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# 43rd Annual General Meeting Minutes

Location: Christchurch Harbour Hotel  
Date: Tuesday, 3<sup>rd</sup> March, 2020  
Time: Following the monthly general meeting

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**1. Welcome**

The President opened the meeting by welcoming all members present.

**2. Apologies for Absence**

Two apologies had been received.

**3. Minutes of Annual General Meeting held on 5<sup>th</sup> March 2019**

Unanimously agreed without amendment following a proposal by Brian Hollowell; seconded by Robin Haggett.

**4. Matters Arising**

There were no matters arising.

**5. Treasurer's Report**

See attached written report, together with the Income & Expenditure Account for the year ended 31<sup>st</sup> December 2019.

The Treasurer took questions:

David Marshall queried the fact that the club no longer appeared to be holding raffles.

Graham Newton responded that his report was referring to fund-raising i.e. the deliberate policy of charging more for an event than it cost, in order to raise funds.

The club would continue to occasionally hold raffles but would no longer use club funds to buy prizes as this was not appropriate. Raffles would, in future, be self-financed from the sale of raffle tickets and prizes would be bought for the raffle, rather than members' being called upon to donate.

David Marshall asked the Committee to re-consider the issue, as money raised in raffles had previously been used to buy flowers for the President's wife, or gifts for the ladies, which was a lovely tradition that now appeared to have been halted. The Committee agreed to give the matter further thought.

It was unanimously agreed that the accounts be adopted, following a proposal by Graham Newton, seconded by Mike Harrold.

**6. Independent Examiner's Report**

See attached written report. No questions were raised.

**7. President's Report**

The President's report is attached. This was well received by the members.



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## 8. Change of President

Ken Heap handed over the presidency to Maurice Dowling and was presented with a Past-President's tie and a Past-President's lapel badge. Maurice Dowling was presented with a President's lapel badge.

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## 9. Election of Officers and Committee for 2020

Following a proposal by David Poynton, seconded by Geoff Wilson, the officers set out on the attached paper were unanimously elected "en bloc".

Les Denmead has kindly agreed to act as Club Steward for a further year.

## 10. Appointment of Independent Examiner

It was confirmed that David Howell was prepared to serve a further term as Independent Examiner. David's reappointment was proposed by Colin Dobson, seconded by Graham Newton, and agreed unanimously.

## 11. Subscription and Fees

Members were advised that no changes to the current fees and subscriptions were proposed for the coming year.

## 12. Proposed Change to Rule 3a

The Committee proposed an amendment to rule 3a, such that the normally applied club limit of 60 members includes all life members.

Harold Jones stated that he believed that current membership levels were too high and that this was having a negative impact upon the club. He proposed an alternative amendment that would see the normal membership limited to 50 members, excluding life members.

Richard Porter responded that the current rule of 60 members, plus life members, had been in place for nearly 40 years without problem and that the Committee, in response to the concerns of a few members, had proposed to lower this level by incorporating life members within the 60.

Graham Newton drew the meetings attention to the financial implications of a reduction in membership numbers. He pointed out that 35 members needed to attend the monthly lunch in order for the club to break even. With current attendance levels averaging 80%, or 42 members, the club had no reason to worry. However, if membership numbers were to reduce to 50 and it was assumed that only 80%, or 36, of those regularly attend for lunch, then the club would be in a precarious position.

David Poynton emphasized that the Committee was seeking to compromise on a reduction in membership numbers, through the inclusion of life members within the 60 members rule, without jeopardizing the financial security of the club. David also emphasized that the Committee should have the final say on any applicants.

David Marshall asked that the Committee consider the introduction of mentors to assist new members with integrating into the club. The President agreed to put this idea before the Committee for consideration.



Ron Loveless said that the Committee, having been elected to run the club on behalf of its members, should be allowed to make the decisions it thought appropriate to ensure the financial stability and longevity of the club.

Harold Jones proposed that his amendment be voted on. This was seconded by Barry Johnson. There were 3 votes for and 45 against. The proposal was not carried.

The Committee then proposed that the amendment to rule 3a that was tabled (60 members including life members) be voted on. This was seconded by Robin Haggett. There were 43 votes for and 5 against. The proposal was carried.

### **13. Proposed Change to Rule 3b**

The Committee proposed an amendment to rule 3b, such that the Past-President no longer be responsible for extending invitations to associate members; this role being carried out by the social secretaries. David Marshall seconded the proposal, which was carried unanimously.

### **14. Proposed Change to Rule 7f**

The Committee proposed an amendment to rule 7f, such that there be no restriction on the number of Life, or Honorary Members appointed to the club. The proposal was seconded by John Reid and carried by 47 votes (with 1 abstention).

### **15. Any Other Business**

Ron Loveless proposed that the Committee introduce a rule whereby any proposals to be put before the AGM must be received by the Committee 14 days before the date of the meeting. This was seconded by John Reid.

Graham Newton stated that proposal needed to be reviewed in Committee, before adoption, as there were numerous practical concerns not least of which would be the need to issue all AGM papers earlier, which may not be possible. He therefore proposed that the matter be taken out of the AGM. Colin Dobson seconded the Proposal. The vote was carried unanimously.

The President agreed to take the proposal to Committee for consideration, in order to work through the practical implications of adopting such a procedure.

### **16. President's Closing Remarks**

Maurice Dowling said how much he was looking forward to being President over the coming year. A copy of his speech is attached. This was well received by members.



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## Treasurer's Report to the AGM 2020

It was a moment of relief when our Independent Examiner of Accounts (I.E.), David Howell, gave the “all clear” on our accounts for 2019. It was an affirmation that the systems I had put in place on computer for recording and administering our funds had worked, and that our administration of our funds fitted our needs and the need for transparency.

At our most recent meeting 25 of the 43 members who sat down for lunch had paid by BACS. I am pleased that our systems are proving acceptable and useful to so many of our members and am grateful to them because payment by BACS makes my life, as well as theirs, easier.

In his advice to the club (included with this report and the accounts) our I.E. recommends that I do not have a Petty Cash fund (currently £27.00). I am not proposing to follow this piece of advice because it would leave me without the ability to give change to those members who want to pay in cash for their lunch etc. without mixing my money and club money (to provide change) which I do not consider an appropriate practice. When we started to offer the possibility of paying for meetings by BACS I made it clear that this was **in addition** to the then current practice of paying either in cash or by cheque. That remains my commitment today.

Now that we are broadly in the position recommended by the I.E. regarding our reserves (10% of our annual income or £3000) closer monitoring of our finances is crucial and it may be that subsidising events (for example the Quiz Nights in 2018 and 2019 were free to members) could become more limited or discontinued later in 2020. We already know that, from June, the Harbour Hotel is increasing the charge per head by 50p. However, my hope is that this year at least we can absorb this without increasing the £22.00 we currently ask for each meeting. We are also continuing the policy that our social events should not be used as fund-raisers. I hope that we can maintain this careful, steady as you go approach to the management of our funds for 2020 without significant changes.

A final reminder that the annual membership fee is now due - £25.00. If you pay by BACS our bank details are: Sort code 30-92-02 Account name “Probus Club of Christchurch” (This is the name that must appear on all cheques too). Account number 00137984. The reference is your surname, your initial, probusmem e.g. “bloggsfprobusmem” (to pay for the monthly meeting “mem” at the end of the reference is replaced by “mtg” and for a social event by “soc”).

Graham Newton (Treasurer)

2020

February



## PROBUS CLUB OF CHRISTCHURCH

### INCOME AND EXPENDITURE ACCOUNT - YEAR ENDING 31st December 2019

<u>INCOME</u>	<u>2019</u>	<u>2018</u>
Subscriptions and Joining Fees	1633	1210
Lunches	13283	10597
Ties and Badges	97	75
Social Events	5651	5057
Presidents Lunch	1888	1834
Club/Presidents Weekend	7700	7534
In Advance 2020/40th Anniversary	<u>340</u>	<u>0</u>
	<b><u>30592</u></b>	<b><u>26307</u></b>
 <u>EXPENDITURE</u>		
Ties and Badges	218	141
Administration	438	388
Web Site	608	278
Lunches	13621	10296
Presidents Lunch	1932	1487
Presidents Lunch 2020/2019	400	0
Insurance	70	67
Social Events	5985	5495
Club/Presidents Weekend	<u>7619</u>	<u>7454</u>
	<b><u>30891</u></b>	<b><u>25606</u></b>
Deficit/Surplus for year	-299	701
Balance B/F from previous year	<u>3225</u>	<u>2524</u>
Balance C/F at year end	<b><u>2926</u></b>	<b><u>3225</u></b>
 <u>REPRESENTED BY :-</u>		
Bank Account	2899	3225
Cash in Hand	<u>27</u>	<u>0</u>
	<b><u>2926</u></b>	<b><u>3225</u></b>

### Notes to the Accounts

These Accounts have been prepared on the receipts and payments basis and include only amounts received and paid during the year. The figures are now in whole pounds 2018 has been adjusted accordingly

**Ties and Badges** Stock used for new Members and Presidents handover as well as sales to existing members.

Hon Treasurer - Graham Newton



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## Report of the Independent Examiner to the Members of the Probus Club of Christchurch

I have examined the Income and Expenditure Account and Statement of Assets and Liabilities (the Accounts) of the Probus Club of Christchurch set out on page 1 relating to the year ended 31<sup>st</sup> December 2019. My examination did not amount to an audit but was carried out in accordance with the general directions issued by the Charity Commissioners for the independent examination of accounts for smaller charities.

Now you have changes to an online banking option I have some recommendations which the members should consider:-

Do away with the petty cash/cash in hand option all cash to be banked.

As a result of the above any members who have expenses should obtain a form from the treasurer to fill in and return with receipt. Payment will be made by BACS. The form to be drawn up by the committee.

Payment to speakers should be made by BACS or Cheques not cash. If this is not acceptable to the speakers they don't speak.

You will notice that in the accounts you had a deficit of £299 taken with the advance payments of £340 that makes £639 although this figure is to a certain degree offset by the advance payment of £400. Ideally you should have about 10% of turnover i.e. £3000 available in the bank.

These points are intended to keep the club on the good financial footing established over the past few years. Clarity being to the forefront.

David B. Howell  
26 Kingsbere Gardens  
Haslemere Avenue  
Highcliffe  
Dorset BH23 5BQ

4 February 2020



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## Presidents Report 2019/20

My year in office seems to have flown by until you consider all of our club activities throughout the year. I must first thank all of the committee for all of their hard work during the year which made it so successful.

We introduced our 'Hidden Gems' monthly notelets designed to discover some interesting facts about our members which could help us get to know each other better. I hope this initiative will continue.

As usual our visiting speakers this year both entertained and educated us with a variety of presentations such as: the historic owners of Corfe Castle, Dorset railways, Normandy landings in WW11, Charles Rolls of Rolls Royce. Hopefully something for all across the year.

Our social secretaries Brian and Richard have also enhanced our social calendar with our usual coffee mornings & cream teas interspersed with visits to Poole Greyhound stadium, Sculpture by the Lakes, Eling Tide Mill, open air theatre of Pride & Prejudice, our annual skittles and quiz events, Highcliffe Castle and a theatre trip to see the Simply Red tribute band.

It was also our pleasure to have our ladies with us at our more formal lunches on three occasions throughout the year.

In September we went away for the club's annual weekend holiday. This year visiting the Cotswolds area focussed on Cheltenham where thirty-three of us had a 'very entertaining' weekend with steam rail trip through the Cotswolds together with hilarious evenings of fun & games.

My year culminated with my Presidents Lunch which was held at the Dudsbury Golf Club on Valentine's Day.

I must thank those standing down from the committee this year; our previous past president Mike Harrold, Colin Dobson our dining secretary and former social secretary and last but not least Mike Fay who after nearly 14 years on the committee including President twice and Treasurer for the past ten plus years are all off to the back benches for a well-earned rest.

I also want to thank Roy & Maurice for their hard work over many months to deliver us our new website in February this year. Our old one was ready to break and we would have lost all of our data and history, now we are set for the future.

It has also been my great honour and privilege to award on the club's behalf four Life Memberships this year: Congratulations to all of the recipients of this award for all your years of service.

We end my year in a very healthy position in both financial and membership numbers with 55 members including 6 life members. I welcome all of our newer members who have joined us thought the year and hope you are all enjoying the club.

It only remains for me to thank everyone who has in any way helped me throughout this year and wish Maurice and Sue every success for the forthcoming year.

Ken Heap  
President 2019/20



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## Election of Officers and Committee 2020-21

The following members were elected to the Committee:

President	Maurice Dowling
Vice President	Keith Puttick
Secretary	David Dunsmore
Treasurer	Graham Newton
Social Secretary	Brian Hollowell
Social Secretary	Richard Smith
Programme Secretary	Richard Porter
Dining Secretary	Cliff Putterford
Press & Media Secretary	James Robertson
Webmaster	Roy Townshend
Assistant Webmaster	Maurice Dowling
Welfare Officer (Past President)	Ken Heap

\* Les Denmead will act as Club Steward





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## President's Closing Remarks - Probus 2020 AGM

First of all, I would like my first duty as President for the coming year to be a thank you to the membership of the club for electing me as President for 2020/21. I treat it as an honour and be assured that I will always uphold the values of the club whilst blending some new ideas with our previous successes.

I would like to congratulate Ken and the committee for a successful year which, of course was our first year at the Christchurch Harbour Hotel, which apart from the problem at Christmas provides us a great venue for our meetings. Ken has been the driving force behind Members Hidden Gems which have proved so popular. Roy Townshend should also be mentioned as he produces the MHG's for the club, he also wrote his own which was outstanding. He also looks after our new website.

We have a slight changing of the guard on the committee; welcoming Cliff Putterford as Dining Secretary, James Robertson as Press/Media Secretary and Keith Putterford moving on from Press/Media Secretary to Vice President. Mike Harrold is also stepping down today after serving as our Dining secretary for 6 years then vice President, President and finally welfare Officer.

I would like to personally acknowledge the outstanding contribution by Mike Fay for his service to the club over many years as treasurer, committee member and of course serving as President twice. As you know Mike has been made a Life member in recognition of his service to the club.

Colin Dobson deserves a special mention as he was the driving force in moving the Club from the East Close Hotel to here. He is joining the back benches today after serving as Social secretary for 3 years and as Dining Secretary for 3 years. Additionally, I would like to thank Brian Hollowell and Richard Smith our respected Social Secretaries, for their efforts over the last year, with quite a diverse range of events. We will include more coffee mornings to be more inclusive for our less mobile members.

Graham Newton has taken on the role of treasurer and has introduced BACS payment which has been a great success. I have to mention David Dunsmore who took over from me as secretary last year, he has brought us into the 21<sup>st</sup> century in all aspects of being secretary. Richard Porter is in his second year of Programme Secretary I think most of the speakers booked have been interesting. Richard will be our speaker today.

We are a victim of our own success. Our membership has grown to 55 including 6 Life members. We have had a handful of new members join us from Barton on Sea who I am glad to say have integrated well into the club. We pride ourselves on the friendliness of our club.

I hope my year of office will build upon the successes of the past while positively moving the club forward. New ideas will always be welcome by the committee. Please feel free to contact myself or any of the committee members directly if you have any thoughts, improvements or issues. I hope we can have a memorable and enjoyable year strengthening our fellowship and camaraderie.

Maurice Dowling  
3rd March 2020