

DEVIZES CANOE CLUB

MINUTES OF ANNUAL GENERAL MEETING

held on:

Wednesday 10th November 2021

Present: Roger Edwards, Graeme Burgess, Nick Prichard, James Mahoney, Emma O'Hare, Mollie Ball, Jon Scaplehorn, Bev Hunter, Trevor Hunter, Anna Overton, Albert Ehrnrooth, Lindyanne Ehrnrooth, Sue Colby, Stuart Colby, Dan Colby, AJR Hitchcock, Hannah Snowsill-Kenny, Nick Poole, Jenny Jones, Chris Jones, Mark Bouch, Nigel Chivers, Ian Thackray, Tereza Thackray, Paul Papworth-Smith, Steven Bush, Mark Ball, Sarah Cooke, Danny Mason.

Apologies: Andrew Park, Juliette Noble, Simon Darling, Catherine Novis, Alex David, Edd Dobson, Ann Slator, Katie Scaplehorn, Charlie Mayo, Stephen Best, Stuart Bell, Juliet Fooks, Matt Wilks, Andy Allan.

The Chair outlined the agenda, conduct of the meeting and the voting process for AGM resolutions.

Item 1. Apologies.

The chair read a list of apologies received

Item 2. Minutes of previous AGM

No questions or comments were received from members before the meeting, and there were no comments from the floor. The Chair asked the AGM to agree to these minutes as a true record of the last meeting.

Proposed: Mark Bouch

Seconded: Ian Thackray

RESOLUTION PASSED BY MAJORITY VOTE.

Item 3. Trustees Report

The Chair introduced the Trustees' Report for the year ending March 2021. As the report had been circulated, and no comments received, he made a summary highlighting key points:

- Ann Slator was standing down as Club Secretary after 11 years in the role but wants to continue to contribute to the club as a trustee. Members recorded their formal thanks for her contribution.
- The significant impact of COVID from the closure of the waterway at the start of the 2021/21 year
- The significant contribution of volunteers, who went 'above and beyond' to maintain individual and small group access throughout lockdown, provide COVID-safe facilities, adapt the club operating procedures, coach paddlers, then support the start of organised activity when we reopened as regulations eased.
- The engagement and efforts of members who carried on paddling as individuals and in pairs, kept the club ticking over by taking part in online quizzes, zoom calls, virtual time trials, including the MyDW challenge and various running challenges.

The Chair proposed a vote of thanks for Ann Slator's service from the club's formation and on behalf of the club expressed his gratitude for her huge contribution to the club over many years. The members approved the symbolic gift of a lifetime's membership of the club in recognition of her service.

The Chair proposed a vote of thanks to all the many volunteers who maintained club activity during the difficult period of lockdown in 2020, then restored club operations in mid-year as restrictions eased. The chair specifically recognised: Ian Thackray (risk assessments, Katie and Jon Scaplehorn (COVID safety and junior activity), Stuart and Sue Colby (facilities safety), Dan Colby and James New (junior coaching), all other coaches who supported individual paddlers, Luke Hunter (orienteering and virtual circuits), Bev and Trevor Hunter (maintaining competitive excellence) and all other volunteers and parents who enabled paddlers to continue to develop throughout the year.

There were no questions from the floor about the Report's content or fact.

The Chair proposed that the trustees' report be approved for submission to the Charities Commission.

Proposed: James Mahoney

Seconded: Roger Edwards

RESOLUTION PASSED BY MAJORITY VOTE

Item 4. Governance

Legal Status

The Chair outlined details of the club's legal status (a Charitable Incorporated Organisation) since 2014. He summarised the benefits and obligations of the CIO, including business rates relief, access to charities-only grants and the limited liability for trustees and members associated with a limited company. The obligations include governance and reporting requirements plus the need to demonstrate a community benefit. Further details of our CIO status and its implications are published on the club website with the CIO Constitution and Club Rules 2021, which explain who the club is constituted and rules for effective governance.

Appointment of Trustees

The trustee committee meets infrequently, and as required, to agree on major changes in policy and exercise oversight and governance over the club's strategy, budget, capital spending plans and legal commitments. There are eight trustees, including the vacancy for the club secretary.

Two trustees retire annually. This year Mark Bouch and Sue Colby will stand down. Both have nominated themselves for re-election. The chair introduced the nominees for appointment to the trustee committee. The club secretary role, when filled, will join the trustee committee and the appointment will be approved at the next AGM. There were no questions from the floor.

Proposed: James Mahoney

Seconded: Roger Edwards

RESOLUTION PASSED BY MAJORITY VOTE

The following people are duly elected as DCC CIO Trustees

Mark Bouch (Chair)

Paul Papworth-Smith (Treasurer)

To be appointed (Club Secretary)

Ann Slator

Juliet Fooks

Sue Colby

Andy Allen

Chris Jones

Appointment of the Club Management Committee

The chair explained that the trustees delegate operational management to a club management committee. This committee is responsible for the delivery of the club's strategy, the development programme and the day-to-day operations of the club.

There is no requirement to retire members annually and members are approved at the AGM. The chair introduced the management committee and volunteers filling important ex-committee roles.

James Mahoney was welcomed as the new head of the coaching group with a focus on our coaching strategy, coach resources and coach development. The club secretary role, when filled, will join the committee. There were no questions from the floor.

The Chair stated that minutes of committee meetings are published in the members' area of the website.

Proposed: Tereza Thackray

Seconded: Nic Prichard

RESOLUTION PASSED BY MAJORITY VOTE

The following people are duly elected as DCC committee members

Mark Bouch (Chair)

Sue Colby (Deputy Chair)

Paul Papworth-Smith (Treasurer)

To be appointed (Club Secretary)

Katie Scaplehorn (Welfare/Safeguarding Officer)

Ian Thackray (Safety Officer)

Stuart Colby (Facilities Manager)

James Mahoney (Head of Club Coaching Group)

Bev Hunter (Junior Coaching Lead)

Trev Hunter (Talent/High-Performance Coach)

Emma O'Hare (Volunteer Coordinator)

Anna Overton (Communications/PR and Junior Programme Coordinator)

Item 5. Financial Report and Accounts

The Treasurer reported the Club's financial position at year-end. Despite COVID and a lack of events and school income, the financial situation was stable. Grants from Sport England and Wiltshire Council, combined with our membership income restored to pre-COVID levels and income from boat storage enabled us to maintain our reserves and make some investment decisions, including the purchase of a new boat trailer.

The club completed delivery of the 2019/20 Sport England £10,000 equipment grant project, and successfully applied for a further £10,000 equipment grant for return to sport after COVID, which will result in the delivery of more new boats in the next few months.

The club maintains a ring-fenced operating reserve of £9,000 which represents two years of operating costs. This wasn't touched during COVID.

The treasurer explained a change to accounting procedure for assets which would be written off in the 2020/21 accounts as the inventory changes regularly as boats are acquired, replaced and repaired and there is no value in reflecting this in the accounts.

The accounts reported to the charity commission are on a cash-only basis. This is what members would see reported on the charity commission website.

The projected position for 2021/22 looks good with a return to events that earn income and increased activity level.

In response to a question from the floor, the chair summarised investments approved by the trustees to an estimated value of £12,000 to make improvements to club safety, facilities, security and access and building repairs. These will be delivered throughout 2021/2022.

The Chair requested that members approve the 2020/2021 accounts as circulated so they could be published with the Charities Commission.

Proposed: Graeme

Seconded: Nigel Chivers

RESOLUTION PASSED BY MAJORITY VOTE

Item 6. Membership Fees

The Chair explained the committee's proposal to maintain membership fees at 2020/21 levels, make no changes to current membership categories and maintain boat storage fees at £60/year.

From the 2022/23 membership year, a digital fob will be included in the membership fee and in early 2022 the committee will publish how we will extend the use of individual fobs to maintain security and improve recording of access.

A member queried the boat storage charge for private boats stored outside the secure storage shed. The chair explained the committee's view - there will be changes to our exterior storage arrangements, but we do not currently offer private boat storage outside the secure shed or security fence.

We approved the informal storage of private boats on the boat trailer and outside rack during the COVID period, but the use of the boat trailer is no longer possible due to the increased use of club crew boats, the risk of damage removing them from the store, and more regular use of the trailer for winter training.

The location of the boat trailer and the availability of potential storage slots outside the security fence is unrelated to the approval of membership fees so decisions will be made and published by the club committee.

The Chair proposed a resolution to maintain 2022/23 membership fees at 2020/21 levels and include a digital access fob, make no changes to current membership categories and maintain boat storage fees at £60/year.

Proposed: Nigel Chivers

Seconded: Tereza Thackray

RESOLUTION PASSED BY MAJORITY VOTE

Item 7. Adoption of Club Rules 2021

Club Rules support the CIO constitution by setting out how the club will be governed. They sit below the CIO constitution and above club policies, guidelines and codes of conduct and need to be approved by the members at the AGM. The current Club Rules were approved in 2014 and are now out of date. They were reviewed during the governance review process and the draft was published with the AGM notice.

There were no questions or comments on Club Rules 2021.

The Chair proposed a resolution to adopt Club Rules 2021 to replace Club Rules 2014.

Proposed: Chris Jones

Seconded: Jon Scaplehorn

RESOLUTION PASSED BY MAJORITY VOTE

Item 7. Adoption of BC Sports Equality Policy

BC's Sports Equality Policy provides a template for fairness and inclusivity in sport. BC affiliated clubs are encouraged to adopt the policy, which was circulated to members with the AGM notice. The Sports Equality Policy will be signed on behalf of the club, published on the club website and provide a set of principles that will inform club policies and the annual development plan. There were no questions or comments from the floor.

The Chair proposed a resolution to adopt the Sports Equality Policy.

Proposed: Chris Jones

Seconded: Jon Scaplehorn

RESOLUTION PASSED BY MAJORITY VOTE

With the published agenda complete and all resolutions addressed, the AGM was closed.