



NOTES FROM 46TH ANNUAL GENERAL MEETING Thursday 18 August 2016

1. Those Present

Gordon Dixon, Ally MacLennan, Alan Dowell, David Mitchell, Ken Richardson, Iain Cunningham, Gerry Keating, Nick Chadwick, Eric Brown, Dougie Thomson, Andy McGown, Graeme McCallum, Des Martin, Scott Kellock, Callum Forbes, Paul Fensom, Craig Young, Anne Young, Gavin Brown, Alison Timlin, John Pauley, Andy Whitelaw, Jack Frame, Dave Thomas, Jon Blundell, Brian Grant, Martin Bennett, Euan Murray, Lauchlan McCall, Paul Birrell, Matt Dixon, Jamie March, Sam Mc Aliister, Anthony Timlin, Ian Morrison, Russell Murdoch, Sean Hagerty, Cal Thomson, Chris Archer, Mark Caddle, Stuart Bell, Chris Bredin, John Smith, Harry Lynch, Dave Keddie
(45 members)

2. Apologies

Robert Dow, Colin Wells, Ian Gibson, Bill Berridge

3. Minutes of 45th Annual General Meeting of Linlithgow RFC

Were approved (Paul Fensom proposing, Jon Blundell seconding).

4. Matters Arising from 44th AGM

No matters were arising.

5. President's Report (summary)

The President's Report covered the period from the previous AGM on 15 May 2015. Since that date a full Rugby Review meeting, open to members, had been held at the end of the 2015-2016 season on 25 May 2016, so there was no need to review rugby matters again.

The Club's move to a Company Limited by Guarantee had been approved at a Special General Meeting of Club Members on 24 March 2016. Since then, progress had been slow but steady and was likely to take a few more months before the Club could start trading as a CLG.

The delay centred around legal confirmation of the transfer of the land lease (99 year agreement) to the new entity – now confirmed by West Lothian Council – and the change to the Alcohol Licence for the Club, which was being worked on and would have to be ratified by the full Licensing Board.

The Club was in sound financial condition and the President was able to report that the new entrance foyer and workbase / office, along with improvements for disabled access and facilities in the Club, had been installed at minimum cost to members – grants and donations had covered the cost and around 80% of the VAT was in the process of being recovered.

A Development Plan for the Club had been worked on over the year in conjunction with the SRU and an Operational Plan was now being developed to cover the running of the Club.

The President thanked fellow Executive Committee members for their hard work during the year and members for their continued fundraising work. He also thanked sponsors for their support to the Club. He paid tribute to the work of many volunteers, especially coaches across all age groups of the Club.

He concluded by wishing everyone an enjoyable season.

6. Introduction of Annual Accounts

Accounts were presented (see separate document). There was a 10 minute adjournment to allow members to view the accounts.

7. Open Forum

Paul Birrell asked why no income was shown for international tickets for the financial year when tickets had been sold for Rugby World Cup and pre-RWC games, attracting commission. Alison Timlin explained that this was due to the timing of the payments from Scottish Rugby. Ken Richardson confirmed that the income would be shown in the following year's accounts.

Harry Lynch asked if there were any reason for the sharp increase in income from membership. Paul Fensom explained that there had been an increase in the time made available for youth rugby training and this had been matched by an increase in the fees. In response to Harry Lynch's supplementary, Ken Richardson further clarified that this was likely to continue, subject to the AGM approving the proposals on membership fees for season 2016-17.

In response to Mark Osborne's question, Alison Timlin explained that donations from the Wee Reds' café were included in the entry for donations but not recorded separately.

Ian Morrison asked for the explanation for the rise of £55,000 in the entry for Other Income. Alison Timlin stated that this was due to the capitalisation of the rent for the phone mast. Ken Richardson further clarified that this was a one-off payment.

Nick Chadwick referred to Ken Richardson's explanation that the entry for power more properly equated to an annual cost of £9,000 and stated that, when the biomass system was installed, this had been around £8,000. Even allowing for the addition of the new facility, he suggested that the Executive should explore ways of reducing this outlay. Andrew McGown drew attention to a fund operated by Marks & Spencer to which the Club could apply for up to £12,000. Ken Richardson noted this but added that the Club had a record of successful applications for grant-aid but the time and resource available for this effort were restricted.

Dave Thomas stated that the bar figures were the best for a number of years and were evidence of good management. These had been against his expectations and should be viewed against the position where licensed premises were struggling, even going out of business, throughout the country.

Alistair McLennan asked whether the Executive had considered a one-off purchase of a minibus to offset the youth rugby travelling costs. Paul Fensom explained that one minibus would not be sufficient, given the schedule of games. Ken Richardson responded to Ian Morrison's supplementary that there was no chance of a cash contribution to this from West Lothian Council. Gordon Dixon added that school rugby costs had been reduced throughout the previous season.

Dave Keddie pointed out that the income of £18,000 from the new training facility was identified but not its additional cost. Ken Richardson explained that the latter amounted to about £8,000, meaning that the net gain was £10,000. In response to Dave Keddie's supplementary, Ken Richardson clarified that the main funder, **sportscotland**, required the Club to maintain the pitch and to replace it once its operational life was over, but there was no requirement to have a sinking fund for the latter.

8. Approval of Accounts for 2015-16

The accounts were unanimously approved, having been proposed by Craig Young and seconded by Gavin Brown.

9. Review of Membership Fees for Season 2016-17

The proposal on membership fees (see Appendix), proposed by Ken Richardson and seconded by Ian Morrison, was unanimously approved by the meeting.

10. Motions for AGM

No motions had been submitted.

11. Appointment of Independent Financial Advisor

The proposal of Grant Barclay by Alison Timlin, seconded by Ken Richardson, was unanimously approved by the meeting.

12. Honorary Life Membership

Colin Wells proposed Gordon Dunne. This had been seconded by Gerry Keating and was unanimously endorsed by the meeting.

13. Election of Officer-Bearers

Ken Richardson demitted the chair of the meeting and the outgoing Executive Committee/Interim Board of Directors demitted office. Jon Blundell took the chair of the meeting for the election of the new President/Chairman and the following was elected unanimously.

President/Chairman Ken Richardson

Ken Richardson resumed the chair of the meeting and the following office-bearers were elected unanimously.

Director of Rugby Gordon Dixon
Director of Youth Rugby Paul Fensom
Hon Treasurer Alison Timlin

Ken Richardson reported that there had been no candidate or volunteer for the role of Vice President/Director of Operations. John Smith had indicated that he would continue in his present role for a short period to assist with the transition but filling the vacancy would be a matter for the new Executive.

14. Closing Remarks

The President closed the meeting with thanks to all members who had attended.

Gavin Brown for Ken Richardson
August 2016

Appendix: Membership Rates for Season 2016-17

Aim: Membership fees to cover at least 50% of the direct costs of playing membership. The balance will be made up by a combination of sponsorship, fundraising and bar operations.

Membership Rates for Season 2016-17: The Membership rate and the training fee for youth members will be consolidated into a single charge for season 2016-17 and two options will be offered for payment, namely a monthly rate paid over 12 months and a **discounted single charge if paid up front**. This same approach will be offered to family members. Only family members will be entitled to discounted rates for second and third children. Adult / senior players pay an annual membership fee and a separate match fee for each match they play. The annual membership fee and £2 from each match fee go to Club funds to help cover the cost of rugby operations. In addition, senior players pay monthly membership rates separately (for VAT reasons) to cover costs of gym membership. This amounts to £72pa.

Hardship cases are eligible for discount if approved by either the Director of Rugby or the Director of Youth Rugby.

		UPFRONT PAYMENT	SPREAD	PAYMENT
	Membership Rate	Single Payment	Monthly Payment	Annual Equivalent
YOUTH PLAYING				
Micros	50	50	5.00	60
Girls	50	50	5.00	60
Minis	110	110	10.00	120
School Age	110	110	10.00	120
Family with 1 playing youth	140	140	12.50	150
Family with 2 playing youths	200	200	17.50	210
Family with 3 playing youths	240	240	20.83	250
SENIOR PLAYING				
Senior u23	50*	50	5.00	60*
Senior 23 and over	80*	80	7.50	90*
NON PLAYING				
Social	50	50	5.00	60
Family with no playing youths	90*	90	8.33	100*

* plus weekly match fee

Footnotes

2020 Members

2020 Members have already paid the basic membership fee through to season 2019-20 as part of a one-off membership offer. However, youth members (Mini and School age) of 2020 Family Members will be requested to pay the consolidated training fee of £60 each year, as this was not part of the original 2020 Membership Scheme.

Life Members

Life Members are exempt from paying any additional basic membership fees.

Family Members

Where a family involves either Micro or Girl players, then the following interpretation will be made against the specific lines in the Membership Rates table as follows:

	Annual Rate	Monthly Rate	Number of Minis or School Age Players	Number of Girls or Micros
			Full Playing Youths	Part Playing Youths
Family with no playing youths	90	8.33	0	1
Family with no playing youths	120	10.83	0	2 or 3
Family with 1 playing youth	140	12.50	1	0 or 1
Family with 1 playing youths	170	15.00	1	2 or 3
Family with 2 playing youths	200	17.50	2	0 or 1
Family with 2 playing youths	220	19.17	2	2 or 3
Family with 3 playing youths	240	20.83	3	ANY NUMBER