success in their very being, as we have seen over this season that many recognisable Clubs have struggled to turn out more than two, and in the worst cases even one senior men's side this year, due possibly to the wider impacts that the cost of living crisis has reflected on both the running of amateur sports Clubs and players weekend activities. However, in a disrupted league, Chelmsford III led by Lee Moore recorded the most games played (5) each of them having been won, but also had the misfortune of having four league games called off such is the difficult position recreational Rugby finds itself in currently. That being said the development squad has given a number of young players returning to Chelmsford a valued opportunity to wear the shirt, supported by a number of our more senior players. This brings me nicely to our Vets, who led once more by Gordon Ash and Matt Barnard, turned out on just a few occasions this year, but were ready as ever to mark our Beer Festival, and upcoming Charity Day, with Rugby being the winner.

Chelmsford Ladies led by Ella Alderton, at the time of writing, have also not quite finished their season, and are due to round off an excellent 22/23 versus Bletchley Ladies, in a match that could see them close the gap to leaders Old Albanians Ladies II to just four points in Women's NC 1 East. However, whilst the Ladies continue to be successful, they are down in numbers this year compared to last, which has meant the Ladies Development XV has turned out just the once this season.

Lastly, in what has continued to be a very strong youth and mini Rugby section, at a time when many other local Clubs are struggling to keep hold of their younger players, we have had another successful year. Particular note must go to all involved with the Chelmsford U14's who recently brought home some silverware after winning their cup final against Thurrock RFC, following a successful season during which three sides have been fielded from this age group.

The upcoming mini's festival, and mass tour to Hunstanton this April will no doubt be a fitting send off and thanks to the long-standing Gabby and Tom Rowe who have managed this section of the Club in recent years so successfully - they leave some big boots to fill. Thanks also to Andy Pyne and all involved in supporting youth Rugby at the Club, and a huge well done to all the mini and youth players who have pulled on the Chelmsford shirt this year, and their parents and guardians of course.

Off the field, it has been a successful season on the social front led by the efforts of Will Cooper and Harry Mosely, and the Clubhouse has once again been packed out for a number of events, with cocktail nights, quiz nights, karaoke, drag bingo, the annual beer festival having been well attended, and the players' awards night and summer ball, and a number of tours planned to come. However, despite the best efforts of the social committee, finances have been again stretched very thin, and the management committee is increasingly stretched due to the number of vital volunteer positions that are currently unfilled to assist in the running of the Club.

To give greater context, firstly it should come as no surprise to all our members that the Club has faced vastly increased running costs over the past season, and despite cost-cutting measures and efficiency savings put in place where possible, the Club has neither increased its sponsorship nor its subscriptions sufficiently enough to sufficiently offset these increases. Our thanks extend to our principal sponsor Woodland Group, G&G Gallo Enterprises, MKM Building Supplies, Essex Groundworks, THP Accountants, Waterhouse Chelmsford, and all our other player membership sponsors for all their vital support this season. However, it is clear for all to see that if the Club is to remain competing at the level that it currently does, and has further aspirations of advancing to the higher echelons, then we simply must as a membership raise more funds to fuel these

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ambitions. Please do not wait to be asked, if you or your contacts could support the Club financially moving forward, please make yourself known to a Club official. Secondly, at the upcoming AGM there will be 9 crucial positions that are up for election, and many of these have significant consequences for the ongoing future activities of the Club if members do not step up. I would like to take this opportunity to thank the current members of the Club's management committee for their tireless work; but quite simply, there is too much work currently done by too few, and this will be compounded this year by the stepping down of some members who have contributed hugely to the progress that we have made as a Club in recent years. I will make it very clear, these positions cannot remain unfilled if the Club is to remain secure and able to continue in the way we have become accustomed to in both its on-field and off-field activities. I should also express to you my concern at the time of writing this message, that for six RFU "Golden Roles" the Club has not yet received a nomination to elect at the upcoming AGM. Plainly, the Club needs more individuals to personally step up and play an active part in the running of the Club, if we are all to continue to enjoy the many benefits that being part of our membership brings. Please do make yourselves known to a Club official if you feel that you are able and willing to help shape the future of the Club by undertaking these crucial responsibilities. Your Club needs you!

To all our members, I thank you for the support you have continued to give the Club this season. I wish you all a relaxing summer break and look forward to seeing you back at Coronation Park in 2023/24.

Paul Redford - Chairman

Treasurer's Report 2021/2022 – Mark Boulter

Results Overview

Annual Outcome

The club incurred a **deficit this year (31 August 2022) of £(19,043)** (after depreciation of £14,308). This compares to previous years' results for 2021 £18,838, 2020 £12,915 2019 £11,961, 2018 £2,374; 2017 : £(23,796); 2016 : £3,003; 2015 : £(3,340); 2014 : £(23,347); 2013 : £(2,722); 2012 : £(14,030) and 2011 : £(9,403). That's a £37,881 negative swing in fortunes between the two most recent years.

Annual Profit & Loss Review

The financial results for the Club continued to be impacted by the COVID-19 pandemic during the financial year to August 2022.

The on/off nature of the 21/22 rugby season, the pandemic disruption at Xmas closing a number of the club's social events which previously raised significant funds for the club; combined with some large repairs & maintenance bills on a tired clubhouse has meant more money going out than coming in.

The continued financial support of our members has again been invaluable to the survival of our club, a big thank you to all our members who made that possible.

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Also, special recognition goes to our main sponsor, Woodland Group, who continue with their financial commitment to the club along with G&G Gallo Enterprises for their contribution to the scoreboard, not forgetting those loyal pitch board sponsors that renewed with us again this year.

Assets

Turning back to the accounts, the depreciation charge for the year on the club's fixed assets was £14,308 (2021 £15,320). It's a spread of the asset cost over their useful economic value to the club over their lifetime. Our depreciation policies range from 50 years on the clubhouse to 6 years on all the other assets. At current rates, the clubhouse has another 35 years of use before it is fully depreciated.

The club's bank current account is with the HSBC, we do not have an overdraft facility or have access to one. Although the bank balance shows general club funds of £133,977, this also includes all cash held in the ring-fenced funds along with other obligations where the club acts as financial guardian on specific club matters. After all these commitments, the club had £33,940 to carry forward to the 2022/23 season.

Stocks relate to the original purchase cost of the unsold bar stock and club merchandise counted on 31 August 2022.

Other debtors include the deposit for the 2023 Summerball. Prepayments include £4,567 on pitch hire for the 22/23 season paid in advance.

Liabilities

Trade creditors of £3,362 (2021 £5,032) related to suppliers used for the running of the clubhouse.

Other creditors include amounts held on members cards, Minis Tour, Seniors Tour and £6,413 of charity fundraising waiting to be awarded which has since been done.

Accruals and deferred income include Lambert Chapman's external Accountants reporting fees of £1,575 relating to the August 2022 financial statements and significantly for this year, £20,650 of sponsorship income collected ahead of the start of the new season.

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Reserves & Ring Fenced Funds

The club had capital and reserves of £561,254, down from £590,768 last year, most of these reserves relate to the accumulated fund, the reduction in value being the deficit for the year. In comparison, the value of the clubhouse and other fixed assets total £460,656, there is therefore currently enough in reserves to cover the assets being fully depreciated. The club reserves can theoretically absorb continued future losses to a point but the working capital cash needed would run out way before then.

The club is the financial caretaker for a number of ear marked funds shown on page 7 of the accounts. The net movement of monies in and out of these funds is shown as the transfers for the year. The monies raised and latterly the related spend of these earmarked pots has previously come about by sections of the club fundraising for their own direct benefit.

Club Status

The club is registered with the HMRC as having Community Amateur Sports Clubs (CASCs) tax status. The benefits of our CASC status can save the club on average £14k per annum. We are a limited company by guarantee, we are not a registered charity, a registered charity cannot benefit from the CASC tax status. We can and do claim gift aid on personal donations.

There is a requirement that at least 50% of the club's membership must be participating members. The club may need to restructure its trading activities into a separate legal entity to retain its CASC status at some point. The club's constitution and articles of association would need updating with appropriate professional advice taken with agreement and approval by the members. For those that don't directly participate in playing rugby, volunteering your time in any of the many committee roles currently available will count as being a participating member, a double benefit for the betterment of the club.

Current outlook and beyond

The club's finance committee meets once a month to review the club's prior month's results, its cashflow position & its ongoing commitments to the end of the season. It reports the financial status via monthly updates to the management committee and annually to the RFU and Companies House.

The results to 28 February 2023 currently show a surplus of £6,529 compared to a deficit to February 2022 of £4,939. We anticipate March 2023 to be a good month for the club and generate a surplus with the various activities planned for April 2023 hopefully producing the same. It will then be a case of covering our May to August overheads from the funds available and look to close out the year ended August 2023 in a far better place than this year being reported.

The cost of living crisis extends to the club too, income sources continue to be under pressure along with suppliers increasing their costs by 10% on average. The most detrimental leap in cost relates to our gas & electric use. Our 2 year fixed pricing deal came to an end in January 2023. We are now on the open market pricing waiting for the anticipated Spring price drop with the governmental subsidy before we commit to a utilities contract again. This has seen our monthly costs double so far, an overall cost increase is inescapable.

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As this season closes, each section of the club begins to voice their needs for the next season. We would love to support all these initiatives, the challenge is living within the financial means of the club given its level of income generation.

After surviving the impact of the pandemic through various donations and grants, the year to August 2022 is a demonstration of the full cost of running the club being in excess of the disrupted income it generated.

We really do need more people power to help in the future sustainability of the club. We need more volunteers to assist with the day to day and importantly generate investment for its future. That's the only way we can realise the aspirations of those that enjoy CRFC as it is today.

Youth Report – Tom Rowe & Andy Pyne

As the season draws to a close it gives us time to reflect on the season we have just had.

Colts

This is a group of primarily u17 players competing against u18 teams and they have competed well this year finishing mid table. A fantastic achievement and with all of the learning from this season next year has the potential to be brilliant. Out of this group there were 4 u18 players and yes we are losing some to university, however those that are pursuing their careers in other ways are talented individuals and we look forward to seeing them continuing their rugby journey in the seniors next season.

U17

Have progressed well with those that have been playing colts rugby needing to rest. As a group they have worked hard had some very competitive games and shown some good rugby at times. Numbers were bolstered this season with the remaining u16 who proved they can compete at a level up.

U15

Having had a difficult start to the season needing to drop to one team from 2 they have worked well a proven what a successful group they can be having 15 players in the DPP system and several players now playing rugby league for the London Broncos.

U14

Successfully managed to field 3 teams for the majority season towards the end this became a struggle due to injury. The season has been a great success though with players showing great improvement they successfully maintained their Essex crown and to top it off had another team finish in the top 4 too. The squad are strong and maintain numbers around 60.

U13

For a season in the youth set up this squad has excelled successfully fielding 2 teams throughout the season. They have won most of their fixtures and most notably becoming u13 Essex champions in what looked like a very one-sided game.

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Summary

The future is Bright and we have many top-quality players coming through the youth system. Guided by our many volunteers who give up their time and energies Without you all the clubs future will be bleak. Thankyou to all involved in another top season

Tom and Andy

Minis Report – Tom Rowe & Gabby Rowe

What an exceptional year our minis have had. As we approach the end of our fourth year of heading up the minis section of CRFC we couldn't be prouder. To see the organised bedlam on a Sunday morning is heart-warming.

Most of our age ranges have retained significant player numbers throughout the year, with some welcoming 45+ kids for training and matches. This is a result of the amazing commitment from our coaches and club members and no doubt influenced by positive word of mouth amongst the parents to the unrivalled quality of our coaching and facilities.

In addition to this we now see a selection of senior players coaching the kids this is massively encouraging and reinforces our club ethos "Many minds one Heart".

As we are stepping down as head of minis, we would like to convey our thanks to a number of people without whom, the success of the minis section would not be possible over the years.

First to our club committee for their work that goes unnoticed behind the scenes and without their support our role would have been very difficult.

To Kasia our ever reliable fixture secretary who can organise games for over 300 minis, between split sites and still shows up with a smile on her face. Thanks, Kasia, you're a star!

The kitchen and bar staff led by Jane who again manage to organise, feed and water the hundreds of kids and parents on a Sunday morning, without complaint. These ladies work tirelessly week in week out and we cannot thank you enough for everything you do.

To finish it's the band of merry volunteers we have appearing week in week out come sun wind rain or snow, whether you are coaches, first aiders or admins you are the heart of the club and the reason we are successful!

From U6's through to U12's.... if you ever think it's easy give, it a try! These people have stepped up regardless of their own rugby experience so that their particular age group can play and train each week. They have to double up as referees, physios, kit washes and other unidentified roles, hats off to you all and Well done!

We wish you all the very best to the future.

Gabby and Tom, Joint Head of Minis

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