

**623 Club**

**AGM**

**14 April 2016 Old School House, Curbar**

**MINUTES**

In attendance:

Richard Nicholson	Chair	RN
Emma Staniland	Treasurer	ES
Kate Holbrook	Secretary	KH
Charlotte Hanson	Committee Member	CH
Sally Christian	623 Co-ordinator	SC
Karen Esposito	Member	KE
John Reece	Member	JR
Amanda Bolt	Member	AB

1. Welcome

RN welcomed everyone to the meeting. In the absence of one third of all Members being present (paragraph 6 (c)(i) of the constitution), a quorum was agreed.

2. Apologies

Apologies received from Heather Elphick and Sophie Fletcher.

3. Minutes from previous AGM 16 April 2015

No comments were received. These were approved.

4. Chair's Report

See attached Chair's report.

RN thanks the voluntary committee for their efforts and the staff for their dedication over a very busy but successful year for 623 Club.

## 5. Treasurer's Report

See attached Treasurer's report.

The Club will finish with a profit of circa £31 this year. Members are reminded that this is a not for profit organisation.

Holiday Club income has reduced by 25% over the last 12 months.

The SAGE system has been implemented which gives an audit trail of all debts to enable effective debt collection.

A late payment fee has also been introduced.

This term's invoices have not yet been sent out pending the decision on fee increases to be taken at the AGM (see later).

## 6. 623 Co-ordinator's Report

SC reported a very successful last three years.

The numbers remain good for After School Club and staff morale is good.

Club has purchased lots of new toys which have been well received. The kitchen facilities are being upgraded very soon which will allow for a variety of food preparation.

Numbers for the Holiday Club are down on previous years. It is anticipated that some of this is due to the economic situation and partly due to other HC providers in the area. The Committee recognise that in recent years spending on HC has remained static to balance the books. It is hoped that SC will be able to offer more trips out/interesting activities in the coming holiday sessions.

## 7. Election of Committee Members

The three Honorary Committee members must resign at this AGM as they have served the maximum of three years as specified under the constitution.

Election of new Committee Members is on the understanding that DBS certificates will be obtained as soon as is practicable.

There have been four offers of assistance which is greatly appreciated for the future running of the Club.

### Chair

KH proposed Karen Esposito. This was seconded by ES.

KE has two daughters at Baslow School.

### Treasurer

ES proposed John Reece. This was seconded by RN.

JR has a daughter at Curbar School.

### Secretary

KH proposed Amanda Bolt. This was seconded by ES.

AB has a daughter at Curbar School.

### Committee Member

RN proposed Charlotte Hanson remains as Committee Member. This was seconded by KH.

CH has a son at Curbar School

### Committee Member

KE proposed Sophie Fletcher as Committee Member. This was seconded by JR.

RN expressed his thanks to the new Committee for volunteering for the roles.

RN proposed that each "new" office holder meets their respective predecessor at a date/time to suit to have a one-to-one handover/briefing. Out-going Committee members are happy to offer advice/support to ensure a smooth transition.

## 8. Proposed motions

The outgoing Committee proposed the following motions:

- Paragraph 6 (a)(iv) of the constitution – setting fees for 2016/17.

Fees have remained static for in excess of three years whilst staff pay has increased and holiday pay for staff is in place. It is anticipated that transport costs will also rise.

Going forward, it is anticipated that a significant amount of the financial aspects of the Club will be outsourced. One day per month would equate to £1.43 per session additional cost.

**ES proposed an increase of £1.50 per session which was seconded by RN.** It was agreed that this was still more competitive than other After School providers in the region. RN asks Members to appreciate that ES has worked hard over the last three years to ensure there has been no increase before now and to ensure significant savings have been made to safeguard the future of the Club.

**ES proposed an increase of £3.00 for Holiday Club which was seconded by RN.** The sibling discount means Holiday Club will be £28 per session and £26 per session for the second sibling. It was felt that this was a competitive price given the hours of child care available (08.30 to 18.00).

This rise will be effective from May half term Holiday Club.

- Introduction of on-line booking for Holiday Club.

RN thanked CH for her research into the possibility of on-line booking. This research suggests that this would require a 9 to 10% increase on Holiday Club fees which seems disproportionate, particularly given the other fee increases agreed.

RN proposed that a decision on on-line booking is deferred to see how the outsourcing of the financial administration (particularly chasing up debts) will affect efficiency and it was agreed that the new Committee could review this later in the year if necessary.

- Constitutional Amendments

RN proposed that reference to paragraph 10 of the Constitution be removed as there is no Paragraph 10. This was seconded by KH.

RN proposed that reference to the Club being a charity to be removed as the Club is not a charity. This was seconded by ES.

- Members' motions

Members thanked the outgoing Committee for their hard work over the last three years.

## 9. Any Other Business

- The Members mandate the “new” Committee to alter the signatories to the 623 bank account from ES/RN/KH to KE/JR/AB.
- It was proposed that the out-going Committee Members would be willing to sign cheques for 60 days whilst amendments were made to the current banking facilities. This is on the understanding that this was at the direction and liability of the new Committee.
- SC as nominated individual will inform Ofsted of the change of Committee.
- Insurance – KH confirmed that the insurance had been removed and a copy of the certificate is displayed in Club.

#### 10. Future Committee Meetings

To be arranged by the new Committee in due course.