

HEMEL HEMPSTEAD TOWN CRICKET CLUB
ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting will be held in the Pavilion on Wednesday 25th September 2019, commencing at 8.00pm. The agenda is below and the nomination sheet is located outside the Pavilion main bar. The bar will be open until the meeting starts and will close for the duration of the AGM.

Richard Grayson
Chairperson, HHTCC

AGENDA

1. The Chairperson's Opening Statement.
2. To approve the minutes of the AGM held 27th March 2019.
3. To receive and consider:
 - a. The Honorary General Secretary's Report *
 - b. The Honorary Treasurer's Report **
4. Proposal for the award of Honorary Life Membership to Graham Nixon. Proposed: Caradoc Bevan. Seconded: Trevor Radcliffe.
5. Determine **Resolutions 1 and 2** (see below): changes to the Club Constitution.
6. The Club Constitution requires that any expenditure in excess of the lessor of £10,000 or ten percent of the General Fund to be approved at a General Meeting.
 - a. Determine **Resolution 3** (see below): funding of new nets.
 - b. Determine **Resolution 4** (see below – presentation of plans to be made at AGM prior to vote): funding of furniture/fittings in bar area.
7. To elect an auditor to serve from 26th September 2019 until the next Annual General Meeting (before the last day of September 2020).
8. To elect the Officers of the Committee in accordance with Article 7 of the Constitution to serve from 25th September 2019 until the next Annual General Meeting (before the last day of September 2020), except for those elected at the Annual Players Meeting. Ordinary members (I below) will be elected at the AGM if part a) of Resolution 1 is passed, and will otherwise be co-opted by the General Committee.
 - a. President
 - b. Chairperson
 - c. Honorary General Secretary (hereinafter “the Secretary”)
 - d. Honorary Membership Secretary (hereinafter “the Membership Secretary”)
 - e. Honorary Treasurer (hereinafter “the Treasurer”)
 - f. Junior Cricket Manager ***
 - g. Club Captain ***
 - h. Club Welfare Officer
 - i. Bar & Functions Coordinator
 - j. Health & Safety Officer
 - k. Data Protection Officer
 - l. At least Three and up to Six Ordinary Members
9. To transact such other business received in writing by the Chairperson from Fully Paid-Up Members not less than 7 days prior to the Meeting for inclusion on the Agenda.

* As there is no General Secretary the report will then be covered by Richard Grayson and Nick Hodgins in item 1.

** Draft accounts for the year the period from 1st January 2019 to the end of July 2019 will be circulated at the meeting. Audited accounts covering the period 1st January 2019 to the end of the tax year 2019/20 will be presented at the next AGM (before the end of September 2020).

*** Elected at the Annual Players Meeting.

RESOLUTION 1

Proposed changes to the Club Constitution.

- a) The 27th March 2019 AGM resolved that 'Ordinary members will be co-opted by the Committee rather than elected at the AGM.' This led to the Constitution being amended to state that the AGM would elect Committee members 'With the exception of those defined in Articles 3(f), 3(g) and 3(l)'. It is proposed that in Article 6.1.3 the words '3(f), 3(g) and 3(l)' be amended to read '3(f) and 3(g)' so that the Annual Players Meeting continues to elect the Junior Cricket Manager and Club Captain, but the Ordinary Members are elected at the Annual General Meeting. As a consequence, a change is necessary to Article 4.1.7 so that it is changed from 'Co-opt Members to serve on the Committee as Ordinary Members and/or Sub-Committees' to 'Co-opt Members to serve on Sub-Committees'.
- b) When opening a new bank account this year, the club was told that our address should be more clearly defined in the Constitution. In the opening definitions it is proposed to replace 'on the Heath Park, Hemel Hempstead' with 'at Heath Park, Station Road, Hemel Hempstead, Hertfordshire, HP1 1JZ'. A consequential changes later changes 'the Heath Park' to 'Heath Park'.
- c) A change is proposed to cover the problem of the Committee not having enough members to be quorate and therefore being unable to make decisions, by adding at the end of 5.3: 'If the total number of available Committee members including the President should fall below six a Special General Meeting must be convened by the remaining Committee members.'
- d) A further change to ensure that the AGM elects a Committee that is capable of being quorate is proposed by adding to 6.1.3 after 'Constitution' and before 'to serve' the words ', so that the Committee shall be capable of being quorate'.

[Note: The revised Constitution must be signed at the AGM by Proposer, Seconder and Club Captain. Vote is to be recorded on the Revised Club Constitution. An amendment to the Constitution shall be valid only if it is passed by a majority of **two thirds** or more of the Fully Paid-Up Members present at the General Meeting at which the proposal to amend the Constitution is considered.]

Proposed: Richard Grayson Secoded: Trevor Radcliffe

Vote: FOR = _____ AGAINST = _____ ABSTAINED/INELIGIBLE = _____

RESOLUTION 2

Proposed changes to the Club Constitution.

- a) We do not currently have any defined figure for having a sustainable financial reserve. At end of article 1.1.3 add the following: 'The Club's financial reserve should be between £5,000 and £10,000 at the end of each financial year and it may not fall below £5,000 without specific approval of a General Meeting.'
- b) A further financial control is proposed to add to the end of 4.1.1: 'In addition, the terms of any agreement committing the Club to liabilities (such as lease, rental, or loan) totalling more than £5,000 in any 12 month period shall be submitted for approval to a General Meeting.'

Proposed: Richard Grayson Secoded: Emma Benson

Vote: FOR = _____ AGAINST = _____ ABSTAINED/INELIGIBLE = _____

[Note: The revised Constitution must be signed at the AGM by Proposer, Seconder and Club Captain. Vote is to be recorded on the Revised Club Constitution. An amendment to the Constitution shall be valid only if it is passed by a majority of **two thirds** or more of the Fully Paid-Up Members present at the General Meeting at which the proposal to amend the Constitution is considered.]

RESOLUTION 3

The Committee may by resolution spend approximately £20,000 on new net facilities in the area currently commonly known as the 'junior nets' (the nets on the edge of the nursery ground), with £5,000 of this provided from club funds, £5,000 from the 2019 Golf Day, and £10,000 from an England and Wales Cricket Board loan (interest free, repaid quarterly over five years at £500 per quarter), with the aim of the new nets being in place for the start of the 2020 season.

Proposed: Richard Grayson Seconded: Trevor Radcliffe

Vote: FOR = _____ AGAINST = _____ ABSTAINED/INELIGIBLE = _____

RESOLUTION 4

The Committee may by resolution approve up to £10,000 to be spent on benches, carpets and chairs in the bar area.

Proposed: Richard Grayson Seconded: Trevor Radcliffe

Vote: FOR = _____ AGAINST = _____ ABSTAINED/INELIGIBLE = _____

Hemel Hempstead Town Cricket Club

CONSTITUTION

Definitions

In this Constitution:

- i. headings of paragraphs are for convenience only and shall not bear upon the interpretation of the Articles; and
- ii. the following terms shall have the following meanings:

The Club The association of Members comprising the Hemel Hempstead Town Cricket Club whose Premises are situated at Heath Park, Station Road, Hemel Hempstead, Hertfordshire, HP1 1JZ~~on the Heath Park, Hemel Hempstead~~ and whose Club colours are black, light blue and gold.

The Premises The cricket pitches, nets, score box, equipment storage building and Pavilion at ~~the~~ Heath Park.

Sporting Facilities The cricket pitches, nets, score box, equipment storage building and players' changing facilities.

The Pavilion The building at the Premises of the Club housing players' changing facilities and Social Facilities.

Social Facilities The bar and function rooms in the Pavilion.

The Club Notice Board A notice board so designated and prominently displayed in a room in the Pavilion to which all Members have access.

The General Committee The executive committee of the Club, whose composition is set out in Article 3 below.

Officers of the Club The bearers of those posts specified in Articles 3(a) to 3(k) inclusive below.

Trustees Not less than two and not more than four persons appointed in accordance with Article 4.1.10 below and in whom the property of the Club, excluding cash, shall be vested.

Playing Members Eligible members available for selection for the Club cricket teams who have represented the Club in league cricket competitions.

Social Members Non Playing Members of the Club not falling into other classes of membership.

Student Members Playing Members in full time education upon election to membership or at the time of the Annual Players Meeting.

Vice President Members Members of the Club so elected by the General Committee for a specified period or for life in an Annual General Meeting.

Associate Members Members' Spouses, partners and children who are not Playing Members.

Honorary Members Members of the Club so elected by the Members in an Annual General Meeting either for life or for a specified period.

Interim Members Applicants for membership whose application has not yet been considered by the General Committee.

Temporary Members Members or supporters of teams visiting the Club for the purpose of participating as players or spectators in cricket matches with the Club.

Fully Paid-Up Members Members who have paid in full or made arrangements satisfactory to the General Committee to pay in full the Appropriate Subscription. Members who are exempt from payment, which may include Honorary Members, are automatically Fully Paid-Up Members.

Appropriate Subscription The membership fee for the relevant class of membership from the tariff of fees published from time to time by the General Committee.

Holders of Dacorum Cards Persons deemed eligible by the Dacorum Borough Council to obtain the card so designated.

The Club's Financial Year Consistent with Her Majesty's Revenue and Customs tax year.

Notification Written communication sent by post, courier, facsimile or email to the last recorded address of the member. Proof of mailing shall be proof of delivery.

General Meeting An Annual General Meeting or any Special General Meeting.

1 Aims

- 1.1 The aim of the Club, which shall be a non profit making organisation, shall be to provide facilities for and to promote the game of cricket at all levels throughout the district, providing opportunities for recreation and competition. To facilitate these aims:
 - 1.1.1. the Club shall be affiliated to such cricket associations and leagues as the General Committee may from time to time deem appropriate;
 - 1.1.2. the Club may engage in such other social, sporting and commercial activities as the General Committee may from time to time deem appropriate; and
 - 1.1.3. all gains or surplus income accruing to the Club shall be reinvested in the Club and there shall be no distribution of the Club's assets, either in cash or in kind to Members or to third parties with the exception of donations to those bodies named in Article 12.3 below. The Club's financial reserve should be

between £5,000 and £10,000 at the end of each financial year and it may not fall below £5,000 without specific approval of a General Meeting.

2 Membership

- 2.1 Membership of the Club shall be open to any person completing an application form and paying the appropriate subscription. No applicant shall be excluded from membership of the Club by reason of gender, social class, ethnic or religious background, sexual orientation or physical or mental disability.
- 2.2 Membership ("**Members**") of the Club shall consist of the following classes of members:-
- (a) Playing Members
 - (b) Social Members
 - (c) Student Members
 - (d) Vice President Members
 - (e) Associate Members
 - (f) Honorary Members
 - (g) Temporary Members
 - (h) Interim Members
- 2.2.1 Save for the first four classes, membership shall be free of charge.
- 2.2.2 Associate, Temporary and Interim Members shall not be entitled to hold office or vote at General Meetings and shall be subject to such further regulations as the General Committee may prescribe from time to time.

3 General Committee

- 3.1. There shall be a General Committee (hereinafter "the Committee") comprising the following:
- (a) President
 - (b) Chairperson
 - (c) Honorary General Secretary (hereinafter "the Secretary")
 - (d) Honorary Membership Secretary (hereinafter "the Membership Secretary")
 - (e) Honorary Treasurer (hereinafter "the Treasurer")
 - (f) Junior Cricket Manager
 - (g) Club Captain
 - (h) Club Welfare Officer
 - (i) Bar & Functions Coordinator
 - (j) Health & Safety Officer
 - (k) Data Protection Officer
 - (l) Three Ordinary Members*

* The Committee has discretion to appoint up to 6 Ordinary Members.

4 Powers and Duties of the Committee

- 4.1 The Committee shall be responsible for the efficient management of the Club, in pursuance of which it shall have power to;
- 4.1.1 Control the finances of the Club on behalf of the Club including but not limited to entering into contracts of sale, signing lease, rental, loan, investment or other types of agreements, raising capital or charitable donations for the Club, provided that all actions of the Committee involving expenditure or a commitment to expend any sum in excess of £10,000.00 or constituting in excess of ten percent of the General Fund in the previous Financial Year's audited accounts, whichever is the lesser, shall be submitted for approval to the next General meeting of the Club where such expenditure has not previously been approved at a General Meeting. In addition, the terms of any agreement committing the Club to liabilities (such as lease, rental, or loan) totalling more than £5,000 in any 12 month period shall be submitted for approval to a General Meeting.
- 4.1.2 Elect new Club Members.
- 4.1.3 Agree the level of subscription for the various classes of Members by Committee resolution. The Committee may, at its discretion, discount the Appropriate Subscription for such financially disadvantaged Members as Senior Citizens and Holders of Dacorum Cards.
- 4.1.4 Reprimand, suspend or expel from membership subject to a right of appeal by the Member to a General Meeting in accordance with the procedure laid down in the bye laws any Member deemed to be guilty of conduct detrimental to the interests of the Club.
- 4.1.5 Appoint **Sub-Committees** to assist in the management of the Club and delegate any necessary powers to that Sub-Committee. The Chairperson of each Sub-Committee shall be an elected member of the Committee and the Committee Chairperson, Treasurer and Secretary shall be ex-officio members of all Sub-Committees.
- 4.1.6 Make appointments from the Club membership to fill any vacancies on the Committee that may occur between Annual General Meetings.
- 4.1.7 Co-opt Members to serve on ~~the Committee as Ordinary Members and/or~~ Sub-Committees.
- 4.1.8 Make any bye laws that it considers necessary for the good administration and order of the Club, provided that such bye laws shall be lawful and shall not conflict with any of the Articles of the Constitution of the Club. A copy of these bye laws shall be permanently displayed on the Club Notice Board.
- 4.1.9 Elect or remove **Trustees**, in whom the property of the Club excluding cash (which shall be under the control of the Treasurer) shall be vested and who;
- (a) upon election by the Committee, shall be appointed by the President of the Club by deed in accordance with the Trustee Act 1925
 - (b) shall be not less than two and not more than four in number

- (c) unless removed from office by a resolution by the Committee, shall hold office until death or resignation
 - (d) shall deal with the property of the Club as the Committee may from time to time direct by resolution and the entry in the minutes of a Committee meeting shall be conclusive evidence of such resolution
 - (e) Shall have the power pursuant to a resolution of a General Meeting; to borrow and raise money in any manner and to secure the repayment of any money borrowed, raised or owing by mortgage, charge, standard security, lien or other security upon the whole or any part of the Club's property or assets (whether present or future) and to execute such documents as are required in this connection
 - (f) may be removed from the office of Trustee for any reason which may seem sufficient to a majority of the members of the Committee present and voting at any meeting of the Committee
 - (g) shall be indemnified against risk and expense out of the Club property, save where the Trustee has acted fraudulently
- 4.2 The Committee shall keep accurate accounts of the finances of the Club through the Treasurer, which accounts shall be available at all reasonable times for inspection by any Member and which shall be audited prior to the Annual General Meeting (except the September 2019 Annual General Meeting where unaudited draft accounts may be presented). The accounts will be audited against recognised auditing standards for companies or clubs and in addition the auditor shall audit the Club's compliance with HMRC's tax regulations and appropriate payment of taxes relating to PAYE and end of year reporting, Corporation Tax, Annual Tax Return, Community Amateur Sports Club (CASC) and, Pension and associated Auto-Enrolment processes.
- 4.3 The Committee is hereby indemnified by the Club against any civil action, fine or tax taken or levied against it jointly or severally as a result of or arising from the proper exercise of its powers and duties under the Constitution of the Club.
- 4.4 The Committee shall have the sole authority to propose candidates either for life or for a specified period for the election to Vice President Membership. The committee may elect club sponsor candidates to Vice President Membership for a period not exceeding the term of the paid sponsorship. The Annual General Meeting may elect candidates proposed by the Committee either for life or for a specified period to Vice President Membership.
- 4.5 The Committee shall have the sole authority to propose candidates either for life or for a specified period for the election to Honorary Membership by the Annual General Meeting.

5 Meetings of the Committee

- 5.1 Meetings of the Committee shall be convened by the Secretary or Chairperson in the absence of the Secretary at any time but at intervals of not

more than three months having given at least seven days Notification to each member of the Committee.

- 5.2 The Chairperson of the Club or the Secretary shall preside at all Committee meetings but if neither shall be present, the members present and entitled to vote shall elect a Chairperson for the meeting.
- 5.3 A quorum for Committee meetings shall be six members of the Committee, at least two of whom shall be elected Officers of the Club. If the total number of available Committee members including the President should fall below six a Special General Meeting must be convened by the remaining Committee members.
- 5.4 Each member of the Committee shall have one vote at Committee meetings save for the Chairperson who, in the event of an equality of votes, shall have a second or casting vote.

6 Other Club Meetings

- 6.1 **The Annual General Meeting** of the Club shall be held not later than the last day of September in each year, commencing September 2019. Not less than 14 days Notification of the Meeting and of the agenda shall be given by the Secretary or Chairperson in the absence of the Secretary to all Fully Paid-Up Members and upon the Club Notice Board. The business of the Annual General Meeting shall be:
 - 6.1.1 To receive reports by the Secretary and by the Treasurer together with audited accounts for the previous Financial Year (except the September 2019 Annual General Meeting where unaudited draft accounts may be presented);
 - 6.1.2 To elect an auditor to serve from the date of the Annual General Meeting until the next Annual General Meeting;
 - 6.1.3 With the exception of those defined in Articles 3(f) and, 3(g) and 3(l) above, to elect the members of the Committee in accordance with Article 7 below of the Constitution, so that the Committee shall be capable of being quorate, and to serve from the date of the Annual General Meeting until the next Annual General Meeting;
 - 6.1.4 To vote upon any persons who have been properly proposed as Honorary Members or Vice President Members;
 - 6.1.5 To hear any representations against reprimand, suspension or expulsion of a Member either by the Member in person or by a representative appointed by the Member for the purpose and to determine the appeal by majority vote; and
 - 6.1.6 To transact such other business received in writing by the Secretary or Chairperson in the absence of the Secretary from Fully Paid-Up Members not less than 7 days prior to the meeting for inclusion on the agenda.

- 6.2 **Special General Meetings** may be convened at any time by the Committee and shall be convened by the Committee within 21 days of the date of a request in writing to the Secretary or Chairperson in the absence of the Secretary signed by ten Fully Paid-Up Members. 7 days Notification of such a meeting and of the agenda shall be given to all Fully Paid-Up Members and upon the Club Notice Board. No business other than that specified in the notice convening the meeting shall be transacted at such a meeting save at the discretion of the Chairperson of the meeting and with the concurrence of the majority of the Fully Paid-Up Members present.
- 6.2.1 A Special General Meeting called for the purpose of hearing an appeal against reprimand, suspension or expulsion shall follow the procedure laid down in Article 6.1.5 above.
- 6.3 The Chairperson of the Club or the Secretary shall preside at all General Meetings save that, in their absence, a Chairperson may be elected for the meeting by the Fully Paid-Up Members attending who are over the age of 16.
- 6.4 The **Annual Players Meeting** shall be held not later than the last day of January in each year, commencing January 2020, for the purpose of electing the Club Captain, Captains and Vice Captains of the Club teams, and the Junior Cricket Manager, to serve until the next Annual Players Meeting. Only Fully Paid-Up Playing Members shall be eligible to vote at this meeting and only members who have represented the Club from time to time in league competitions over the period of at least two seasons shall be eligible to stand as Club Captain.
- 6.5 The quorum at any meeting convened under this Article of the Constitution shall be ten Fully Paid-Up Members over the age of 16 or Playing Members over the age of 16, as appropriate.

7 **Voting Procedures and Elections**

- 7.1 Election of Committee Members, Captains and Vice Captains of the Club teams shall be by secret ballot.
- 7.2 With the exception of proposals to alter the Constitution, resolutions and elections shall be decided by simple majority of Members attending and eligible to vote save that in the case of equality of votes the Chairperson shall have a second or casting vote.
- 7.3 Only Fully Paid-Up Members over the age of 16 shall be eligible to vote and save for the elections defined in Article 7.1 above, all voting shall be by a show of hands.
- 7.4 Candidates for election to the Committee and at the Annual Players Meeting shall be nominated by two Members of the Club and shall signify their willingness to stand in writing. Signed nominations shall be delivered to the Secretary or Chairperson in the absence of the Secretary in advance of the appropriate meeting.

- 7.5 The Secretary shall be the first Officer of the Club to be elected and any candidate defeated for any post on the Committee may subsequently stand for any other posts at that meeting.

8 Election and Resignation of Members

- 8.1 Each applicant for membership of the Club shall complete an application form, which shall be displayed on the Club notice board at least two weeks prior to consideration by the Committee. In the case of applications for Social Membership, the application shall be accompanied by the appropriate membership fee, which shall be returned in full in the event of failure of the membership application.
- 8.2 Election to membership shall be at the sole discretion of the Committee.
- 8.3 Interim Membership may be conferred at the discretion of either the Chairperson or Secretary on any applicant for membership.
- 8.4 A Member may terminate his/her membership at any time by notice in writing to the Secretary or Membership Secretary.

9 Renewal of Membership

- 9.1 Each Playing Member shall renew his/her membership annually by arranging to pay the Appropriate Subscription on or before the day of the Annual Players Meeting.
- 9.2 Each other Member shall renew his/her membership annually by arranging to pay the Appropriate Subscription by the end of March and in any case by the end of April at which time membership will lapse.

10 Guests and Other Visitors

- 10.1 Whenever practical, the Club shall allow members of the general public to use its Sporting Facilities.
- 10.2 Subject to the licensing laws, use of the Social Facilities shall not be denied unreasonably to members of the general public and the Committee may, at its discretion, admit to, hire or lend these facilities to individuals or organisations that are not or do not include Members.
- 10.3 No person who has been expelled from, or refused membership, or who is indebted to the Club shall be admitted to the Club as a guest or other visitor.
- 10.4 Should the Secretary or, in his/her absence, his/her representative deem it desirable in the interests of the Club, any Members, guests or visitors may be required to leave the Club Premises.

11 Constitutional Amendments

- 11.1 The Constitution may only be amended in a General Meeting.

- 11.2 A proposal to amend the Constitution must be:
- 11.2.1 signed by two Fully Paid-Up Members over the age of 16 and the Club Captain; and
 - 11.2.2 submitted to the Secretary or Chairperson in the absence of the Secretary not less than thirty days prior to the General Meeting at which it is to be considered.
- 11.3 An amendment to the Constitution shall be valid only if it is passed by a majority of two thirds or more of the Fully Paid-Up Members over the age of 16 present at the General Meeting at which the proposal to amend the Constitution is considered.

12 Dissolution

- 12.1 If at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Secretary or Chairperson in the absence of the Secretary shall immediately convene a Special General Meeting to be held not less than thirty days and not more than sixty days thereafter to discuss and vote on the resolution.
- 12.2 If, at that Special General Meeting, the resolution is approved by at least two thirds of Members attending and eligible to vote, the Committee shall thereupon, or at the date specified in the resolution, proceed to realise the assets of the Club and to discharge all debts and liabilities of the Club.
- 12.3 After the discharge of all debts and liabilities of the Club, the net assets of the Club shall be applied to the purposes of one or more of the following:
- 12.3.1 Cricket's governing body for use in community related sport;
 - 12.3.2 Any organisation registered under the Community Amateur Sports Club Scheme or its successor; and
 - 12.3.3 Any registered charity having aims similar to those of the Club.

Date: 27th March 2019

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Meeting Chair: Alan Morton

Present: Refer to Appendix 2

1. Apologies	Action
1.1. Sarah Samuels, Dudley Warnford, Guy Fowler, Rose Fowler and Dave Davies	
2. Notice and Agenda Items - Refer to Appendix 1	
2.1. The Chairperson's Opening Statement - Refer to Appendix 3.	
2.2. Approve the minutes of the Annual General Meeting held on 28 th March 2018, which were provided in advance with the meeting Notice and Agenda. Proposed: Duncan Howard Seconded: Richard Grayson <u>VOTE</u> FOR: 26 AGAINST: 0 ABSTAIN: 0	
2.3. Receive and consider: 2.3.1. The Honorary General Secretary's Report. In the absence of a General Secretary the report was provided by the Chairperson (Alan Morton - Refer to Appendix 3) and Club Captain (Nick Hodgins – Refer to Appendix 4). 2.3.2. The Honorary Treasurer's Report was provided by Trevor Radcliffe (Refer to Appendix 6), which included an overview of the accounts for 2016, 2017 and 2018. The full audited accounts for the years ending 31st December 2016, 31st December 2017 and 31st December 2018 are provided in Appendix 6.	
2.4. Approve changes to the Club Constitution. In the absence of a General Secretary the Chairperson (Alan Morton) and Committee received the proposed changes to the Club Constitution by e-mail 23 rd February 2019 and recommend the amendments to the Annual General Meeting. The details stated in Appendix 1/ Resolution 1 were presented to the meeting and the amended Club Constitution document (refer to Appendix 5) was available for review. There were no questions from the meeting regarding proposed amendments. An amendment to the Constitution shall be valid only if it is passed by a majority of two thirds or more of the Fully Paid-Up Members present at the General Meeting at which the proposal to amend the Constitution is considered. RESOLUTION 1: Approve amendments to the Club Constitution as detailed in Appendix 1/ Resolution 1. Proposed: Andy Turbutt Seconded: Robert Lane Accepted by the Chairperson of the Subcommittee (Club Captain): Nick Hodgins <u>VOTE</u> FOR: 27 AGAINST: 0 ABSTAIN: 0 Refer to signed original Club Constitution for record of signatures (copy as per Appendix 5).	
2.5. RESOLUTION 2 – Pay outstanding loans to RBS, Boxmoor Trust and DBC as detailed in Appendix 1/ Resolution 2. Proposed: Duncan Howard Seconded: Andy Turbutt <u>VOTE</u> FOR: 27 AGAINST: 0 ABSTAIN: 0	

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2.6.	<p>RESOLUTION 3 – Pay for the repair to the Pavilion balcony as detailed in Appendix 1/ Resolution 3.</p> <p>Proposed: Matt Judd Seconded: Mike Samuels</p> <p><u>VOTE</u> FOR: 27 AGAINST: 0 ABSTAIN: 0</p>	
2.7.	<p>Elect an auditor to serve until the next Annual General Meeting (Refer to Appendix 7).</p> <p>RESOLUTION 4 – Agree Hillier Hopkins LLP to serve until the next Annual General Meeting, to be held before the last day of September 2019.</p> <p>Proposed: Trevor Radcliffe Seconded: Alan Morton</p> <p><u>VOTE</u> FOR: 27 AGAINST: 0 ABSTAIN: 0</p>	
2.8.	<p>With the exception of those defined in Article 3(f), 3(g) and 3(l), to elect the Officers of the General Committee in accordance with Article 7 of the Constitution to serve from the 27th March 2019 until the next Annual General Meeting, to be held before the last day of September 2019.</p> <p>Officers are Proposed and Seconded in Appendix 7. There is only one candidate for each Officer position. The following are then duly elected to serve on the General Committee until the next Annual General Meeting, to be held before the last day of September 2019:</p> <ul style="list-style-type: none"> a. President - Paul Thompson b. Chairperson – Richard Grayson c. Honorary General Secretary (“the Secretary”) - TBA d. Honorary Membership Secretary (“the Membership Secretary”) – Mike Samuels e. Honorary Treasurer (“the Treasurer”) – Trevor Radcliffe f. Junior Cricket Manager – Richard Grayson (elected at the Annual Players Meeting) g. Club Captain – Nick Hodgins (elected at the Annual Players Meeting) h. Club Welfare Officer – Robert Lane i. Bar & Functions Coordinator Emma Benson j. Health & Safety Officer Norman Waterton k. Data Protection Officer Alan Morton <p>The following were noted and will be considered by the General Committee to serve as Ordinary Members of the Committee: Caradoc Bevan, Duncan Howard and Matt Judd.</p>	
2.9.	<p>Transact such other business received in writing by the Secretary from Fully Paid-Up Members not less than 7 days prior to the Meeting for inclusion on the Agenda.</p> <p>No other business was received.</p>	
2.10.	<p>The Chair wished Richard and the Club all the best for the future, and every success on the field this year, the 2019 Annual General Meeting was then closed.</p>	

Minutes of AGM
Wednesday 27th March 2019

APPENDIX 1 – NOTICE & AGENDA

Notice is hereby given that the Annual General Meeting will be held in the Pavilion on Wednesday 27th March 2019, commencing at 8.00pm. The agenda is below and the nomination sheet is located outside the Pavilion main bar. The bar will be open until the meeting starts and will close for the duration of the Annual General Meeting.

Alan Morton
Chairman HHTCC

AGENDA

2. The Chairperson's Opening Statement.
3. To approve the minutes of the Annual General Meeting held 28th March 2018 (attached).
4. To receive and consider:
 - a. The Honorary General Secretary's Report *
 - b. The Honorary Treasurer's Report **
5. Determine **Resolution 1** (see below): changes to the Club Constitution.
6. The Club Constitution requires that any expenditure in excess of the lessor of £10,000 or ten percent of the General Fund to be approved at a General Meeting.
 - a. Determine **Resolution 2** (see below): pay outstanding loans to RBS, Boxmoor Trust and DBC
 - b. Determine **Resolution 3** (see below): pay for the repair to the Pavilion balcony
7. If the changes to the Club Constitution are approved to elect an auditor to serve from the 27th March 2019 until the next Annual General Meeting (before the last day of September 2019). *Otherwise the auditor will server for a period of one year from the 27th March 2019.*
8. If the changes to the Club Constitution are approved by Item 4 above then with the exception of those defined in Article 3(f), 3(g) and 3(l), to elect the Officers of the Committee in accordance with Article 7 of the Constitution to serve from the 27th March 2019 until the next Annual General Meeting (before the last day of September 2019). *Otherwise the committee will serve for a period of one year from the 27th March 2019, and positions (i.), (j.) and (k.) are void, and up to 6 Ordinary Members will be elected.*
 - a. President
 - b. Chairperson
 - c. Honorary General Secretary (hereinafter "the Secretary")
 - d. Honorary Membership Secretary (hereinafter "the Membership Secretary")
 - e. Honorary Treasurer (hereinafter "the Treasurer")
 - f. Junior Cricket Manager ***
 - g. Club Captain ***
 - h. Club Welfare Officer
 - i. Bar & Functions Coordinator ****
 - j. Health & Safety Officer ****
 - k. Data Protection Officer ****
 - l. Three Ordinary Members ****
9. To transact such other business received in writing by the Chairman from Fully Paid-Up Members not less than 7 days prior to the Meeting for inclusion on the Agenda.

* As there is no General Secretary the report will then be covered by Alan Morton and Nick Hodgins.

** The accounts for the year ending 31st December 2016, year ending 31st December 2017 and year ending 2018 are not appended hereto, but copies will be available at the meeting.

*** Elected at the Annual Players Meeting.

**** If the changes to the Club Constitution are approved in item 4 above new positions (i.), (j.) and (k.) are open to club members and Ordinary Members will be co-opted by the new Committee.

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RESOLUTION 1

Proposed changes to the Club Constitution:

1. New committee positions are included to recognise legislation changes (GDPR), the continued focus on running the bar and function, and further promote H&S.
 - a. Bar & Functions Coordinator
 - b. Health & Safety Officer
 - c. Data Protection Officer
2. The number of Ordinary Members of the Committee is reduced to 3 (from 6) with Committee discretion to appoint up to 6 Ordinary Members. Ordinary members will be co-opted by the Committee rather than elected at the Annual General Meeting.
3. To reduce the end of year accounting/audit effort the club financial year is moved to coincide with Her Majesty's Revenue and Customs tax year. This will be facilitated by holding the next Annual General Meeting on or before the end of September 2019 and then every 12 months thereafter before the end of September. To minimise costs unaudited draft accounts will be presented at the September 2019 Annual General Meeting for the period 1st January 2019 to the end of the tax year 2018/19. Audited accounts will then be presented at the following Annual General Meeting (by the end of September 2020) covering the period 1st January 2019 to the end of the tax year 2019/20. In addition the Committee will be elected until the next Annual General Meeting is held (September 2019) and then for periods of 12 months thereafter at Annual General Meetings, and the Annual Players Meeting will be held before the end of January 2020 and then every 12 months thereafter.
4. Changes to say the "Chairperson in the absence of the Secretary" may act.
5. Subscriptions will be formally agreed by Committee resolution.
6. Correct omission that the Annual General Meeting will vote on any persons who have been properly proposed as Vice President Members.
7. Correct minor typos.

Revised Club constitution must be signed at the Annual General Meeting by Proposer, Seconder and Club Captain.

Vote is to be recorded on the Revised Club Constitution.

An amendment to the Constitution shall be valid only if it is passed by a majority of **two thirds** or more of the Fully Paid-Up Members present at the General Meeting at which the proposal to amend the Constitution is considered.

RESOLUTION 2

The Committee may by resolution recommend to the Trustees paying off from the Raymond Arthur Dean legacy up to £80K of outstanding loan/debt amounts with RBS, Boxmoor Trust and Dacorum Borough Council. The Trustees will then by resolution consider the Committee's recommendations that will be entered into the minutes of a Committee meeting as conclusive evidence of such resolution, which if approved will allow the Treasurer together with an authorised signatory to the Club's bank account to pay off the loans.

RESOLUTION 3

The Committee may by resolution approve up to £15K to repair the Pavilion balcony to a suitable standard.

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APPENDIX 2 – ANNUAL GENERAL MEETING ATTENDANCE RECORD

HEMEL HEMPSTEAD TOWN CRICKET CLUB
AGM ATTENDANCE RECORD 27 MARCH 2019

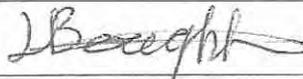
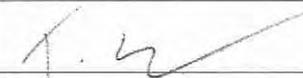
The Committee would like volunteers to help with regular and ad-hoc tasks around the club, which is in addition to the annual work party and could be at any convenient time for you during the year. If you are willing to offer a few hours of your time per month please tick the box below.

Only Fully Paid-Up Members over the age of 16 shall be eligible to vote. Election of Officers of the Club shall be by secret ballot, all other voting shall be by a show of hands. Associate, temporary and Interim Members shall not be entitled to hold office or vote.

No.	PRINT NAME	SIGNATURE	VOLUNTEER
1	PAM THOMPSON	P. Thompson	✓
2	Lesley CROUSE-WEIGHT	Lesley Crouse-Weight	
3	ROBERT LANE	Robert Lane	✓
4	CAROL BEVAN	Carole Bevan	
5	ANDY TURBUTT	A.C. Turbutt	✓
6	JONATHAN CARR	P. J. Carr	
7	Graham Clark.	Graham Clark	✓
8	TONY LINFOOT	A. Linfoot	✓
9	Alan Morton	A. Morton	
10	MIKE SAMUELS	Mike Samuels	✓
11	Nicholas Benson	Nicholas Benson	
12	Emma Benson	Emma Benson	✓
13	Richard Grayson	R.S. Grayson	✓
14	Duncan HOWARD	Duncan Howard	✓
15	MATT SUDD	Matt Sudd	✓
16	BRET PENNY	Bret Penny	✓
17	VORY FRASER	Vory Fraser	✓

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**HEMEL HEMPSTEAD TOWN CRICKET CLUB
AGM ATTENDANCE RECORD 27 MARCH 2019**

No.	PRINT NAME	SIGNATURE	VOLUNTEER
18	Jack Boughton		✓
19	DAVID JENKINS		✓
20	Tom Waterton		✓
21	LIZZ RADCLIFFE		✓
22	CARL CHAPMAN		✓
23	HEMISH ILLINGWORTH		✓
24	NORMAN WATERTON		✓
25	Karen Morton-Smit		✓
26	NICK HOBBS		✓
27	Tyson Radcliffe		
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APPENDIX 3 – CHAIRPERSON’S INTRODUCTION AND ADDRESS

Welcome to the 2019 HHTCC AGM

Informative meeting - covering last year and what to expect in the coming year

Housekeeping:

Quorum for the AGM is ten Fully Paid-Up Members over the age of 16. Only Fully Paid-Up Members over the age of 16 shall be eligible to vote. Election of Officers of the Club shall be by secret ballot, all other voting shall be by a show of hands. Associate, Temporary and Interim Members shall not be entitled to hold Office or vote.

Apologies received from:

Sarah Samuels, Dudley Warnford, Guy Fowler, Rose Fowler and Dave Davies

The Agenda this evening is:

1. My Opening Statement
2. Approve the minutes of the AGM held on 28th March 2018
3. Receive and consider:
 - a. I and Nick will cover the Honorary General Secretary's Report
 - b. Trevor will provide Treasurer's Report (2016, 2017 and 2018)
4. Approve amendments to the Club Constitution notified by Resolution 1
5. Approve significant expenditure items notified by Resolutions 2 (loan repayment) and 3 (repair to balcony)
5. Elect an auditor to serve until the next AGM (Hillier Hopkins)
6. Elect the members of the Committee in accordance with Article 7 of the Constitution to serve until the next AGM
7. Transact such other business received in writing by the Secretary from Fully Paid-Up Members not less than 7 days prior to the Meeting for inclusion on the Agenda
8. Close the meeting

AGENDA ITEM 1 and 3a – Chairpersons Address

COMMITTEE

- Your Committee was stretched again this past year but has delivered a lot
- Thank you then on behalf of the Club for all their efforts and a personal thank you from me for their support over the past 2 years
- To keep pace with increasing regulation from HMRC, H&S and DP the Committee should evolve over the next few years and the journey starts with proposing 3 new Officer roles to be approved by Resolution:
 - Bar & Functions Coordinator
 - Health & Safety Officer
 - Data Protection Officer
- The Bar & Functions Coordinator role also recognises the important revenue contribution from bar sales
- 3 Ordinary Members of the Committee will be co-opted by the Committee, the Committee has discretion to appoint additional Ordinary Members

OUR SPONSORS

- Andy has been proactive over the past 6 months, progressing the outstanding sponsor payments, negotiating terms with existing sponsors and securing new sponsors (over £6K so far), we are pleased that additional local firms have chosen to support us:

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- Vertex Solutions – Club Sponsor
- Carrob Controls & Services – Junior Section Sponsor
- OSD Healthcare – Junior Coach Sponsor
- Selco Builders Warehouse – Premium Advertising Sponsor
- TCF Print Management (nettl) – Print provider
- The cost of the electronic scoreboard was fully covered by Niftylift in return for a 10 year sponsorship, thank you on behalf of the Club to Niftylift
- Vertex are now the Club Sponsor and we are pleased that Pictons are continuing to support the Club
- We should also recognise Carr Richards and Indigo Tree who give their time for free, and Romida who provide discounted equipment
- Sponsorship this year is around £13K, an increase of 5K over last year excluding Niftylift
- Some of the increase relates to shirt sponsorship, I would now like to ask Andy to model some logoed shirt samples and to tell us about the shirt sponsors (Vertex/Carob/OSD)

LEGACY FROM RAYMOND DEAN

- At the last AGM I reported a potential Legacy of around £125K to £150K
- I am pleased to confirm the amount as £131K and the Club should receive the funds soon (just waiting for one beneficiary to agree)
- As Mr Dean was not well known to the Club we decided to protect the Club by insuring the legacy amount against any potential claim
- A Resolution is proposed that will enable the Club to pay outstanding loan/debt amounts to RBS, Boxmoor Trust and Dacorum Borough Council, up to £80K in total
- Thanks go to Jonathan Carr for his invaluable support and advice
- The Committee will place a fitting reminder of Mr Dean's generous bequest

TOUGH FINANCIAL YEAR AGAIN FOR THE CLUB

- I would like to recognise:
 - All the sponsors for their support
 - The generous support again for the golf day
 - The bar staff and Sarah for delivering the bar revenue
- It is proposed by Resolution to move the Club accounting year to match the HMRC tax year, which should reduce the accounting effort, to facilitate this a Resolution to change the Constitution is proposed:
 - The next AGM will be held before the end of September 2019, which means the Committee are elected for a 6 month period
 - Unaudited accounts for the period 1 January 2019 to the end of the 2018/19 tax year will be presented at the September 2019 AGM, and will be audited in time for the 2020 AGM
 - Future AGMs will be held annually in September and audited accounts for the prior tax year will be presented
 - The annual players meeting will now be held before the end of January each year
- The past year has again been financially difficult and the effort to reconcile prior years was significant for Trevor and myself
- The 2018/19 payroll is now managed through QuickBooks, full details have been submitted to HMRC and the appropriate taxes paid
 - Bar staff have been issued with payslips and any back pay for the current year
 - We have sent a letter to HMRC explaining the situation
- The letter to HMRC also covered the prior tax years, which included full payroll calculations and a cheque for the tax we believe is due
- We are now waiting for HMRC to respond to our letter so we can't speculate on the outcome, especially as we have limited experience of such matters
- HMRC may request further details relating to PAYE or Corporation Tax, however we hope that no further back taxes or fines will result

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- Trevor will present the accounts and will explain that after the loan capital repayments the Club has not been able to make ends meet for at least the past 6 years, consequently we should thank:
 - The members who have loaned the Club almost £10K
 - Members who provided short-term loans, now repaid
 - Trevor for managing the bank accounts, which were never overdrawn
- So in conclusion the Raymond Dean legacy is a “life changing event” and the Club’s innings continues at 169 (years) NOT OUT!

PAVILION IMPROVEMENTS

- The balcony is in a poor state of repair, so it is proposed by Resolution to fund a £15K major upgrade that Nick is facilitating with professionals
- The Pavilion external has not been decorated since it was built, to protect the timber from rot urgent attention is needed and due to high access must be done by professionals
- Thank you to Andy and Cyril for their continued maintenance support

CRICKET

- Paul Thompson is progressing a plan to significantly upgrade the cricket nets facility at a cost of around £25K, which should be mostly funded by grants, the Club has committed £2.5K as part funding
- Thank you to Nick and Richard for their continued support, more from Nick later on the new season
- Also thank you to Thomo, Derek and the ground staff for keeping the grounds looking so nice given the “grass scorching” summer last year

BAR AND EVENTS

- A financial analyse was completed in January that confirmed the Club can’t survive financially without the ongoing revenue from non-member functions, even after the legacy
- However it is envisaged that the number of functions during the cricket season may reduce
- The analysis also confirmed that the Club can afford a part time Bar Manager/Supervisor, which will reduce the Committee voluntary effort
- The Bar Manager/Supervisor position has been advertised and interviews are being progressed

COMMITTEE PRIORITIES GOING FORWARD

- Of course supporting cricket both on and off the field
- Employing a Bar Manager/Supervisor and reorganising workloads
- With the trustees decide how to use the Legacy
- Agree which of the 16 special projects listed in the Committee minutes should be funded and when they should start
- Support the cricket nets upgrade project
- Update procedures to comply with H&S and Data Protection regulations
- Promoting social events and use of the facilities
- Get members involved in running the Club through sub-committees
- Finalising PAYE reporting with HMRC
- Move bank account so that bills and wages can be paid by bank transfer

ONGOING SUPPORT

- I have joined the Committee on a short-term basis so that I can complete a number of items I have agreed with Richard:
 - Assist Trevor to deal with HMRC on PAYE reporting
 - Progress Corporation Tax process/reporting with Trevor
 - Secure legacy funds and assist with allocation
 - Pursue bank account transfer (probably to Metro Bank)

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- Security and alarm upgrade for the pavilion
- Assist with bar manager/supervisor interviews

QUESTIONS

- Thank you, we will now move to approve 2018 AGM minutes

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APPENDIX 4 – NICK HODGINS CRICKET REPORT

Thanks to Alan for the past 2 year

Overseas player

League format changes

Overview of junior cricket (boys and girls)

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APPENDIX 5 – PROPOSED CHANGES TO THE CLUB
CONSTITUTION AND APPROVED DOCUMENT

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Hemel Hempstead Town Cricket Club

CONSTITUTION

Definitions

In this Constitution:

- i. headings of paragraphs are for convenience only and shall not bear upon the interpretation of the Articles; and
- ii. the following terms shall have the following meanings:

The Club The association of Members comprising the Hemel Hempstead Town Cricket Club whose Premises are situated on the Heath Park, Hemel Hempstead and whose Club colours are black, light blue and gold.

The Premises The cricket pitches, nets, score box, equipment storage building and Pavilion at the Heath Park.

Sporting Facilities The cricket pitches, nets, score box, equipment storage building and players' changing facilities.

The Pavilion The building at the Premises of the Club housing players' changing facilities and Social Facilities.

Social Facilities The bar and function rooms in the Pavilion.

The Club Notice Board A notice board so designated and prominently displayed in a room in the Pavilion to which all Members have access.

The General Committee The executive committee of the Club, whose composition is set out in Article 3 below.

Officers of the Club The bearers of those posts specified in Articles 3(a) to 3(hk) inclusive below.

Trustees Not less than two and not more than four persons appointed in accordance with Article 4.1.10 below and in whom the property of the Club, excluding cash, shall be vested.

Playing Members Eligible members available for selection for the Club cricket teams who have represented the Club in league cricket competitions.

Social Members Non Playing Members of the Club not falling into other classes of membership.

Student Members Playing Members in full time education upon election to membership or at the time of the Annual Players Meeting.

Vice President Members Members of the Club so elected by the General Committee for a specified period or for life in an Annual General Meeting.

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Associate Members Members' Spouses, partners and children who are not Playing Members.

Honorary Members Members of the Club so elected by the Members in an Annual General Meeting either for life or for a specified period.

Interim Members Applicants for membership whose application has not yet been considered by the General Committee.

Temporary Members Members or supporters of teams visiting the Club for the purpose of participating as players or spectators in cricket matches with the Club.

Fully Paid-Up Members Members who have paid in full or made arrangements satisfactory to the General Committee to pay in full the Appropriate Subscription. Members who are exempt from payment, which may include Honorary Members, are automatically Fully Paid-Up Members.

Appropriate Subscription The membership fee for the relevant class of membership from the tariff of fees published from time to time by the General Committee.

Holders of Dacorum Cards Persons deemed eligible by the Dacorum Borough Council to obtain the card so designated.

The Club's Financial Year ~~1st January to 31st December~~ Consistent with Her Majesty's Revenue and Customs tax year.

Notification Written communication sent by post, courier, facsimile or email to the last recorded address of the member. Proof of mailing shall be proof of delivery.

General Meeting An Annual General Meeting or any Special General Meeting.

1 Aims

- 1.1 The aim of the Club, which shall be a non profit making organisation, shall be to provide facilities for and to promote the game of cricket at all levels throughout the district, providing opportunities for recreation and competition. To facilitate these aims:
 - 1.1.1. the Club shall be affiliated to such cricket associations and leagues as the General Committee may from time to time deem appropriate;
 - 1.1.2. the Club may engage in such other social, sporting and commercial activities as the General Committee may from time to time deem appropriate; and
 - 1.1.3. all gains or surplus income accruing to the Club shall be reinvested in the Club and there shall be no distribution of the Club's assets, either in cash or in kind to Members or to third parties with the exception of donations to those bodies named in Article 12.3 below.

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2 Membership

- 2.1 Membership of the Club shall be open to any person completing an application form and paying the appropriate subscription. No applicant shall be excluded from membership of the Club by reason of gender, social class, ethnic or religious background, sexual orientation or physical or mental disability.
- 2.2 Membership ("**Members**") of the Club shall consist of the following classes of members:-
- (a) Playing Members
 - (b) Social Members
 - (c) Student Members
 - (d) Vice President Members
 - (e) Associate Members
 - (f) Honorary Members
 - (g) Temporary Members
 - (h) Interim Members
- 2.2.1 Save for the first four classes, membership shall be free of charge.
- 2.2.2 Associate, Temporary and Interim Members shall not be entitled to hold office or vote at General Meetings and shall be subject to such further regulations as the General Committee may prescribe from time to time.

3 General Committee

- 3.1. There shall be a General Committee (hereinafter "the Committee") comprising the following:
- (a) President
 - (b) Chairperson
 - (c) Honorary General Secretary (hereinafter "the Secretary")
 - (d) Honorary Membership Secretary (hereinafter "the Membership Secretary")
 - (e) Honorary Treasurer (hereinafter "the Treasurer")
 - (f) Junior Cricket Manager
 - (g) Club Captain
 - (h) Club Welfare Officer
 - (i) Bar & Functions Coordinator
 - (j) Health & Safety Officer
 - (k) Data Protection Officer
 - (l) Six Ordinary Members*

* The Committee has discretion to appoint up to 6 Ordinary Members.

4 Powers and Duties of the Committee

- 4.1 The Committee shall be responsible for the efficient management of the Club, in pursuance of which it shall have power to;

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- 4.1.1 Control the finances of the Club on behalf of the Club including but not limited to entering into contracts of sale, signing lease, rental, loan, investment or other types of agreements, raising capital or charitable donations for the Club, provided that all actions of the Committee involving expenditure or a commitment to expend any sum in excess of £10,000.00 or constituting in excess of ten percent of the General Fund in the previous Financial Year's audited accounts, whichever is the lesser, shall be submitted for approval to the next General meeting of the Club where such expenditure has not previously been approved at a General Meeting.
- 4.1.2 Elect new Club Members.
- 4.1.3 Agree the level of subscription for the various classes of Members by Committee resolution. The Committee may, at its discretion, discount the Appropriate Subscription for such financially disadvantaged Members as Senior Citizens and Holders of Dacorum Cards.
- 4.1.4 Reprimand, suspend or expel from membership subject to a right of appeal by the Member to a General Meeting in accordance with the procedure laid down in the bye laws any Member deemed to be guilty of conduct detrimental to the interests of the Club.
- 4.1.5 Appoint **Sub-Committees** to assist in the management of the Club and delegate any necessary powers to that Sub-Committee. The Chairperson of each Sub-Committee shall be an elected member of the Committee and the Committee Chairperson, Treasurer and Secretary shall be ex-officio members of all Sub-Committees.
- 4.1.6 Make appointments from the Club membership to fill any vacancies on the Committee that may occur between Annual General Meetings.
- 4.1.7 Co-opt Members to serve on the Committee as Ordinary Members and/or Sub-Committees.
- 4.1.8 Make any bye laws that it considers necessary for the good administration and order of the Club, provided that such bye laws shall be lawful and shall not conflict with any of the Articles of the Constitution of the Club. A copy of these bye laws shall be permanently displayed on the Club Notice Board.
- 4.1.9 Elect or remove **Trustees**, in whom the property of the Club excluding cash (which shall be under the control of the Treasurer) shall be vested and who;
- (a) upon election by the Committee, shall be appointed by the President of the Club by deed in accordance with the Trustee Act 1925
 - (b) shall be not less than two and not more than four in number
 - (c) unless removed from office by a resolution by the Committee, shall hold office until death or resignation
 - (d) shall deal with the property of the Club as the Committee may from time to time direct by resolution and the entry in the minutes of a Committee meeting shall be conclusive evidence of such resolution

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- (e) Shall have the power pursuant to a resolution of a General Meeting; to borrow and raise money in any manner and to secure the repayment of any money borrowed, raised or owing by mortgage, charge, standard security, lien or other security upon the whole or any part of the Club's property or assets (whether present or future) and to execute such documents as are required in this connection
 - (f) may be removed from the office of Trustee for any reason which may seem sufficient to a majority of the members of the Committee present and voting at any meeting of the Committee
 - (g) shall be indemnified against risk and expense out of the Club property, save where the Trustee has acted fraudulently
- 4.2 The Committee shall keep accurate accounts of the finances of the Club through the Treasurer, which accounts shall be available at all reasonable times for inspection by any Member and which shall be audited prior to the Annual General Meeting (except the September 2019 Annual General Meeting where unaudited draft accounts may be presented).
- 4.3 The Committee is hereby indemnified by the Club against any civil action, fine or tax taken or levied against it jointly or severally as a result of or arising from the proper exercise of its powers and duties under the Constitution of the Club.
- 4.4 The Committee shall have the sole authority to propose candidates either for life or for a specified period for the election to Vice President Membership. The committee may elect club sponsor candidates to Vice President Membership for a period not exceeding the term of the paid sponsorship. The Annual General Meeting may elect candidates proposed by the Committee either for life or for a specified period to Vice President Membership.
- 4.5 The Committee shall have the sole authority to propose candidates either for life or for a specified period for the election to Honorary Membership by the Annual General Meeting.

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5 Meetings of the Committee

- 5.1 Meetings of the Committee shall be convened by the Secretary or Chairperson in the absence of the Secretary at any time but at intervals of not more than three months having given at least seven days Notification to each member of the Committee.
- 5.2 The Chairperson of the Club or the Secretary shall preside at all Committee meetings but if neither shall be present, the members present and entitled to vote shall elect a Chairperson for the meeting.
- 5.3 A quorum for Committee meetings shall be six members of the Committee, at least two of whom shall be elected Officers of the Club.
- 5.4 Each member of the Committee shall have one vote at Committee meetings save for the Chairperson who, in the event of an equality of votes, shall have a second or casting vote.

6 Other Club Meetings

- 6.1 **The Annual General Meeting** of the Club shall be held not later than ~~31st March~~the last day of September in each year, commencing September 2019. Not less than 14 days Notification of the Meeting and of the agenda shall be given by the Secretary or Chairperson in the absence of the Secretary to all Fully Paid-Up Members and upon the Club Notice Board. The business of the Annual General Meeting shall be:
 - 6.1.1 To receive reports by the Secretary and by the Treasurer together with audited accounts for the previous Financial Year (except the September 2019 Annual General Meeting where unaudited draft accounts may be presented);
 - 6.1.2 To elect an auditor to serve ~~for a period of one year~~ from the date of the Annual General Meeting until the next Annual General Meeting;
 - 6.1.3 With the exception of those defined in Articles 3(f), ~~and 3(g) and 3(i)~~ above, to elect the members of the Committee in accordance with Article 7 below of the Constitution to serve ~~for a period of one year~~ from the date of the Annual General Meeting until the next Annual General Meeting;
 - 6.1.4 To vote upon any persons who have been properly proposed as Honorary Members or Vice President Members;
 - 6.1.5 To hear any representations against reprimand, suspension or expulsion of a Member either by the Member in person or by a representative appointed by the Member for the purpose and to determine the appeal by majority vote; and

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- 6.1.6 To transact such other business received in writing by the Secretary or Chairperson in the absence of the Secretary from Fully Paid-Up Members not less than 7 days prior to the meeting for inclusion on the agenda.
- 6.2 **Special General Meetings** may be convened at any time by the Committee and shall be convened by the Committee within 21 days of the date of a request in writing to the Secretary or Chairperson in the absence of the Secretary signed by ten Fully Paid-Up Members. 7 days Notification of such a meeting and of the agenda shall be given to all Fully Paid-Up Members and upon the Club Notice Board. No business other than that specified in the notice convening the meeting shall be transacted at such a meeting save at the discretion of the Chairperson of the meeting and with the concurrence of the majority of the Fully Paid-Up Members present.
- 6.2.1 A Special General Meeting called for the purpose of hearing an appeal against reprimand, suspension or expulsion shall follow the procedure laid down in Article 6.1.5 above.
- 6.3 The Chairperson of the Club or the Secretary shall preside at all General Meetings save that, in their absence, a Chairperson may be elected for the meeting by the Fully Paid-Up Members attending who are over the age of 16.
- 6.4 The **Annual Players Meeting** shall be held ~~on or before~~ not later than the last day of ~~March~~ January in each year, commencing January 2020, for the purpose of electing the Club Captain, Captains and Vice Captains of the Club teams, and the Junior Cricket Manager, ~~for the succeeding year to serve until the next Annual Players Meeting~~. Only Fully Paid-Up Playing Members shall be eligible to vote at this meeting and only members who have represented the Club from time to time in league competitions over the period of at least two seasons shall be eligible to stand as Club Captain.
- 6.5 The quorum at any meeting convened under this Article of the Constitution shall be ten Fully Paid-Up Members over the age of 16 or Playing Members over the age of 16, as appropriate.

7 Voting Procedures and Elections

- 7.1 Election of Committee Members, Captains and Vice Captains of the Club teams shall be by secret ballot.
- 7.2 With the exception of proposals to alter the Constitution, resolutions and elections shall be decided by simple majority of Members attending and eligible to vote save that in the case of equality of votes the Chairperson shall have a second or casting vote.
- 7.3 Only Fully Paid-Up Members over the age of 16 shall be eligible to vote and save for the elections defined in Article 7.1 above, all voting shall be by a show of hands.
- 7.4 Candidates for election to the Committee and at the Annual Players Meeting shall be nominated by two Members of the Club and shall signify their

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willingness to stand in writing. Signed nominations shall be delivered to the Secretary or Chairperson in the absence of the Secretary in advance of the appropriate meeting.

- 7.5 The Secretary shall be the first Officer of the Club to be elected and any candidate defeated for any post on the Committee may subsequently stand for any other posts at that meeting.

8 Election and Resignation of Members

- 8.1 Each applicant for membership of the Club shall complete an application form, which shall be displayed on the Club notice board at least two weeks prior to consideration by the Committee. In the case of applications for Social Membership, the application shall be accompanied by the appropriate membership fee, which shall be returned in full in the event of failure of the membership application.
- 8.2 Election to membership shall be at the sole discretion of the Committee.
- 8.3 Interim Membership may be conferred at the discretion of either the Chairperson or Secretary on any applicant for membership.
- 8.4 A Member may terminate his/her membership at any time by notice in writing to the Secretary or Membership Secretary.

9 Renewal of Membership

- 9.1 Each Playing Member shall renew his/her membership annually by arranging to pay the Appropriate Subscription on or before the day of the Annual Players Meeting.
- 9.2 Each other Member shall renew his/her membership annually by arranging to pay the Appropriate Subscription within thirty days of the commencement of the Club's Financial Year by the end of March and in any case by the end of April at which time membership will lapse.

10 Guests and Other Visitors

- 10.1 Whenever practical, the Club shall allow members of the general public to use its Sporting Facilities.
- 10.2 Subject to the licensing laws, use of the Social Facilities shall not be denied unreasonably to members of the general public and the Committee may, at its discretion, admit to, hire or lend these facilities to individuals or organisations that are not or do not include Members.
- 10.3 No person who has been expelled from, or refused membership, or who is indebted to the Club shall be admitted to the Club as a guest or other visitor.

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- 10.4 Should the Secretary or, in his/her absence, his/her representative deem it desirable in the interests of the Club, any Members, guests or visitors may be required to leave the Club Premises.

11 Constitutional Amendments

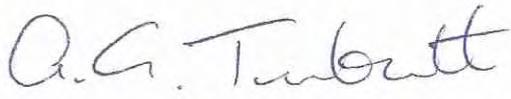
- 11.1 The Constitution may only be amended in a General Meeting.
- 11.2 A proposal to amend the Constitution must be:
- 11.2.1 signed by two Fully Paid-Up Members over the age of 16 and the Club Captain; and
- 11.2.2 submitted to the Secretary or Chairperson in the absence of the Secretary not less than thirty days prior to the General Meeting at which it is to be considered.
- 11.3 An amendment to the Constitution shall be valid only if it is passed by a majority of two thirds or more of the Fully Paid-Up Members over the age of 16 present at the General Meeting at which the proposal to amend the Constitution is considered.

12 Dissolution

- 12.1 If at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Secretary or Chairperson in the absence of the Secretary shall immediately convene a Special General Meeting to be held not less than thirty days and not more than sixty days thereafter to discuss and vote on the resolution.
- 12.2 If, at that Special General Meeting, the resolution is approved by at least two thirds of Members attending and eligible to vote, the Committee shall thereupon, or at the date specified in the resolution, proceed to realise the assets of the Club and to discharge all debts and liabilities of the Club.
- 12.3 After the discharge of all debts and liabilities of the Club, the net assets of the Club shall be applied to the purposes of one or more of the following:
- 12.3.1 Cricket's governing body for use in community related sport;
- 12.3.2 Any organisation registered under the Community Amateur Sports Club Scheme or its successor; and
- 12.3.3 Any registered charity having aims similar to those of the Club.

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Proposed: 
ANDREW GREGORY TURBUTT

Seconded: 
ROBERT LANE

Chairperson of the Cricket subcommittee (Club Captain): 

Vote: FOR = 27 AGAINST = 0 ABSTAINED/INELIGIBLE = 0

NOTE: Signatures to be scanned from HHTCC Constitution original 27th March 2019

APPENDIX 6 – TREASURER'S REPORT



HEMEL HEMPSTEAD TOWN CRICKET CLUB

Treasurers Report – AGM 27-03-2018

This year we are reviewing the last 3 years' accounts, what our issues have been and where we aim to be going in the future. The latter being the most important one of all.

Firstly, let us deal with the glaring anomaly on 2017's surplus where 2016 and 2018 were £2k and £3k, 2017 was £22k. This is largely affected by the agreement with Sticky Wicket, where we wrote off their creditor balances and reduced the costs for the year. This affected both labour costs and the match day costs. This was aided by increases in both subscriptions with Mike Samuels efforts and increases in sponsorship levels.

The concerning trend though is the reduction in Bar Sales which have progressively shrunk over the last three years from £91k in 2015 to £67k last year. The margins have been shrunk slightly, that has not been helped by some stock disposals that have been needed as stock goes out of date during the closed season as we have not turned it over quickly enough.

Thanks to Mike and Richard Grayson, the levels of subscriptions has held its own.

However, what all this has meant is that our cashflows have remained precarious and at times we have only survived by upsetting some of our suppliers with late payments and we have been helped by a number of members, who will remain nameless, who have supported us financially at key times.

Our total surplus plus depreciation (i.e. Cash generated) for the last 3 years has been £46k. The loan repayments have been £50k. This has been tough times.

We have had a running battle with HMRC to try to get the PAYE reporting issues with them sorted out, but I am happy to report that we have got ourselves into a position where we have sent them a full breakdown of what we believe we owe them, with a cheque. We have, as yet, not received any response, but we live in hope.

This has only been possible because we now have a payroll system up and running and with a lot of assistance from Alan and his Excel skills.

We have taken a £2k hit in the accounts for HMRC fines and there may still be more to agree with them, but we will not know what they are, until HMRC respond.

We are now getting into a position to move forward. This will of course be hugely helped by the bequest, which is imminently due to arrive. The first course of action will be use some of the funds to remove the shackles of the loan repayments. This will enable us to go forward with a number of plans.

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Firstly, we will have the funds available to be able to take on a part-time Bar Manager. The role is currently being split between Sarah & Mike Samuels and myself. It is too much for us to be doing as well as our other commitments. The committee has viewed this as an essential move, to enable us to move forward.

We have also taken the decision to freshen up our pump offerings to see if our flagging sales can be improved. To that end, four of our current offerings will change. I have already started by going back to getting guest beers in to rotate alongside the Youngs. The next change will happen on 5th April, when we will be retiring 3 products. These are Carlsberg, Strongbow and "Wife-Beater" (Stella). They be replaced by Birra Moretti, San Miguel and Stowford Press.

We are also planning to change banks to bring us into the 21st Century, Nat West are unwilling to treat us as a proper business and their costs are way too high for the service that they are providing. Alan and I have met with a few prospects and we intend to make a decision on this at the first committee meeting of the new term.

This will see us discussing further how we move forward into the brave new world.

Trevor Radcliffe
Treasurer

**Minutes of AGM
Wednesday 27th March 2019**

Income and Expenditure Accounts

	2015	2016	2017	2018
Income				
Bar Trading Account				
Sales	£ 91,391	£ 81,053	£ 79,299	£ 67,198
Cost of Sales	-£ 45,185	-£ 40,871	-£ 40,969	-£ 34,872
Gross Profit	£ 46,206	£ 40,182	£ 38,330	£ 32,326
	50.56%	49.57%	48.34%	48.11%
Bar Wages	£ 22,888	£ 19,908	£ 16,274	£ 16,592
Bar Equip. & Exps	£ 1,113	£ 1,798	£ 1,546	£ 1,748
Profit on Bar Trading	£ 22,205	£ 18,476	£ 20,510	£ 13,986
	24.30%	22.79%	25.86%	20.81%
Subscriptions				
Senior Men	£ 5,595	£ 4,872	£ 6,823	£ 7,042
Senior Women	£ 365	£ 84	£ 28	£ -
Social	£ 2,064	£ 1,829	£ 1,904	£ 2,084
YC - Boys	£ 4,855	£ 5,249	£ 5,735	£ 5,170
YC - Girls	£ 920	£ 990	£ 920	£ -
Total Subs	£ 13,799	£ 13,024	£ 15,410	£ 14,296
Catering Contributions	£ 6,845	£ 8,066	£ 7,757	£ 6,238
Income from 100 Club	£ 235	£ -	£ -	£ -
Donations Received	£ 2,093	£ 1,336	£ 867	£ 2,335
Pavilion Hire	£ 14,594	£ 12,002	£ 13,895	£ 12,437
Sponsorship & Fund Raising				
Sponsorship & Fund Raising	£ 12,935	£ 9,554	£ 10,999	£ 11,641
Golf Day	£ 4,015	£ 3,722	£ 3,688	£ 5,215
Health Park Cup	£ 269	£ 323	£ 354	£ 230
Club Functions and Other Fund Raising	£ 1,040	£ 658	£ 1,826	£ 470
	£ 18,259	£ 14,257	£ 16,867	£ 16,616
Sundry Income	£ 227	£ 1,024	£ 400	£ 385
Poker Night	£ -	£ 88	£ 132	£ -
Interest Income	£ -	£ -	£ -	£ -
Total Income	£ 78,257	£ 68,273	£ 75,838	£ 65,293
Expenditure				
Premises and Equipment				
Rent, Rates & Water	£ 1,929	£ 2,385	£ 1,800	£ 1,991
Lighting and Heating	£ 6,440	£ 7,403	£ 5,543	£ 5,004
Cleaning Expenses	£ 7,015	£ 4,949	£ 5,833	£ 4,858
Depreciation	£ 6,339	£ 6,618	£ 6,074	£ 6,559
Insurance	£ 3,721	£ 3,427	£ 3,605	£ 3,876
Television, Rental & Licence	£ 2,311	£ 1,981	£ 2,078	£ 2,121
Other Expenses	£ -	£ 195	£ -	£ 297
Total Premises and Equipment	£ 27,755	£ 26,958	£ 24,933	£ 24,706

**Minutes of AGM
Wednesday 27th March 2019**

Income and Expenditure Accounts

	2015	2016	2017	2018
Administration				
Printing, Postage and Stationary	£ 569	£ 450	£ 622	£ 702
Telephone	£ 992	£ 1,044	£ 1,114	£ 1,171
Bank Charges	£ 1,743	£ 1,755	£ 1,082	£ 1,515
Computer Costs	£ 250	£ 280	£ 280	£ 271
Accountancy Fees	£ 600	£ 600	£ 600	£ 600
Legal Fees	£ -	£ -	£ 480	£ -
HMRC Fines	£ -	£ -	£ -	£ 2,235
Music license	£ -	£ 532	£ 542	£ 609
Total Administration	£ 4,154	£ 4,661	£ 4,720	£ 7,103
Cricket Expenses				
Association Fees	£ 545	£ 379	£ 285	£ 430
Gear Expenses	£ 2,875	£ 2,814	£ 2,113	£ 2,504
Ground and Pitch Maint.	£ 13,247	£ 13,005	£ 13,401	£ 13,134
Ground Equipment Maint.	£ 2,761	£ 4,995	£ 1,250	£ 2,443
Indoor Net Costs	£ -	£ -	£ -	£ 50
Match Day Expenses	£ 519	£ 799	£ 1,084	£ 1,340
Pitch Hire	£ 5,950	£ 6,360	£ 1,824	£ 5,942
Other Match Costs	£ 260	£ -	£ -	£ -
Coaching Costs	£ -	£ 1,139	£ 672	£ 693
Training Costs	£ 1,005	£ 40	£ 320	£ 151
Total Cricket Expenses	£ 27,330	£ 29,467	£ 20,435	£ 26,835
Repairs and Sundry Expenses				
Repairs and Renewals	£ 1,991	£ 2,192	£ 450	£ 1,981
Poker Night Costs	£ 161	£ -	£ -	£ -
Sundry Expenses	£ 50	£ 33	£ 288	£ 5
Total Repairs and Sundry Expenses	£ 2,202	£ 2,225	£ 738	£ 1,986
Interest Payable				
Other Loan Interest	£ 491	£ 461	£ 434	£ 404
Bank Loan Interest	£ 2,748	£ 2,429	£ 2,076	£ 1,956
Lease Charges	£ 280	£ 255	£ 230	£ 205
Total Repairs and Sundry Expenses	£ 3,519	£ 3,145	£ 2,740	£ 2,565
Total Expenditure	£ 64,960	£ 66,456	£ 53,566	£ 63,195
Surplus Transferred to General Reserve	£ 13,297	£ 1,817	£ 22,272	£ 3,098

**Minutes of AGM
Wednesday 27th March 2019**

Balance Sheet

	2015	2016	2017	2018
<u>General Fund</u>				
Balance B/Fwd	£ 146,634	£ 159,931	£ 161,748	£ 184,020
Surplus for Year	£ 13,297	£ 1,817	£ 22,272	£ 3,098
Balance Carried Forward	<u>£ 159,931</u>	<u>£ 161,748</u>	<u>£ 184,020</u>	<u>£ 187,118</u>
<u>Represented By</u>				
Fixed Assets				
Long Term Lease - Boxmoor Trust	£ 14,229	£ 14,111	£ 13,995	£ 13,877
New Pavilion	£ 310,267	£ 306,934	£ 303,599	£ 300,264
Fixtures Fittings & Equipment	£ 9,759	£ 7,825	£ 5,217	£ 10,083
Total Fixed Assets	<u>£ 334,255</u>	<u>£ 328,870</u>	<u>£ 322,811</u>	<u>£ 324,224</u>
Current Assets				
Cricket Stock	£ 351	£ 351	£ 248	£ 361
Bar Stock	£ 5,608	£ 5,493	£ 6,409	£ 7,140
Debtors	£ -	£ 1,650	£ 3,414	£ 5,905
Sundry Debt & Prepayments	£ 9,457	£ 4,258	£ 3,893	£ 2,752
Balance at Bank	£ 4,109	£ 4,637	£ 7,615	£ 9,181
Cash in Hand	£ 600	£ 600	£ 750	£ 750
Total Current Assets	<u>£ 20,125</u>	<u>£ 16,989</u>	<u>£ 22,329</u>	<u>£ 26,089</u>
Current Liabilities				
Trade Creditors	-£ 12,514	-£ 16,518	-£ 7,000	-£ 14,016
Sundry Creditors	-£ 5,220	-£ 8,785	-£ 6,980	-£ 8,372
Deferred Income	-£ 4,442	-£ 711	-£ 100	-£ 7,650
payroll Liabilities	-£ 1,172	-£ 4,532	-£ 7,654	-£ 10,431
VAT Payable	-£ 467	£ 475	-£ 1,276	-£ 1,790
Bank Loan	-£ 6,543	-£ 7,084	-£ 7,085	-£ 7,671
Lease	-£ 905	-£ 905	-£ 955	-£ 980
Other Loans	-£ 17,327	-£ 17,355	-£ 18,455	-£ 13,885
Total Current Liabilities	<u>-£ 48,590</u>	<u>-£ 55,415</u>	<u>-£ 49,505</u>	<u>-£ 64,795</u>
Net Current (Liabilities)/Assets	<u>-£ 28,465</u>	<u>-£ 38,426</u>	<u>-£ 27,176</u>	<u>-£ 38,706</u>
Net Assets	<u>£ 305,790</u>	<u>£ 290,444</u>	<u>£ 295,635</u>	<u>£ 285,518</u>
Long Term Liabilities				
Bank Loan	-£ 58,879	-£ 51,476	-£ 44,260	-£ 36,339
Debentures	-£ 38,000	-£ 38,000	-£ 38,000	-£ 38,000
Lease	-£ 10,426	-£ 9,520	-£ 8,540	-£ 7,560
Other Loans	-£ 38,554	-£ 29,700	-£ 20,815	-£ 16,501
Total Long Term Liabilities	<u>-£ 145,859</u>	<u>-£ 128,696</u>	<u>-£ 111,615</u>	<u>-£ 98,400</u>
	<u>£ 159,931</u>	<u>£ 161,748</u>	<u>£ 184,020</u>	<u>£ 187,118</u>

**Minutes of AGM
Wednesday 27th March 2019**

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
ACCOUNTS**

FOR THE YEAR ENDED 31ST DECEMBER 2016

HEMEL HEMPSTEAD TOWN CRICKET CLUB

COMMITTEE'S CERTIFICATE

On behalf of the Committee, we acknowledge the attached Accounts in full and correct representation of the financial position of the Club as at the 31st December 2016 and of the transactions which took place during the year ended on that date.

Date: 25/3/19

[Signature]
[Signature]
[Signature]

Chairman: James Rennie (Resigned on 29/03/2017)

Alan Martin (Appointed on 29/03/2017)

Treasurer: Trevor Bushdiffe

ACCOUNTANT'S REPORT

The attached Balance Sheet as at 31st December 2016 together with the Income and Expenditure account for the year to that date, have been prepared from the books and records of Hemel Hempstead Town Cricket Club supplemented by explanations received from the Officers, and we report that they are in accordance therewith.

[Signature]

HOLLIER HOPKINS LLP
Chartered Accountants
Radius House
51 Charendon Road
Watford
WD17 1HP

Date: 25.3.2019

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
GENERAL INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2016**

	Note	2016	2015
		£	£
INCOME			
Profit from Bar Trading Account	1	18,476	22,215
Subscriptions	2	13,024	13,798
Catering Contributions		8,066	6,845
Income from 100 Club		-	255
Donations Received		1,376	7,093
Provision Hire		12,002	10,394
Sponsorship and Fund Raising	3	14,257	18,259
Sundry Income		1,024	227
Poker Night		88	-
Interest Income		-	-
		<u>68,273</u>	<u>78,257</u>
EXPENDITURE			
Premises and Equipment	4	26,958	27,955
Administration	5	4,660	4,154
Cricknet Expenses	6	29,468	27,330
Repairs and Sundry Expenses	7	2,223	2,202
Interest Payable	8	3,165	3,519
		<u>66,456</u>	<u>64,960</u>
			<u>13,297</u>

SURPLUS TRANSFERRED TO GENERAL RESERVE 1,817

**Minutes of AGM
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**HEMEL HEMPSTEAD TOWN CRICKET CLUB
NOTES TO INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2016**

NOTES	2016	2015
	£	£
1.- BAR TRADING ACCOUNT		
Sales	81,051	91,391
Cost of Sales	<u>(40,871)</u>	<u>(45,185)</u>
GROSS PROFIT	40,180	46,206
Bar Wages & Event Sub-Contract	19,998	22,888
Bar Equipment & Expenses	1,798	1,113
	<u>(21,796)</u>	<u>(24,001)</u>
	18,476	22,205
2.- Subscriptions		
Senior Men Subs	4,872	5,295
Senior Women Subs	84	465
Social Members	1,829	3,061
Young Cricketers Boys Subs	5,249	4,155
Young Cricketers Girls Subs	990	900
	<u>13,024</u>	<u>13,798</u>
3.- Fund Raising and Sponsorship		
Sponsorship	9,551	13,935
Golf Day	3,722	4,015
Heath Park Cup	323	269
Club Functions and Other Fund Raising	658	1,049
	<u>14,254</u>	<u>18,259</u>
4.- PREMISES AND EQUIPMENT		
Rent, Rates & Water	2,315	1,959
Lighting and Heating	7,403	6,449
Cleaning Expenses	4,949	7,015
Depreciation	6,618	6,339
Insurance	3,427	3,721
Televisions, Rental and Licence	1,981	2,311
Other Expenses	195	-
	<u>26,988</u>	<u>27,755</u>
5.- ADMINISTRATION		
Printing, Postage and Stationery	450	569
Telephone	1,044	993
Bank Charges	1,751	1,743
Computer Costs	280	250
Accountancy Fees	600	600
Music Licence	537	-
	<u>4,662</u>	<u>4,154</u>

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
BALANCE SHEET AS AT 31st DECEMBER 2016**

FUNDS EMPLOYED	2016	2015
	£	£
General Fund		
Balance as at 1 January 2016	150,931	106,634
Surplus for the Year	1,837	13,297
	<u>161,748</u>	<u>159,931</u>
REPRESENTED BY		
Fixed Assets		
Long term Lease - Boxmour Trail	14,229	14,347
Balance as at 1 January 2016	-	-
Additions	14,347	14,347
Depreciation for the year	118	118
	<u>14,111</u>	<u>14,329</u>
New Pavilion		
Balance at 1 January 2016	310,267	313,600
Depreciation for the Year	(3,331)	(3,331)
	<u>306,934</u>	<u>310,267</u>
Pictures, Fixtures and Equipment		
Balance at 1 January 2016	9,759	7,711
Additions	2,439	8,490
Grants Receivable	(4,190)	(535)
	<u>10,997</u>	<u>12,666</u>
Depreciation for the Year	(2,167)	(2,887)
	<u>7,830</u>	<u>9,789</u>
	<u>328,870</u>	<u>334,255</u>
Current Assets		
Stock	351	351
Cricket Merchandise & Balls	5,493	5,005
Bar	1,650	-
Debtors	4,250	9,457
Sundry Debtors and Prepayments	4,637	4,109
Balance at Bank	600	600
Cash in Hand	16,589	20,124
	<u>33,169</u>	<u>39,646</u>
Current Liabilities		
Trade Creditors	(16,518)	(12,534)
Sundry Creditors	(8,285)	(5,220)
Deferred Income	(711)	(8,482)
Payroll Liabilities	(4,332)	(1,371)
VAT Payable	475	(487)
Bank Loan	(7,085)	(6,543)
Lease	(905)	(905)
Other Loans	(53,415)	(48,589)
	<u>(88,441)</u>	<u>(88,441)</u>
Net Current (Liabilities)/Assets	(38,426)	(28,462)
	<u>290,444</u>	<u>308,790</u>
Long Term Liabilities		
Bank Loan	(51,476)	(38,870)
Debtors	(38,000)	(38,000)
Lease	(9,230)	(10,125)
Other Loans	(29,700)	(38,551)
	<u>(128,606)</u>	<u>(145,891)</u>
	<u>161,748</u>	<u>159,931</u>

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HEMEL HEMPSTEAD TOWN CRICKET CLUB
NOTES TO BALANCE SHEET ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2016

1 Contingency Liability

At the Balance Sheet date the club is subject to a HMRC enquiry relating to incorrect PAYE AND National Insurance deductions relating to prior periods. No provision for amounts payable has been recognised on the basis that HMRC have not provided any specific determination of liability from which an estimate can be made.

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**HEMEL HEMPSTEAD TOWN CRICKET CLUB
GENERAL INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2017**

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
ACCOUNTS**

FOR THE YEAR ENDED 31ST DECEMBER 2017

HEMEL HEMPSTEAD TOWN CRICKET CLUB

COMMITTEE'S CERTIFICATE

On behalf of the Committee, we acknowledge the attached Accounts to be a true and correct representation of the financial position of the Club as at the 31st December 2017 and of the transactions which took place during the year ended on that date.

Date: 25/3/19  Chairman: James Birnie (Resigned on 29/03/2017)
 Alan Morris (Appointed on 29/03/2017)
 Treasurer: Trevor Roddiffe

ACCOUNTANT'S REPORT

The attached Balance Sheet as at 31st December 2017 together with the Income and Expenditure account for the year to that date, have been prepared from the books and records of Hemel Hempstead Town Cricket Club supplemented by explanations received from the Officers, and we report that they are in accordance therewith.

Date: 25.3.2019

K. de Krop
 HELLIER HOPKINS LLP
 Chartered Accountants
 Radius House
 51 Clarendon Road
 Watford
 WD17 1HP

	Notes	2017	2016
		£	£
INCOME			
Profit from Bar Trading Account	1	20,310	10,476
Subscriptions	2	15,410	12,024
Catering Contributions		7,757	8,066
Donations Received		867	1,336
Pavilion Hire		13,895	12,002
Sponsorship and Fund Raising	3	16,867	14,257
Sundry Income		400	1,024
Poker Night		132	88
Interest Income		0	-
		<u>75,838</u>	<u>68,273</u>
EXPENDITURE			
Premises and Equipment	4	24,933	26,958
Administration	5	4,720	4,660
Cricket Expenses	6	20,435	29,468
Repairs and Sundry Expenses	7	738	2,225
Interest Payable	8	2,740	3,145
		<u>53,566</u>	<u>66,456</u>
SURPLUS TRANSFERRED TO GENERAL RESERVE		<u><u>22,272</u></u>	<u><u>1,817</u></u>

**Minutes of AGM
Wednesday 27th March 2019**

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
NOTES TO INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2017**

NOTES	2017	2016
£	£	£
1.- BAR TRADING ACCOUNT		
Sales	79,299	81,053
Cost of Sales	(40,962)	(40,871)
GROSS PROFIT	38,329	40,182
Bar Wages & Event Sub-Contract	16,274	19,908
Bar Equipment & Expenses	1,546	1,798
	(17,820)	(21,706)
	20,510	18,476
2.- Subscriptions		
Senior Men Subs	6,823	4,872
Senior Women Subs	28	84
Social Members	1,901	1,829
Young Cricketers Boys Subs	5,735	5,249
Young Cricketers Girls Subs	920	980
	15,410	18,024
3.- Fund Raising and Sponsorship		
Sponsorship	10,909	9,554
Gift Day	3,688	3,722
Heath Park Cup	354	323
Club Functions and Other Fund Raising	1,826	658
	16,867	14,257
4.- PREMISES AND EQUIPMENT		
Rent, Rates & Water	1,800	2,385
Lighting and Heating	5,543	7,403
Cleaning Expenses	5,833	4,949
Depreciation	6,074	6,618
Insurance	3,606	3,427
Television, Rental and Licence	2,078	1,981
Other Expenses	-	195
	24,934	36,958
5.- ADMINISTRATION		
Printing, Postage and Stationery	623	450
Telephone	1,114	1,044
Bank Charges	1,082	1,755
Computer Costs	280	380
Accountancy Fees	600	600
Legal fees	480	-
Music Licence	542	532
	4,720	4,660

6.- CRICKET EXPENSES

Association Fees	285	379
Gear Purchases	2,113	2,814
Ground and Pitch Maintenance	13,401	13,005
Ground Equipment Maintenance	1,250	4,995
Indoor Net Costs	1,084	799
Match Day Expenses	1,825	6,360
Other Match Costs	673	1,139
Coaching Costs	(330)	(40)
Training Costs	126	16
	20,435	29,468

7.- REPAIRS AND SUNDRY EXPENSES

Repairs and Renewals	450	2,192
Sundry Expenses	288	32
	738	2,224

8.- INTEREST PAYABLE

Other Loan Interest	434	461
Bank Loan Interest	2,076	2,429
Lease Charges	230	255
	2,740	3,145

**Minutes of AGM
Wednesday 27th March 2019**

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
BALANCE SHEET AS AT 31st DECEMBER 2017**

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
NOTES TO BALANCE SHEET ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2017**

	2017	2016
	£	£
FUND6 EMPLOYED		
General Fund		
Balance as at 1 January 2017	161,748	159,931
Surplus for the Year	<u>22,272</u>	<u>1,817</u>
	184,021	161,748
REPRESENTED BY		
Long term Lease - Boxmoor Trust		
Balance as at 1 January 2017	14,111	14,229
Additions	<u>14,111</u>	<u>14,229</u>
	116	118
Depreciation for the year	<u>11,995</u>	<u>14,111</u>
New Pavilion		
Balance at 1 January 2017	306,934	310,267
Depreciation for the Year	<u>(3,335)</u>	<u>(3,333)</u>
	303,599	306,934
Fixtures, Fittings and Equipment		
Balance at 1 January 2017	7,825	9,759
Additions	<u>351</u>	<u>5,339</u>
	(336)	(4,106)
Grants Receivable	<u>7,840</u>	<u>10,992</u>
Depreciation for the Year	<u>2,623</u>	<u>3,167</u>
	5,217	7,825
	<u>322,811</u>	<u>328,870</u>
Current Assets		
Stock		
Cricket Merchandise & Balls	351	351
Bar	6,409	5,493
Debtors	3,414	1,650
Sundry Debtors and Prepayments	3,893	4,258
Balance of Bank	7,615	1,637
Cash In Hand	<u>750</u>	<u>600</u>
	22,330	16,988
Current Liabilities		
Trade Creditors	(7,000)	(16,418)
Sundry Creditors	(6,980)	(8,785)
Deferred Income	(100)	(711)
Payroll Liabilities	(7,654)	(4,232)
VAT Payable	(1,276)	175
Bank Loan	(7,085)	(7,085)
Lease	(953)	(907)
Other Loans	<u>(18,455)</u>	<u>(17,355)</u>
	(49,304)	(55,415)
Net Current (Liabilities)/Assets	(27,173)	(26,545)
	<u>295,638</u>	<u>290,444</u>
Long Term Liabilities		
Bank Loan	(44,260)	(51,476)
Debentures	(38,000)	(38,000)
Lease	(8,540)	(9,520)
Other Loans	<u>(20,815)</u>	<u>(29,700)</u>
	(111,615)	(128,696)
	<u>184,021</u>	<u>161,748</u>

1 Contingency Liability
At the Balance Sheet date the club is subject to a HMRC enquiry relating to incorrect PAYE AND National Insurance deductions relating to prior periods. No provision for amounts payable has been recognised on the basis that HMRC have not provided any specific determination of liability from which an estimate can be made.

**Minutes of AGM
Wednesday 27th March 2019**

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
ACCOUNTS**

FOR THE YEAR ENDED 31ST DECEMBER 2018

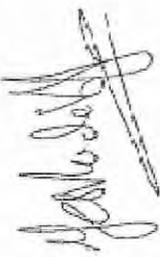
HEMEL HEMPSTEAD TOWN CRICKET CLUB

COMMITTEE'S CERTIFICATE

On behalf of the Committee, we acknowledge the attached Accounts to be a true and correct representation of the financial position of the Club as at the 31st December 2018 and of the transactions which took place during the year ended on that date.

Date: 27/3/19.

Chairman: Alan Morton

Treasurer: Trevor Ruddle

ACCOUNTANT'S REPORT

The attached Balance Sheet as at 31st December 2018 together with the Income and Expenditure account for the year to that date, have been prepared from the books and records of Hemel Hempstead Town Cricket Club supplemented by explanations received from the Officers, and we report that they are in accordance therewith.

Date: 22.3.2019

H. M. Mool up

HILLARIK HOPKINS LLP
Chartered Accountants
Rushes House
51 Clarendon Road
Woking
Wokingham RG40 3HP

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
GENERAL INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2018**

	Note	2018	2017
		£	£
INCOME			
Profit from Bar Trading Account	1	13,986	20,510
Subscriptions	2	14,296	15,410
Catering Contributions		6,238	7,757
Donations Received		2,535	867
Pavilion Hire		12,437	13,895
Sponsorship and Fund Raising	3	16,016	10,867
Sundry Income		383	406
Poker Night		-	132
Interest Income		0	0
		<u>66,293</u>	<u>75,838</u>
EXPENDITURE			
Premises and Equipment	4	24,705	24,933
Administration	5	7,104	4,720
Cricknet Expenses	6	26,835	30,635
Repairs and Sundry Expenses	7	1,906	738
Interest Payable	8	2,565	2,740
		<u>63,115</u>	<u>53,566</u>
SURPLUS TRANSFERRED TO GENERAL RESERVE		<u>3,098</u>	<u>22,272</u>

**Minutes of AGM
Wednesday 27th March 2019**

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
NOTES TO INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2018**

NOTES	2018	2017
	£	£
1. BAR TRADING ACCOUNT		
Sales	67,198	79,599
Cost of Sales	(34,872)	(40,969)
GROSS PROFIT	<u>32,326</u>	<u>38,630</u>
Bar Wages & Event Sub-Contract:	16,592	16,274
Bar Equipment & Expenses	1,748	1,546
	<u>(18,340)</u>	<u>(17,820)</u>
	<u>13,986</u>	<u>20,810</u>
2. Subscriptions		
Senior Men Subs	7,042	6,823
Senior Women Subs	-	28
Social Members	2,084	1,904
Young Cricketers Boys Subs	5,170	5,735
Young Cricketers Girls Subs	-	920
	<u>14,296</u>	<u>15,410</u>
3. Fund Raising and Sponsorship		
Sponsorship	11,641	10,990
Golf Day	5,215	3,688
Health Park Cup	230	354
Club Functions and Other Fund Raising	(470)	1,826
	<u>16,616</u>	<u>16,867</u>
4. PREMISES AND EQUIPMENT		
Rent, Rates & Water	1,991	1,800
Lighting and Heating	5,004	5,543
Cleaning Expenses	4,858	5,833
Depreciation	6,539	6,074
Insurance	3,876	3,606
Television, Rental and Licence	2,121	2,078
Other Expenses	297	-
	<u>24,705</u>	<u>24,933</u>
5. ADMINISTRATION		
Printing, Postage and Stationery	702	623
Telephone	1,171	1,114
Bank Charges	1,515	1,082
Computer Costs	271	280
Accountancy Fees	600	600
Legal fees	-	480
Music Licence	609	542
Fines from HMRC	2,235	-
	<u>7,104</u>	<u>4,750</u>

6. CRICKET EXPENSES				
Association Fees	430	285		
Gear Purchases	2,504	2,113		
Ground and Pitch Maintenance	13,134	13,401		
Ground Equipment Maintenance	2,443	1,250		
Indoor Net Costs	1,340	1,084		
Match Day Expenses	5,943	1,825		
Depreciation of Machinery and Equipment	50	-		
Other Match Costs	693	673		
Couching Costs	(151)	(320)		
Training Costs	450	136		
	<u>26,835</u>	<u>20,435</u>		
7. REPAIRS AND SUNDRY EXPENSES				
Repairs and Renewal	1,981	450		
Sundry Expenses	5	288		
	<u>1,986</u>	<u>738</u>		
8. INTEREST PAYABLE				
Other Loan Interest	404	434		
Bank Loan Interest	1,936	2,076		
Lease Charges	205	250		
	<u>2,565</u>	<u>2,740</u>		

**Minutes of AGM
Wednesday 27th March 2019**

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
BALANCE SHEET AS AT 31st DECEMBER 2018**

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
NOTES TO BALANCE SHEET ACCOUNT
FOR THE YEAR ENDED 31st DECEMBER 2018**

FUNDS EMPLOYED	2018	2017
£	£	£
General Fund		
Balance as at 1 January 2017	184,021	161,748
Surplus for the Year	3,098	22,272
	187,118	184,021
REPRESENTED BY		
Long term Lease - Dormitor Trust		
Balance as at 1 January 2017	13,995	14,111
Additions	13,995	14,111
Depreciation for the year	118	116
	13,877	13,995
New Pavilion		
Balance at 1 January 2017	303,509	306,934
Depreciation for the Year	(3,335)	(3,335)
	300,264	303,599
Tickets, Fittings and Equipment		
Balance at 1 January 2017	5,217	7,325
Additions	10,589	351
Grants Receivable	(2,564)	(336)
	1,747	7,840
Depreciation for the Year	3,159	2,623
	10,083	5,217
	324,225	322,811
Current Assets		
Stock		
Clothing Merchandise & Balls	361	248
Bar	7,140	6,409
Fuel etc	3,965	3,414
Sundry Debtors and Prepayments	2,752	3,893
Balance of Bank	9,181	7,615
Cash In Hand	750	750
	26,089	27,330
Current Liabilities		
Trade Creditors	(14,016)	(7,000)
Sundry Creditors	(8,372)	(6,980)
Deferred Income	(7,660)	(160)
Payroll Liabilities	(10,431)	(7,654)
VAT Payable	(1,790)	(1,376)
Bank Loan	(7,671)	(7,085)
Lease	(980)	(951)
Other Loans	(13,885)	(18,455)
	(64,795)	(49,504)
Net Current (Liabilities)/Assets	(38,706)	(27,175)
	285,518	295,636
Long Term Liabilities		
Bank Loan	(36,119)	(44,260)
Debentures	(38,000)	(38,000)
Lease	(7,560)	(8,510)
Other Loans	(16,501)	(20,815)
	(98,400)	(111,610)
	187,118	184,021

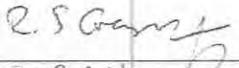
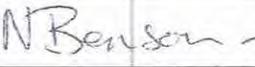
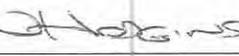
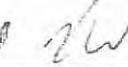
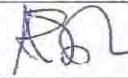
1 Contingency Liability
At the Balance Sheet date the club is subject to a HMRC enquiry relating to incorrect PAYE and National Insurance deductions relating to prior periods. HMRC has issued a fine of £2,235, which has already been settled, however the case is still ongoing therefore there is a possibility of further penalties. No provision for future amounts payable has been recognised on the basis that HMRC have not provided any specific determination of liability from which an automatic can be made.

**Minutes of AGM
Wednesday 27th March 2019**

APPENDIX 7 – PROPOSAL OF OFFICERS AND MEMBERS OF THE COMMITTEE

**HEMEL HEMPSTEAD TOWN CRICKET CLUB
AGM TO BE HELD ON WEDNESDAY 27 MARCH 2019**

PROPOSAL OF OFFICERS AND MEMBERS OF THE COMMITTEE AND AUDITOR

Position	Name	Proposed	Seconded
Secretary			
President	Paul Thompson	ALAN MORTON 	R. S. Grayson 
Chairperson	Richard Grayson	ALAN MORTON 	SARAH SAMUELS 
Membership Secretary	MIKE SAMUELS	Ross Chapman	N Benson 
Treasurer	THOMAS BROWN	ALAN MORTON 	N Hodgins 
Junior Cricket Manager	Richard Grayson	<i>Elected at the Annual Players Meeting</i>	
Club Captain	Nick Hodgins	<i>Elected at the Annual Players Meeting</i>	
Club Welfare Officer	ROBERT LANE	R. S. Grayson	N Hodgins
Bar & Functions Coordinator **	EMMA BENSON	MIKE SAMUELS	R. S. Grayson
Health & Safety Officer **	Norman W. Terton	ALAN MORTON 	
Data Protection Officer **	ALAN MORTON	R. S. Grayson	N Hodgins
Ordinary Members ***	Carolec Brown	Rose Fowler	Guy Fowler
	DUNCAN HOWARD	M. JUDG 	ALAN MORTON 
	MITT JUDG	D HOWARD	R. S. Grayson
Auditor ****	Hillier Hopkins LLP	ALAN MORTON 	

* The Secretary shall be the first Officer of the Club to be elected

** These new position will be available should the revised Club Constitution be approved at the AGM

*** Appointed by Committee should the revised Club Constitution be approved at the AGM

**** Hillier Hopkins LLP recommended by General Committee