

Hintlesham & Chattisham MUGA Club

Annual General Meeting

MINUTES of the Hintlesham & Chattisham MUGA Club held in The Community Centre Meeting Room on Wednesday 26 April 2023 at 8.00pm.

PRESENT:

Phil Dibbin, Stephanie Coupland, Andrew Bryce, Debbie Archer, Stuart Kellett, Simon Hyde, Chris Hewlett and Margret Langton.

APOLOGIES:

Cristiana V. Langton and Michaela Debenham

WELCOME:

The Chair welcomed club members to the fifth AGM of the Hintlesham & Chattisham MUGA Club.

Item	Action Points
<p>HCMCA169/23 – DECLARATIONS OF INTEREST The Chair requested members present to Declare any interest in the meeting Agenda. No declarations were made by members present.</p> <p>HCMCA170/23 – TO RECEIVE & APPROVE THE DRAFT MINUTES OF THE ANNUAL GENERAL MEETING HELD ON TUESDAY 8th JUNE 2021. The draft Minutes of the meeting held on Wednesday 6th July had been circulated. The Chair agreed to take questions from members on the draft AGM Minutes. There being no questions the Chair requested a proposal & second for acceptance. Motion: To approve the draft Minutes of the AGM held on Tuesday 6th July 2022. Proposed: Debbie Archer Seconded: Margret Langton Determination: Carried Unanimously Action: The AGM Minutes be adopted by the club.</p> <p>HCMCA171/23 – REPORTS OF OFFICEHOLDERS & PRESENTATION OF ACCOUNTS. The Chair invited Officeholders to present their respective annual reports to members present. <u>Chair's Report</u> (Stephanie Coupland - SC) – Welcome to everyone.</p> <p>This last year has seen the MUGA used more and more, many local teams use it in the evenings which brings in revenue for the club. Free membership is still available to Village residents, this I feel is great news for everyone. Booking is advisable, this can be done via the booking site on the Village website.</p>	

Item	Action Points
<p>During school term time the children still use the MUGA every day after school, this is great for them to be able to let of steam before they go home.</p> <p>Having purchased equipment for the general maintenance of the MUGA last year this has kept our costs down. We are very fortunate that the labour for these jobs are done on a volunteer basis. Thanks to everyone for this support.</p> <p>During the past year we have been trying to organise o get a Storage Container on the Playing Field to store equipment, negotiations with the Community Council has come to an end, neither party could agree on where to site the container. Let's hope we can re look at this at a later date.</p> <p>I would like to thank the Committee for all the hard work they put in to keeping the MUGA going. We are so lucky to have such a facility in our Village.</p> <p>❖ <u>Treasurer’s Report</u> – (Chris Hewlett) CH presented the clubs financial statements year ending 31st January 2023. Income from regular sports teams continues to meet ongoing maintenance costs and provide additional funds to support improvements to the MUGA, such as lighting, paths, equipment upgrades and clear signage.</p> <p>One off purchase of maintenance equipment to keep the MUGA surface in good shape has eliminated the need for hiring external contractors, and we will see the cost saving of this within 3 years of purchase, providing a significant saving for the long term.</p> <p>Final payment of £1k to HCCC due this year will fulfil our obligation of £5k contingency / reserve fund.</p> <p>Committee agreed that membership should remain free for H&C residents. Suggestions for development and improvement welcome.</p> <p>Motion: To accept the accounts of the MUGA Club for the period 2022/2023 Proposed: Debbie Archer Seconded: Margret Langton Determination: Carried Unanimously Action: The accounts will be lodged for audit.</p> <p>❖ <u>Facilities Coordinator’s Report</u> – (Simon Hyde – SH) No significant improvements this year just ongoing maintenance of the court, fencing, nets etc. Also lighting issues with the bollards, but good feedback on the path lighting. We have invested in a power brush for the court to maintain the life of the court and avoid contractor costs. The Five a side goals need painting and will be schedule at the same time as the court maintenance one weekend as the recent date had to be rescheduled.</p>	

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<ul style="list-style-type: none"> ❖ <u>School Liaison Officer</u> – (Danielle Lynch) Danielle will be taking over from Christiana and will speak to parents to help get volunteers to get the children from the school to the MUGA during school time to make better use of the court during the daytime. ❖ <u>Community & Parish Council Officer</u> – (Debbie Archer – DA) DA The plans for a container for use for storage of maintenance items is no longer being pursued. There is new chairman of the community council Robert Smith and he may have a new view on the development of the hut. ❖ <u>Group Sports Booking Coordinator & Vice Chair</u> – (Stuart Kellett – SK) The past year has been good number of regular booking and most of these are coming to an end of their ‘season’ and all have been positive with their feedback. The hire rate will continue at the rate of £25 an hour. ❖ <u>Membership & Communications Officer’s Report</u> – (Andrew Bryce – AB) The new booking system has been much more complicated than expected which was weeks and months behind original schedule due to company changes and takeover. Will keep with the current provider for now, but will review over the next six months. 	DL
<p>HCMCA171/23– APPOINTMENT OF OFFICEHOLDERS</p> <p>While several positions were up for review due to the lack on nominations for new members all standing members would remain for re-election with the exception of as Christina (school’s liaison) who will be replaced by Danielle Lynch.</p> <p>Motion: To consider the committee member for election. Chair: Mrs S. Coupland. Proposed: Stuart Kellett Seconded: Phil Dibbin Determination: Carried Unanimously</p> <p>Vice Chair & Group Sports Coordinator: Stuart Kellett. Proposed: Stephanie Coupland Seconded: Phil Dibbin Determination: Carried Unanimously</p> <p>Treasurer: Chris Hewlett. Proposed: Stephanie Coupland Seconded: Phil Dibbin Determination: Carried Unanimously</p>	

Item	Action Points
<p>Secretary: Philip Dibbin. Proposed: Stephanie Coupland Seconded: Chris Hewlett Determination: Carried Unanimously</p> <p>Facilities Coordinator: Simon Hyde. Proposed: Stephanie Coupland Seconded: Phil Dibbin Determination: Carried Unanimously</p> <p>Membership & Communications Officer: Andrew Bryce. Proposed: Stephanie Coupland Seconded: Phil Dibbin Determination: Carried Unanimously</p> <p>Schools Liaison Officer: Danni Lynch Proposed: Stephanie Coupland Seconded: Phil Dibbin Determination: Carried Unanimously</p> <p>Community & Parish Council's Liaison Officer: Debbie Archer. Proposed: Stephanie Coupland Seconded: Phil Dibbin Determination: Carried Unanimously</p> <p>HCMCA172/23– MEMBERS PROPOSED RESOLUTIONS. The Secretary confirmed none had been received, therefore, no discussion points under this heading.</p> <p>HCMCA173/23– EXECUTIVE COMMITTEE PROPOSED RESOLUTIONS. The Secretary confirmed none had been received, therefore, no discussion points under this heading.</p> <p>HCMCA174/23– ANY OTHER BUSINESS The question of insurance and was raise over the damage to the carpet or people from playing in adverse weather.</p> <p>HCMCA175/23– DATE OF NEXT MEETING 5 July 2023 @7.30 4 Oct 2023 @7.30 10 Jan 2024 @7.30 24 April 2024 AGM @7.30</p>	