

ANNUAL GENERAL MEETING

Tuesday 27 February 2024, 7.30 pm

Inveralmond Community High School, Livingston

Final Agenda

- Welcome
- Approve minutes of previous AGM
 - (See appendix)
- Report on activities of club
- Approve annual accounts
 - (See appendix)
- Review membership fees
 - No changes proposed
- Election of charity trustees
 - Alistair Dalglish, Carrie-Anne Tugman, Debbie Mairs, Gillian Zelazny,
Nick Robshaw, Pauline Macmillan, Liz Power, Zoe Dunn
- Appointment of independent examiner
 - Rebus Bookkeeping
- Consider any motions submitted
 - Consider any proposed Honorary Memberships
 - Avril Pearson (nominated by Debbie Mairs)
 - Sandra Hardacre (nominated by Carrie-Anne Tugman)

AGM MINUTES

**Tuesday 21 February 2023, 7.30 pm
Craigswood Sports Centre, Livingston**

1. Attendees

See separate sheet

2. Chairperson's Welcome

Carrie-Anne Tugman (CT) welcomed everyone to the meeting. CT apologised for the delayed AGM partly due to the COVID pandemic and partly due to a number of trustee resignations over the previous year.

CT thanked the coaches, coaching assistants, jog leaders, team managers, trustees, officials, parents, and everyone else who has helped for their contribution to the club over the last few years.

CT acknowledged how reliant the club is on volunteers giving up their free time for the benefit of the club's athletes.

3. Minutes of previous AGM

These were approved with no changes required.

Proposed DM Seconded SM.

4. Report on Club Activities

Alistair Dalglish (AD) provided a report on club activities, highlighting individual and team performances over the previous year, club records, staffing update, leagues for 2023, and a new athlete awards scheme for u9 to u15 athletes.

5. Annual Accounts

CT presented the annual accounts for the year ending 31 March 2022, and highlighted: [1] facility hire costs have increased by 40% since before COVID. Some quieter RJT bookings removed to offset this. [2] Scottish Athletics membership and entry costs continue to increase [3] Thanks to members who have submitted gift aid declarations, this provides around £2,500 per year to offset price increases [4] staff costs have been significantly lower recently due to unfilled vacancies [5] Overall, for the period the club made a surplus of £21,629, primarily due to low staff costs.

Proposed AD Seconded DM.

6. Review Membership fees for 2023

No changes proposed.

7. Election of charity trustees

The board are proposing the election of Carrie-Anne Tugman, Alistair Dalglish, Debbie Mairs, Gillian Zelazny, Nick Robshaw, Pauline Macmillan and Liz Power as charity trustees.

Proposed AD Seconded NR.

8. Appointment of independent examiner

The board proposed that Rebus Bookkeeping is re-appointed as the independent examiner of our financial report.

Proposed PM Seconded AD.

9. Changes to constitution

The following changes were proposed by the Board to remove ambiguity from certain clauses and more accurately reflect the way the club currently operates:

Clause 18	<p>Current Clause - The membership subscription shall be recommended by the Board of Trustees and decided upon by the members at an AGM and will be payable in January of each year.</p> <p>Proposed Clause - The membership subscription shall be recommended by the Board of Trustees and decided upon by the members at an AGM.</p> <p>Rationale - Update to reflect current operating procedures, with monthly rather than annual subscriptions.</p>
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Clause 19	<p>Current Clause - Only fully paid up Members may perform in the name of the Club, vote and take part in Club activities.</p> <p>Proposed Clause - Only fully paid-up Members, as outlined under clauses 13 and 14, may perform in the name of the Club, vote and take part in Club activities.</p> <p>Rationale - Remove ambiguity and link related clauses.</p>
Clause 28.2	<p>Current Clause - Any member who fails to pay their fees by the date required shall forfeit their right to representation on the board and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.</p> <p>Proposed Clause - Any member who cancels their direct debit mandate and fails to pay their monthly fees shall forfeit their right to representation on the board and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.</p> <p>Rationale - Update constitution to reflect current operating procedures, with monthly rather than annual subscriptions.</p>
Clause 52	<p>Current Clause - Minutes of members' meetings must include the names of those present; and (as far as possible) should be signed by the chairperson of the meeting.</p> <p>Proposed Clause - Minutes of members' meetings must include the names of those present; and be proposed and seconded at the following meeting.</p> <p>Rationale - Update constitution to reflect current operating procedures.</p>
Clause 56	<p>Current Clause - A person will not be eligible for election or appointment to the board unless he/she is a full member of the Club.</p> <p>Proposed Clause - A person will not be eligible for election or appointment to the board unless he/she is a full member of the Club, as outlined under clauses 13 and 14.</p> <p>Rationale - Remove ambiguity and link related clauses.</p>
Clause 97	<p>Current Clause - The board minutes to be kept under clause 96 must include the names of those present; and (as far as possible) should be signed by the chairperson of the meeting.</p> <p>Proposed Clause - The board minutes to be kept under clause 96 must include the names of those present; and be proposed and seconded at the following meeting.</p> <p>Rationale - Update constitution to reflect current operating procedures.</p>

Approved by a show of hands.

The formal AGM business concluded at 8.05 pm.

CT offered the attendees a question and answer opportunity.

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2022		31	03	2023

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations					-	
Legacies					-	
Grants		3,000			3,000	3,195
Receipts from fundraising activities	21,227				21,227	19,628
Membership Income	56,912				56,912	67,115
Gross receipts from other charitable activities	2,988				2,988	44
					-	
A1 Sub total	81,127	3,000	-	-	84,127	89,982
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Loans received					-	30,000
					-	
A2 Sub total	-	-	-	-	-	30,000
Total receipts	81,127	3,000	-	-	84,127	119,982
A3 Payments						
Expenses for fundraising activities	4,101				4,101	4,479
Gross trading payments					-	-
Membership Costs	33,849				33,849	48,710
Payments relating directly to charitable activities	22,304	3,000			25,304	13,644
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts					-	-
Legal costs					-	-
Other	1,426				1,426	1,520
					-	-
A3 Sub total	61,680	3,000	-	-	64,680	68,353
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Loans repaid	30,000				30,000	
					-	
A4 Sub total	30,000	-	-	-	30,000	-
Total payments	91,680	3,000	-	-	94,680	68,353
Net receipts / (payments)	(10,553)	-	-	-	(10,553)	51,629
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	(10,553)	-	-	-	(10,553)	51,629