

# ESSEX STRAGGLERS ORIENTEERING SOCIETY

## ANNUAL GENERAL MEETING 2016

### MINUTES

V1 –

Monday 3<sup>rd</sup> October 2016 held at 7.30pm at Grove Hill House, Grove Hill, Dedham. CO7 6DX

Present: Colin West (Chairman & EAOA Representative), David Lumby (Treasurer), Eddie Banks (Club Fixtures Secretary), John Russell (Equipment Officer), Steve Partridge (Development/Schools Liaison), Julie Laver (Head Coach), Geraldine Russell (Membership Secretary), Lyn West (Welfare Officer), Nancy Powell Davies, Sue Waller-Toyne, Chris Childs (Secretary).

No	Item	Action
<b>1.00</b>	<b>Apologies</b>	
1.01	Apologies for absence were received from Kevin Machin (Mapping Officer), Rachel Barford (Publicity Officer), John Collyer (Future Fixtures Secretary), Jenny Collyer (Club Captain), John Allen, Sue Clamp, Simon Clamp, Amanda Love, Tony Morris and Perry Mole.	
<b>2.00</b>	<b>Minutes of 2015 Annual General Meeting</b>	
2.01	The Minutes of the Annual General Meeting held on 26 <sup>th</sup> October 2015 were approved by the Meeting and signed by Colin West (Chairman) as a correct record. Copy <a href="http://www.stragglers.info/resouces/#governance">http://www.stragglers.info/resouces/#governance</a>	
<b>3.00</b>	<b>Matters arising from the Previous Minutes</b>	
3.01	PM 8.02 David Lumby has been appointed as Club Treasurer.	
3.02	PM 8.03 The role of Vice Chairman has remained vacant.	
3.03	PM 8.06 Colin West has taken on the duties of the EAOA Representative.	
<b>4.00</b>	<b>Chairman's Report</b>	
4.01	An active year has once again been enjoyed by the club and its members, for which thanks are due to all volunteers at events, and all committee members for their time.	
4.02	In calendar 2016, the club has already staged twenty events, and this number rises to twenty-three in the nearly twelve months since the last AGM: a creditable total for such a small club. In particular note should be made of the junior mini-series events put on as follow-up to the two schools' days, which have boosted this year's activities to date.	
4.03	In addition to these local activities, the club has seen members travel far to events, including teams at Peter Palmer relays, where we completed the event again – creditable – and before prize giving was finished – great result - and, following victory in the regional round, a trip to the final of the Yvette Baker Trophy where we came tenth.	
4.04	Our performance in the regional round of the Compass Sport Trophy where we enjoyed home advantage was good enough to see us through to the final which will be held at Tankersley near Barnsley in two weeks' time.	

<p>4.05</p> <p>4.06</p>	<p>It is the juniors again who have won honours in the field for the club this past year: at BSOC 2015 St Andrews 2<sup>nd</sup> in Primary schools; Ramsey 4<sup>th</sup> in small secondary; Hedingham 7<sup>th</sup> in large secondary; Hedingham 2<sup>nd</sup> in girls Y10 and Y12; Ramsey 2<sup>nd</sup> in girls Y11; St Andrews 1<sup>st</sup> in boys Y5 and in Y6; Oliver Prince 1<sup>st</sup> and Jamie Hartnup 2<sup>nd</sup> in boys Y5; Oliver is also British Orienteering Champion at M10.</p> <p>Congratulations also to Summer Series winner Chris Childs (again) on the Long course and Steve Partridge on the Short, and in the Winter Series Lyn West on Long and Nancy Powell Davies on Short.</p>	
<p><b>5.00</b></p> <p>5.01</p> <p>5.02</p> <p>5.03</p> <p>5.04</p> <p>5.05</p> <p>5.06</p> <p>5.07</p> <p>5.08</p> <p>5.08</p> <p>5.09</p>	<p><b>Treasurer's Report</b></p> <p>The Treasurer presented the Income &amp; Expenditure Account for 12 months to 31<sup>st</sup> August 2016 (Appendix 1). The accounts have yet to be independently checked and verified but following the meeting David would issue these accounts to Alan Alford for signing off.</p> <p>The account shows an increased balance compared to the previous year. There are however significant accruals of amounts to be paid for events held during the period. These will reduce the available balance by around £900.</p> <p>All events have been profitable to the Club. The most profitable are those where we gain free access to the area or where facilities are made available at modest cost (e.g. Hilly Fields, Danbury Park). If we have to pay both access fees and facility fees it makes a significant impact and in those cases we need to ensure a good turnout (e.g. The Broaks).</p> <p>The success of our juniors means that there has been more expenditure on competitions than the prior year. In particular timing of payments means we have two YBT finals in this year's account. The cake stall money did not cover the cost of the subsidy to junior competitions but made a valuable contribution.</p> <p>We are showing a large loss on clothing this year. This is because we incurred the cost of the batch of new T shirts and we still have a significant stock of items which will produce income in future years. The stock is held by Colin and Steve. Sales to be promoted.</p> <p>We have now exhausted the Club and Coach grant which had been ring fenced for coaching expenditure. Other coaching costs and relevant income is shown under development which includes a much increased income and expenditure for the UKCCL2 course. There is an accrual for cost associated with this course of £1000.</p> <p>We have been awarded a grant of £1000 to buy new SI kit which will in total cost £1877. This will show in next year's accounts.</p> <p>The accruals and new kit will mean that the Club Funds will fall to well below the current level. That said it will remain above £3000 absent significant other expenditure.</p> <p>Whilst the Club target has generally been able to maintain a reserve balance of about £5000 there has been a number of one off costs pushing this figure down and it was proposed we review our sources of income. It was also noted that a BOF EGM has been convened with a view to raising levies.</p> <p>It had previously been decided to increase dibber hire charges to £1.00, collect £1.00 for parking where we incur parking costs and to hire out the club's dibbers prior to use of the EA equipment.</p>	<p>David</p>

5.10	It was noted that many other clubs are now charging £7.00 for entry rather than £6.00. It was agreed SOS would increase charges to £7.00 for adult entries but retain £3.00 entry for juniors. This would take effect after the Highwoods event and be implemented for Brandon.	
<b>6.00</b>	<b>Subscription Rates for 2016</b>	
6.01	It was proposed and agreed by the Meeting that the Club annual subscription fee for 2017 should remain unchanged at £5.00 for adults and £0.00 for children.	
6.02	Following the AGM the Secretary is to confirm subscription rates to BOF in the annual returns with the club affiliation fee and the full list of elected club officials.	Chris
<b>7.00</b>	<b>Election of Chairman</b>	
7.01	Colin West agreed to continue in the role as Chairman for another year and elected. There were no other nominations. Colin would welcome someone considering the role for future years.	
<b>8.00</b>	<b>Election of Other Office Holders</b>	
8.01	Chris Childs agreed to continue in the role as Secretary and elected. There were no other nominations.	
8.02	David Lumby agreed to continue in the role as Treasurer and elected. There were no other nominations.	
8.03	The post of Vice Chairman remains vacant.	
8.04	Colin West agreed to continue to cover the role of EAOA Representative.	
8.05	All other officers remain in post.	
8.06	A full list of the elected Officers for 2017 is shown in Appendix 2.	
<b>9.00</b>	<b>Amendments to Constitution</b>	
9.01	Following a directive from BOF it is a requirement that three new paragraphs relating to the safeguarding of children and at-risk adults as set out in the Meeting Agenda are included in the Club Constitution. BOF also sets out a further extensive list for inclusion in the Club Disciplinary Rules and Procedures. It was agreed to incorporate the new paragraphs in the SOS Constitution and to develop a separate Club Disciplinary Rules and Procedures document. Lyn West as Welfare Officer would spear head the task.	Lyn
9.02	Having regard to the above it was also agreed that Item 20 'Discipline & Appeals' should be deleted from the Constitution. As a principle the Constitution should be focused on strategic matters rather than detailed procedures and will need to be agreed by the Committee.	
9.03	Items identified in 9.01 above to be numbered Item 20 of the revised Constitution.	
9.04	In carrying out the above review it will also be necessary to consider items 3 and 4 of the SOS Constitution to avoid duplication. A full review and revision of the Constitution to be presented for approval at next year's AGM.	Lyn
9.05	The Constitution as now amended is attached as Appendix 3.	

<b>10.00</b>	<b>Any Other Business</b>	
10.01	Colin and Lyn as our hosts were thanked for their hospitality.	
10.02	No further matters.	
<b>11.00</b>	<b>Presentation of Awards</b>	
11.01	Steve Partridge was presented with the Mike Powell Davies Trophy for his considerable contribution to the development of the Club over the last year.	

The Meeting closed at approximately 21.30 hrs

**ESSEX STRAGGLERS ORIENTEERING SOCIETY  
INCOME AND EXPENDITURE ACCOUNT**

Appendix 1

12 Months to 31 August 2016

Previous year			This Year				Comment
Receipts	Payments	Net	Receipts	Payments	Net		
£	£	£	£	£	£		
374	244	131	Membership	370	258	112	Annual club payment to BOF
5,493	2,834	2,658	Events	4,326	2,074	2,253	
1,165	1,537	(372)	Competitions	1,009	1,647	(638)	2015 and 2016 YBT final both in this year
300	-	300	Development	2,862	2,391	471	Includes UKCCL2 income and expenditure
565	1,787	(1,222)	Club & Coach	-	99	(99)	Club and Coach grant now totally spent
	289	(289)	Equipment		310	(310)	Insurance under this line item
	459	(459)	Mapping		628	(628)	Printer consumables
	-	-	Grants		-	-	
119		119	Clothing	210	596	(386)	
42	782	(741)	Interest and Admin	52	47	5	Gift for Sue (St Andrew's teacher)
<u>8,058</u>	<u>7,932</u>	<u>126</u>	Total	<u>8,829</u>	<u>8,050</u>	<u>779</u>	

2014/15	CASH BALANCE	2015/16
£		£
5,284	Balance b/f	5,410
<u>126</u>	Net receipts (payme	<u>779</u>
5,410	Balance in hand	6,189
	Club & Coach Grant balance remaining	-
	Club Funds	<u>6,189</u>
		<u>6,189</u>

# Club Officials 2017



## Essex Stragglers Orienteering Society

Club Chair	Colin West	362262
Vice Chair	Vacant	
Club Secretary	Chris Childs	467191
Club Membership Secretary	Geraldine Russell	415611
Club Treasurer	David Lumby	193197
Club Captain	Jenny Collyer	149292
Volunteer Coordinator	John Collyer	149291
Club Fixtures Secretary	Eddie Banks	468491
Development/Schools Liaison	Steve Partridge	131151
Head Coach	Julie Laver	453811
Club Results Secretary	Andrew Cordle	249251
Club Publicity Officer	Rachel Barford	461841
Club Mapping Officer	Kevin Machin	141921
Club Equipment Officer	John Russell	415612
Club Webmaster	Andrew Cordle	249251
Club SI Co-ordinator	Vacant	
EAOA Representative	Colin West	362262
Club Welfare Officer	Lyn West	362261
Permanent Course Manager	Alex Ware	453813
Junior Captain	Josh Partridge	170972

## Essex Stragglers Orienteering Society: Constitution 2016

1. The Society shall be called "The Essex Stragglers' Orienteering Society". Its registered abbreviation shall be "SOS".
2. The Society shall be affiliated to the British Orienteering Federation and to the East Anglian Orienteering Association (EAOA).
3. The objectives of the Society shall be to:
  - offer coaching and competitive opportunities in orienteering,
  - promote the sport of orienteering,
  - ensure a duty of care to all members of the Society,
  - provide all its services in a way that is fair to everyone,
  - ensure that all present and future members receive fair and equal treatment,
  - adopt and apply the policies of the British Orienteering Federation with respect to Equity, Child Protection and The Code of Ethics and Conduct and Competition Rules.
4. The Society is intent that children and vulnerable adults will find orienteering a safe environment in which to have fun, learn and develop. The Club will do this by adopting and promoting the British Orienteering Federation Policy on Protecting Young and Vulnerable People.
5. Membership of the Society shall be open to all those who support the object and intent of the Society.
6. Membership shall be open to individuals, families and groups, as defined by the B.O.F.
7. Membership subscriptions to the Society shall be renewable on 1st January each year, and shall be at rates set by the Society's Committee, which shall take note of any Instructions issued by the most recent General Meeting.
8. A General Meeting shall be convened annually, in the Autumn. Notice of the AGM shall be despatched to all members at least 21 days beforehand, with the Agenda.
9. Quorum for a General Meeting shall be 10% of membership units. Votes shall be allotted to members attending General Meetings as follows: one vote for each individual member, one vote for each person having family membership if W 12/M 12 or upwards, and one vote for each group.
10. The following shall be items on the Agenda for the AGM:
  - Reports of Officers
  - Statement of Accounts
  - Subscription Rates for Ensuing Years
  - Any Proposals for Amendment of the Society's Constitution
  - Election of Officers for the Ensuing Year
11. The Officers of the Society shall include Chairman, Secretary, Treasurer and others as decided by the Committee from time to time. They shall take office at the termination of the AGM at which they are elected and hold office until the termination of the following AGM.

## **Essex Stragglers Orienteering Society: Constitution 2016**

12. The Officers shall constitute a Committee responsible for the management of the Society. The Committee shall have power to co-opt additional Officers and also to fill casual vacancies occurring between AGMs.
13. The funds of the Society shall be deposited in a bank and withdrawals shall be made upon the authority of any two out of four Officers of the Society, the four to be nominated by a General Meeting.
14. The Treasurer shall maintain separate accounts for projects funded from 'Awards for All' lottery grants.
15. In the event of the winding up of the club, the Treasurer shall:
  - a. return any unspent cash from lottery grant funding to the body that made the cash award, then
  - b. clear any outstanding debts, then
  - c. ensure that mapping assets are passed to the EAOA, then
  - d. the remaining assets of the club shall be assigned to the East Anglian Orienteering Association.
16. An Extraordinary General Meeting shall be convened by the Secretary upon receipt of a written request from 10% of the membership units, and shall be governed according to the relevant provisions of Rules 8 & 9, above. The business of an Extraordinary General Meeting shall be confined to the purpose for which it was called.
17. Amendments to the Society's Constitution shall be made only at a properly constituted General Meeting of the Society. They must be stated in full on the Agenda for the meeting, and must be approved by a two-thirds majority of votes cast.
18. The Secretary shall ensure that minutes of General Meetings are taken and preserved.
19. Matters not covered by the Society's Constitution may be decided by the Committee, who shall inform the Society of any major decisions made on their behalf.

### **20. Safeguarding Children & At-risk Adults**

1. The Essex Stragglers Orienteering Society, agrees to adopt the British Orienteering Safeguarding Policy & Procedures.
2. All individuals involved in orienteering through Essex Stragglers Orienteering Society at every level, including participants, Officials, Instructors/Coaches, Administrators, Club Officials or spectators (where it is feasible to manage) agree to abide by the British Orienteering Code of Ethics and Conduct ("Code") and all such individuals participating or being involved in orienteering through Essex Stragglers Orienteering Society in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the British Orienteering Safeguarding Policy & Procedures generally are deemed to have

## **Essex Stragglers Orienteering Society: Constitution 2016**

assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.

3. Each and every constituent member of Essex Stragglers Orienteering Society including without limitation all clubs and disciplines, shall be responsible for the implementation of the British Orienteering Safeguarding Policy and Procedures in relation to their members

October 2016