

# **DANEHILL AND CHELWOOD GATE SOCIAL CLUB LIMITED**

## **MINUTES OF THE 46<sup>th</sup> ANNUAL GENERAL MEETING HELD IN THE CLUB ON 21 JUNE 2017 AT 8:30 PM. 20 MEMBERS IN ATTENDANCE.**

K Usher (Chairman) took the chair and opened the meeting by welcoming members to the club's 46<sup>th</sup> AGM and thanked them for coming (on what was the hottest June day since 1976). He reminded members that the meeting was being recorded.

### Apologies for absence

Gerald Lucas.

### Adoption of June 2016 AGM minutes

The minutes for the Annual General Meeting held on 8 June 2016 were presented.

It was proposed by Annette Gurr, and seconded by Paul Thornton that the minutes were adopted as a true record.

### Matters Arising

There were no matters arising from the previous AGM minutes.

### Treasurer's Report

M Cottenham gave the treasurer's report, and presented the accounts for the year ended 31 December 2016.

In summary, the year was a difficult one for the Club, but it is still a going concern. 2016 was hard, with costs cut to keep the financial position stable, but next year looks like it will be equally hard work to make a profit.

Key figures from the financial report and draft accounts were:

Turnover	£55,526
Gross profit	£30,747
Admin. Expenses	£35,717
Surplus/Deficit	£ -4,970

Of the deficit of £4,970, the sum of £4,785 was attributed to depreciation so the effective trading deficit for the year was £185.

This was a very similar final position to the year ended 31 December 2015. However, all figures were reduced compared to 2015:

Bar sales down 15.74%.

Fruit machine sales down 41.34% - mainly due to a change of rental terms on the machines.

Subscriptions down 8.69%

Video games / juke box takings 57.88%

Gross profit correspondingly down 19.94%

Expenses had been further cut, a reduction of 18.96%

The club's gross profit margin was 48.5% for the year.

The members present were then given the opportunity to ask any questions relating to the Treasurer's report.

M Wells asked exactly what was contained in the honourariums figure.

M Cottenham explained that this was payments made to bar staff who were on the committee, and who by club rules could not take payment in any other way.

M Wells also asked about the drop in accountancy costs.

M Cottenham explained that during the year, he had not invoiced the Club for any of his day-to-day book-keeping services; hence the reduction.

A question was asked about the freehold property depreciation figure, and potential re-valuation.

M Cottenham answered that this was as per standard accountancy policy, 2% per annum. It was possible to get an updated valuation for the building, and that would then be reflected on the balance sheet.

M Wells asked about the balance sheet and when the accounts need to be filed.

M Cottenham stated that the balance sheet would be available post-audit, and that accounts needed to be filed by 31 July.

M Wells followed up by requesting the balance sheet with the profit and loss next year. There was general agreement that this should be done, and M Cottenham agreed.

It was proposed by M Wells, and seconded by C Thornton, that the draft accounts be accepted. This was unanimously approved.

There was a brief discussion about what financial information the committee has on a monthly basis at meetings, with an agreement that management P&L reports each month would be highly advantageous. M Cottenham acknowledged this and agreed to provide these.

### Secretary's Report

P Thornton gave the secretary's report.

He stated that at the time of the meeting, there were 74 fully paid-up members of the Club, and that the meeting was quorate with a quorum of 10 members minimum.

Summary of the secretary's report was:

- Challenge of collecting subscriptions payments at the start of the year, encouraged everyone to please pay up sooner rather than later.
- Financial position dominates - the position was a small loss but the difference between profit and loss are very small, but obtained by aggressively cutting expenses.
- Committee and non-committee have helped enormously with a big tidying up exercise. We don't have the budget to upgrade the décor, but we are trying to make the Club more relevant. Use it or lose it is still the mantra.
- Major band events have been very good at raising money - both in terms of bar takings and charging on the door. Explained that in exceptional circumstances we would charge entry to members but only two or three times a year for a major event.
- The Post Office's numbers have been down in the past few months, please try to keep using this to ensure that it stays.

- DMAG and DWAG use the club a lot - many thanks to them for their continued support.
- Pop-up tearoom on Friday afternoons - raised about £250 for charity since it started. Many thanks to Annette Gurr, Carole Thornton and Jean Wood for their hard work with this.
- P Thornton is updating the membership database and removing duplicates, and building a proper membership contact list.
- Discussed the rules document - from the 1970s and last updated in 1991. This needs updating, nothing particularly contentious or major but needs to be brought up to date for 2017 and a general meeting will be called to ratify this when ready.
- Considering changing the name to be a more central village-friendly name. Nothing set in stone at all, but some options have been mooted - this is also ongoing.
- Improving publicity this year - previous year was a particularly bad one for promoting the Club and events. There are leaflets at Heaven Farm and The Old Dairy, trying to ensure that visitors know that they are welcome to come in.

A question was asked regarding visitors using the club - when did occasional use become regular?

P Thornton replied that it was a bit of a grey area, but someone who was clearly occasionally visiting was certainly always welcome. If they became regular users, it would be politely - but strongly - suggested that they joined as a member.

A question was asked about renewal of memberships and the list of people who had not paid.

P Thornton replied that one of the drivers for ensuring that the club had a list of E-mail addresses for members was to ensure that they could be easily contacted and chased for renewals. He also commented that we hadn't published a list of non-renewing members for a few years and that this might be re-introduced.

### Chairman's Report

K Usher gave the chairman's report.

He re-iterated that it has been a long, hard, slog this year - for everyone on the committee.

He thanked the committee for their hard work and commitment to the club.

He also thanked Mick Wells, Bradley Clark, Robin Wood, Jean Wood, Barry Allen and Sarah from DWAG - they all provided either time or items for the club and their support is noted and welcome.

### Election of Officers

P Thornton asked if there were any other volunteers for this year's committee, there were none.

The following officers were elected unopposed:

President	Gerald Lucas
Vice Presidents	Rodney Cobby
Chairman	Keith Usher
Vice Chairman	<i>[Vacant]</i>
Secretary	Paul Thornton
Treasurer	Murray Cottenham

### Election of Committee

There are nine spaces on the committee, and people had indicated that they were willing to serve on the committee: Nigel Clark and Annette Gurr.

Martin Cobby, Robin Wood and Dale Clark volunteered during the meeting, and were proposed and seconded by members present, and duly added to the committee.

K Usher reminded members that people could be co-opted onto the committee at any point during the year if necessary.

### Re-Election of Auditors

It was proposed by, and seconded by, that DMC Partnership, Yew Tree House, Lewes Road, Forest Row should be re-elected as auditors for 2017.

M Cottenham was asked if they gave good value for money. He responded that before we used them, the annual audit almost double the cost that it is now.

Liz Barnard proposed, and P Thornton seconded, the re-appointment of DMC Partnership.

11 members present were in favour, 0 against, and 9 abstained.

### Any other business

No additional formal business for the AGM had been submitted before the AGM.

K Usher asked the members present if they had any other business:

Annette Gurr gave a brief update about the pop-up tea room - P Thornton has already mentioned most of what she was going to say. The tea room has been operational since 3<sup>rd</sup> March, co-inciding with the post office opening on Friday afternoons. The tearoom is raising money for the Queen Victoria Hospital's Peanut ward appeal.

Mick Wells proposed a vote of thanks to the committee and officers of the Club for their hard work during the year. K Usher thanked him on behalf of the committee for this.

### Closing Remarks

K Usher closed the meeting at 21:00 and again thanked everybody for coming and for their support.

Signed as a true record:

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K Usher – Chairman

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Date