

# PETTS WOOD RUNNERS ANNUAL GENERAL MEETING

**Date:** Tuesday 13 May 2014 at 8.50pm

**Venue:** Petts Wood Methodist Church, Lakeswood Hall, Queensway, PETTS WOOD, BR5 1EB

## MINUTES

### 1. WELCOME

Chairperson Anne Dunstan welcomed members to the Petts Wood Runners Annual General Meeting.

### 2. APOLOGIES AND ESTABLISHMENT OF A QUORUM

Apologies were received from Emma Doyle. Twenty-four members attended the meeting by 8.50pm therefore a quorum was established (10% of paid-up members).

### 3. MINUTES

Minutes of the previous AGM held 4 June 2013 had been sent out to members on 29 April 2014. There were no matters arising from the minutes.

The minutes were **approved** with no amendments. Proposed by Jenny Leng and seconded by Dave Berry, motion carried with a show of hands.

### 4. CHAIRPERSON REPORT – Anne Dunstan

Anne presented an overview of the club's activities over the past year. Anne reported that the club has 242 members with good member retention; many join through word of mouth. Two beginners courses have run and these help the club to establish a good reputation in the community. The club also has a strong association with parkrun, all the Norman Park Run Directors being PWR members. 290 PWRs have done a parkrun over the past year with 4750 runs in total.

The club's regular weekly events continue with Tuesday the main club night, when 8 groups set out. Anne thanked the LiRF and group leaders for their help and support. Additionally there are regular runs from Willett Rec on Thursday and Sunday mornings. The Fitness & Core session on Thursday evenings take place in the summer, and there is weekly track training at Norman Park.

The club has social events including the Midsummer Evening Run which doubles as our awards evening; we had a Christmas party in November, the Mini Olympics with help from Bromley Bees, as well as social get togethers after Spring marathons and the marathon draw in November. The club has attended KLAN events with speakers including Mara Yamauchi and Dina Asher-Smith, as well as many informal club post-race social events.

However the club's flagship event is the PWR 10k when everybody is simply brilliant. This year the event raised £4,000 for St Christopher's Hospice. The event puts us on the UK running map.

Anne is stepping down after 4 years as Club Chairperson and thanked all the club captains and committee members for their enthusiasm and support. She handed over to Club Captains, Mike Reeves and Karen Barritt, to report on external club activities.

Karen Barritt presented a bouquet of flowers to Anne with a card and PWR plaque as a thank you for Anne's work over the past 4 years.

Mike Reeves, Club Captain, expressed his honour at being a team captain and that his high point had been the team relay the previous week when 60 people took part with participation from every group. The Members' 10k had taken place on a simplified course. KFL has been an unqualified success for the club. The club's attendance had been led by John Gurney and Chris Turner in the early years, with Stephen Robson now taking over. KFL is a good introduction to cross-country running. The club finished 7<sup>th</sup> out of 18 clubs (men's team finished 8<sup>th</sup>, women 6<sup>th</sup>). Many members have taken part in the 12-race Grand Prix series with increased participation at the Assembly League events on Thursday nights in the summer. The club saw 20 PBs and 6 club records at the end of March/early April. Mike thanked all club members for their support and participation.

Women's Captain, Karen Barritt reported that "the girls did good". PWR won the women's prize at Orpington 10k; Hannah Roberts won silver medal at the Kent 3000m Championship; Helen Hart ran the last four miles at Paddock Wood with a broken foot. Jerry Smallwood is our Centurion runner. Many members had completed marathons, including people who started as beginners or in Group 1. Several had achieved GFA times, and the club has also seen members competing in triathlon.

## **5. TREASURER'S REPORT AND FINANCIAL STATEMENTS— Laura Stables**

Laura presented the financial statements. She pointed out that £4,000 of the PWR 10k expenses is in the form of a donation to Harris Hospice.

Mark Burgess asked whether all the teas and coffees provided after events, mostly by Karen Barritt, are paid for by the club. Karen confirmed that she does mostly submit expenses.

There being no further questions, the treasurer's report and financial statements were **approved** by the meeting, proposed by Stephen Robson and seconded by James Wong, motion carried with a show of hands.

## **6. OTHER BUSINESS INCLUDING RESOLUTIONS**

Two resolutions had been received by the due date of 2 May 2014.

### **Resolution 1**

Proposed by Karen Barritt and seconded by Mike Reeves. The resolution is supported by all the current elected PWR committee post holders, captains and vice captains.

The resolution is that:

PWR captains and vice captains as a group should get a single shared vote on the PWR Committee.

The captains & vice captains will have one representative who attends the meeting with one vote on behalf of all the captains. The captains and vice captains will support the decision of whoever attends the meeting.

### **Resolution 2**

Proposed by Richard Dunstan and seconded by Laura Stables. The resolution is supported by all the current elected PWR committee post holders.

The resolution is that:

Four model clauses are added to the Petts Wood Runners constitution in order for the club to be able to qualify for acceptance to HMRC's Community Amateur Sports Club Scheme (CASC).

These are as follows:-

### **1. Main purpose - model clause**

'The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of endurance athletics in the catchment area of Petts Wood in Kent.'

(To be substituted for Point 4 in our existing constitution – The object of the Club is the promotion of endurance running, fitness and associated activities)

### **2. Open to the whole community without discrimination - model clause**

'Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.'

(To be added to point 4 in PWR Constitution)

### **3. Non-distribution to members - model clause**

'All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties'.\*

(To be added as an additional point in the finance section of the PWR Constitution)

### **4. Application of assets on dissolution - model clause**

'Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.'

(To be added as an additional point in the finance section of the PWR Constitution)

\*This does not prevent donations by PWR Club to charities according to the CASC detailed guidance notes.

At the request of Helen Hart, Richard Dunstan gave a brief explanation of CASC. Amateur clubs that successfully apply to be accepted as CASC members can avoid corporation tax; however in order to apply, the model clauses need to be part of the club's constitution. Previously the club has not registered for and has not paid corporation tax, however as the club makes a profit from its 10k, it is likely that the club may be liable for corporation tax.

The resolutions above (1 and 2) were **approved**, as a block vote with a show of hands.

## **7. NOMINATION AND ELECTION OF COMMITTEE AND CLUB CAPTAINS**

Anne Dunstan expressed gratitude to all the committee members and club captains, both those stepping down, and those who putting themselves forward for re-election. .

The following committee postholders have declared their intention to NOT stand for re-election Anne Dunstan (Chairperson), Ray Sievey (Publicity/Kit Secretary), Jonathan Hummerson (Social Secretary), Peter Barrett (Health & Safety Secretary) and Karen Barritt (Ladies Club Captain).

The following nominations for committee posts were received by the due date of 1 May 2014:

POSITION	NAME	PROPOSED BY	SECONDED BY
<b>Treasurer</b>	Laura Stables	Chris Turner	Sian Vaughan
<b>Race Director</b>	David Boswell	Ray Sievey	Karen Barritt
<b>Club Secretary</b>	John Gurney	John Gill	Chris Barritt
<b>Membership Secretary</b>	Emma Doyle	Sarah Stonard	Orla Weston
<b>Minutes Secretary</b>	Sherry Bevan	Jane Thomas	Peter Eves
<b>Coaching secretary</b>	Richard Dunstan	Donna Carroll	Faye Powell
<b>Ladies Club Vice-Captain</b>	Jenny Leng	Ian Noad	Jane Branch
<b>Mens Club Captain</b>	Mike Reeves	Gary Vaughan	Martin Cunningham
<b>Mens Club Vice-Captain</b>	Stephen Robson	John Gurney	Hannah Roberts

The positions above were **approved** as a block. Proposed by Sue Hanney, seconded by Robert Blazye, motion carried with a show of hands.

The following nominations for vacant committee posts were received by the due date of 1 May 2014:

<b>Chairperson</b>	Karen Barritt	Ian Noad	David McCallum
<b>Publicity &amp; Communications Secretary</b>	Natalie Compton	Chris Barritt	John Gill
<b>Kit Secretary</b>	Helen Hart	Clare Fisher	Emily Barber
<b>Social Secretary</b>	Julia Glass	Sherry Bevan	Jo Gambell
<b>Ladies' Club Captain</b>	Sigrid Robson	John Gurney	Hannah Roberts

The positions above were **approved** as a block. Proposed by Mark Burgess, seconded by Jenny Leng, motion carried with a show of hands.

There were no nominations received by the due date 1 May 2014 for the position of Health & Safety Secretary.

## 8. ANY OTHER BUSINESS

James Wong expressed concern that when you pay your membership fee online, you do not receive a confirmation email. John Gurney thanked James for raising the issue and confirmed that he was aware and will follow up to resolve this

There being no other business, Chairperson Anne Dunstan thanked the members for attending and the meeting was closed at 9.30pm.