



14th Annual General Meeting of Lewes Rugby Football Club Ltd (79th Meeting of Lewes RFC)

**Wednesday 20th June 2018
Held at the Clubhouse, Stanley Turner Ground, Lewes**

Present:

Chairman, Secretary, Directors, and 14 members.

1. Apologies:

Dewi Vaughan, John Curry, Phil Clark, Robert Moore, Peter Barron and Becky Taylor.

2. Approval of Previous Minutes. 2017:

Having been previously circulated, the Minutes of the Annual General Meeting of 28th June 2017 were and were approved by those present as being a true record.

3. Matters arising:

- There were questions about the Changing Room Works, but this was due to be covered in the Facilities Report.
- The 100 club will be continuing, though its account is due to be closed so it can be operated from the main club account.

4. Chairman's Report – Nick Page:

- Committee changes: two members of the committee are stepping down.
- Peter Barron has been instrumental in setting up the vital communication role. Becky Taylor will be taking on most of his responsibilities. We are still looking for someone to take on the Pitch Bookings role.
- Rob Williams is stepping down from his role as Facilities Manager but will still be part of the Ladies' coaching team. Rob has reorganised the bar management and has also overseen the refurbishment of the clubhouse. Paddy Henshaw is replacing Rob, but there is still the need to get a new catering team in place.
- Mark Cummins has taken over as Junior and Minis Chairman and Mark Hall has stepped in as treasurer during the season, while Daniel Wade is covering the sponsors' side of things while David Waters is temporarily out of circulation.
- Grateful thanks was expressed to all committee members as well as all the club's volunteers.



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5. Treasure's Report – Mark Hall:

- The club's income is up 20% year on year.
- This is due to increased sponsorship, a twofold increase in RFU funding mainly from £5k grant for floodlights matched by £5k funding from Sussex Playing Field Association, as well as various fund-raising events including, our minis' festival, business breakfast, donations and gift aid claims.
- There was also a £2k distribution from the umbrella organisation, Lewes Sports Club, during the year.
- Subscriptions and memberships continue to be a significant source of revenue at £26k for 2017/18 season, similar levels to prior year.
- Expenditure is also up about 20%.
- The largest single item being £11k on new floodlights, expected to last 8-10 years. The coaching costs have relatively consistent with the previous year at £16k.
- The kit and equipment spending has been higher at £12k, partly due to change of supplier.
- Pitch costs also higher at £5k; this includes £3,400 provision for unpaid bills due to condition of changing room facilities.
- Bar and catering generated £2k in the year.

Dereck Wade asked whether the committee could consider resurrecting sportsman's dinners as revenue raising events. Tony Spencer is willing to organise one.

6. Secretary's Report – Paul Nicholl

- **Health and Safety**

The Sussex Rugby Football Union has provided funds for every club in the county to be given a health and safety assessment as well as a fire risk assessment.

Our assessor described our facilities as "tolerable", but there are recommendations in the reports received that we are currently in the process of working through.

- **Accreditation**

The Key Action Plans in last years accreditation process were reviewed, and new ones submitted for the next twelve months. These are:

1. Sustain the Men's 2ndXV and provide playing opportunities for a 3rdXV/Vets on several occasions throughout the season.
2. Implement recommendations in the recent fire risk assessment and health & safety reports.
3. Improving our services to member by introducing a membership card system, that will also help to keep records up to date on GMS.
4. Attract more local businesses to sponsor Lewes RFC and utilise these businesses to offer members discount at their stores to promote buying locally.

- **Thankyous**

I would like to thank all the volunteers who have helped me one way or another during this busy last year. There are too many to name, but Phil Clark deserves a special mention for often going the second mile in his role as Fixtures Secretary. As I write this, he has been busy securing pre-season friendlies, while during the winter there often has to be early Saturday morning pitch inspections in time to notify Kent clubs before they travel.

7. Junior Chair's Report – Nick Cummins

- Thanks were expressed to Robert Moore who managed the transition period prior to the chairman's position being filled.
- The minis and juniors section continues to thrive, with numbers growing – though not in all age groups.
- Festivals have been a popular feature.
- There has been progress in the Juniors' Section, and links with local schools are vital.
- The girls' squad has grown from six to sixteen.
- The under 14s and under 15s both had a great season.
- The tours to Cornwall and Camber Sands were both excellent.
- Our own festival went well – despite the weather.
- Grateful thanks to all coaches, managers and volunteers.

8. Rugby Report – Nick Page:

- There are some changes in the coaching set-up in the senior men's section. For the first time in many seasons we will not be having a paid coach, since James Halpin and Chris Gorbell will be responsible for the coaching of the 1st XV under the guidance of Nigel Baker.
- Parting company with Chris Roberts is no reflection on him or his abilities as a coach, and we wish him and his family all the very best.
- The 2nd XV's achievements in winning a cup and gaining promotion were a big bonus.
- The ladies second team launch went well - and they got promoted too. On one occasion, with both teams at home, we used forty players in the afternoon.
- The ladies' first team consolidated in their new division but will be hoping to aim for promotion next year.
- The season ended splendidly with a win in the Helsinki Midnight Tournament last weekend.
- A tour to Blois is being considered for next year.

9. Facilities Report – Paddy Henshaw

1. Changing Room Works – Progress slowed down. Planning consent has been granted and we have been chasing an update from Davis Templar of Lewes & Eastbourne DC regarding progress since then. It seems they haven't had the capacity to Specify/ Tender the works and have passed this out to an external consultant who are preparing the specification now and as such should be in a position to tender the works towards the end of July and so the works won't be completed over the summer period as previously hoped.
2. NATWEST Rugby Force – The club were successful in obtaining a contribution of £750 from NatWest Rugby which is also being matched by the club to give us a budget of £1,500 towards works at the club. The current proposal is to hold a volunteers' day on Saturday 25th August where we will be looking for volunteers to help with the works. More details to follow.

Daniel Wade suggested that we contact some political figures on the LDC to come down and look at the state of the pavilion in order to see the situation for themselves.

Andy Kipling asked if the building work would interfere with our match arrangements during the coming season. Paddy Henshaw said that it would not make things impossible.

10. Election of Officers:

The following committee members were happy to stand again for election. They were nominated and seconded as follows, and there being no other nominations received, these were all duly elected.

Role	Officer	Proposer	Seconder
Chairman	Nick Page	Paul Nicholl	Paddy Henshaw
Secretary	Paul Nicholl	Nick Page	Daniel Wade
Treasurer	Mark Hall	Nick Page	Nick Rawson
Juniors Chairman	Mark Cummins	Paul Nicholl	Nick Page
NON-EXEC DIRECTOR (Finance)	Nick Rawson	David Durrant	Dereck Wade
NON-EXEC DIRECTOR (Commercial development)	David Waters	Dereck Wade	David Durrant

11. Subscriptions for 2018/2019:

The Membership and Match Fees will be unchanged for next season, but the onus will be on Captains and team management to be responsible

12. Election of Reporting Accountants:

It was agreed that Knill James should be re-appointed as Reporting Accountants.

13.A.O.B.

- Daniel Wade said that we are on target to retain existing sponsors as well as adding new ones.
- Plans are in place for a handbook for the coming season that will attract advertising revenue.
- There is a need to spend some money on gazebos for the minis tournaments.
- Toby Janikoun raised the issue of the defibrillators which need recharging.
- Rab Willis is going to liaise with Becky Taylor regarding a future strategy for our use of social media. For example, paying for Facebook advertising can enable us to reach wider audiences.
- Terry Powell urged caution in hiring out the clubhouse on a Saturday evening straight after matches as fixtures sometimes need to be rearranged,
- Dereck Wade wanted the club to get more involved in town events as investing in the community could raise our profile within the area.
- Bob Lockyer could do with a safeguarding deputy to cover minis section. They would need to do a "Play it Safe" course, followed by an "In Touch" course.
- Dereck Wade notified the meeting of future changes to the way in which international tickets are allocated that will reflect the value of each club to the growth of the game.

Meeting closed at 9.15 pm

Our next AGM will take place on Wednesday 26th June 2019