

## EXETER GYMNASTICS CLUB - TRUSTEES MEETING

Wednesday 15<sup>th</sup> January 2014

### **Present:**

Tim Johns (Chair)  
Alan Cleave

Yvonne Budd  
Alain Cook

Richard Franks  
Michelle Hamilton-Kendall

### **In attendance:**

Ian Honnor

Helen Honnor

### 1. **Apologies**

Meriel Fry

### 2. **Minutes of Last Meeting**

Some amendments were needed to Appendix A, as per email from Ian. Otherwise they were agreed as a true record.

\*as per email from Ian: *Plans and planning permission* - we have not got information on the planning permission. Evidence of Not for Profit - *being discussed with Mike and Helen. Letters of support* - as Mike was not at the meeting, can I highlight that it would really add to our case if Mike could get a letter of support from British Gymnastics.

### 3. **Matters Arising**

None.

### 4. **Building Update**

In terms of the excavation work the architect and civil engineer had not been to site, mainly due to the Christmas holiday. Once this work has been priced up, Mike will discuss the costs with the Trustees and whether we would want to pursue this work.

Mike said he had started talking to the Jehovah's Witnesses about their building, as there could be an opportunity to use some of their land to expand the gym and for Stage by Stage to move into the main building. Although this is not really part of the remit of the Trustees, it is good for all to be kept informed in terms of future funding of works to be carried out to the existing premises.

Extension to existing building: as planning permission has already been granted, the Trustees agreed that this work should go ahead. Quotations would be obtained and costs discussed at next meeting. It was important that members of the club are aware of what is happening and information would be put up on the notice board downstairs showing the plans and could also be an opportunity for fundraising ideas/support from members.

### 5. **Grant Application Update**

Ian confirmed that the grant application deadline for Exeter City Council for the next round is 30<sup>th</sup> April. A presentation of our application can be made to the panel on 19<sup>th</sup> June, for which Tim (and other Trustees if available) could attend with Ian and/or Helen; with a final decision being made on 15<sup>th</sup> July. Tim, Mike and Ian met with Councillor John Winterbottom to make him aware of our plans and to influence where possible. Unfortunately Norman Shiel was unable to attend but Tim felt it was a positive meeting.

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St Luke's update - Ian had a meeting with Keeley Sherwood who is the Deputy Principal of the school. Because St Luke's was one of the schools built as part of the PFI, lots of parties would be involved in any negotiations around building on land within the school grounds. It would also be us who would have to pay any legal costs and fees, which could potentially increase costs by 25%. However, there has been as case where a school was able to "bend" the boundary of the school site to save on costs. Ms Sherwood would discuss this at her next meeting of the schools investors and see if the site boundary could be re-drawn.

Survey update: Helen received 231 responses to the consultation from coaches, gymnasts and parents, of which she has processed 164 results to date. The results have shown there is evidence of need for expansion. 75% would like to see the lobby area increased and there was demand for a buggy area, but in an external space rather than inside. In questions 3 to 6 good results were received with a positive impact, with 80% of members saying the these changes would influence their decision to continue coming to the club; only 6% said no - which Helen said is good for our bid. Other comments were around the seating area, changing rooms and coffee shop. Helen would circulate full details to the Trustees and discussed at our next meeting. Tim thanked Helen on behalf of Trustees and said it was important for members to see that we will action, as best we can, some of the points they have made.

Following on from the comment about changing facilities, Alain said he had recently attended at Child Protection meeting where this was discussed. He asked Mike about policies for the gym club and Mike confirmed that all members of staff over 16 have attended this course. There is a code of conduct given within the joining packs to members, and there are details of our policies on the notice boards. All information conforms to GymMark. We just need to ensure that parents are reminded of the policies.

There are still some issues Ian would like to resolve in terms of the business side and Mike as sole trader, but Helen and Mike will meet to look further at options available.

Tim suggested at our next meeting we review the suggested changes that have come out of the survey and go through items in Appendix A.. He thanked Helen for all her hard work.

### **Trustees names on Deeds**

Yvonne had said she had come across a document on the HMRC website where the Charities' Commission has the ability to hold details of land registry and deeds as 'official custodians'. It would mean any Trustee voted onto committee during that year would be the 'official custodians' and would have joint responsibility, but individuals would not need to be named, therefore not having to go through a process of making changes. All Trustees agreed this sounded like it would be a good way forward to us Richard would speak to Meriel if she is in agreement with this and we would need to amend our constitution accordingly.

### **Internet Banking**

Yvonne is progressing with changing signatories on accounts. But in terms of internet banking there is concern that only one person will be able to access information and make payments, where she feels by having 2 signatories is safer way of working. This may be looked at again in the future, but at present banking arrangements would stay as they are.

**8. Treasurer's Report**

Yvonne had emailed accounts to Trustees. Shop is still doing great and the Christmas parties this year were a great success again. Alan asked about looking at other accounts as a way of getting a better rate of interest on monies banked. At the moment interest rates are not great and the ones with a higher rate you sometimes need to give notice to take out money. Tim felt this is something that would be looked into at a future meeting. No further action needed yet.

**9. Communication - access to membership list**

In order to communicate to members, we would need their approval to allow the Trustees to send them information via email. Mike is happy for us to use the database once this approval has been sought. Michelle said they had to use freedom of information act wording on application forms in the past. She would send this to Suzanne, so that when the next bills are sent out we can ask members if we can update them via email. Mike said the gym club website and Facebook pages are updated regularly and that could also be used to communicate information.

**10. Friends Activities**

There had been no recent meetings of the Friends Group, mainly because of time and getting people together, although Michelle updates and keeps them informed by email or by seeing them during the week. Another meeting would try and arranged soon. Michelle is aware there are a couple of competitions taking place at Exeter, for which she will arrange cover in the shop. The shop is running well and we now have a couple other Mum's who offer to help - Michelle will inform Mike of who is listed as volunteers in the shop.

Mike mentioned the girls invitational trip to Malta, which is progressing well. He confirmed Michelle and the friends are assisting with managing who will be going and flight plans etc. A risk assessment will also need to be done on those travelling. The Trustees suggested this may be a good opportunity for publicity in the local paper and would be pursued nearer the time.

**11. Any other business**

Newsletter - it was agreed this would be something that would be discussed and taken forward at a future meeting.

New plans and changes - Tim thought we should publicise what we are doing in terms of building work and discussing changes following the survey, Mike agreed. Tim offered to write up a small piece which can be emailed to Mike and Suzanne. This can be used to inform members.

Child protection - Alain said this has been discussed briefly, but was happier knowing policies were in place by the club.

**12. Date of next meeting**

Wednesday 5<sup>th</sup> March at 6:00pm. This meeting will be to discuss the grant application.

**Grant Application Procedures**

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- Application forms	Helen/Ian
- Plans and Planning permission for the extension	Helen and Ian are still awaiting information on planning permission
- A sports development plan	Mike doing this
- A business plan and budget for the works and revenue plan for the longer term (3 years)	Helen and Mike
- Audited accounts of both organisations'	Yvonne to get these for both EOGC and EGC
- Bank account details. A minimum requirement of 2 signatories. Photocopy of at least 3 bank statements.	Yvonne
- Organisational Constitutions, Rules, Trust Deed, Memorandum & Articles of Association as appropriate.	Yvonne to send electronic copy
- Evidence of not for profit.	Helen to meet with Mike and discuss further
- The Child Protection Policy	From Mike?
- 3 quotes for the planned works from separate builders.	Yvonne x 2, Michelle and Alain to poss get 2 more.
- Letters of support (including BG and local councillors)	Local councillors have been contacted, <b>Mike</b> - could you get a letter of support from BG?
- Evidence of need from the community. This could include consultation with existing membership or a wider community, feedback from parents and coaches, or other building users, evidence of waiting list. It should evidence greater participation, enjoyment, quality of experience and achievement.	Helen to put together questionnaire, following Mike's approval, with support from Michelle and Friends.
- Evidence that the proposal will proceed	Helen
- Confirmation of when funds will start to be drawn down and expected completion	Helen/Ian/Mike/Builder
- Copy of Deeds of the property	Tim
- Copy of lease agreement between EGC and EOGC	Yvonne and Mike