

# **Hemel Hempstead Town Cricket Club**

## *Annual General Meeting*



**Meeting of Annual General Meeting**  
**Wednesday 25<sup>th</sup> September 2019, 8pm, HHTCC**

### **MINUTES**

Apologies: Nic Benson; Tom Elborn; Matt Judd; Robert Lane; Neil Morgan; Dan Turbutt; Aaron Wilson

In the chair: Richard Grayson

1. Chairperson's Opening Statement: it was stated that all points would be covered under item 3a.
2. Minutes of previous meeting, 23<sup>rd</sup> July 2019. Proposal to approve the minutes: proposed Nick Hodgins; seconded: Martin Botha. Votes: for 22; against 0; abstained 0.
3. To receive and consider:
  - a. The Honorary General Secretary's Report (given by the Chairperson and Club Captain as there is no General Secretary). The report covered the introduction of sub-committees, the use of the Raymond Dean legacy, and developments in cricket.
  - b. The Honorary Treasurer's Report (see attached). Paul Thompson requested that the minutes show that Trevor Radcliffe was thanked by the members for his work.
4. Proposal for the award of Honorary Life Membership to Graham Nixon. Proposed: Caradoc Bevan. Seconded: Trevor Radcliffe. Votes: for 22; against 0; abstained 0.
5. Constitutional amendments.

### **RESOLUTION 1**

- a. The 27<sup>th</sup> 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'.

Proposed Richard Grayson; seconded: Trevor Radcliffe. Votes: for 22; against 0; abstained 0.

### **RESOLUTION 2**

- 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.'

2b was amended at the meeting with the addition of the words 'outside normal trading' prior to 'such as' (Proposed Trevor Radcliffe; seconded: John Birnie. Votes: for 22; against 0; abstained 0) so that it read: '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; seconded: Trevor Radcliffe. Votes: for 22; against 0; abstained 0.

### **6. Resolutions 3 and 4.**

### **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. Votes: for 22; against 0; abstained 0.

#### **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. Votes: for 22; against 0; abstained 0.

7. To elect Hillier Hopkins LLP to serve as auditor from 26<sup>th</sup> September 2019 until the next Annual General Meeting (before the last day of September 2020). Proposed Richard Grayson; seconded: Trevor Radcliffe. Votes: for 22; against 0; abstained 0.

8. Election of Officers of General Committee. The following were elected to serve from 25<sup>th</sup> September until the next Annual General Meeting.

President: Paul Thompson

Chairperson: Richard Grayson

Honorary Membership Secretary: Mike Samuels

Honorary Treasurer: Trevor Radcliffe

Junior Cricket Manager (elected at Annual Players Meeting): Richard Grayson

Club Captain (elected at Annual Players Meeting): Nick Hodgins

Club Welfare Officer: Robert Lane

Bar & Functions Coordinator: Emma Benson

Health & Safety Officer: Norman Waterton

Ordinary Members: Caradoc Bevan; Matt Judd; Rebecca Kelly; Alan Morton

The following posts remain vacant: Honorary General Secretary; Data Protection Officer

9. Any other business. None was notified.

Meeting ended at 9.15pm.

# Hemel Hempstead Town Cricket Club Balance Sheet

	As of July 31, 2019 Total	As of July 31, 2018 Total	As of Dec 31, 2018 Total
<b>Fixed Asset</b>			
Total Back Pitch	£ -	£ -	£ -
Total Fixtures and fittings	£ 15,862	£ 11,522	£ 10,084
Long Term Lease - Boxmoor Trust	£ 13,808	£ 13,926	£ 13,877
Total Machinery and Equipment	£ 242	£ -	£ -
Total Pavillion	£ 288,321	£ 301,655	£ 300,266
Total Fixed Asset	£ 328,233	£ 327,103	£ 324,227
<b>Cash at bank and in hand</b>			
Cash floats	£ 750	£ 750	£ 750
100 Club	£ 826	£ 1,205	£ 345
Metro Current Account	£ 48,201	£ -	£ -
Nat West Current Account	£ 17,493	£ 25,203	£ 8,836
RBS Current Account	£ -	£ 615	£ -
Total Cash at bank and in hand	£ 67,270	£ 27,773	£ 9,931
<b>Debtors</b>			
Debtors	£ 3,480	£ 5,415	£ 5,905
Stocks	£ 7,501	£ 6,657	£ 7,501
Prepayments + Sundry Debts	£ 4,964	£ 6,524	£ 2,752
Total Current Assets	£ 83,215	£ 46,369	£ 26,089
<b>Liabilities</b>			
Trade Creditors	£ 18,478	£ 27,676	£ 14,016
100 Club - Winnings Suspense	£ 4,171	£ 3,136	£ 3,364
Accruals + Deferred Income	£ 8,304	£ 11,154	£ 10,660
Current Loans	£ 500	£ 24,295	£ 22,536
Member Bar Accounts	£ 2,992	£ 2,513	£ 2,001
Payroll Liability	£ 5,002	£ 5,258	£ 5,719
Sundry Creditors	£ 1,200	£ 459	£ -
Tax Liabilities	£ 1,611	£ 7,521	£ 6,501
Total Creditors: amounts falling due within one year	£ 42,258	£ 82,012	£ 64,797
Net current assets (liabilities)	£ 40,957	£ 35,643	£ 38,708
Total assets less current liabilities	£ 369,190	£ 291,460	£ 285,519
Creditors: amounts falling due after more than one year			
Debentures	£ 38,000	£ 38,000	£ 38,000
Loans	£ -	£ 64,997	£ 60,400
Total Creditors: amounts falling due after more than one year	£ 38,000	£ 102,997	£ 98,400
Total net assets (liabilities)	£ 331,190	£ 188,463	£ 187,119
<b>Capital and Reserves</b>			
Opening Balance Equity	£ 112,041	£ 112,041	£ 112,041
Retained Earnings	£ 75,077	£ 71,979	£ 71,979
Profit for the year	£ 144,072	£ 4,442	£ 3,088
Total Capital and Reserves	£ 331,190	£ 188,462	£ 187,118



# HEMEL HEMPSTEAD TOWN CRICKET CLUB

## Treasurers Report – AGM 25-09-2019

Six months on and so much has happened since we last met at the AGM and this one is an interim position as far as the accounts are concerned. This is to allow us to change our Year End to 31<sup>st</sup> March and report back to you during September each year. This is for a few reasons from my point of view. It lines up with the government's reporting periods, allows us to report at the end of a season, and gives the treasurer a sensible period to get the accounts reviewed properly.

The main events since the last AGM are:-

- 1) The bequest has been completed
- 2) We have started to move all the bank accounts from Nat West and RBS to Metro Bank.
- 3) We have upgraded our beers and other products on the bar.
- 4) We have paid off most of our external loans

I am not going to go through the numbers in detail but I will cover a few key areas from the events above.

The bar offerings have allowed us to bring the margins back over the 50% level that we have always targeted. Along with this and the events that we are running has meant that our bar takings are £10k up on last year to date and as of yesterday have exceeded last years complete total at £73k as of yesterday.

This has been done with, I believe, only 4 Saturdays being used during the season. The target for next year is zero events on Saturdays in the season for next year.

A big thank you to Emma and the team for all their hard work in this area. Now all we need to do is get some of Emma's life back – We are working on that one.

The aim by changing the bank is to bring down costs and make it easier to do business. The first will come when we finally close Nat West, RBS has already been closed. The second has already arrived with a greater customer service offering from Metro.

Items 1+4 above go hand-in-hand – The bequest has allowed us to clear all of our external loans with the exception of £500 that the ECB have not taken yet. We now intend on working up a plan to repay the debenture holders who helped build the pavilion.

This has also led to a reduction in interest charges and increase in the cash balances held, a decrease in the trade creditors and a decrease in the amount of invention that I have had to use in the creation of new reasons why they are not being paid. Frankly I had lost count of which lies I had used for which supplier.

I am looking forward to the challenges of planning projects to move the club forward rather than working out how we are going to survive the next winter.

Trevor Radcliffe  
Treasurer

# Hemel Hempstead Town Cricket Club

## Profit and Loss

	Jan - Jul, 2019	Jan - Jul, 2018	Jan - Dec, 2018
	Total	Total	Total
Bar Trading Account			
Bar Sales - Club	£ 52,840	£ 42,781	£ 67,198
Cost of sales - Club	£ 25,612	£ 23,582	£ 34,872
Bar Gross Margin	£ 27,228 51.53%	£ 19,199 44.88%	£ 32,326 48.11%
Bar Wages	£ 12,131	£ 10,532	£ 16,592
Bar Equipment Costs	£ 1,125	£ 1,043	£ 1,748
Gross Profit	£ 13,972 26.44%	£ 7,624 17.82%	£ 13,986 20.81%
Administrative Expenses			
Bank Charges	£ 1,065	£ 947	£ 1,515
Bank Interest	£ 731	£ 1,190	£ 1,956
Boxmoor Trust Interest	£ 1,465	£ 450	£ 608
Other Administrative Expenses	£ 2,278	£ 1,867	£ 5,594
Total Administrative Expenses	£ 2,629	£ 4,254	£ 9,673
Cricket Expenses			
Association Fees	£ 220	£ 305	£ 430
Coaching Costs	£ 188	£ 91	£ 299
Ground Costs	£ 11,684	£ 8,139	£ 15,627
Gear Purchases	£ 4,313	£ 2,694	£ 2,504
Indoor Net Costs	£ 600	£ 1,200	£ 1,340
Total Match Expenses	£ 4,225	£ 3,457	£ 6,635
Total Cricket Expenses	£ 20,864	£ 15,704	£ 26,835
Premises Expenses			
Cleaning Expenses	£ 2,839	£ 2,532	£ 4,858
Depreciation of Pavilion	£ 3,674	£ 3,614	£ 6,441
Insurance	£ 3,132	£ 2,229	£ 3,876
Utilities	£ 3,922	£ 4,635	£ 6,131
Rent, Rates and Repairs	£ 1,467	£ 1,474	£ 2,845
Other Premises Expenses	£ 1,445	£ 1,367	£ 2,535
Total Premises Expenses	£ 16,509	£ 15,851	£ 26,686
Total Expenses	£ 40,002	£ 35,809	£ 63,194
Net Operating Income	£ 26,030	£ 28,185	£ 49,208
Other Income			
Catering Contributions	£ 3,633	£ 4,063	£ 6,238
Donations Received	£ 1,777	£ 1,155	£ 2,335
Heath Park Cup	£ 197	£ 230	£ 230
Pavilion Hire	£ 9,171	£ 6,862	£ 12,437
Profit On Club Functions	£ -	£ 190	£ 470
Profit On Sponsorship	£ 10,284	£ 4,527	£ 11,841
Profit On Golf Day	£ -	£ 4,508	£ 5,215
Subscriptions	£ 12,933	£ 11,287	£ 14,296
Sundry Incomes	£ 1,406	£ 385	£ 385
Total Other Income	£ 39,421	£ 32,627	£ 52,307
Net Income Before Bequests	£ 13,391	£ 4,442	£ 3,099
Bequest Receipts	£ 130,683	£ -	£ -
Net Income After Bequests	£ 144,074	£ 4,442	£ 3,099



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**HEMEL HEMPSTEAD TOWN CRICKET CLUB**  
**AGM TO BE HELD ON WEDNESDAY 25<sup>TH</sup> SEPTEMBER 2019**

**PROPOSAL OF OFFICERS AND MEMBERS OF THE COMMITTEE AND AUDITOR**

Position	Name	Proposed	Seconded
Secretary*	/		
President	Paul Thompson	RICHARD GRAYSON R.S. Grayson	JAMES BIRNIE
Chairperson	Richard Grayson	Paul Thompson	JAMES BIRNIE
Membership Secretary	MIKE SAMUEL	AJR	Alan Martin
Treasurer	TREVOR RADCLIFFE	R.S. Grayson	Q.G. Tubett
Junior Cricket Manager	Richard Grayson	Elected at the Annual Players Meeting	
Club Captain	Nick Hodgins	Elected at the Annual Players Meeting	
Club Welfare Officer	ROBERT LANE	R.S. Grayson	Q.G. Tubett
Bar & Functions Coordinator	Emma Benson	RICHARD GRAYSON R.S. Grayson	Paul Thompson
Health & Safety Officer	NORMAN WATERKIN	R.S. Grayson	Emma B
Data Protection Officer	/		
Three Ordinary Members**	/		
	Rebecca Kelly	RICHARD GRAYSON R.S. Grayson	Paul Thompson
	Caprice Benn	RICHARD GRAYSON R.S. Grayson	Emma B
	Matt Judd	RICHARD GRAYSON R.S. Grayson	Emma B
	ALAN MORTON	JB	Emma B
	/		
Auditor ***	Hillier Hopkins LLP	RICHARD GRAYSON R.S. Grayson	JB

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

\*\* Appointed by the AGM if Resolution 1 is approved, otherwise appointed by the General Committee.

\*\*\* Hillier Hopkins LLP recommended by General Committee.




# HEMEL HEMPSTEAD TOWN CRICKET CLUB

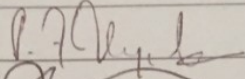
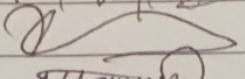
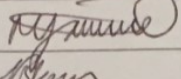
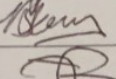
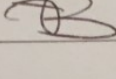
## AGM ATTENDANCE RECORD 25<sup>TH</sup> SEPTEMBER 2019

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	RICHARD GRAYSON	R.S. Gray	
2	ANDY TURBUTT	A.G. Turbutt	✓
3	MARTIN BOWHA		✓
4	LIZZ RADCLIFFE	Lizz Radcliffe	
5	Lesley Chesham	Lesley Chesham	
6	ANDY GILES	AG	
7	CARADOC BEVAN	Caradoc Bevan	
8	EMMA BENSON	EBenson	
9	Tom Winterton	Tom Winterton	
10	TERRA ROQUE	Terra Roque	
11	Sam Burnie	SB	
12	NICK HODGINS	Nick Hodgins	
13	ALAN MORTON	AM	
14	GRAHAM CLARK	Graham Clark	
15	Norman Winterton	N. Winterton	
16	REBECCA KELLY	Rebecca Kelly	
17	Georgie Pearce	Georgie Pearce	

**HEMEL HEMPSTEAD TOWN CRICKET CLUB**  
**AGM ATTENDANCE RECORD 25<sup>TH</sup> SEPTEMBER 2019**

No.	PRINT NAME	SIGNATURE	VOLUNTEER
18	PAM THORNTON		✓
19	HEM THORNTON		✓
20	MIKE SAMUELS		✓
21	BRETT PENNY		
22	JAMES BIRNIE		
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