

**EXETER GYMNASTICS CLUB – TRUSTEES MEETING**  
**Thursday 24<sup>th</sup> April 2014**

**Present:**

Tim Johns (Chair)

Mike Euridge

Michelle Hamilton-Kendall

Yvonne Budd

Alan Cleave

Richard Franks

Alain Cook

**In attendance:**

Ian Honnor

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**1. Apologies**

Meriel Fry

**2. Minutes of Last Meeting – 15<sup>th</sup> Jan 2014**

Agreed as a true record.

**3. Matters Arising**

None.

**4. Grant Application**

Tim informed the Trustees that he had met with Rebecca from Foot Anstey. She had looked at the constitution, lease and the application on the internet. She was of the opinion that the charity can proceed with application as we can demonstrate we are a not for profit organisation. We can engage with business that make money, i.e contractors, cleaners, EOGC, as they are OK to make money as they are businesses. Ian was surprised at this response for the solicitor. Alan C asked if we would be getting this in writing. Tim said that as yet we had not been charged and was not sure we would need it in writing. Tim said she is familiar with charities and is her area of expertise. There was a lot of discussion about the wording of the question Tim had posed to Rebecca. But it was agreed that for the grant application to Exeter City Council, we would go ahead and apply just as Exeter Gym Club as we are a charity and own the building, so any grants to improve building is for charity.

Yvonne asked how much was available from the grant by Exeter City Council. Ian confirmed that there was about £40,000 left, but others would also be applying so this could be split between the successful applicants.

Ian is still concerned about the application process, especially the Sport England application if we apply just as the charity. However, in principal, we will go ahead with them. The list attached at Appendix A shows all the information required and what is outstanding and needs to be sent to Ian.

Governance: This was discussed and Mike told the group that BG are looking at this across the regions. Mike handed out a sheet showing Governance of EOGC. At the last meeting Wiltshire School of Gymnastics was mentioned as an example and Mike had looked at their constitution as a case study. We are already doing, or have got in place, a lot of what they suggest. Although one area we don't do anything around is end of term report/update to parents on their child's progress. Although at one time this was done at the end of bills showing % of attendance, % if skills increase etc, but not all parents liked

this. This would be discussed with the committee, coaches and parents again and see how this can be done in the future. Ian explained to Mike that the Governance required for any future grant applications is around finance governance, so this is an area still to be addressed.

CASC: Mike looked at Wiltshire School of Gymnastics as they are a Community Amateur Sports Club (CASC) and working well. Mike is looking at this a proposed change of his business, but further discussion needs to take place with his solicitor, as well as Trustees looking at how this change would affect the charity and future. After further discussions it was agreed the committee would look at the BG CASC support pack. There was confusion as to whether we could still be a charity under CASC, which we would need to clarify. If as a CASC member you cannot be a charity, this would change the status and constitution of the Trustees and charity (EGC) and would be a huge change on how things are run. Ian said Helen knows more about CASC and she would be asked to be involved when future discussions take place. But it is looking like this may be way forward to secure the long term future of the gymnastics club.

#### **5. Treasurer's Report**

Yvonne had emailed accounts to Trustees. There is still money being held in a separate account for the Cheer Festival, which is to be held on 1<sup>st</sup> November 2014. The shop continues to do well and Tim and the committee thanked the Friends for their voluntary work in supporting this. There is ongoing fundraising for the squad girls trip to Malta and this is shown on the accounts.

#### **6. Coaches Report**

Mike updated the group on progress. Dan Iley is in Glasgow this weekend for the final selection process to secure a place representing Scotland at the Commonwealth Games. Carly Cox is representing the South West Team at the National Level 3 Finals in Birmingham. Rochelle Hamilton-Kendall is travelling to Ipswich at the end of May for her Compulsory Level 2 Grade, which if she passes will allow her to compete in the British Championships. As well as girls competing in the Devon Championships, another SW comp and team event – all taking place in May. In terms of the boys, they are not competing now until later on in the year, but are all progressing extremely well.

Membership: We have over 1200 members, with a waiting list for the 5, 6 and 7 year old age groups, and also the 10+ and is the first time the waiting list has been longer for this age group than others.

Pommel: It was agreed that the charity would purchase the pommel at a cost of £500. Yvonne to arrange for payment.

#### **7. Malta Visit**

All progressing well with 31 travelling. 19 gymnasts going, 3 coaches and 2 judges, the rest are parents. The object for going to Malta is to give the girls the opportunity to compete an international event for experience.

#### **8. Premises Deeds and Permanent Trustees**

This would be on agenda for discussion at the next meeting. It was agreed that Alan Cleave be added as a property trustee..

**9. Survey Results**

Tim would like to keep this item on agenda for any updates and continue communication with members and club.

**10. Committee Roles**

Tim would like committee members to look at having specific roles within the group to move things forward in terms of communication, newsletter for members, closer links with Friends. Again this would be discussed further at our next meeting.

**11. Dropbox**

Tim said this is a way of communicating and sharing information from a virtual server for committee members to access and update documents or emails. This is another item for our next meeting as there was no time to discuss further.

**12. Date of next meeting**

Wednesday 21<sup>st</sup> May at 6:00pm. This meeting will be to discuss the grant application.

**Grant Application Procedures**

- Application forms	Helen/Ian	✓
- Plans and Planning permission for the extension	Yvonne and Mike to give to Ian	
- A sports development plan	Mike to give to Ian	
- A business plan and budget for the works and revenue plan for the longer term (3 years)	<i>Ian to speak to Helen to ask Sport England if EGC will suffice</i>	
- 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	Mike	
- 3 quotes for the planned works from separate builders.	<i>Yvonne – got 2 just need 1 more.</i>	
- Letters of support (including BG and local councillors)	<i>Ian has got Councillors, Mike needs to give Ian BG</i>	
- 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, <b>evidence of waiting list</b> . It should evidence greater participation, enjoyment, quality of experience and achievement.	<b>Evidence of waiting list – info from Mike/Suzanne</b>	
- 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	<i>Only require land registry number. Yvonne to email Ian</i>	
- Copy of lease agreement between EGC and EOGC	<i>Tim to email docs to Ian</i>	