



Petts Wood Runners - Annual General Meeting
Tuesday 14 May 2018 @ 9.00pm

Bickley Manor Hotel, Thornet Wood Road, Bickley, BR1 2LW

AGENDA

1. Welcome – Club Secretary
2. Apologies for absence and establishment of a quorum
3. Minutes of 2018 AGM
4. Chairperson's Report (Karen Barritt)
5. Treasurer's Report (Laura Stables)
6. Captains' Reports (Gillian Selman / Stephen Pond)
7. Election of Petts Wood Runners Committee and Club Captains
8. Changes to the constitution (Daniel Selman)
9. Any Other Business

NO DOCUMENTS WILL BE AVAILABLE ON THE NIGHT. PLEASE PRINT COPIES OF ANYTHING REQUIRED AND BRING ALONG WITH YOU.

AGENDA ITEMS

Agenda items were invited from members but none were received. No questions were received on the AGM papers.

3. 2018 AGM Minutes

A copy of the minutes of the 2018 AGM may be downloaded by [clicking here](#).

5. FINANCIAL STATEMENT

The financial statement for the 12 months ending 31 March 2019 was circulated on Saturday 27 April 2018. The supporting notes can be found at Annex C.

7. COMMITTEE POSITIONS FOR 2019-20

Any member is entitled to stand for election to any position, subject to the Club's constitution.

Any member wishing to stand for election to a Committee position must have informed the Club Secretary no later than the date shown on the timetable at Annex A. This applied equally to any Committee Member seeking re-election. Additionally, candidates must have been nominated and seconded no later than the date shown on the timetable below by sending an e-mail to the Club Secretary. It was the responsibility of the individual seeking election or re-election to the Committee to ensure their nominator and seconder submit the required nomination by the deadline.



A list of candidates, together with each candidate's nominator and seconder, can be found at Annex B.

The election for all positions with the exception of Women's Captain on the new committee will be by a show of hands, as has taken place at previous AGMs.

WOMEN'S CAPTAIN

Nominations were received for two candidates for Women's Captain. Each candidate was invited to submit a supporting statement which was distributed to members ahead of an online vote. The result of this vote will be announced at the AGM.

UNFILLED POSITIONS

No nominations were received for either Health and Safety Officer or Race Director by the deadline so nominations will be invited on the night.

8. CHANGES TO THE CONSTITUTION

There are 4 proposed changes to the constitution. These can be found at Annex D. Each proposed change will be voted on by a show of hands.



Annexes

Annex A

TIMETABLE

Tuesday 30 April 2019	Final date for submitting items to the agenda.
Sunday 5 May 2019	Final date for submitting written questions on the AGM papers
Sunday 5 May 2019	Final date for nominations for committee positions (including e-mail support from two members - Rule 8)
Tuesday 14 May 2019	Annual General Meeting.
Tuesday 4 June 2019	Minutes and written questions/responses to be published on the club website or circulated by e-mail (no later than this date).

Annex B



Position	Candidate	Nominated By	Seconded By
Chair	Nicola Moore	Julie Medhurst	Spencer Davis
Club Secretary	Daniel Selman	Marcus Elwes	Jason Mercer
Treasurer	Sarah Davis	Kate Anderson	Petula Herbert
Membership Secretary	Wendy Le Comber	Julie Medhurst	Spencer Davis
Men's Captain	Stephen Pond	Roger Vilardell	Steve Bowley
Women's Captain	Gillian Selman	Joanne O'Connell	Simon Dahdi
Women's Captain	Linsey Hopkins	Helen Twyford	Jonathan Bottomer
Coaching Secretary	Richard Dunstan	Janet Littlejohn	Orla Weston
Health and Safety Officer			
Liaison Officer	Hannah Harrison	Kathy Strachan	Wendy Le Comber
Social Secretary	Joanne Carey (O'Connell)	Wendy Le Comber	Hannah Harrison
Minutes Secretary	Julie Medhurst	Nicola Moore	Spencer Davis
Online Content Officer	Spencer Davis	Nicola Moore	Julie Medhurst
Race Director			

Annex C

Accounting Method Explained

Cash accounting is an accounting method whereby receipts are recorded during the periods they are received, and expenses are recorded in the period in which they are actually paid. Cash accounting is often used by small businesses, clubs and associations whereby they are not required by law to use accruals accounting. Cash accounting is a simpler and more straightforward method than accruals accounting and it provides a clear picture of how much money the business actually has on hand. This view was presented at a committee meeting preceding the 2016 AGM and it was agreed that this method was more suited to PWR given the levels of income and expenditure and given the fact that the constitution does not stipulate what method of accounting is required to be used. Cash accounting is an acceptable method of presenting accounts which has been agreed by HMRC given our CASC status.

2018/2019 Accounts

The bank account balance held at the end of the accounting year is £14,536.36 vs £14,569.76 held at the end of last year. This is a year on year adverse variance of £33.40. The year on year movements can be seen in the Accounts Summary, however the primary movements in the year are as follows:

- Net subscription fees are £7,390. This is made up of gross income of £15,845 paid by members partially offset by £8,455 of fees that are paid across to EA. The details of this are shown in Appendix 1. Each club member now pays £27 to PWR of this £15 is paid to England



Athletics – effectively the club receives £12 per year from each club member. The variance year on year is purely a timing difference as to when subs are paid by members and when these are paid across to England athletics.

- From the 2018 10k the club made a profit in the year of £106. This is made up of gross income of £16,918 primarily made up of race entry fees. This is offset by expenses of £16,812. A breakdown of the income and expenses for the 2018 10k are shown in Appendix 2. Donations were made to charity of £6,850.
- The quiz night appeared very popular again with members and raised a profit of £365 and a leader's meal took place again for all those individuals that have completed their LiRF courses and lead groups on a Tuesday night. The cost to the club for this was £474, which was higher than last year because the club has more qualified leaders now.
- We received £332 this year from VLM from volunteering at the Vitality 10k and from the water station. Thank you to all those people who gave up their free time for these events.
- There is an income amount of £456 which was raised by a raffle for our 10k entries this has now been paid 50% to CRY and 50% to Leukaemia UK which are charities close to a couple of our members hearts.
- A loss of £108 is shown for coaches in the accounting period due to the fact that we paid for the Brighton marathon coach in last year's accounting period.
- During the year we have incurred a cost of £3,444 which was the remaining balance for the Kabin that has been erected in Willet rec for storage.
- £168 was incurred for bibs to be used by group leaders on a Tuesday night at group runs.
- Other miscellaneous costs include expenses from the mob match, tea and coffee facilities, key cutting, Grand Prix trophies, BBQ accessories, hall hire, gifts etc. are £1,752 these have increased from last year due to an increase in members.
- Additional expenses incurred this year are £382 for the purchase of a defibrillator and £148 for the Heart Start event that was put on by CRY.

Annex D

Para 5 Current

The entire management of the Club shall be vested in a Committee consisting of Executive Officers and Non-Executive Officers.

Para 5 Proposed

The entire management of the Club shall be vested in a Committee consisting of Executive Officers and Non-Executive Officers (collectively known as Officers)

Para 9 Current

If no candidate for a Non-Executive Officer is put forward at the AGM, then Non-Executive Officers may be appointed by a majority of the Executive Officers. New Committee posts or replacement officers may also be appointed by a majority of the Executive Officers. The Executive Officers may also co-opt additional members with specialist expertise or experience as may be required from time to time.



Para 9 Proposed

If no candidate for a Non-Executive Officer is put forward at the AGM, then Non-Executive Officers may be appointed by a majority of the **Committee**. New Committee posts or replacement officers may also be appointed by a majority of the **Committee**. The **Committee** may also co-opt additional members with specialist expertise or experience as may be required from time to time.

Para 10 Current

No person who has been a member of the Club for less than one year is eligible for election as an Executive Officer. An Officer must be a first claim member of Petts Wood Runners.

Para 10 Proposed

No person who has been a member of the Club for less than one year is eligible for election as an Executive Officer. **Also, no member who has served on the committee for less than one year is eligible for election as Chairperson.** An Officer must be a first claim member of Petts Wood Runners.

Para 11 Current

The Committee shall meet from time to time. The Secretary shall advise all the Officers of any proposed meeting, give at least 7 days' notice of the meeting and provide an agenda for the meeting. A minimum of three Officers shall form a Committee quorum (including at least one Executive Officer).

Para 11 Proposed

The Committee shall meet **at least quarterly**. The Secretary shall advise all the Officers of any proposed meeting, give at least 7 days' notice of the meeting and provide an agenda for the meeting. A minimum of three Officers shall form a Committee quorum (including at least one Executive Officer).



Annex E

Health and Safety Incident Log

April 2018 – March 2019

<i>Date</i>	<i>Group</i>	<i>Incident</i>
18.09.2018	10	Runner tripped on uneven pavement on Lovibonds Avenue and twisted ankle. Unable to continue. Runner was accompanied back to Willet Rec by another member of the group.
25.09.2018	5	Runner fell and grazed knee. Able to continue. Admitted that should have kept a safe distance behind the runner in front.
27.11.2018	11	Runner turned ankle on grass verge adjacent to narrow roadside path. Opted not to continue. Another member of the group accompanied injured runner back to home.
04.12.2018	11	Runner turned ankle on drain cover. Opted not to continue. Another member of the group accompanied injured runner back to rec.
15.01.2019	3	Runner fell and struck the ground, cutting knee and hand and bumping head. Group leader walked back to Willett Rec with injured runner, after another member of the group who was a qualified leader volunteered to take over as leader for the remainder of the run.
15.01.2019	9	Runner tripped over tree root and fell, resulting in a cut chin. Was driven to A&E by another member of the group. Required stitches.
05.02.2019	9	Runner tripped on uneven pavement. Suffered injury to neck. Group leader walked back to rec with injured runner whilst another member of the group a regular leader, took over and led the rest of the run. Injured runner did not need to go to hospital.
26.03.2019	2	Runner fell at start of run, sustaining injuries to face and arm. Was taken home by another member of the group. Group leader then took the group at runner's house to check on runner further. Another group member stayed with runner until spouse arrived. Runner was then taken to A&E and diagnosed with fractured shoulder.
16.04.2019	11	Runner tripped on kerb and fell towards end of run. Continued but felt sore the following day.
20.04.2019	Beginners	Two runners slipped and fell, but were able to continue with the session.