



---

**Minutes of the Meeting of the 2017 Annual General Meeting  
held at the Club House, Bramley Road, London N14 4AB at 8:00p.m.  
On Tuesday, 10<sup>th</sup> October 2017**

---

---

|                |  |
|----------------|--|
| Club Chairman: | Peter Haigh  |
| Officers       | John Buckton (President), Jonathan Zenios (Honorary Treasurer)                 |
| Committee:     | Jo Fear, Jo Kelly, Lawrie Nutley, Alison Millard, Eugene Yost and Graham Warne |
| Invited:       | All club members   |

---

| No. | Minute  | Action |
|-----|---|--------|
|     | <b>Apologies for absence</b>  |        |
|     | Barney Richards, Bruce Claridge & Alan Watson   |        |
|     | <b>Minutes of 2016 AGM</b>  |        |
|     | The minutes were formally approved and entered into the record  | JB     |
|     | <b>Chairman's address</b>   |        |
|     | Peter Haigh had previously circulated a report to all members via the club website. He further went on to explain that many of the items covered in the report would be expanded upon during the course of the meeting.   | PH     |
|     | Prior to the Treasurer's report the meeting then voted to dis-apply the rules of audit.   |        |
|     | <b>Treasurer's Report</b>   |        |
|     | Jonathan Zenios had previously circulated draft accounts for review via the club website. He went on to try to explain why some of the accounts showed differences when compared to last year. Generally speaking revenue was down due to a number of factors:  | JZ     |
|     | <ol style="list-style-type: none"><li>1. Two age groups missing within the club</li><li>2. Bar revenue down</li></ol>   |        |
|     | The figures also varied due to the accounting for costs & expenditure which were handled slightly differently this year compared to last year. Pitch infrastructure and utilities costs were higher and Jonathan had attributed costs to certain areas (i.e. Sky TV costs directly attributed to the Bar) in an |        |



| <b>No.</b> | <b>Minute</b>   | <b>Action</b> |
|------------|---|---------------|
|            | attempt to show profit/loss around the club. Last year we also paid out for the training tops for all age groups (an expense we didn't have in the previous season). As far as festivals are concerned – we made a small loss across all festivals/ tournaments   |               |
|            | The accounts were approved and entered into the record.   | JZ            |
|            | <b>Election of the officers</b>   |               |
|            | All existing Committee members have agreed to continue to serve and with no other candidates coming forward, the existing Committee has been retained in office.  | All           |
|            | <b>AOB</b>  |               |
|            | <b>Lease</b> – Peter Haigh updated all on the current situation in regards to the lease. We essentially have a draft lease that Enfield Council sent through – but we are contesting their attempt to get the clubhouse included in the lease.  | PH            |
|            | <b>Accounts</b> – There was a general question from the members about the accounts and the year on year comparisons. JZ once again explained that the figures for the last set of accounts had been handled slightly differently to the previous season, and therefore such a comparison would look poor – but going forward should make it easier to provide accurate year on year comparisons.  | JZ            |
|            | <b>Festivals &amp; Club events</b> – In response from a general question from the members on the profitability of organised events, JZ provided a summary of the various events: <ul style="list-style-type: none"><li>1. End-of-season BBQ – lost money</li><li>2. Saracens Festival – small surplus</li><li>3. Mini Tour – small surplus</li><li>4. Last year's Ball – small surplus (but contributed to the u17's tour)</li><li>5. Attending 'other' festivals – small loss (but still attempting to recover money for this)</li></ul> | JZ            |



| No. | Minute | Action |
|-----|--------|--------|
|-----|--------|--------|

**Questions RE: Mini & Junior section**

There was a question and discussion regarding the u17's & u18's and whether they should be 'playing up' in the seniors. The signing of a 'playing up' form has always been required, and assurance was given that all u18 players would be assessed for their suitability, prior to playing any games. Discussion also took place regarding the loss of an age group (the u17's & their move to Finchley RFC), and whilst the club feel very disappointed that this occurred, at the time there was very little the club could do to avoid it.

There was a question re: mini/junior representation on the committee, and Graham Warne was to become the main link for the age groups.

RFU Insurance – Club membership entitles all players to the RFU cover, please refer to the RFU website for exact details and provision.

**Registration**

PayPal – It was generally agreed that the move to use PayPal (especially in and around registration time) was a benefit to the club & members. The next progression should be to look at activating it through the Pitchero website.

A graduated scale of membership fees for 'late starters' was proposed and would be worked on & calculated at the next general committee meeting.

**Club Shop** – Various questions regarding how the shop was run were received from the membership. The shop is now on a new agreement with a regular rental income, and an agreed level of provision in terms of content & opening hours – plus a review will be put in place.

**Membership & Kit** – The membership questioned what the annual fees entitled the mini/junior members to? It was agreed that the general committee would construct a list of the benefits that membership provided and distribute accordingly. It was also discussed that playing kit was desperately needed (more urgently by some age groups than others). It was agreed that Graeme Warne would conduct an audit of kit across all age groups, and following his findings – a playing kit replacement schedule be put in place and rolled out to the age groups.

**Pitch Allocation** – There was general discussion with regards to the availability of suitable training/playing areas at Bramley Road. Some members felt that having 120 children (u6 & u7 age groups) on unmarked



| No. | Minute | Action |
|-----|--------|--------|
|-----|--------|--------|

pitches constituted a health & safety issue. It was agreed that even for age groups that don't play competitive matches, a suitable area needed to be marked out and made available. A suggestion was made that age groups could have staggered starts (& finishes) and that could alleviate the pitch congestion somewhat.

**Club meetings & minutes** – it was discussed that access to meeting notes/minutes was poor and improvements were needed in this area. The general committee need to address this & ensure minutes are published on the website in a timely manner.

#### **Visibility of Accounts**

Questions were raised with regards to access to the accounts, and visibility of forecasts & planning. JZ said that the infrastructure wasn't currently in place to allow this, but could maybe be worked upon and at least allow overviews rather than the details.

There were also questions with regards to the accounting of the utilities, and disparity in the figures last year & this year (approx. £1000 vs. £11,000+). JZ explained the situation created when Saracens @ Allianz had previously paid the utility bill, but now we have to pay directly and in that handover process of the account we were transferred onto a poor tariff. The situation should improve in the next accounting period as we have time to resolve the tariff situation.

#### **Club Franchises**

Questions were raised with regards to the revenue earning capacity of the various franchises within the bounds of the clubhouse.

In summary:

Club Shop – returns a small rental income

Catering – neutral revenue, rental charge is offset by provision of junior/mini meals.

Physio rooms – returns a small profit

Market & Advertising – no revenue reported.

#### **Clubhouse Lease & Rent**



| <b>No.</b> | <b>Minute</b>  | <b>Action</b> |
|------------|--|---------------|
|            | <p>Discussion took place regarding the need to get the lease for the building resolved &amp; agreed. A new lease has been offered since 2010 which contains a range of proposals which need to be discussed.</p> <p>It was agreed that professional help would be required to resolve this, but at the same time if any members had expertise in this area – then any help would be greatly received. From an accounts perspective, provision was made to take £1000 per month for rent (until this situation has been settled &amp; the new terms are known).</p> | PH            |
|            | <p>As a consequence of all of this it was felt that obtaining a database of club members &amp; their respective areas of expertise (assuming they would be willing to help if required) may be a worthwhile exercise. GW to follow up with an email.</p>   | GW            |
|            | <p><b>AGM Notification</b></p> <p>A number of members questioned the timing in posting the AGM documentation online and vacant positions, it was posted on 29<sup>th</sup> August – with a deadline of 31<sup>st</sup> August for applicants – leaving very little time. This situation needs to be addressed and timings improved upon.</p>   | All           |
|            | <p><b>GDPR</b></p> <p>The club are aware of the on-coming changes with regards to the use &amp; storage of personal information, and there is an action to review what the RFU are proposing &amp; ultimately formulate our own plan and roll out within the club.</p>   | All           |
|            | <p><b>Projects Review</b></p> <p>The membership generally were feeling un-informed of many of the on-going projects that were currently active within the club. It was agreed that a review meeting (or updates during scheduled meetings) would be set up and the membership informed of progress.</p>  | All-PH        |
|            | <p><b>Mini &amp; Junior Letter</b></p> <p>Various points from the letter had been covered during the evening from the letter issued by the mini/junior section, but a formal meeting was still required to discuss further the outstanding points and also updates on any going developments/issues.</p>   | All           |



**Saracens Amateur RFC**  
**2017 AGM Minutes**

---

| <b>No.</b> | <b>Minute</b>  | <b>Action</b> |
|------------|--|---------------|
|            | Meeting Closed @ 10.00pm                                 |               |
|            | Next Committee Meeting 31 <sup>st</sup> October @ 7.30pm |               |