



# The Watlington Club CIO AGM

30<sup>th</sup> 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. Update on Car Park
7. Section Reports
8. Officer re-election
9. Any other business
10. Date of 2017 TWC AGM
11. Close AGM

# Apologies for Absence



A low-angle, upward-looking photograph of a modern building with a grid of windows, set against a clear blue sky. The building's facade is composed of light-colored panels and dark window frames. The perspective creates a sense of height and scale.

# **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.
  - 400+ members using sporting facilities directly provided by the club i.e. Tennis, Squash and Bowls
  - 250+ using Performance 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 18<sup>th</sup> 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	(W) or (P)	Property	Other information
	ON218985	W	20-22 High Street Watlington,	
	ON218984	W	18 High Street Watlington,	
	ON97702	W	land east of Saunders Close"	
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'!**



A low-angle, upward-looking photograph of a modern building with a grid of windows, set against a clear blue sky. The building's facade is composed of light-colored panels and dark window frames. The perspective creates a sense of height and scale.

# **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	81,584
Expenses	82,096	92,550
Operating Profit/(Loss)	3,255	(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 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**

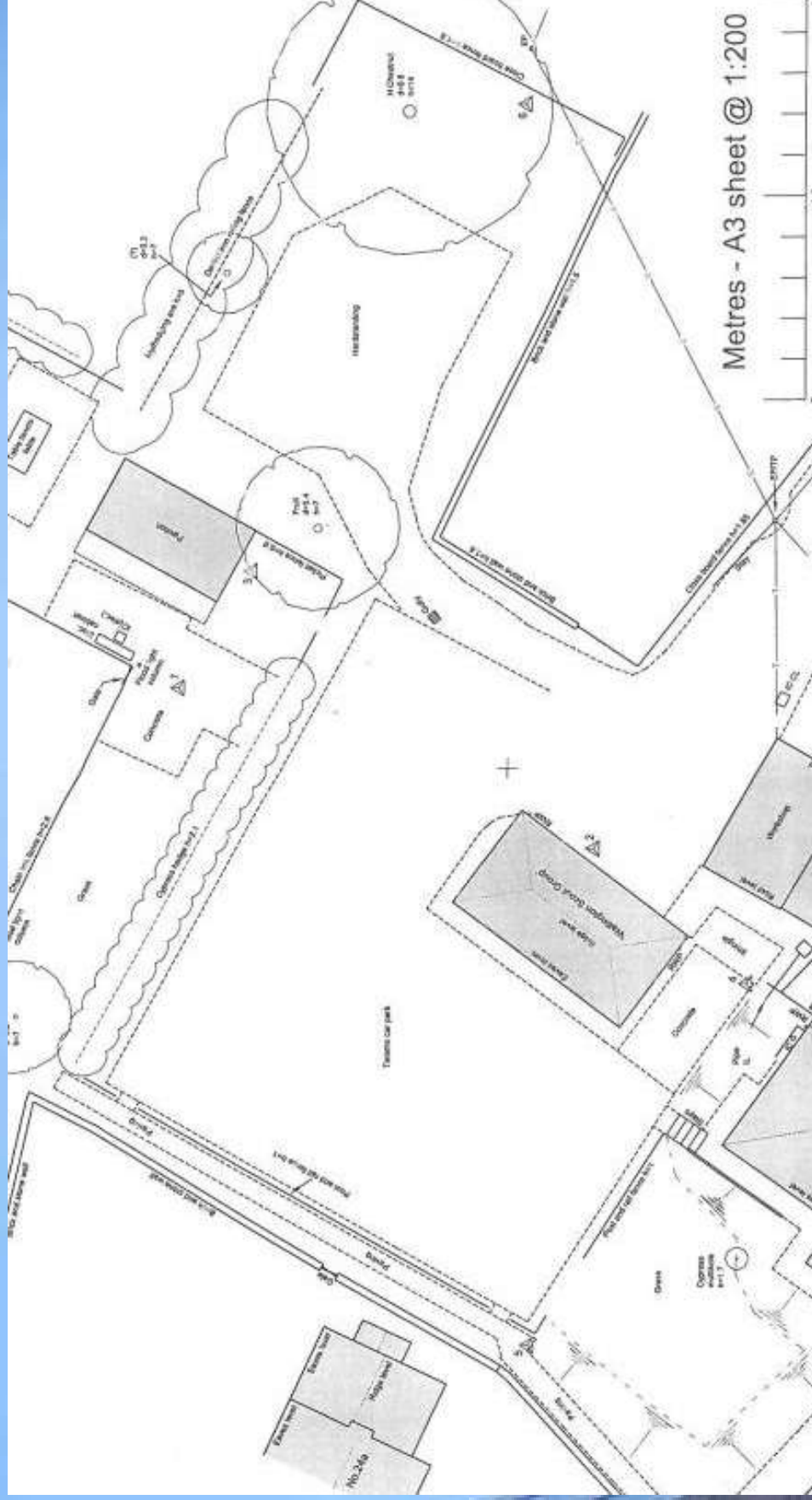
## **Cate Hewetson-Smith**

### **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
- Hard to patrol and enforce parking restrictions
- Members and vehicles are not segregated
- G&P identified the Overflow as source of income which would further guarantee our 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 bike area
- Proper line markings to separate vehicles
- Bollards to protect building, fences and members
- New lighting
- Clear emergency access

# Overflow Car Park – Proposal

- Remove existing surface and replace with porous one
- Proper line markings
- 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
- We are currently working on our planning submission
- We are working with a tree expert



# **Tennis Section report**

## **Mike Staples**

# Tennis



# Tennis (cont.)



A low-angle, upward-looking photograph of a modern building with a grid-like facade of windows. The building is partially visible at the bottom of the frame, set against a clear, bright blue sky. The image is used as a background for a report cover.

# **Bowls Section report**

## **George Bruce**

# Bowls

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

A low-angle, upward-looking photograph of a modern building with a grid-like facade of windows. The sky is a clear, bright blue. The image is used as a background for a report cover.

# **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.

A low-angle, upward-looking photograph of a modern building with a grid-like facade of windows. The building is partially visible at the bottom of the frame, set against a clear, bright blue sky. The image is used as a background for a text overlay.

# **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

A low-angle, upward-looking photograph of a modern skyscraper with a grid-like facade of windows. The building is partially visible at the bottom of the frame, while the rest of the image is dominated by a vast, clear blue sky. The perspective creates a sense of height and scale.

# Any Other Business



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



# Closing of the AGM

**End of meeting**

**Thank you for attending!**

**ANNUAL ACCOUNTS  
FOR THE PERIOD 25 FEBRUARY 2015 to 31 MARCH 2016  
for  
THE WATLINGTON CLUB CIO  
CHARITY NUMBER 1160612**



**INDEPENDENT EXAMINERS' REPORT  
TO THE TRUSTEES OF THE WATLINGTON CLUB CIO  
(CHARITY NUMBER 1160612)**

We report on the accounts of the Club for the period from 25 February 2015 to 31 March 2016 as set out on pages 3 to 7.

**Respective Responsibilities of Trustees and Examiner**

The trustees of the charity are responsible for the preparation of the accounts, They consider that an audit is not required for this period under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to our attention

**Basis of Independent Examiners report**

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

**Independent Examiners' statement**

In connection with our examination, no matter has come to our attention

- (1) which gives us reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 130 of the 2011 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met.
- (2) to which, in our opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.



Marchwoods  
Chartered Accountants  
3 Berry Lane Blewbury OX11 9QJ  
24 June 2016

# The Watlington Club CIO

## Statement of Financial Activities

For the period from 25 February 2015 to 31 March 2016

	2016 £ Unrestricted Funds
<b>Incoming Resources</b>	
Rent	47,372
Membership	17,513
Room Hire	5,362
Recharges	1,440
Section Income	12,949
Interest Income	714
<b>Total Incoming Resources</b>	<u>85,350</u>
<b>Resources Expended</b>	
Advertising	786
Donations	964
Section Costs	10,214
Depreciation Expense	5,690
Accountancy Fees	2,190
Legal Fees	1,330
Surveyors	2,370
Property Management	5,619
License Fees & Permits	747
Security & Fire	2,851
Repairs and Maintenance	28,223
Telephone/WIFI	180
Other Administration costs	328
Rates	0
Utilities	8,778
Office Cleaning	4,208
Gardening	1,255
Insurance	6,362
<b>Total Resources Expended</b>	<u>82,095</u>
<b>Net incoming/(outgoing) Resources</b>	<u>3,255</u>
<b>Total Funds brought forward</b>	417,426
<b>Total Funds carried forward</b>	<u>420,681</u>

# The Watlington Club CIO

## Balance Sheet as at 31st March 2016

		2016	
	Note	£	£
<b>Fixed Assets</b>			
Freehold Property		245,897	
Section Facilities		65,439	
Fixtures & Fittings		0	
<b>Total Fixed Assets</b>	4		<u>311,336</u>
<b>Current Assets</b>			
<b>Cash On Hand</b>			
Current Account		28,272	
Deposit Account		89,984	
Petty Cash		85	
<b>Total Cash On Hand</b>		<u>118,341</u>	
<b>Debtors</b>	5	<u>1,890</u>	
<b>Total Current Assets</b>			<u>120,231</u>
<b>Creditors :amounts due within one year</b>			
LTA Loan	6	900	
Creditors	7	9,086	
<b>Total Current Liabilities</b>			<u>9,986</u>
<b>Total Assets less current liabilities</b>			<u>421,581</u>
<b>Creditors :amounts due after one year</b>			
LTA Loan	6		900
<b>Net Assets</b>			<u><u>420,681</u></u>
<b>Funds of the Charity</b>			
Unrestricted Funds			<u>420,681</u>
<b>Total Funds</b>			<u><u>420,681</u></u>

Approved by the Trustees and signed on its behalf by

(Chairman)

David Parkes *David Parkes*

(Treasurer)

Graham Smith *ASh*

Date: *27/6/16*

## **The Watlington Club CIO**

### **Notes to the Accounts**

**For the period ended 31 March 2016**

#### **1 Basis of preparation**

##### **1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost in accordance with:

- Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005)
- with Accounting standards
- and with the Charities Act

##### **1.2 Change in basis of accounting**

There have been no change to the accounting policies (valuation rules and methods of accounting) since last year

##### **1.3 Changes to previous years**

No changes have been made for previous years

#### **2 Accounting policies**

##### **Incoming resources**

###### **Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

The charity receives income from various sources, the main ones are as follows:-

- rent - properties owned that are leased out on a commercial basis
- membership - income received from members who use the various facilities of the Charity

###### **Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

###### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

###### **Investment income**

This is included in the accounts when receivable.

##### **Expenditure and Liabilities**

###### **Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation

###### **Governance costs**

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters

###### **Support Costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resource

##### **Assets**

###### **Tangible fixed assets for use by charity**

Any investment held as fixed assets are valued at net cost at the balance sheet date

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life as follows

- fixtures and fittings:- 5 years
- section facilities:- 20 years

# **The Watlington Club CIO**

## **Notes to the Accounts**

**For the period ended 31 March 2016**

### **3 Formation of The Watlington Club**

At a meeting held on 24 July 2014, it was approved that the existing charity, the Watlington Memorial Club (registration 271000) be closed and the activities, assets and liabilities be transferred to a newly formed Charitable Incorporated Organisation

The formation of The Watlington Club CIO (registration 1160612) was approved by the Charities Commission on 25 Feb 2015

The Land Registry deeds of our properties were transferred from the Watlington Memorial Club to The Watlington CIO and the Watlington Memorial Club was closed on 10 February 2016

The assets and liabilities of the Watlington Memorial Club were transferred to the new Charity on 25 Feb 2015 as follows

Net Fixed Assets	317,026
Cash on hand	114,097
Debtors	1,065
Creditors	<u>(14,762)</u>
	<u>417,426</u>

### **4 Fixed Assets - Charity**

	Freehold Property*	Section Facilities**	Fixtures & fittings	Total
Cost as at 1 April 2015	0	0	0	0
Transfer in	245,897	110,646	0	356,543
Cost as at 31 March 2016	<u>245,897</u>	<u>110,646</u>	<u>0</u>	<u>356,543</u>
Depreciation as at 1st April 2015	0	0	0	0
Transfer in	0	39,517	0	39,517
Charge for the year	0	5,690	0	5,690
Cumulative Depreciation as at 31 March 2015	<u>0</u>	<u>45,207</u>	<u>0</u>	<u>45,207</u>
Net book value as at 31 March 2016	<u>245,897</u>	<u>65,439</u>	<u>0</u>	<u>311,336</u>
Net book value as at 31 March 2015	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

\* This is the cost of building the Function Room

\*\* This is the cost of the Bowls and Tennis Pavilion and the Tennis Floodlights

### **5 Debtors**

	<b>2016</b>
	<b>£</b>
Overdue Rent/Recharges	1,600
Other Debtors	<u>290</u>
	<u>1,890</u>

**The Watlington Club CIO**

**Notes to the Accounts**

**For the year ended 31 March 2016**

**6 LTA Loan**

	<b>2016</b>	
	Amounts falling due with one year	Amounts falling due after one year
Lawn Tennis Association	<u>900</u>	<u>900</u>

This interest free loan was given to the Tennis section to purchase their flood lights. It is due to be repaid by 2018

**7 Creditors :amounts due within one year**

	<b>2016</b>
	<b>£</b>
Trade Creditors	597
Audit/Legal Fees accruals	2,200
Advances - Memberships	3,440
	<u>2,849</u>
	<u>9,086</u>

**8 Staff costs and remuneration :-**

There are no permanent employees, secretarial services are paid for as and when required .

**9 Trustees remuneration and expenses :-**

None of the trustees receive a remuneration or receive expenses when carrying out duties on behalf of the charity.

**10 Bankers**

Barclays Bank plc  
54 Lombard Street  
London  
EC3P 3AH

**11 Independent Examiner**

Marchwoods  
Chartered Accountants  
3 Berry Lane  
Blewbury  
OXON  
OX11 9QJ

MINUTES OF THE WATLINGTON MEMORIAL CLUB  
ON THURSDAY 30TH JUNE 2016 AT 1930

**Present:** Chairman - Dave Parkes; Treasurer - Graham Smith; Secretary - Cate Hewetson-Smith; Squash Section, - Pam Mundy, Peter Woolley; Bowls Section - George Bruce, Peter Clayton, Tennis Section - Mike Vincent (rep) H Franklin, J Franklin, Margaret Bruce, Gordon Britton, Amanda Burton, , Mrs Margaret Spittle. Mr Harvey Batten, Mr Henry Wancke, Mr Robin Fitzpatrick, Miss Caroline Gould, Mr Paul McKnight, Mr Jeff Dye, Mr Glyndurr Jones, Mr Jeremy Gordon, Mr Jim Stubbs, Mrs Penny Bows, Mr Dave Breden, Mrs Margaret Bruce, Mr Michael Young, Stephanie Craddock, Diana Young, Margaret Edge, T. J. Cuzet

1. Apologies for Absence: John Lewis, Mike Staples.
2. Introduction by Chairman, Dave Parkes began the presentation and with an electronic presentation, which is available, to all members took the meeting through slides 2,3 and 4. There was a positive review of the position of TWC CIO from where it was with regard to the Bar in September 2015 in particular to where The Club now stands. This is including the Bowls Bar changes. With an introduction of the new Bar tenants Vicky and Steve Woods to the meeting Vicky then stood to give a brief speech to the room and welcomed all to use the bar facilities to socialise or after using sporting facilities, take advantage of a welcome cool drink. There was the option for all present to look around the updated and renovated facilities and all were invited to use the bar tonight and make feedback to the Governing Trustees, Vicky and Steve. There is a planned positive move forward to include music events as before and hold food and beer festivals as well as Charity events. The meeting moved into the newly tenanted bar and Georgian area to see the renovations and discuss the changes.
  - a. Mr J Stubbings RBL Secretary asked a question. When we have Remembrance Sunday will there be access to kitchen. DP explained that no, the kitchen will not be available to the RBL due to Health and Safety regulations and the tenancy is with V&S as tenants and V&S will service all RBL events and other events with other charities. Only trained staff supplied by Steve and Vicky can use the kitchen and the new tenants will provide teas and coffees placed out and ready if there is an event on for any local charity. JS stated that a large number of people looked for hot drinks after the annual war memorial service each November not just RBL. Will this still be the case that on that date that the bar and function room will be available? That was confirmed at the meeting. There would still be an ability to hire out the Function Room for events and everyone using the FR will have to walk round to the bar which will be running separately. Mr Stubbings wished to clarify, can you hire out the function room and restaurant is to be separate. DP explained that one hires the function room through

TWC and restaurant area through Vicky and Steve. That the online form is amended to show this, that you can call V&S to discuss your needs re Function Room and the Bar/restaurant with them. Penny Bows asked was there not an option now to have a caterer to use a kitchen for say a birthday party and wedding and all catering needs to do this via the bar. This was confirmed that no separate caterer can be brought in. There are evenings where food and drink is provided locally for fund raising and this is how funds are raised. DP explained again that the 'set up' again, that there are now two different components to the hiring of TWC. Birthday parties and Charity events can still go ahead and because of the need for food hygiene certificate and S&H certificate and the tenancy being with S&V the arrangement was fixed as he had already described. This was not met with encouragement from the meeting. Another question was put as to whether is it the case that if anyone is using function room they cannot go through doors to the restaurant known as the Georgian Room. DP confirmed that was the situation. It allows for a separate event to be held in The Function Room whilst the Georgian Room can remain independent. Food used during a function to be prepped, cooked and served here from the kitchen. There can be no separate kitchen provided to any other group, organisation or individual. It was asked whether Steve and Vicki be prepared to make food at cost price and make no profit out of it was queried? Every single event cannot be supported in this way. S&V are running a business and need to make a living. There are nominated charities already in the system for example, RBL and The Watlington Library. All events need to go through V&S and they will help where they can. There were further queries as to whether food could be charged out at cost price. A point came from the floor that before the demise of the church hall fund raising could have been done there. Now this is not available so can people now still bring in heaters to heat food made off the premises. DP confirmed this was not possible given the previous answers to other questions. With demise of Church Hall this is the biggest room in Watlington for hiring and the meeting felt it was now being told there is no kitchen facility for anyone's use. The District Council and the Parish Council know about that and have talked to TWC CIO about being the Community Centre and helping TWC in getting grants and changing the building and improving the facilities. Mr R Fitzpatrick asked about TWC looking at a small kitchen to be added to solve this question. Capital grants for community facilities are easy to get hold of so in principle it is something that can happen. A smaller kitchen would help functions. It's mainly used for sporting facilities rather than functions at the moment. It is here to be used. DP explained that the FR can take 150 standing and 100 sitting down. Online diary is available for the FR and is filling up and still dominated by sports and leisure hire not functions. Function room is booked through TWC website and if



food is required hirers need to do this through Vicky and Steve.  
Bookings can be viewed online.

3. Chairman's report:

- a. Dave Parkes explained to the room about the way the ownership of The Club had been updated legally and with The Land Registry as well as the over all club status as outlined in the presentation.
- b. Site usage and occupancy were the following
  - i. The three sporting sections, 350 members of those sporting facilities and other local recreational clubs.
  - ii. Charity usage includes a policy of 20 free hours per year.
  - iii. There are commercial premises, 2 flats, 4 business offices, The Scout Hut, a dance studio all in full occupancy by 18<sup>th</sup> July 2015, which is a huge success story.
  - iv. Main bar only used to be used by usually the 60+ population and now it is hoped to reach a much wider group in Watlington.
- c. Achievements.
  - i. Grants have been secured.
  - ii. Online membership is now active and available to all.
  - iii. Property management has been handed over to a specialised firm.
  - iv. Full Fire Risk Assessment has taken place and all buildings are being updated.
  - v. Eviction of tenant has occurred but with losses.
  - vi. New long term bar tenant.
  - vii. Occupancy is the highest it has ever been.
  - viii. Tender process put in place for all commercial areas is more efficient
  - ix. We've launched a free service for Charities and Volunteer groups
- d. Last years issues
  - i. To make the bar, Function Room and Georgian Room the heart of Watlington
  - ii. Membership to be easier to obtain and online for all with paper applications for those without computers.
  - iii. TWC does not have enough people volunteering for The Club to help run it.
  - iv. TWC now has links to SODC, Schools, DC and PC
  - v. The Squash Section has increased members and is much more successful.
  - vi. It was felt there was still an issue with 'One Club' and Bowls have improved their communication as a result of now positive meetings and more people from Bowls attending Committee meetings.
- e. 2016/17 Priorities
  - i. Grants/Finances
  - ii. To find the right pricing structures across Sporting Sections and Main Club. The Sections will need to discuss this at their AGMS.

- iii. To develop the Function Room to be free for all who want to use it.
    - iv. To ensure all sports facilities are upgraded, to drive incremental membership for the three Sections.
    - v. To attract new sports to TWC
    - vi. Potentially other sporting areas in Watlington to join under one umbrella with TWC.
  - f. Social
    - i. The new bar is now opened.
    - ii. We have now upgrade facilities.
  - g. Thanks to be made
    - i. Dave Parkes thanked the advisors and Trustees of The Club.
- 4. CIO (Charitable Incorporated Organisation) originally had unlimited liability and no limited liability. This has all been changed.
  - a. Graham Smith took the room through the next part of the overhead presentation
  - b. Application to make the liability limited has been successful and now on one is at financial risk as a Trustee.
  - c. New bank account is now set up and running, the old one relating to The Watlington Memorial Club now closed.
  - d. All Sections, businesses, service providers, tenants etc. have been notified of the change.
  - e. We have transferred the property from all previous named trustees to the new CIO.
  - f. We closed The Watlington Memorial Club in March 2016, taking over 2 years to complete.
  - g. The original Title Deed had shown what were to become severe difficulties when needing to alter trustee names each time new Trustees came on board. It simply couldn't be done. The Charity owns its title deeds now. A huge success for Watlington and the future of the Charity.
  - h. With registration documents now on Land Registry database the Charity is more secure then ever was before.
  - i. As Trustees and Governing Trustees the Committee and Board cannot sell property ever. We are asked continually are we going to sell the buildings or just one and the answer is always 'No'.
- 5. Accounts
  - a. Graham Smith presented the Combined Accounts, which are not audited for this year and just show a history for those present at the AGM.
  - b. All present had an opportunity to view and read the accounts.
  - c. GS explained income and expenditure.
  - d. £126k was spent over last 4 years and planning further 160k on updating our facilities.
  - e. From July of 2015 TWC CIO was fully occupied with 10 year, 5 and 3 year leases in place.
  - f. GS discussed the Section costs for all three with their own P&L showing token purchases.

- g. Our business rates. TWC has a 70% discount on rates and SODC allow us an extra 30%. The rates would be £15,000 per annum otherwise and it's free to us effectively.
- h. We have employed a firm of surveyors and now have an entire detailed site plan.
- i. At last we have begun increasing our own charitable donations to the locality and donations of £1k this year with an increase for each following year where possible.
- j. Balance Sheet Page was presented and explained by GS
- k. Audited accounts
  - i. Are for one year but are effectively 13 months from the start of the CIO.
  - ii. We've updated to the required CIO standards with more detail. We are legally bound as to how we report data.
  - iii. Auditor has verified the accounts and examined them thoroughly.
  - iv. Income is on Pages 2 and 3
  - v. Transfer of assets can be seen on Page 6, section 3
  - vi. Fixed assets are on Page 4
  - vii. Loans are on Page 5
  - viii. Trustees get nothing and benefit not at all from their roles.
  - ix. TWC has independent advisors in Barclays.
  - x. GS explained that in previous years the Members would voted the Annual Accounts in. This is not required and if anyone you doesn't like accounts anyone is free to take that view and voice it but auditors have signed them off. These are the rules by the CIO accounting Standards not set by any of the Governing Trustees.
  - xi. GS thanked the financial controllers of all sections for their financial controls including their:
    - 1. Monthly accounts
    - 2. Schedule of repairs and maintenance
    - 3. Thanked to Ken (Tennis), Roger(Squash) and Peter(Bowls)
- l. Grants
  - i. GS explained the system and the award of grants to TWC CIO.
  - ii. SODC was thanked for their support and advice.
  - iii. Costs squash floors, fire doors etc.
  - iv. List of 39k expenditure was disclosed in detail for the Members.
  - v. There was a query about refurbishment of Function Room by Mr J Stubbings and when this was taking place. GS explained we had meetings every month and the RBL to be informed of all dates of refurbishments as timing of the work and the knock on effect for the RBL was a real issue.
- m. Membership
  - i. Cate Hewetson-Smith explained that TWC had researched various options for an electronic membership system and

had concluded to use 'Webcollect'. She explained how it worked and what TWC was hoping to achieve by this streamlining of the membership database.

n. Car Parking

- i. Cate Hewetson-Smith and Graham Smith began a joint presentation.
- ii. What is the permitted use of the Car Park? It is not for members per say and anyone going shopping.
- iii. It is for social events and a member or guest of a member playing a match.
- iv. Any business work for tenants is also fine but they will need to display a parking pass to be on business there.
- v. Currently there are people and cars mixed up and no provision for bikes and motorcycles. This is a risk.
- vi. And at the moment it was asked if any reserved for disabled – not at moment Graham explained but it was planned for in the future.
- vii. She went on to explain the changes with removing a current large uncontrolled hedge and moving path
- viii. New lighting for people and car traffic.
- ix. Emergency services need to be able to access the area at all times and currently cannot with a minimum of 12 feet for emergency services
- x. Changes – 29 in main and 14 in overflow
- xi. Our club finances can actually be vastly improved by small clever changes as car parking is scarce in the town and with research we've discovered that a charge of £800 per space per year can be made for just a specified area, income of £9k per year

6. Section reports

- a. Tennis : the report was delivered to the room by Mike Vincent
- b. Bowls: see attached report spoken by George Bruce.
- c. Squash – see attached report by Pam Mundy.

7. Voting of members

- a. All three Governing Trustees resigned as per the CIO rules.
- b. David Parkes, Graham Smith and Cate Hewetson-Smith were willing to stand. All three were voted back unanimously. Proposer for Chairman George Bruce, Proposer for Treasurer Mike Vincent and Proposer for Secretary Caroline Gould.

8. AOB

- a. The information board on the front of the building is to be removed and a new all inclusive board to go up.
  - i. Mr J Stubbings informed the room that the board cannot be taken down as part of
  - ii. The building was listed GII in July 1963
  - iii. Stated in RBL minutes of RBL meeting 5<sup>th</sup> March 1963 before listing there is a reference to noticeboard outside the club. You cannot make changes when it concerns something that was present at the time of listing stated J Stubbings.

- iv. Generally it was felt that there would be dissatisfaction by many in Watlington if it is removed.
- v. Dave Parkes requested a copy of the 1963 minutes. George Bruce stated that the original 1963 board fell to bits and he replaced it with a new one not the RBL.
- vi. The Trustees stated in advance that the change was proposed and that it couldn't remain outside for just one organisation/Charity as we then do not meet our constitution. Mike Vincent stated that nothing is cast in stone. It was stated that there is a moral argument as well as a legal one. George Bruce responded that the history does not indicate that RBL has exclusive right to put things in it. Caroline Gould from Bowls queried can't door be open all day and boards inside for all. DP explained that TWC had requests from many organisations to put things outside.  
**Action:** to arrange a meeting to work out how to move forward between RBL and TWC.
- vii. Smokers need to use the back and given weather TWC need to add a rain protection area for smokers.
- viii. Grassed area is very expensive to dig out and retaining wall would be about £20k plus.
- ix. Mr Glyndurr Jones asked to speak and expressed that he'd been coming to meetings for 40 years and it was the first time he was going away excited.