



NEWBURY ROAD CLUB AGM

NEWBURY ROAD CLUB ANNUAL GENERAL MEETING 2023 AGENDA AND ANNUAL REPORT

Wednesday 8th November at 8pm

Chair: Lorraine Murrell
Secretary: Allan Bartlett

AGENDA

1. Apologies for absences
2. Receive a report from those responsible for reviewing the Club's accounts.

**Report to the members
of**

Newbury Road Club

**On accounts for the
period ended**

12 months to 30 Sep 2023

**Charity
no (if any)**

n/a

I here report solely to the members on my examination of the accounts of the above club in support of the requirements of its 2022 Constitution.

The members must note that the Constitution currently requires an audit and that the accounts be certified. This report is NOT an audit and is not purported to be, neither does it certify the accounts. The members may choose to waive those requirements in lieu of this voluntary independent examination or engage an audit firm on formal terms in accordance with applicable auditing regulations.

I recommend the members consider modifying this formal language in their constitution to that more suitable to a sports club of its size (an audit and formal certification would likely cost more than the full membership income for one year of the club).

**Responsibilities and
basis of report**

As members of the club, your committee is responsible for the preparation of the accounts. You are not a charity, nor are you registered for gift aid, nor as a community amateur sports club. You are unincorporated.



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Consequently, this report is to you as members only and whilst it has been conducted by an independent person of adequate experience and qualification, it does not and has not followed nor is bound by the requirements set out by the charities commission CC32 guidelines on Independent examiner's reports, nor by the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

This report and steps taken to review the accounts have been conducted on a voluntary and sample only basis and, as your committee have agreed, **I bear no liability to any member for the accuracy or otherwise of this report or for any loss howsoever caused by errors, omissions or otherwise in any way.** As members, if you determine to require a level of assurance, such as that afforded by a formal audit and/or CC32 guideline Independent Examiners Report, you should engage that formally with a registered audit firm.

Your accounts are maintained by the Treasurer on a receipts and payments basis, enhanced with further disclosures in the Treasurer's report to make you aware of certain timing differences (payments and receipts in advance or arrears) material to your understanding of your full financial position.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept, or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:

Date:

Relevant professional qualification(s) or body (if any):



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Give here brief details of any items that the examiner wishes to disclose.

In conducting the review, amongst others, the following core enquiries and verifications were completed;

- Accounts maintained in excel were obtained and reviewed, verified to be up to date and available upon demand as required by best practice guidelines.
- Bank statements were verified to opening and closing positions.
- Examiner selected sample of large or non-standard expenditure were confirmed to supplier invoices and/or receipted expenses.
- Membership records were compared to recorded receipts.
- The treasurer was interviewed regarding the nature of the club's activities, and the club website and media activity were sample checked to complete a review of known activities. The accounts were analytically reviewed for alignment with those findings.
- The treasurer was interviewed regarding key controls to safeguard members' assets;
 - i) It was confirmed best practices similar to a small company are followed regarding banking controls (dual authorisation, confirmation with suppliers on payment details).
 - ii) It was evidenced both verbally and in sample checking that payments are supported by invoices and receipts.
 - iii) The committee are currently confirming how best to ensure the club's Gazebo is adequately insured and will report back to members on such in due course.

The Treasurer's report including the accounts, was reviewed for consistency in all material respects against the accounting records provided.

- The members should note that whilst not all receipts and payments of the club are disclosed in the accounts, those otherwise omitted are instead disclosed in the treasurer's narrative especially as regards the net surplus or deficit arising from those receipts and payments not reported in the formal accounts.
- Material commitments, liabilities and assets as at the end of the accounting period are being reported to the members in addition to the receipts and payments format accounts.



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3. Receive a financial report from the Treasurer and approve the annual accounts.
4. Q&A on reports from committee members (10 min)
5. Club membership fees - no change proposed.
6. AGM Proposal #1 - Adoption of Club Racing fees for 2024 (2 min)

A levy is payable to the CTT for every rider that takes part in a TT. This is currently set at £3 per rider but could increase for next season. The Club's TT Fees are £4 for members and £5 for non-members. This represents £1 and £2, respectively, above the CTT levy. The Committee proposes that these margins above the CTT levy will be maintained for the 2024 season. In addition, the Committee would like discretion to reduce the TT fees for limited purposes.

Committee Proposal & Recommendation: The TT fees remain at £1 and £2 above the CTT levy for members and non-members, respectively except that fees may, at the discretion of the Committee, be reduced:

1. in events held jointly with other local clubs to ensure that members of the Club and such other local clubs pay the same entry fee;
 2. for Club members in events aimed at attracting more members to take part in TTs; and
 3. for the Boxing Day TT.
7. AGM Proposal #2 - Adoption of an amended Section 6 of the Club constitution for Club finances (5 min)

Proposed changes are as follows:

Section 6 Finances

The following changes are proposed with additions in blue to better define the process of certifying the Club's accounts.

(d) ~~An Audited~~ **A statement** of annual accounts will be presented by the Treasurer at the Annual General Meeting. **Those accounts shall have been reviewed by either an appropriately qualified professional who is not a Club member or by a review body comprising two Club members who are not current Committee members and are not standing for election as Committee members and who have not been Committee members within the last three financial years.**

Section 7 Annual General Meetings and Extraordinary General Meetings

(b) The Club shall aim to hold the Annual General Meeting (AGM) early in the month of November **to:**

- Receive a report from those responsible for ~~certifying~~ **reviewing** the Club's accounts.

Committee Proposal & Recommendation: Adoption of the amended Section 6 of the Club constitution as described above and as shown in v2.0 (attached to email).



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8. AGM Proposal #3 - Adoption of an amended Section 9 of the Club constitution for discipline and appeals (5 min)

Proposed changes are as follows:

Section 9 Discipline and appeals

The following changes are proposed with additions in blue to better define the committee disciplinary process and ensure any appeal is considered by someone independent of the initial Disciplinary Sub-committee.

(a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club safeguarding children and young people policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns and vulnerable adult concerns.

(b) All complaints regarding the behaviour of members should be presented and submitted in writing to the General Secretary within 28 days of the pertinent event.

(c) ~~The A~~ Disciplinary Sub-committee will be **formed meet** to hear complaints within 14 days of a complaint being lodged. The Disciplinary Sub-committee has the power to take appropriate disciplinary action including the termination of membership. **The Disciplinary Sub-committee will comprise of a minimum of three committee members. The Club Chair will not be a member. The Disciplinary Sub-committee will be chaired by the General Secretary or if there is a conflict of interest by another Committee member appointed by the Club Chair.**

(d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

(e) There will be the right of appeal ~~to the Disciplinary Sub-committee~~ following disciplinary action being announced. Any appeal should be submitted in writing to the General Secretary within 14 days of the outcome being notified to the person who lodged the complaint and the member against whom the complaint was made. **The appeal will be decided upon by the Club Chair or if there is a conflict of interest by another Committee member who was not part of the Disciplinary Sub-committee, within 7 days of the General Secretary receiving the appeal.**

Committee Proposal & Recommendation: Adoption of the amended Section 9 of the Club constitution as described above and as shown in v2.0 (attached to email).



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9. AGM Proposal #4 - Adoption of amendments to the Club constitution for the election of President and Vice Presidents (5 min)

Proposed changes are as follows:

Discontinue the election of members to the honorary positions of President and Vice President but maintain life membership for Presidents and Vice Presidents and spouses elected before 1 January 2021.

The following changes are proposed to remove the roles of President and Vice President because these honorary positions don't have any significant role in the operation of the Club. Prior to 1st January 2021 Presidents, Vice Presidents and their spouses received free life Club membership which is no longer the case.

The President acts as figurehead for the Club and represents the Club on official occasions. The committee feels that these responsibilities would better reside with the Club Chair who has a better working knowledge of the Club's operation and activities.

Section 3 Membership

Remove sub part (k)

(k) Members who have made exceptional contributions to the Club may be elected at the AGM to the honorary position of Vice President, as recognition of their outstanding support. The position is held for as long as they continue to be members of the Club.

Remove sub part (l)

(l) One member of the Club may be elected at the AGM to the honorary position of President. The term of office shall be for one year, the member shall be eligible for re-election. The President acts as figurehead for the Club and represents the Club on official occasions. The President position is not a Committee position.

Renumber the remaining sub parts.

Section 7 Annual General Meetings and Extraordinary General Meetings

Remove the following AGM requirements:

- Elect a member to the honorary President position.
- Elect members to honorary Vice Presidents positions.

Remove sub part (f)

(f) Nominations for Vice President positions shall be made by the Committee and sent to the General Secretary at least 10 days prior to the AGM. The General Secretary shall circulate nominations at least 7 days prior to the AGM.

Renumber the remaining sub parts.

Existing life memberships will be maintained.

Committee Proposal & Recommendation: Adoption of amendments to the Club constitution as described above and as shown in v2.0 (attached to email).



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10. Election of Committee Members

N/R = Not Required (due to single candidate standing for election)

Committee Position	Nomination(s)	Vote
Chair:	Lorraine Murrell	N/R
General Secretary:	Tim Pyatt	N/R
Treasurer:	Marwood Jeans	N/R
Welfare Officer:	Gary Cook	N/R
Club Run Secretary:	Dave Martin	N/R
Marketing & Communications:	John Murrell	N/R
Member Development:	Chris Treacher	N/R
Member Recruitment:	Lorraine Murrell	N/R
Ride Events:	David Lillystone	N/R
Time Trial Secretary:	Ian Chitty	N/R
Social Team:	Maria Davidson Lucy Hutchins Jan Raymond Jo Harrop Maureen Appleton	N/R

11. Election of President (Not necessary if Proposal #4 is approved)

Candidate
Steve Dawes

12. Election of Vice Presidents (Not necessary if Proposal #4 is approved)

No new additional vice president appointments have been proposed this year.



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13. Any other business (to be notified to General Secretary 10 days prior to meeting)

No additional proposals were received.