

Baslow Sports Field Trust
Minutes of the Annual General Meeting

Present:	Peter Holt (Chairman), Roger Rose (Treasurer), Alan Wilson (Secretary), Neil Mantell, Larry Harfoot, Peter Barlow, Martin Venning, Matt Poole, Mike Booker, Tom Brooke, Chris Wood, Helen Watts, Diane Whalley, Nick Beecroft, Phil Morton, Stuart Cunningham, Chris Lyne.
Apologies:	Chris Brown
Date:	Tuesday 16 June 2015 - 7:30pm in the Cavendish Pavilion

	Topic	Discussion	Action
1.	Opening Remarks	<p>The Chairman began by welcoming everyone to the meeting.</p> <p>He then paid tribute to Mike Longdon who had died on 5 May 2015. Peter said that the Sports Field Trust had lost a close friend and ally. Mike was a long-standing and very experienced County Councillor who supported the Trust's interests both politically and personally. He helped us identify funds which added impetus to our renovation of the Multi Use Games Area (MUGA) and supported our annual SportsFest by facilitating grants over the past three years.</p> <p>Mike had previously been a Trustee of the Sports Field, a good servant of the village and a keen sportsman. In the early days of his office as Chairman, Peter had very much valued Mike's advice and guidance and said that he would be greatly missed.</p>	
2.	Minutes of the 11 June 2014 AGM	<p>The Notice, Agenda and Minutes of the previous Annual General Meeting had been published on the BSFT website.</p> <p>There being no amendments, the Minutes were duly approved as an accurate record of the previous AGM and signed by the Chairman.</p>	
3.	Matters Arising	<p>The Chairman stated that all matters arising from the previous AGM were included in this meeting's Agenda, apart from the issue relating to Child Protection where he was pleased to report that a new Policy had been adopted by the Trustees and published on the BSFT website.</p>	
4.	Election of Trustees	<p>The BSFT constitution requires the appointment of two elected Members (Trustees) at the AGM. The following nominations had been received by the Secretary:</p> <p>Chairman: Peter Holt - proposed by Alan Wilson, seconded by Helen Watts.</p> <p>Treasurer: Neil Mantell - proposed by Peter Holt, seconded by Roger Rose.</p>	

		<p>There being no other nominations for these positions, either before or during the Meeting, a vote was taken and each appointment was unanimously approved by those present at the Meeting.</p> <p>The Chairman then thanked Roger Rose, who was standing down as Treasurer, for all the hard work and support he had given him and the Trust over the previous 3 years.</p> <p>The following Representative Members had been nominated by their respective clubs / organisations and confirmed their willingness to serve as Trustees:</p> <table data-bbox="485 562 946 898"> <tr> <td>Parish Council</td> <td>Chris Brown</td> </tr> <tr> <td>Bowls</td> <td>Larry Harfoot*</td> </tr> <tr> <td></td> <td>Helen Watts</td> </tr> <tr> <td>Cricket</td> <td>Mike Booker</td> </tr> <tr> <td></td> <td>Matt Poole</td> </tr> <tr> <td>Football</td> <td>Diane Whalley</td> </tr> <tr> <td></td> <td>Phil Morton</td> </tr> <tr> <td>Tennis</td> <td>Peter Barlow</td> </tr> <tr> <td></td> <td>Neil Mantell</td> </tr> <tr> <td>St Anne's School</td> <td>Nick Beecroft</td> </tr> </table> <p>*Larry Harfoot agreed to remain as a Trustee until conversion to CIO status, when he would be standing down.</p> <p>These nominations were unanimously approved by those present at the Meeting.</p> <p>The Chairman then proposed, seconded by Helen Watts, that the following co-opted Member Trustees continue in post:</p> <table data-bbox="485 1234 957 1301"> <tr> <td>Secretary</td> <td>Alan Wilson</td> </tr> <tr> <td>Consultant</td> <td>Martin Venning</td> </tr> </table> <p>This was unanimously approved by the Trustees.</p>	Parish Council	Chris Brown	Bowls	Larry Harfoot*		Helen Watts	Cricket	Mike Booker		Matt Poole	Football	Diane Whalley		Phil Morton	Tennis	Peter Barlow		Neil Mantell	St Anne's School	Nick Beecroft	Secretary	Alan Wilson	Consultant	Martin Venning	
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5.	Chairman's Report	<p>The Chairman's Report for the previous year (see Appendix 1) had been posted on-line and a link circulated to all Trustees.</p> <p>Peter talked through his Report saying that when he took over as Trust Chairman three years ago he had adopted three broad goals:</p> <ol data-bbox="501 1608 1217 1906" style="list-style-type: none"> 1. The continued, “provision and maintenance of a recreational ground and sports ground for the use of the inhabitants of the area of benefit with the object of improving the conditions of life for the said inhabitants” (taken from the BSFT constitution). 2. As far as is possible to ensure that BSFT remains financially viable. 3. To build closer relations between the local community and the Trust. <p>He highlighted some of the areas of progress over the past year, talked about the remaining challenges (focussing on the state of the Trust's finances) and then outlined the vital role of Trustees.</p>																									

		<p>Peter announced that Tony Bookham had accepted an invitation to look after the MUGA on behalf of the Trust, as this was a role demanded by Sport England. Tony would also help the Trust by exploring ways to expand the use of the MUGA, managing the maintenance of the MUGA, marketing the MUGA and providing statistics to SportEngland.</p> <p>In conclusion, Peter said that he was now 3 years through a self-imposed 4 year tenure as Chairman of the Trust, so the challenge was to find a replacement reasonably quickly. This would enable a smooth transition during the course of the year. He asked that any nominations be advised to the Secretary.</p> <p>Roger Rose proposed a vote of thanks to Peter for the enormous contribution he had made to the Trust so far and said that he would be a very hard act to follow.</p>	All
6.	Financial Report	<p>Roger Rose presented an income and expenditure report for the previous year and talked through the figures, saying that as more cash had been received than at the same time last year, they were giving a false impression.</p> <p>The Trust had only been able to maintain an excess of income over expenditure due to the success of the various fundraising events; the SportsFest in particular. All of the Trust's income was going into running the facilities. There was insufficient funds to carry out major works to the pavilion or other parts of the Sports Field and further development was being hampered by financial constraints.</p> <p>There was £5,000 left in the MUGA fund for the installation of a shelter but there was no money available to put into the MUGA sinking fund. Concerns were raised about the consequences of a drop in fundraising revenue and the incoming Treasurer, Neil Mantell, said that this matter would need to be addressed in framing the new club budgets.</p> <p>There was a question about the large increase in water charges. Roger explained that there had been some extraordinary expenses following problems with the urinals in the pavilion and a leak to the Bowls Club's water supply. He also said there had been a one off expense of £346 for the replacement of football equipment for the Saturday morning group, as their property had gone missing when the store room was raided.</p> <p>Nick Beecroft proposed, seconded by Neil Mantell, that the Financial Report be accepted. This was unanimously approved by those present at the Meeting.</p>	
7.	Move to CIO Status	<p>The Secretary explained the background to the Trust's proposal to move to Charitable Incorporated Organisation status.</p> <p>The Trustees had been discussing this matter over the previous 2 years and in their meeting of 11 March 2015 had voted to convert to CIO status. The Trustees were therefore recommending this to the 'inhabitants' of the area of benefit at this AGM.</p> <p>Alan explained the legal status of a CIO and its relevance to reducing personal liabilities of the Trustees. He then went through</p>	

		<p>the conversion process required by the Charities Commission. This included submitting; an application form, the latest set of accounts, a list of Trustees and a new constitution. The draft constitution had been posted on the website in February 2015 and had been circulated to all Trustees by the Chairman prior to the March 2015 Trustees' Meeting.</p> <p>Alan then explained the key differences between the old and new constitutions, focussing on the objectives of the Charity, the definitions of "inhabitants", "trustees" and "members", and why the "Association" style of organisational structure was being recommended. He said that this model would involve the appointment of Trustees and the introduction of a new status of "Membership" of Baslow Sports Field. Alan explained how individuals would be able to become Members and the option for clubs to be affiliated to BSF. He emphasised that the details relating to Membership fees, how the affiliation process would work in practice, policies, rules of operation, and other procedural issues would be matters for the Trustees to decide.</p> <p>If the Charities Commission approval is granted, the Trust would have up to 18 months to convert to CIO status, during which time it would be necessary to wind up the existing Trust, transfer its assets, set up new contracts with suppliers, modify/renew the lease agreement with the Chatsworth Estate and administer the appointment of new Members.</p> <p>An open discussion followed covering topics such as the 10 mile radius rule, how Membership and voting rights would work, the qualifications for affiliated clubs, the application of the conflicts of interest requirements, the age requirements for Trustees, third party use of the facilities and the distinction between the protections offered to Trustees of BSF against those of the individual clubs.</p> <p>Alan Wilson proposed, seconded by Roger Rose that subject to Charity Commission approval, the Baslow Sports Field Trust be converted to a Charitable Incorporated Organisation. This was unanimously approved by those present at the Meeting.</p>	
8.	Any other business	<p>Diane Whalley mentioned that fees for last year were due to be paid by Baslow Juniors and a donation of £250 from Porter.</p> <p>Nick Becroft felt that 2 matters raised at the previous AGM still needed to be addressed:</p> <ol style="list-style-type: none"> 1. The structure of the Trust: where one group of Trustees favoured the existence of a single Sports Club with central membership while another group believed that Baslow Sports Field Trust was an excellent venue and facility and should broadly retain the existing structure and focus on being best in class. The Chairman agreed this would be included as an Agenda item in a future Trustees Meeting. 2. Potential fundraising event suggestions where Nick proposed that a separate 'brainstorming' meeting be held to explore more options and that a working party be created. <p style="text-align: center;">The meeting ended at 8.55pm</p>	<p style="text-align: right;">PH</p> <p style="text-align: right;">NB</p>

Chairman's Annual Report 2015

1. When I took over as Trust Chair three years ago I adopted three broad goals:

- The continued, “provision and maintenance of a recreational ground and sports ground for the use of the inhabitants of the area of benefit with the object of improving the conditions of life for the said inhabitants” (taken from our constitution).
- As far as is possible to ensure that BSFT remains financially viable.
- To build closer relations between the local community and the Trust.

These appear to have stood the test of time and I suggest they remain in being for my fourth and final year.

However, it is the second goal on which I intend to concentrate and allows my successor to inherit a financially sound Trust. I will say more about this later.

2. Over the past year, progress has been made in the following areas:

- The MUGA has been refurbished and is being well used at popular times in the evening.
- Our application for CIO status is now lodged with the Charities Commission.
- The various football groups have begun to co-ordinate their activities. This will help build relations between the groups/teams and ensure we can have a more effective use of our grounds and facilities.
- The Senior and Junior Crickets Clubs have merged to form a single Baslow Cricket Club resulting in less duplication and more cohesive planning.
- The bar room area has been repainted and new chairs donated.
- The SportsFest remains popular and raised in the order of £2.4k.
- Paul Bowden spoke at the Village Hall to a good audience and the Quiz Night was a sell-out. Both events raised valuable funds for the Trust.
- The grounds and premises continue to be maintained at a high level.
- We have supported the Parish Council Recreational Area project.
- We have established and maintain a Child Protection Policy.
- Our web site now looks good and works very effectively.
- We have adopted a new logo.

None of the above could have taken place without the dedication of many hard working individuals. It is invidious to mention names and perhaps this is another sign of progress: we have an expert group of Trustees.

3. Challenges remain:

- Although we remain solvent our finances are fairly precarious. We should be investing the additional cash the Trust raises to improve our facilities. Instead these additional funds are often used for routine matters: to pay excessive water bills due to leakage; to cover the cost of electrical contractors so that we meet current safety standards; to improve the security of the premises. As far as possible each “club/sport” should cover its direct costs and make a significant contribution to the overheads we inevitable incur. This may mean diverting more energy into fund raising at Club level as well as continuing to raise cash through the Trust. Alternatively clubs may have to find ways of controlling their costs and perhaps even resorting to self-help. What seems to me to be important in all of this is that the Trust and Clubs should be working in partnership to ensure each other’s financial viability for the long term good of sport and recreation in our local community.

- We need to expand the use of the MUGA
- Assuming that our application to achieve CIO status is accepted then there will be implications for the way the Trust and participating Clubs relate to each other. We will need to look at constitutional and financial arrangements
- The pavilion and changing rooms need attention
- Our “Rules of Day to day Operations” need updating. They were last amended in October 2005

4. The vital role of Trustees:

Being a Trustee from one of the four clubs is a challenging job. Your first priority is to represent the interests of your club/sport. But this cannot always be at the expense of other sports or the Trust. We all have an interest in promoting recreation and sport in general and just occasionally this may mean compromise and collaboration. In simple terms we need to aim for a “win – win” outcome. In normal circumstances if we continually seek to win whilst others loose then invariably the ultimate outcome is that all parties lose.

Peter Holt

June 2015