



## ANNUAL GENERAL MEETING

Wednesday 2nd September 2020, 7pm, via Zoom

### MINUTES

35 Members were present.

1. Welcome – Doug Warren, Bournemouth Rugby Club (the Club) President welcomed everyone to the video call. He explained how it is extraordinary times for everyone across the country and that includes the Club. He emphasised how the importance of sport and community has been demonstrated to help get through difficulties. The Club is doing all it can to survive and commended the team currently in place, that is working hard to this aim. Doug extended a special thanks to Phil Sinkinson, the previous Chair for 6 years' service at the helm, as well as James Mills and Dan Webb as previous officers. The Club will face difficult times ahead but it is well positioned with a good team under Acting Chair Simon Carkeet's stewardship and a new finance team in place. He called on the members to offer all the support that it can. He concluded by thanking all those present for attending, for their ongoing support and interest in the Club and for raising questions.
2. Apologies for Absence – Nigel Yeoman & Robert Jackson
3. Minutes of Last Meeting – The minutes of the AGM for the 2018/19 year, held on 11<sup>th</sup> September 2019 were approved.
4. Election of Officers – No further nominations for the officer posts were received ahead of the meeting or raised on the video call, so those nominated as circulated with the AGM papers and currently acting in post were duly elected, for the year 2020/21, as follows:

| <b>Officer Post</b> | <b>Nominee</b>                             | <b>Proposer</b> | <b>Seconder</b> |
|---------------------|--|-----------------|-----------------|
| Chair               | Simon Carkeet                              | Doug Warren     | Becky Hill      |
| Vice Chairs         | Greg Pike (Y&M)<br>Richard Sharp (Seniors) | Gareth Watts    | Rocky Rowe      |
| Treasurer           | Alan Hill                                  | Denis Eveleigh  | John Powell     |
| Honorary Secretary  | Becky Hill                                 | Paul Harrison   | Mark Palmer     |

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At this point Simon Carkeet took over chairing the meeting.

5. Chairman's Report – Simon asked for questions based on his report circulated ahead of the meeting.
  - a. John Powell asked for an update on the rugby side particularly relating to players leaving and joining the Club. Richard Sharp, Performance Director, confirmed that we have 44 senior players, a strong and large squad. There is some transience with a few moving on but others coming through from the Academy etc. There have been no recent transfers. The senior team are back to training as per the Return to Rugby Plan, with 20 training at one time and rotating each week.
  - b. Brian Ford asked for clarity on the Return to Rugby Roadmap and when spectators would be able to watch matches. Simon confirmed that we are currently at Stage D which allows some contract in training. No matches will take place in October. We are to hear the latest from the RFU in early October so the earliest matches can be played will be mid-November. Simon said that currently the plan for spectators is unknown. We will follow the guidelines on all aspects.
  - c. Simon reiterated that he is happy to answer any questions after the meeting.
  
6. Treasurer's Report – Alan Hill delivered a presentation which high-lighted the main aspects from the end of year (2019/20) accounts, circulated ahead of the meeting, and finished by setting out the actions being taken to safeguard the future. The main points were:
  - a. Revenue for the year was £242k. 74% of this was from sponsorships or memberships, so highly dependent on two main income streams.
  - b. Costs for the year were £252k. Therefore there was a £10k deficit. Over 50% of costs relate to fixed costs such as operational salaries, physio & 1<sup>st</sup> Aid and our facilities.
  - c. The year on year movements high-lighted the successful year of 2018/19. With success on the pitch it is easier to attract income from sponsor partners etc. The impact of 2019/20 being a shortened season due to Covid-19 was also high-lighted.
  - d. Alan demonstrated how costs were managed with the drop in income. Only operational salaries were higher year on year. All other cost lines were lower.
  - e. Profit trends over previous years demonstrate how income is typically at its highest at the start of the season, from around September. For 2020/21 the budget projections illustrate the impact of the delay to start of play on membership and sponsorship income in particular.

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- f. Budget forecasts will need revising now matches have been confirmed to not be taking place in October.
  - g. £120-130k partner sponsorship is required in 2020/21 to achieve a balanced budget. Alan emphasised it will be a challenging year ahead. He positioned the steps that are being taken by the finance team now in place, including tight budget management control.
  - h. Payment plans have been negotiated with all our debtors, which include HMRC for our VAT Liability. This will be paid off over 24 months with no interest charges.
  - i. From a cashflow perspective, without any partner income the Club will be in the red in December 2020. The Executive Committee have given Alan Hill authority to apply for a Government Bounce Bank loan which offers favourable terms.
  - j. Simon thanked Alan and the finance team for all their hard work to date.
  - k. In answering questions raised before the meeting Alan explained that:
    - i. Match Day hospitality includes all expenses for pre-match lunches.
    - ii. Match programme income is included in 'Match Day Income'
    - iii. Director of Rugby expenses includes salary.
    - iv. Cash-flow has been forecasted up until the end of the calendar year.
    - v. No agreement has been reached yet with Bournemouth University in relation to 2020/21 costs. We are in discussions.
    - vi. A Partnership Manager, Rupert Waters, has been appointed on a commission-only basis. No RFU grants were applicable for us, although we applied. Only advice on VAT was received. Instead we were able to obtain a grant from Sport England to help cover salaries and our University SLA. We are also looking into other grants.
7. AOB – Revised Club Constitution.
- a. Simon explained that following feedback, it has been decided to take this item off the agenda and asked Becky to provide clarification.
  - b. Becky thanked those that fed back on the circulated revised constitution, and apologised that more wasn't done to position the rationale behind the proposal. There is a need to reflect the Club as the host body for the Wheelchair Rugby team. It was when conducting this review, it became apparent that the current constitution needed updating, as it did not reflect the current operations of the Club and in some aspects conflicted with the Articles of Association. Given the feedback the committee will take time to take on board the comments made and respond to questions,

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in order that it is fully fit for purpose. She explained that there is no plan at this stage to amend the Articles.

8. Questions

- a. John Powell asked for further clarity on the current relationship with Bournemouth University. Simon explained that it was positive. Wendy liaises operationally and there is constant dialogue, building a good working relationship at different levels. Simon confirmed that we are up to date with our debts to the University but nothing has been signed for the forth-coming season. The Sports Club Trustees are seeking legal advice and keeping us informed.
- b. John also asked about previous sponsors. Simon handed over to Wendy who has been contacting all partners. She explained that much is unknown, particularly with no sure date around returning to matches. It's difficult to sell to partners. So previous partnerships, representing £69k, have indicated that they will not be in a position to renew, but a further £30k worth are being reviewed. Hoburne have just confirmed that they are renewing, so not all bad news. All partners have been positive about the Club, indicating that they will support the Club again when they can. Wendy explained that Cobhams are not due to renew until January 2021 but many of the contacts have left or moved on, so a new contact is being sourced. Wendy is now handing over partner relationships to the new Partnership Manager, Rupert Waters.
- c. John Powell asked about regular expenses over the next couple of months, without any play. Alan confirmed this included salaries and Bournemouth University costs once agreed. When playing resumes, costs incurred will include coaches, travel, physio, 1<sup>st</sup> Aid etc.

Brian Ford concluded by congratulating Simon and the new team, particularly in finance, appreciating the difficult times and the efforts taken to negotiate with our debtors.

The meeting closed at 8pm.