



The Watlington Club CIO AGM

30th June 2016

Board of Trustees

- Dave Parkes - Chairman
- Graham Smith – Treasurer
- Cate Hewetson-Smith – Secretary
- George Bruce – Bowls Chair
- Mike Staples – Tennis Chair
- Pam Mundy– Squash Chair
- Mike Vincent – Advisor
- Henry Wancke - Advisor

The Bar

- Our aim over the last year has been to find a tenant who we can partner with to create a social hub for the town to add to the sporting one.
 - To refurbish the bars, kitchen and cellar
 - To increase bar and function room usage across the community
 - To be able to service the sporting sections, businesses and tenants
 - To reinstate bands, events and other performances in the function room
 - To address on-street smoking issues
 - To increase club membership
 - To become a central social hub with a more diverse audience including younger and family groups
 - To integrate the Bowls bar into the wider club bar plan

The Bar

- This has been a long process, added to with protracted contract discussions given the duration of the lease.
- We are very pleased to announce Vicki and Steve Wood as our new long term tenants.
- They are local and come with a long track record of running restaurants and pubs.
- As you may have seen the bar and restaurant/brasserie will open up this Saturday.
- You now have the opportunity to be the first to see the new facilities and the bar will be opened up!!

Agenda

1. Apologies for Absence
2. Chairman's Report
3. CIO update
4. Treasurer's Report and 2015/16 Accounts
5. Membership update
6. Car Park update
7. Section Reports
8. Officer re-election
9. Any other business
10. Date of 2017 TWC AGM
11. Close AGM



Apologies for Absence



Chairman's report
Dave Parkes

Overall club status

- All parts of the Club are 100% owned by The Watlington Club CIO
- We are financially stable and continue to invest huge amounts to upgrade the site
- Membership and site usage continues to grow
- The Club is providing more and more value to the community e.g. free usage for Charities.

Site usage and occupancy

- We have an increasing number of members using the facilities at the club.
 - 350+ members using sporting facilities directly provided by the club i.e. Tennis, Squash and Bowls
 - 250+ using Performanze dance, Pilates, Scouts, Judo, Tai Chi, Zumba and Senior circuits.
 - Main club members will increase as the bar opens.
Usually 60+
 - Charity usage on the increase in line with new policy of free 20 hours/year
 - Two commercial premises, two residential flats, 4 business offices, Scout hut and Dance studio will all be occupied by 18th July meaning a full house.

Achievements

- Awarded a grant from SODC for £39k
- Launched a new online membership database
- Property management more professional and efficient. Proactive maintenance and testing are making the buildings safer and reducing costs
- Full Fire Risk assessment conducted with associated action plan
- Evicted residential tenant after a lengthy legal process
- Signed up new bar/restaurant tenants

Achievements (cont.)

- Kept building occupancy high
- Built a more robust tender process
- Launched a Charity and Volunteer Group membership to provide free function room facilities
- Defined the plan for Club refurbishment

Last years open issues

- To make the Bar, Georgian room and Function room the heart of an inclusive social club
 - Lease signed and now need to build up business
- The main club roofing issues mean that we need to undertake major repairs and maintenance
 - Repairs done as needed. More planned for 16/17
- The membership process is being reviewed with plans for new on-line system with automated renewals and payments
 - New on-line membership DB in place.

Last years open issues (cont.)

- Business development plan in place to further increase revenues and membership levels
 - Progressing well with full tenancy, grants and membership. Other projects such as car park in planning
- The main club is mainly run by just 3 people. We need further help and skills to accelerate our development plans
 - Still need help. A volunteer caretaker and Health&Safety expert are the most urgent

Last years open issues (cont.)

- Development of links to school, councils and other public bodies
 - Links to SODC, WPC and Icknield much improved
- Very low Squash membership and usage. Down to approx. 30 members over the last 2 years
 - Membership now up to 60 plus regular usage by Icknield
- Still issues to resolve with Bowls about being “one club”
 - Much better and making progress to resolution

2016/7 priorities

- Finances:
 - To support our vision we need to maintain full building occupancy, develop new revenue streams and obtain grants. **On track**
- Charity:
 - Develop free function room usage for local charities and volunteer groups. **Completed**
 - Have a pricing structure for sports and social users that supports participation for all and ensures that is no-one is deterred by lack of money. **Will be done in-line with sports section AGM's**

2016/7 priorities

- Sports:
 - Drive incremental membership for Tennis, Squash and Bowls. **On track**
 - Upgrade standard of facilities. **In progress with grants**
 - Attract new sports. Longer term plans to be put in place for others. **Added Pilates, Zumba and Senior circuits.**
 - Partner with the WPC to develop sporting needs as well as marketing and pipeline of potential new members. **Needs to be actioned**

2016/7 priorities

- Social:
 - Complete tender process and sign contract for new bar tenants. **Completed**
 - Upgrade facilities. **Completed**
 - Integrate and maximise function room usage into bar plans - to include free usage for charities and volunteer groups.
In progress but usage still too low
 - Market and provide facilities for family usage. **To be started with new bar offering**

Thanks

- Finally, I would like to thank the Board of Trustees and Advisors.
- They all give up much of their free time and show a huge amount of dedication to the Club.
- We are making great progress and they are to be thanked for that.



**Update on transition to our
new CIO
Graham Smith**

CIO Update

- Plans to change our old legal status go back many years
- We started working on the transition to CIO in Jan14
- In July 2014, it was unanimously agreed that we would move to the new constitution and close the Watlington Memorial Club
- We submitted our application to the Charities Commission in September 2014
- There then followed lengthy discussions with them about our charitable objectives

CIO Update

- Our application was finally approved in Feb 2015
- New bank accounts were opened
- Suppliers/contracts etc. were notified and changed
- Transferring our property from the WMC to the CIO was also difficult as we had to find ex Trustees as they were named on documents and sadly one had died
- This finally completed in March 2016
- The WMC charity was subsequently closed.

WMC Title deeds held by Trustees

- The legal status of the WMC meant that it could not own property in its own name and therefore was held on its behalf in the name of the Trustees

1	Title number of the property ON218985 ON218984 ON97702	(W) or (P) W W W	Property 20-22 High Street Watlington, 18 High Street Watlington, land east of Saunders Close"	Other information
2	Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:			
3	Date:			
4	Transferor: MICHAEL JOHN VINCENT, HENRY BRIAN ABBOTT WANCKE, PETER WILCOCK, ROBERT ANDREW FORBES, WILLIAM SMITH, GRAHAM SMITH, DAVID PARKES AND ROBIN HOLMES-SMITH			

TWC CIO Title deeds held by the Charity

- The legal status of the TWC CIO now allows it to 'own' their property in its own 'name'

Our ref: RCS/ON218985/GL CT12

Date: 23 March 2016

COMPLETION OF REGISTRATION

Title Number: ON218985

Property: The Watlington Memorial Club, 20-22 High Stree...

Registered Proprietor: **THE WATLINGTON CLUB**

Selling our property?

- We get asked many times whether The Trustees are going to 'sell' the building but we can never make this decision in isolation
- To do this we need the permission of the following
 - Charities Commission
 - SODC
 - The Parish Council
 - The Trustees
 - And most importantly our Members
- Before anyone asks again tonight, our answer is still **'NO'!**



**Treasurer's Report and
2016 Accounts
Graham Smith**

Overview of our Financial accounts

- Hard copies of our financial performance have been made available today
- Our statutory accounts are for the new TWC CIO and as this has only been in existence for one year there are no comparatives
- I have therefore created a separate report which shows the results for the last three years
 - 1 year of the TWC CIO
 - 2 prior years of the WMC for comparison
- The results only show the total Charity

Overview of Income and expenditure

	TWC	WMC	
	2016	2015	2014
Income	85,351	88,484	81,584
Expenses	82,096	80,852	92,550
Operating Profit/(Loss)	3,255	7,632	(10,966)

- Income
 - All areas of income have increased except for our biggest source being Rent
 - No bar for 10 months
 - Flat 18 eviction resulted in no income for 5 months

Overview of Income and expenditure

- Expenditure – Repairs
 - £28K spent on
 - £17k - external works especially roofing to ensure our building doesn't leak
 - £2k – upgrade lighting to LEDs
 - £3K – new water heater and shower for Squash
 - £3K – upgrade of leased premises – eg carpets
 - In the last four years we have spent £126k improving the condition of our buildings and facilities
 - We have plans in place to spend over £160k over the next three years
 - This level of investment is long overdue

Overview of Income and expenditure

- Expenditure – Other Key items
 - £6k - Property management and as a result
 - All space will be fully occupied (from mid July)
 - Have a proactive maintenance plan rather than just fire fighting.
 - The benefits of this are steadily being realised as we have had no major incidents in the two years
 - No bar - Resulted in lower cleaning and utility costs of **£6K**
 - £1k - Legal – cost of evicting tenants
 - £2K – Surveyors – now have a site plan of whole Club and has been used many times already
 - £1k- Donations – as already mentioned we have started to further support our community to demonstrate our charitable worth

Overview of Balance Sheet

		TWC	WMC	
		2016	2015	2014
Assets	Fixed assets	311,336	317,026	322,716
	Cash	118,342	114,097	99,264
	Debtors	1,891	1,065	482
	Total	431,569	432,188	422,462
Liabilities	Creditors	10,887	14,762	12,669
	Reserves	420,682	417,426	409,793
	Total	431,569	432,188	422,462

- Assets
 - Our profit this year has resulted in increased cash
 - Rental debtors have all since been paid
- Liabilities
 - Creditors have remained consistent
- We have a healthy balance sheet and cash reserve

TWC CIO – Annual Accounts

- This 'year' the results are for 13 months as it was borne on 25 Feb 2015 but there was no trading in the first month
- The Format of the accounts have been updated to the latest standards
- Independent Audit Report
 - They has been signed by our auditor to confirm that the accounts have been examined by him and that they are a true and fair view of the financial status of the charity.
- The Accounts have also been approved and signed by the Trustees

TWC CIO – Annual Accounts

- The Income and expenditure statement and balance sheet are as previously discussed
- The Notes to the Accounts provide further details
 - 1 & 2 - Basis of preparation and Accounting Policies
 - 3 - Formation of the TWC and transfer of activities
 - 4 to 7 – Further analysis to support Annual Accounts
 - 8 & 9 – Remuneration of staff and Trustees
 - 10 & 11 – Details of our advisers
 - 12 – Insurance valuation of our Buildings

TWC CIO – Annual Accounts

- Are there any further questions?
- Unlike in previous years and to align with best practise, the Annual Accounts will no longer be voted upon by members as they a record of fact.

Financial Controls & Thank You

- We have put in place controls to safeguard our assets (cash) and financial future
 - All payments need two signatures
 - Detailed monthly accounts produced via web based system
 - 3 year cash forecast updated every month
 - Schedule of major repairs and renovations
 - We endeavour to pay all supplier within terms
- I would like to thank the section treasurers for their continued support and for making my life easier
 - Tennis – Ken, Squash – Roger, Bowls - Peter



Grants

Graham Smith

Grants

- We applied for a capital grant from SODC last year and were awarded £39,000 on the condition that we matched it with our own funds
- We were successful as we could show that we were an all inclusive club with a large active membership with multiple offerings
- **We would like to record our extreme gratitude to SODC for this award**
- It is our intention to apply for further grants
 - Upgrade Squash court floors
 - Improvements to car parks
 - Upgrade our building to meet fire regulations

Grants

- We finally received the money last week and already have the schedule in place
 - Entrance Hall – July 2016 - confirmed
 - Gas Boiler – July 2016 - confirmed
 - Function Room – July 2016
 - New Squash heaters – August 2016 - confirmed
 - Cellar roof – August 2016
 - Decorate outside of building - Sep 2016
 - Resurface Tennis courts – Sept 2016 - confirmed
 - Fire Doors – Oct 2016 - confirmed



Membership update Cate Hewetson-Smith

Introduction

- The committee resolved to move forward with an electronic system for the future.
- Using a system called “Webcollect” we have started the process to get all members onto this system.
- I’ve entered all the original ‘Club Only’ members present at last year’s AGM and we’ve invited any new memberships to be actioned via the website <https://www.watlington.org.uk/membership/>

The future with online membership

- The Watlington Club has moved on speedily with over 150 members now electronically registered.
- Bowls and Squash went ahead smoothly and efficiently and I'm currently working with our largest Section, Tennis to move their 230 members on to the system. This is no small task for Linda King and I and I'd like to thank her and the sections for their constant co-operation and help.

Membership (contd)

- Moving on to a time when all Sections and Club users are on this system; from the Charities we support to the local schools, from Performanze to Thai Chi and for fundraising events for Watlington Pre-School and the exercise classes held in the Function Room. We anticipate and are actively planning for all the organisations and individuals to become members on the webcollect.

Membership (contd)

- With streamlined membership categories in place and a more than reasonable membership fee we will be able to E-mail and notify all our members at once with activities happening at The Club, AGM dates and automatic renewal function.
- This significant change will however not leave those who cannot for whatever reason use the new way of joining or renewing electronically and we will continue to support those very few individuals wishing to use a paper application.

Membership (contd)

- Membership Cards will continue to be sent out each year until such time as perhaps even an electronic entry system to the buildings and car-park. Who knows!

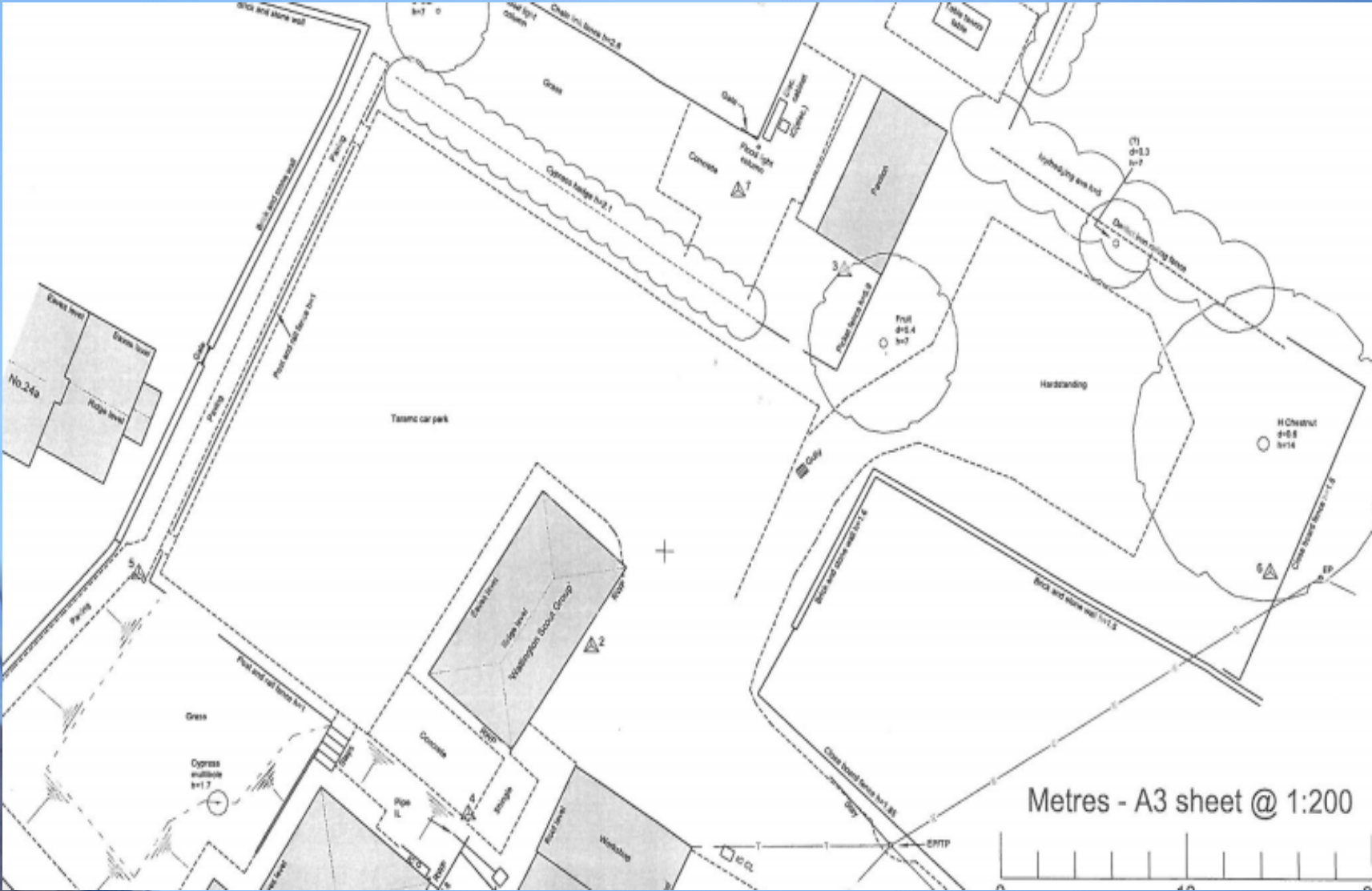


Car Park update
Cate Hewetson-Smith
Graham Smith

Car Park - currently

- Everyone parks anywhere in a very inefficient manor
 - 18 cars max in main one
 - 8 in overflow
- Poor lighting and fencing
- Tree, hedging and landscape not managed
- Hard to patrol and enforce parking restrictions
- Members and vehicles are not segregated for safety
- G&P identified the Overflow as source of income which would further guarantee TWC's future

Car Park - Currently



Main Car Park – Proposal

- Extend by removing tennis hedge to maximise spaces and replace with fence
- Move path on right to extend carpark to the right
- New area for pedal and motorbikes
- Proper line markings to separate vehicles
- Bollards to protect building, fences and members
- New lighting
- Clear emergency access for services

Overflow Car Park – Proposal

- Remove existing surface in over-flow, prepare and replace with porous one
- Insert Proper line markings
- Add a remote control electric gate
- New Fence to replace hedge at back
- Remove fruit tree (subject to planning)
- Low level lighting

- Indications are that we can accommodate the following spaces
 - Main - 29 which is more than we have now in total
 - Overflow – 14 or 15

Car Park - Proposal



Private car park in Overflow

- Rent out 13 spaces at £800pa
- With a grant the payback would be 2.5 years
- In year 3 we would have a new income source of £9,000 pa and a practical car park with more spaces
- The planning submission is being sent in by ourselves with the help of advice to save costs
- We have appointed on specialist arboricultural expert to assess current trees and plan for new planting
- We are considering those companies who specialise in surfaces that allow vehicles, protect tree roots and use re-cycled products



Tennis Section report
Mike Staples

Membership June 2016

Adults	69
Senior Citizens	35
Juniors/Students	71
Students	5
Minis	13
Accompanying Adults	6
Total	199

This compares with a total of 236 in August last year

Facilities

- Court surface 20 Years old, plays well but at end of life; side netting beginning to fail
- Alternative surfaces e.g. porous acrylic tested but too expensive
- Resurfacing with porous tarmac to take place in Sep/Oct
- Additional entrance gates and Wheelchair access
- Total cost £53,530

Tournaments, Matches & Coaching

- Mens, Ladies and Mixed teams entered in Thames Valley doubles tournaments.
- Club knock-out tournament held May-September
- Spring and Autumn American tournaments
- Coaching for Adults, Juniors and Minis by LTA - registered coach

Juniors, Charity & Community Activities

- Junior Tournament: 12 & under, 13 & over
- Parent - and - Child Tournament
- “Road to Wimbledon” LTA Tournament
- Friday Junior sessions: social tennis and BBQ

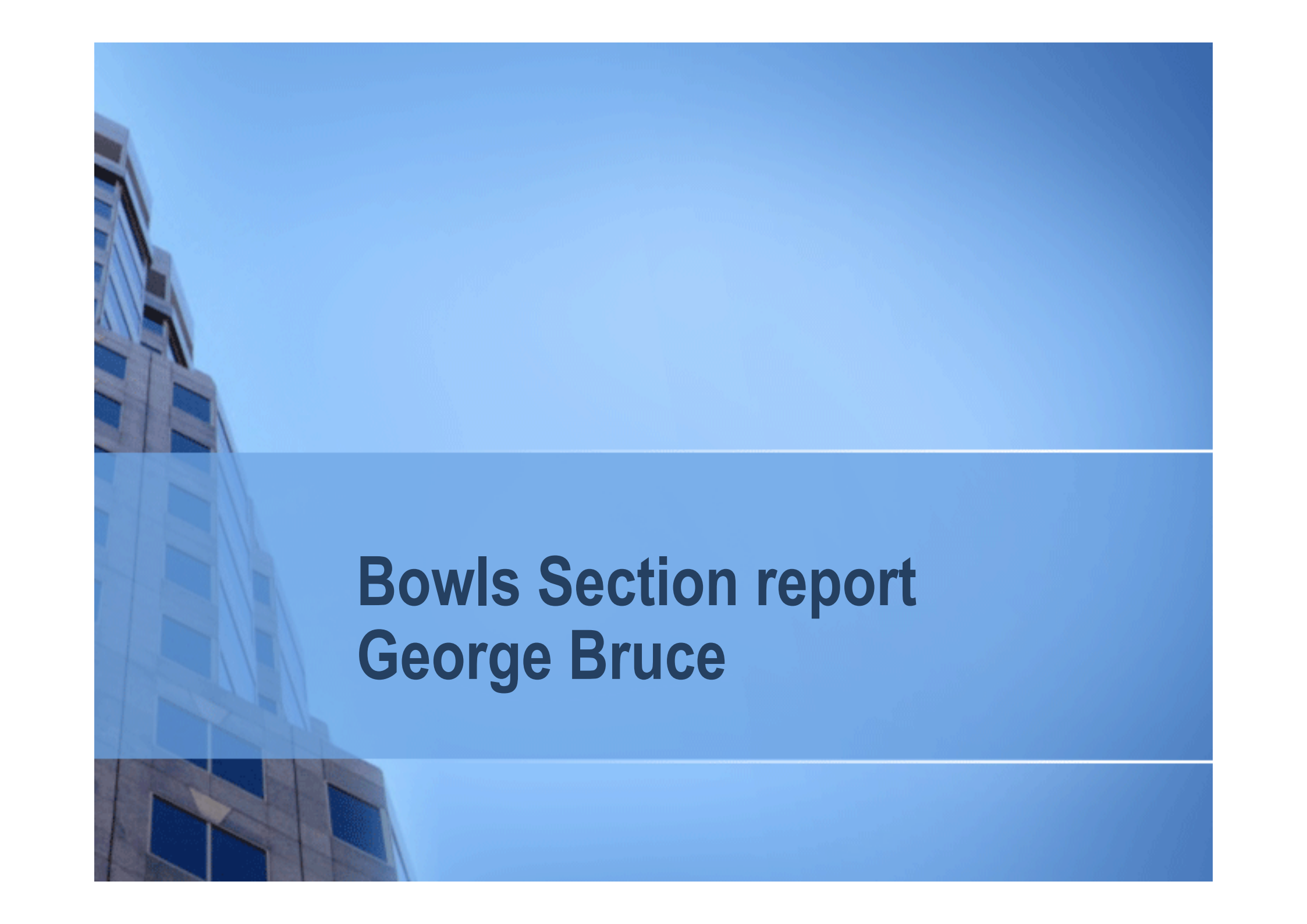
- Scholarships offered to local schools
- Preferential rates for OAPs, Juniors, Students and Unemployed
- Support for local businesses e.g. “Ball-Dogs”

Social

- Open Morning - April
- Quiz and Wimbledon ballot – May
- Finals Day Barbecue – September
- Xmas Dinner – December
- Other social events tba. We are looking forward to using new bar facilities

2016 Forward Calendar

- Club Knock-out Tournament in progress
- Finals Day & BBQ 10th September
- Autumn Tournament 9th October
- AGM 17th October



**Bowls Section report
George Bruce**

Bowls

- RELATIONSHIP WITH TWC
- SEASON TO DATE
- MEMBERSHIP
- FINANCES
- THE BAR



Squash Section report
Pam Mundy

Squash & Racketball

- Icknield school used the courts last winter as part of an after school club which was very successful. They are hoping to use the courts again in September as part of their curriculum.
- The boiler has been replaced and the men's shower refurbishment completed, we have also replaced one of the light token meters.
- Unfortunately the heaters need replacing so the grant money to refurbish a court has been reallocated to having them replaced in July/August.
- We will be seeking more funding to replace the flooring on both courts.



**Officer re-election
Cate Hewetson-Smith**

Re-election of The Watlington Club CIO Officers

- At this point in the meeting we now need to attend to the process of re-election of the CIO Officers or Governing Trustees.
- This is per our CIO constitution and the new Officers would be voted in for a period of three years
- Re-election of The Chairman
- Re-Election of The Treasurer
- Re-Election of The Secretary



Any Other Business



**Date for the 16/17 Watlington
Club CIO AGM – 29th June
2017**



Closing of the AGM

Thank you for attending!