

**AGM**

**27th September 2016**

**Agenda - Annual General Meeting 2016**

*The Annual General Meeting of Ilkley Harriers Athletic Club will be held on Tuesday 27th September 2016 at Ilkley Lawn Tennis and Squash Club starting at 8:30 after the club run.*

1. *Committee’s introduction*
2. *Apologies for absence*
3. *Minutes of 2015 AGM and vote of acceptance*
4. *Matters arising*
5. *Committee’s annual report, including Junior section*
6. *Treasurer’s report and statement of accounts for year ending 31st August 2016 and vote of acceptance*
7. *Annual subscriptions*
8. *Elections of Officers and Committee*
9. *Reappointment of auditor*
10. *Presentation on status of the proposal for new athletics facilities at Ben Rhydding, including next steps and approval process*
11. *Any other business*

*Hilda Coulsey*

*Secretary*

ITEM 3

**AGM**



**23rd September 2015**

**Draft Minutes**

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| Item |  |
| 1 | **Chair’s Introduction.** Ilkley Harrier’s Chair**,** Jane Bryant welcomed members to the AGM. |
| 2 | **Apologies**: Eddie Winslow, Steve Weston, Jacqui Weston, Helen Waddington. |
| 3 | **Minutes of Meeting October 14th 2014**. *Acceptance was proposed by Dick Waddington, seconded by Petra Bijsterveld. The minutes were agreed* |
| 4 | **Matters Arising.**   1. None were raised. |
| 5 | **Annual Report of the Committee.**  Jane Bryant summarised the club year and reminded Members of the work of the Committee and in particular the membership survey and review, the input to proposed improved facilities at the Ben Rhydding sports site, and the new club vest. She noted the successful races the club had organised – the Ilkley moor Fell race, the Addingham gala race, the Incline, Badgerstone Relays and the Aquafon. As in 2014, Jane also commented in the need for additional coaching resources in the senior club.  *Acceptance of the report was proposed by Neil Chapman and seconded by Val Kerr. The report was agreed.*  **Junior Report**.  Junior Co-ordinator Shirley Wood noted the large and increasing numbers of Junior Harriers and the success of all those participating and in particular the 4 England vests gained by Junior Harriers.  *Acceptance of the report was proposed by Alison Weston and seconded by Amanda Newham. The report was agreed.* |
| 6 | **Treasurer’s Report and Statement of Accounts.**  Martin Archer reported a stable year with a small surplus of £577 up by £100 on 2013-14. Although membership numbers were down slightly, the changes to membership fees and the family membership definition had contributed to a slight increase. Other spend and income was little changed. Martin also referred to the negotiations with ILTSC regarding rent payable and the reduction agreed which meant a reduction in fees for the coming year was proposed – see item 8 below.  *Acceptance of the Treasurers report was proposed by Val Kerr and seconded by Nick Pearce. The report was agreed.* |
|  | Agenda items 8 and 9 were now considered as these both related to financial matters |
| 8 | **Annual Subscriptions**  Hilda Coulsey introduced the work undertaken to review membership categories and associated fees. The approach taken, and fees charged by other local clubs had been considered. Ilkley Harriers fees were at the top end of the range and membership categories were slightly more complicated than other clubs. The Committee had felt these could be simplified whilst continuing to younger members. With the rent reduction agreed with ILTSC there was also the opportunity to reduce fees slightly. The following was therefore proposed:  **Membership fees for 2015/ 2016**  **First claim members**  Individual - one adult (18 and over) £32  Joint - two adults (18 and over, unless student) living at the same address £56  Student - 16-18 years old or in full time education £12  For joiners mid year individual membership will be £22 and joint £40  **Second claim members** i.e. those belonging to another athletics club £20  *The motion “that this meeting agrees the revised membership categories and associated fees” was proposed by Gaenor Coy and seconded by Dan Wilkinson. The motion was agreed.* |
| 9 | **Ammendment to Constitution**  The current constitution specifies the club membership categories. Any change therefore need to be agreed at an AGM or EGM. The Committee felt more flexibility would be sensible and therefore proposed the following: “subscription categories will be as determined by the Committee from time to time”.  *The change was proposed by Dick Waddington and seconded by Rachel Carter. This was agreed* |
| 7 | **Election of Officers, Committee and other Appointments.** The following were nominated and appointed:  **Officers**   * Chair: Vacant * Deputy Chair: vacant * Treasurer: Martin Archer * Secretary: Hilda Coulsey   **Committee Members**:  Neil Chapman, Shirley Wood, Dan Wilkinson, Petra Bijsterveld, Rachel Carter,Val Kerr, Jane McCarthy  **Other Appointments**   * Membership Secretary: Rachel Carter * Newsletter Editor: Peter Lewis   **Captains**   * Mens Road: Steve Weston * Womens Road: Petra Bijsterveld * Mens XC: Steve Coy * Womens XC: Gaenor Coy * Mens Fell: Dan Wilkinson * Ladies fell: Val Kerr/Amanda Newham |
| 10 | **Appointment of Auditor**  The previous AGM had delegated the appointment of auditors for the year 2014-15 to the Committee, and Gavin Lamb had subsequently agreed to audit the accounts. Gavin was thanked for undertaking this task. It was proposed that Gavin be appointed for the coming year – 2015-16.  *This was proposed by Martin Archer and seconded by Jane Bryant and approved unanimously.* |
| 11 | **AOB**   1. Alison Weston proposed a vote of thanks to Jane Bryant who was stepping down from her role as Chair. This was unanimously agreed. |
|  | The meeting closed at 9.35pm |

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| **Members Present: 23**  Neil Chapman  Shirley Wood  Petra Bijsterveld  Amanda Newham  Dan Wilkinson  Dick Waddington  Martin Archer  Emma O’Looney  Gaenor Coy  Malocolm Pickering | Alison Weston  Jane Bryant  Paul Wood  Paul Stephens  Hilda Coulsey  Peter Lewis  Bas de Boer  Jean Sullivan  Val Kerr  Nick Pearce  Alex Hyde  Rachel Carter  Jane McCarthy |

**ITEM 5** **Ilkley Harriers Annual Review 2015-2016**

**Committee activity**

The committee has had a busy year continuing the development of the club, improving the way we operate, providing and enjoying our varied training programmes and running events.

* With the Chair and Deputy Chair positions vacant, tasks were undertaken by others across the Committee, the Captains and those with the various communication roles. We are very grateful to everyone who has contributed so ably throughout the year, aiming to add to the enjoyment of all members.
* Members

Numbers of members have reduced a little since last year (see Martin’s report), at just under 300. In addition, there are 30 with us from the Beginners/ Improvers group started in May which we might hope will join in October. 9 juniors are coming up compared with 26 last year. We simplified our fee structure this year and propose to continue with this structure. Members will be individually emailed with rejoin instructions and can pay on-line or by cheque, on-line being preferred. We will discuss fees for 2016-2017 later.

* Review of our Development plan

1. Ensuring our duty of care to all and especially for U18s and vulnerable adults:

* review of our arrangements in training sessions
* review of policies and procedures
* incident reporting - Helen as Welfare Officer
* training course (U18s and vulnerable adults) Helen, Jane, Alison B and Hilda, communication with deaf athletes (Hilda)
* reiteration to be seen and have some form of identification in event of emergency or incident
* introducing the register on Tuesday sessions and reviewing with Jane and Neil arrangements for their sessions
* submission of Clubmark after 6 years which has been important to help us review our arrangements anyway but also crucial for applying for grants and investment income for new facilities (see Shirley later). This has been achieved.

2. Beginners 0-5k progressing to Improvers as a Tuesday session: Over 70 joined us at the beginning of May to be led by Jane Bryant, some 46 lasting the course to 5k after 6 weeks. We sent all £760 raised to UWFRA. The Improvers was led by Abi, Petra, Val and Hilda with 20-30 coming along on a Tuesday from June through to end September. The aim is to convert these to members and continue integration with other groups or as a separate group on a Tuesday and to start Beginners off again in May. Thanks to all who helped in the early weeks, particularly Jane, they were all much appreciated by the Beginners. Petra and Hilda attended a LIRF course in February to support this.

3. Proposal to build athletics facilities, predominately for use by the Juniors at Ben Rhydding: A sub group of Martin Archer, Shirley Wood, Paul Stephens, Steve Maslan, Rob Cunningham and Hilda Coulsey have worked through the year to investigate the feasibility of this and work out ways that it could happen. The Committee are awaiting the development of a proposal document from the implementation team (yet to be confirmed) to convince members and investors of the integrity of the scheme prior to consideration by the club. Presentation of the status and the subsequent process will follow by Shirley.

4. Harriers and Volunteers of the month: We believe it is important to recognise those runners who have been working hard or have achieved exceptional performances for them as well as our host of volunteers who undertake everything from marshalling to setting up and managing a race or event and taking on communication roles. These are at the heart of what we do as the Harriers. We awarded Harrier of the month and Volunteer of the month and will continue to do this and we appreciate the many opportunities for interactions between runners at events and all the volunteers that support our enjoyment.

5. We bought a tent, to help with cross countries and our races. We bought a ‘shed’ to securely hold our race and training equipment, sited at ILTSC. We saw the reduction in the fee from the use of the Tennis club. We absorbed the increase in EA fee. The committee therefore decided to run at a loss plus use some of our previously accumulated surplus for the benefit of existing members. This will be discussed further by Martin.

**Our Races**

We thank all those involved in organising: Ilkley Moor Fell race, Trail race, Addingham Gala Fell race, the Incline, Badger stone relays, Aquathlon, HDSRL first race, Fell, XC and Road events and relays. League races and table.

**Racing**

Congratulations to all those who have gained England and Yorkshire vests, of all ages. Congratulations too to lots of Harriers exceeding their expectations and having fun in local races and further away, of all terrains and lengths.

**Social**

Thank you to those organising and attending the Christmas relays and quiz, the Awards presentation night at ILTSC, the Fell/ club socials at the Vaults and spontaneous get-togethers amongst friends.

**Coaching**

We rely significantly on Jane and Neil for their continued dedication on Thursdays as well as on our various leaders on Wednesday, Saturday and for Tuesday sessions. We are very grateful for all, particularly to Jane and Neil. We have some 20 members trained as coaches or leaders and we would encourage more to take sessions or to join with others and work a session together. As a committee we are keen to support training for any member who would like to commit to leading sessions.

**Finally**, I started by crediting the numerous people that have put considerable effort into supporting the club in our various roles. No apologies for saying again that the committee are extremely grateful, thank you. We do have a turnover of people and that’s healthy, it helps discussion and takes us forward with new ideas. We encourage members to take a turn to organise events and activities and/ or join the committee for the next years.

**Hilda Coulsey for the Committee**

**Junior report - Shirley Wood**

**ITEM 6 Treasurer’s report to the AGM of Ilkley Harriers Athletic Club**

**for the year 2015/16**

Many thanks to Gavin Lamb for auditing the accounts this year.

**Surplus**

The Club generated a loss of £920 this year (compared to a surplus of £577 last year).

**Income**

**Subscriptions**

Our main source of income is members’ subscriptions. Membership fell from 297 last year to 288 this year. Subscription income decreased, compared to last year, primarily due to decreases in membership fees.

**Race hosting**

Income from the various races we organise is listed in note 1 of the accounts. Total income was down this year with most of the races earning less than the prior year.

**Expenditure**

**Rent**

Rent for the ILTSC bar and training field is one of our major expenses. Through a renegotiation of our relationship with the ILTSC our quarterly rent has decreased to £560 per quarter (from £864 in the prior year).

**Athletic Association affiliation fees**

All members are affiliated to England Athletics through the club. These affiliation fees are another major expense. These fees were £13 per first-claim member this year compared to £12 last year.

**Race entry fees**

The Club pays entry fees for certain relays and other races. A breakdown of our expenditure on race entries is given in note 2 on the accounts. Race entry fees were higher than last year due to the prior year FRA relay and Ian Hodgson relay entry fees being not being recorded in the 15/16 accounts (see note 2).

**Training Sessions**

Money collected at Monday night circuits offsets the costs of hiring the Grammar School sports hall and the floodlights, for the Thursday evening training sessions at ILTSC. This year there was an overall surplus on training sessions of around £185.

**Social Events**

The Club continues to subsidise a number of social events for members during the year, such as the Annual Awards and the Away Runs. Costs this year were slightly higher than last year.

**Newsletter**

This year we printed three editions of the newsletter and, therefore, costs were higher than in the prior year where we printed only two editions.

**Balance sheet**

The audited income and expenditure account and balance sheet is overleaf.

**Prospects for 2016/2017**

Our two major expenses are rent to ILTSC and England Athletics affiliation fees. We have renegotiated our agreement with ILTSC and this has helped offset the increase in EA fees. It is likely that EA fees will continue to increase in the coming year and consequentially, other things remaining unchanged, it is probable that the upcoming year will, in line with this year, see another loss.

Newsletter costs may decrease if we move away from paper to electronic copy which would help bring costs down in line with income.

Overall, the Harriers’ finances remain healthy, with overall funds at the year end of £11,191.

**2016/17 subscriptions**

Proposed subscription rates for the upcoming year are unchanged from the prior year (asides from Students/Young persons whose subscriptions have gone up in line with the EA membership fee):

**First-claim members**

Individual £32 (+18 years old)

Joint £56 (for two people +18 years old residing at the same address)

Student/ Young person £13

Martin Archer

Honorary Treasurer

Ilkley Harriers Athletic Club

25/9/2016

**ITEM 10 Presentation on the facilities**

The purpose of presentation is to let you know what a few of us have been working on to support the Juniors, for your interest. In addition, if anyone would like to be involved your help would be much appreciated.

**Compact Athletics Training facility - details**

2 plans: one showing the general site and the other the athletics facility in greater detail.

The Compact Athletics Training facility is part of a wider development of sporting facilities at the Ben Rhydding Sports Club (BRSC) and adjoining Ilkley Grammar School (IGS) playing fields to including a second all weather hockey pitch and a 3G football pitch. The athletics facility is L-shaped around two sides of the 3G football pitch and will share lighting once in place.

Ilkley Harriers (IH) and Ilkley Town Football Club (ITFC) have been working together from the beginning and hope to complete the project as one build, albeit potentially in 2 phases.

The athletics facility is to the south and east of the football pitch. To the south an 8 lane 100m straight leading into a jumps pit and to the east sections for all the throws with a high jump area (including open covered building) at the far end nearest the River Wharfe. The grassed area to the east beyond the security fencing will double up as a throws landing area and a 200m marked grass track.

**The case for athletics facilities in Ilkley**

* Allow all year round training (currently T&F training is restricted to a few weeks in September and the summer term and endurance training is dependent on the condition of overused playing fields)
* Increase participation at club level by reducing waiting lists and establishing an outdoor 9-13’s post sportshall athletics programme (Junior Ilkley Harriers (JIH) likely to go over 400 members)
* Increase participation through school initiatives – CATI’s led by junior leaders for younger children (KS1 upwards) and innovative competition formats and summer camps and IGS will have use of the facility during school hours
* Increasing hours and numbers available to train will generate more income
* All level of athlete from newcomer to county/international can train and receive appropriate technical training in running, jumping and throwing using ‘real’ athletics facilities
* The facility is in line with UK Sport strategy and Bradford’s athletics development strategy
* These benefits are for the Junior section of Ilkley Harriers, predominately, however this would be a fantastic asset for the community and would expect to facilitate additional fitness opportunities for adults too.

**Why now?**

* The junior club is thriving and respected and demand increases each year. We now have no capacity to grow without purpose built facilities
* The timing is right and working with Ilkley Town Football club on a shared build should give significant savings in cost and time. Athletics alone could not contemplate this build
* The build could start in January and be available in the summer (funding dependent)

**What has been done to date**

* The general athletic layout plans were drawn up and submitted together with ITFC plan to Bradford Council for planning approval earlier in the year. Planning approval was granted in May.
* Considerable discussion with ITFC, Bradford council and ibetween ourselves regarding the legal structure required to fund and manage the build and the facilities once built, resulting in a draft company structure (Community Benefit Society) proposed to mirror ITFC in both company structure and to support investment loan fundraising - Social Investment Tax relief (SITR).
* ITFC have led the way in discussions with and supported by IGS to enable a sub-lease of the ground from Bradford Met. Sub lease chain was agreed in July.
* Initial cost were estimated at around £300,000. Over August the original athletics plans have been refined to give more detailed specifications and materials to the potential contractor. By mid-October we hope to have a more precise breakdown of the build cost.
* A junior business plan has been written to demonstrate financial sustainability and capability to pay back loans in up to 7 years. Currently being updated to reflect 15/16 finances.
* Funding: Discussions have taken place with England Athletics (EA) re the Sport England Inspired Facilities grant which we believe will open for application in November.
* Fundraising activities that have taken place so far are low level and based around Junior club activities/races and the increasing of session fees. We have a Santa Run on the 20th November.
* There are teams /individuals who are already investigating and drawing up plans for individual and business sponsorship.
* This month a team to take the project forward is being constructed to include those who can lead the company, manage the investment and the build and those who will manage and develop the facility once built.

**What happens next**

We need to complete and bring the new team up to speed to be fully aware of work to be done together with responsibilities.

The team is coming together with legal, business, financial and coaching expertise. All expertise is welcome and in addition there are 3 specific roles that we are looking to fill including:

* a short term role for an individual to oversee the build to liaise with contractors and ITFC who has project managing/construction experience
* although we have groups/individuals assigned to fundraising a short term post for a general marketing manager/publicity officer would be useful
* an operational team manager to keep a general overview of the whole project.

A proposal document is being constructed which describes the scheme and how it is to be delivered for potential members/ directors, investors and sponsors to buy into.

IH committee to confirm their role - advice from EA legal support is being sought.

Given the go-ahead an EGM would be held for members to consider the proposal and any change in the Harriers constitution.

If the scheme is still viable and IH give the go ahead all the behind the scene work starts with the setting up of the company, launch of the investment loan scheme, looking for pledges.

Providing the investment loan scheme is successful the team would apply for Sport England funding and individual/business sponsorship

In addition to the expertise defined, anyone who would like to help in any way would be very welcome. Further details for a deeper discussion are available.

**Shirley Wood**