



Durham Amateur Rowing Club Durham Amateur Rowing Club 1860 Ltd AGM Meeting minutes

Thursday 13th July 2023 8pm (Club)

Attendees	<p>Presentation Table: Paul Rutter (PR) Chairman, Gabrielle Moore (GM), Acting Secretary, Mark Bell (MB) Club Manager, Captain (AG) Anna Golightly by zoom</p> <p>Members present: Mark Bell, Gabrielle Moore, Richard Mortimer, Tim Morris, Charly Curtis, John Watkinson, Andy Jaggard, George Adair, Mick Seed, David Oliver, Joyce Collett, Derek Gordon, Fred Snowdon, Martin Tyler, Vickie Jackson, Julie Kitson, Sarah Rutter, Paul Rutter, David Oliver, Linda Forwood, Nicola Field, Lynn Pain, Hazel Stainforth, Roger Stainforth, Jane Auster, Steve Auster, Vaughan Gordon, Colin Lawson, Nigel Van Zwanenberg, Lillian Muskett, Fran Whitfield, Gabrielle Maxfield, Debra Harland, Rebecca Chilcott, Rachel Wilson, Charlotte Johnson, Lucy Beresford, Emily Chaytor, Helen Chatterton, Carole McCarthy, Gillian Gilbert, Kira Lamo-Bayne, Gary McCarthy, Stephen Kay, John Appleby, Mickey Stevens, Alison Hoare, Sarah Buist, Meghan McCarthy, Shirley Robinson, Deb Jahangiry, Barry Hudson, David Heppell, David Beeby, Daniel Lockey, Oliver Negus, Helen Adair, Roger Dunn, Stef Lavelle, Thomas Woods, Jos George, John Roxborough, Harry Coe, Barry Hudson, Julie Wilmore.</p> <p>And by zoom: Angela Lund, Helen McMillan, June Davison, Ray Dominy, Anna Golightly, Dan Pearson, Elliott Kay, Harry White, Alison Clark, June Davison, Susan Jackson, 3 river serpents represented by Jen Siddall, Cathy Rooney, Jim Dulling, Matthew Lakey.</p> <p><i>(Not stated but attendees were all aware, members were able to attend by zoom and voting was allowed by zoom).</i></p>
Minutes	GM Acting Secretary

#	Agenda Item	Minutes	Actions
Intro.	<p>PR welcome</p> <p>Charly Curtis</p>	<p>PR welcomed the members to the AGM.</p> <p>PR stated that the Chairman's main aim this year had been to accomplish the purchase of the Coal yard boathouse (now called Clive's).</p> <p>CC told the members of the deaths this year of people dear to the club:</p> <p>Ian Curry originally from Hatfield College.</p>	

		<p>Peter Stavers, a member in the 1960s and again more recently, also an umpire.</p> <p>Claire Staines, a daytime rower who had been a member for a number of years since the L2R course she had done.</p> <p>Dianne Stevens, Mickey's wife. Charly reminded the members of the credit due to partners who supported their husbands/wives in their sporting endeavours.</p>	
1.	Apologies	Gene Dobson, Kate Sowden.	
2.	Minutes of AGM July 2022	<p>Minutes were approved with two corrections. Richard Mortimer asked that Phil Metcalfe be taken of the list of Vice Presidents since he is deceased.</p> <p>Nick Baird is Nick not Mick.</p>	
	SGM Mark Bell	<p>MB explained the following to the members:</p> <p>The club rules needed to be aligned.</p> <p>Membership categories needs to be taken out of the rules and put into the bye laws.</p> <p>The fees are in the club articles,</p> <p>Membership subs are decided by the directors, this meeting is an opportunity for the members to give feedback. The directors will listen then make a decision. The directors need to protect the financial viability of the club.</p> <p>PR asked if there were any questions.</p> <p>Shirley Robinson asked if there was proxy voting, MB: "yes this is one of the changes that have been made".</p>	
3.	Secretary's Report	GM (Acting Secretary) talked through the Secretary's report, which may be found at the end of these minutes.	

4.	Business and Finance Report	<p>MB (General Manager) gave a verbal account of the Business and Finance Report.</p> <p>This report may be found at the end of these minutes</p>	
5.	Captain's Report	<p>AG (Club Captain) gave a verbal update via zoom link.</p> <p>No Captain's Report has been submitted.</p>	
6.	Election of Officers	<p>President: Charly Curtis and Angela Lund both stood for the position of club President. Both made a speech and voting took place by members approaching a separate table and marking on a slip of paper and placing in a container. Two independent non voting members counted the votes and reported the result to the chair.</p> <p>Chairman: Tim Morris (TM) was elected. TM took over the chair. TM thanked PR for his work as Chairman.</p> <p>Treasurer: Linda Forwood (LF) was proposed by GM and seconded by Charly Curtis. LF was elected.</p> <p>Secretary: Ray Dominy was elected</p> <p>Captain: Anna Golightly was elected</p> <p>Vice-Captain (Women): Lucy Beresford (LB) was nominated by Rachel Wilson and seconded by Bex Chilcott, LB was elected.</p> <p>Vice-Captain (Men): no-one stood for the post.</p> <p>Masters Vice Captain. George Adair and Gabrielle Moore both stood for the post. Both made a speech and votes were placed.</p> <p>Assistant Secretary: Julie Kitson was elected.</p> <p>Junior Co Ordinator: Adam Lambert was elected.</p>	

		Exec Members John Appleby, Harry White, Lily Muskett were elected.	
7.	Appointment of Welfare Officer and Water Safety Advisor	Welfare officer –Charlotte Johnson was elected. Water safety – David Beeby was re-elected.	
8.	Appointed Officers to be co-opted	Regatta Secretary - Carole McCarthy Press Officer – Colin Lawson Volunteer Coordinator – Coaching Coordinator - open Boat Warden- Social Coordinator – Roger Dunn, Stef Lavelle, joint	
9.	Chair announced result of election of President	Angela Lund was elected as President	
10	Vice Presidents	The following Vice Presidents were re-elected: Mark Bell, Charly Curtis, Jim Dulling, Geoff Graham, Tim Morris, Lynn Pain, Paul Rutter, Fred Snowdon, Martin Tyler, Don White, Vicky Jackson, Nicola Field, Stephen Kay, Alison Danforth, Ian Shepherd, George Adair. Beth Holmes was proposed by George Adair and Adam Lambert and was voted in.	
11	Appointment of Accountant	Appointment of Accounts Examiners – The firm Ribchesters was nominated again.	
12	Annual Subscriptions and racking fees	The Executive Committee recommends that membership fees increase by approximately 10% to £33 for full membership, and Senior non-racing to £25 a month. Vicky Jackson suggested that new members be welcomed more and then membership fees would not need to increase because we would have more members paying fees. Joyce Collette stated that Tyne was cheaper for members who are retired.	

		<p>Nicola Field suggested that recruitment be improved so that membership was covered.</p> <p>June Davison agreed with Vicky Jackson.</p> <p>Helen McMillan suggested that fees for members who used only private boats be less than the fees for members who don't use private boats.</p> <p>Harry Coe stated that if DARC were to be successful then fees would need to rise in line with inflation.</p> <p>Andy Jaggard asked if comparisons had been made with small clubs as well as large clubs.</p> <p>DARC is now a commercial set up as well as a rowing club and cohesion should be sought between the two.</p>	
	AOB	Joyce Collett asked for the result of the masters VC post. TM announced that GA was elected as masters VC	
	The Director's report	<ul style="list-style-type: none"> - The AGM of the Company then followed. - <i>REPORT OF THE DIRECTORS, (this was not read out but was included with the budget prepared by the club manager)</i> <i>FOR THE YEAR ENDED 31 MARCH 2023</i> <i>The directors present their report with the financial statements of the company for the year ended 31 March 2023.</i> <i>PRINCIPAL ACTIVITY</i> <i>The principal activity of the company in the year under review was that of preparing to commence trade as an amateur rowing club.</i> <i>DIRECTORS</i> <i>The directors shown below have held office during the whole of the period from 1 April 2022 to the date of this report.</i> <i>B Hudson</i> <i>P Rutter</i> <i>Other changes in directors holding office are as follows:</i> <i>A Golightly was appointed as a director after 31 March 2023 but prior to the date of this report.</i> <i>H Gravatt ceased to be a director after 31 March 2023 but was director prior to the date of this report.</i> <i>This report has been prepared in accordance with the provisions of Part 15 of the</i> 	

		<p><i>Companies Act 2006 relating to small companies.</i></p> <ul style="list-style-type: none"> - The following directors were appointed: - Chairman: Tim Morris, - Secretary: Ray Dominy - Treasurer: Linda Forwood - Captain: Anna Golightly - Two additional directors to be appointed by the four above. 	
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Meeting closed	9.45pm
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Durham Amateur Rowing Club (Est 1860)

AGM 2023 Secretary Report

Good evening and welcome to our 2023 AGM. I'm Gabrielle Moore, I've been Assistant Secretary for the last 2 years and have been Acting Secretary for the last few months after Hannah stepped down.

The executive committee has met every 2 months as is usual for our club and the management committee has met roughly every 6 weeks.

The management committee consists of the Club Manager, Mark Bell and Assistant Manager, John McCudden, plus the Chairman, Paul Rutter, Treasurer (a vacant position this year although Linda Forwood has recently been helping out), the Secretary, Hannah Grace Gravvatt, until the birth of her daughter earlier this year, volunteer John Appleby and myself as Assistant Secretary.

The Exec. Committee has all the positions you will be voting on this evening. The club is run by volunteers so please think about how you can help in any way.

I have spoken with Hannah and she would like me to thank on her behalf all members of the exec. for their support and Mark, John and all of the café staff for their hard work.

Since the last AGM the management committee have secured the purchase of Clive's boathouse, a huge step forward and a valuable investment for the club thanks mostly to Paul Rutter, Mark Bell and John McCudden.

The membership has decreased over the last few years so it would be great if we could pull together to think of ways to grow the club, have bigger, friendly squads, think of ways of integrating the excited fresh faces (new addicts!) who come off the Learn to Row and to make our club stronger going forwards.

I would like to re-iterate Hannah's words in thanking Mark, John (who answers my daft questions at all times without complaining !) and the café staff for such great work.

The following members are standing down and I'm sure you will join me in thanking them for their support and hard work for the club.

Paul Rutter who did so much grunt work getting the boat house purchase over the line.

Hannah for all of her hard work as secretary.

George for making sure all of our boats are river worthy,

Bex for ladies VC,

Tim as coaching coordinator and last but by no means least ... or should I say most of all, Barry Hudson who has served the club as Chairman for 4 years, Secretary for 25 years, Treasurer for 3 years and Captain for 4 years. That's a staggering 36 years on the Exec in a major role. As they say, you get less time for murder.

Please join me in a round of applause for these people plus all of those who have served on the exec this year.

Gabrielle Moore

Durham Amateur Rowing Club Business and Finance Report presented by Mark Bell, General Manager

Durham Amateur Rowing Club Business and Finance Report for period 1st April 2022 to 31st March 2023 presented to the AGM 13 th July 202 by Mark Bell, General Manager. The 12 Months to the 31st March 2023 has seen the first full year of trading since both Covid restrictions ended and since the 1860 coffee shop was established. This has seen a significant change to the way the club is managed, financed and ran on a day to day basis. Prior to COVID and the establishment of 1860, the club traded 4 nights per week and ran mainly at a loss subsidised by the functions held on a weekend. The after effects of COVID have lingered and the public habits have taken a long time to return to anything approaching normal and only recently have we seen functions returning in the same way as previous. Whilst function numbers and associated revenue are now returning, the first full year of trading of 1860 and in particular the coffee shop have continued to show strong growth with sales increasing from £154,109 in the previous year to £216,770, an increase of 41%! The extra business has been sustained by our existing staff numbers and there is still capacity to grow the business further without the need to increase the number of staff significantly. Of course there has continued to be large increases in the National Living Wage which is putting pressure on all businesses. The coffee shop is open 7 days per week and we are now at the stage where the bar is open on evenings 3 nights per week plus additional nights for functions. The larger events have continued, once again hosting Durham University Fashion Shows in a grand marquee situated in the car park. Whilst this does inevitably cause some disruption to members the financial return is significant over a relatively short period of time. We have also continued to develop links with Adventure Access who provide other water sports activities. This partnership helps co-ordinate river usage and hopefully despite some teething issues the impact on members is not now that significant. We have recently agreed a £4500 contract with them to provide catering through 1860 for a project they are delivering to NCS this summer. This contract has also seen a significant financial return for The Three River Serpents, another one of the club's close partners. The financial returns on these new ventures have been rewarding and as we move forward with more capacity delivered for little extra costs we should see the profitability increase. The other major item of business for the previous year was the purchase of the neighboring land and building from Browns Coalyard Limited. This presented a once in a lifetime opportunity for the club and it consumed a vast amount of resources, both time and money in making it a reality. This did inevitably consume a lot of the club's surplus revenue for the year as well as the restricted reserves we had been holding from the legacy provided by Kim Metcalfe. Whilst no long term plans for the site have been discussed as yet, it is already generating an income which is covering roughly 75% of the loan costs involved with the purchase. As with every aspect of life at the moment, the club has seen costs soar during the last year and whilst we have benefited from signing a long electricity contract, we have been hit heavily with gas increases which combined with NLW increases and general

inflation have had a significant increase on the clubs running costs. Moving on to the independently examined accounts made up to the 31st March 2023. There are 2 sets of accounts to be circulated, those of the trading subsidiary Durham Amateur Rowing Club Limited and those of the newly created charity Durham Amateur Rowing Club 1860 Limited which commenced trading on 1st April 2022. Making comparisons on the accounts is difficult due to the transfer of assets and activities from the former non incorporated club to the registered company and charity. I will however try and pick out noticeable items and provide an overview of our position. Looking first at the Trading subsidiary Accounts, the final page (10) shows the profit and loss account for the period. Turnover of 1860 which incorporates both bar and coffee shop as well as catering sales for the year was £216,750 less cost of sales £92,679 yielding a profit of £124,053 or a margin of 58%, before other direct costs and overheads are applied. Durham city regatta income was paid into the trading subsidiary by British Rowing whereas the costs were all paid by the charity, regatta income will no longer appear in these accounts. Caravan Sales were £26,558 an increase of 56% on the previous year, this was achieved due to a full year without COVID and using an online booking system which has greatly reduced the staff time involved. Cost of sales includes purchases of £52,479 of which over £40k is in relation to the hire of marquees for the large events. This includes £21k towards the marquee for 2023 which was invoiced prior to 31st March but the income received after 1st April. Apportionment of expenditure is difficult, particular with shared costs such as utilities and wages and we have started looking at some apportionment rules to apply going forward. Subject to this though, additional costs of £54,908 were incurred as overheads. In addition to this the charity paid some wage costs in the year as existing staff were mid way through funded apprenticeship courses. Overall on the face of it the trading subsidiary made a profit for the year of £71,778 compared to £33,534 and made donations in the year to the parent company of £74,000 meaning no liability for corporation tax in the year to 31st March 2023. The balance of shareholders funds held at 31st March 2022 was £10,570. Looking now at the accounts of Durham Amateur Rowing Club 1960 Limited. Looking at page 11 first Membership for the year was £83,110 up from £73,166 the previous year. Private racking and storage refers to income from the new building, mainly college boats and privately racked quads and doubles. Trailerage shows a profit of £2,942 but there were also associated vehicle costs paid by the subsidiary of £1,733. Learn to row income remains significantly below pre covid levels and needs to be a priority to address going forward. Detailed under other income are donations of £72,345 which are largely the cash reserves of the old unincorporated club. Government grants of £10,700 are funds towards hiring apprentices for 1860. Income from investment of £74,000 is the donation from the trading subsidiary. Utilities come in at £19,721 which when you add also the costs contributed by the trading subsidiary so an increase for the year of £16,607 on the previous year. Wages of £52,587 less the above government grant refer

to the apprentices working for 1860. These will transfer to the other company this year. There are significant costs of £16,405 under Finance costs in relation to the purchase of the new land in addition to £4120 of professional fees.

Finally at the bottom of Page 12 detailed is an Exception item donation of £1,373,100 being the book value of the old clubs assets on 31st March 2022. The surplus for the year removing the exceptional item was therefore £30,882

after the £74,000 contribution from the subsidiary. Looking at the Balance Sheet on page 4, the total assets less

current liabilities are £1,808,523 after the purchase of the new land and buildings less long term liabilities of

£400,800 being the loan for that purchases. The reserved therefore as at the 31st March 2023 therefore stood at

£1,407,723 Final Sheet is a draft budget This is to be agreed with the new treasurer and is seen very much as a

working document. Changes have been made to reflect the apportionment of costs going forward so as to produce

a truer reflection of the expected position of each company. The underlying final position though is an expected

group surplus of £4417 after paying costs in relation to borrowing. Thank you to everyone, Staff, Committee and

members for their continued support.

DRAFT BUDGET presented by Mark Bell, Club Manager

Durham Amateur Rowing Club Group Accounts
Budget Comparative Profit and Loss Report
2022-23

Prepared by:
Date: 31 July 2023

Trading Subsidiary			Charity			Group Accounts		
	2023 Actual	2024 Budget		2023 Actual	2024 Budget	2023 Actual	2024 Budget	
Sales			Sales			Sales		
1860 Sales	216,750	238,425	Membership & Racking	81,641	107,417			
Event Income	21,988	25,000	Donations Received	4,769	5,000			
Caravan Sales	26,558	26,500	Grants Received	200	1,000			
Parking	1,116	4,800	Clothing Sales	192	250			
Apprentice Grants	10,500	-	Trailerage Income	8,473	8,000			
			Regatta & Head Income	26,520	25,000			
			Learn 2 Row & Schools	9,432	12,000			
			Other Sales	2,913	1,000			
Total Sales	276,912	294,725		134,140	159,667	411,052	454,392	
Cost of Sales			Cost of Sales			Cost of Sales		
1860 Stock	92,697	102,522	Clothing	109	250			
Event Expenditure	50,573	30,000	Rowing Equip & Repairs	8,213	12,000			
Caravan Site Exp	185	200	Affiliation	1,865	2,000			
Parking Exp	115	500	Trailerage	5,001	5,000			
Misc	-	-	Regatta & Head Exp	7,702	9,000			
			Learn 2 Row	236	250			
			Training, H & S	212	2,000			
Total Cost of Sales	143,550	133,222		23,338	30,500	166,887	163,722	
Direct Expenses						Direct Exp		
Wages	80,722	89,000				82,127	90,500	
Sales Promotion	317	500						
Misc	1,088	1,000						
Total Direct Expenses	82,127	90,500						
Gross Profit / (Loss)	51,235	71,003	Gross Profit / (Loss)	110,803	129,167	Gross Profit / (Loss)	162,038	200,170
Overheads			Overheads			Overheads		
Electric	14,225	18,000	Manager Salaries	65,380	66,660			
Motor Expenses	936	1,500	Coaching Salaries	3,750	5,500			
Office Costs	2,143	2,400	Rent & Rates	2,660	3,000			
Professional Fees	13	13	Heating	13,471	13,500			
Accountancy	1,350	1,750	Vehicle Exp	4,002	3,500			
Maintenance	2,273	4,000	Office Costs	421	500			
Bank Charges	2,999	3,000	Legal / Accountancy	9,687	1,250			
General Expenses	360	450	Equip Hire	2,039	2,680			
			Repairs & Cleaning	7,465	12,000			
			Bank Charges	6,711	1,000			
			General Exp & Insurance	17,317	19,050			
			Loan Payments		36,000			
Total Overheads	24,299	31,113		132,903	164,640	157,202	195,753	
Net Profit/ (Loss)	26,936	39,890	Net Profit/ (Loss)	- 22,100 -	35,473	Net Profit/ (Loss)	4,836	4,417

