

**MINUTES OF THE AGM OF THE**

**SUSSEX LADY CAPTAINS & SECRETARIES GOLF ASSOCIATION**

**HELD ELECTRONICALLY STARTING**

**MONDAY 2 NOVEMBER 2020**

Due to the Coronavirus pandemic, this AGM was held electronically, primarily via email. The meeting opened live on Monday 2 November and closed on Friday 6 November.

71 members of the Association responded to the voting form.

# 1. MINUTES OF THE AGM HELD ON 4 NOVEMBER 2019

The minutes of the 2019 AGM, having been circulated, were taken as read. Adoption of the minutes was proposed by the 2020 committee. These were approved.

**2.** **MATTERS ARISING**

There were no matters arising.

# 3. PRESIDENT’S & CAPTAIN’S REPORT

Janet Garbutt, President, reported as follows:

I hope members are keeping well and staying safe in these difficult times. I was looking forward to my year as President of our Association but with the advent of Covid-19 there has been little activity for me to preside over!

I would like to congratulate all the committee for their help, hard work and great support this year in really trying circumstances. Several committee members will be leaving or moving on to other posts this year having completed their terms of office and I would like to express thanks to them from all of us.

Firstly, thanks to our Captain, Jane – all that planning and no reward! Jane has led our committee expertly and guided us through this difficult time. We wish her the best of luck as she now moves on to become President Elect.

To our Past Captain, Anne – many thanks for her service and sound advice. We always enjoyed Anne’s speeches which usually included some historical aspects of the particular club we were playing that day. Hopefully, one day she may decide to take on the job of President, a role for which I feel she is eminently suited.

Lastly, a huge thank you to our Hon. Secretary, Elaine, who has dragged us into the 21st century and I feel we are now a much more professional unit as a result of all her hard work over the past few years. There have been many compliments from our members about how well run our events are and, largely, this is down to Elaine’s impeccable organisation. Enjoy your well earned retirement Elaine.

Presentations were made to these ladies at our Committee Away Day held in September.

In an endeavour to share out the work more evenly between the committee roles, some restructuring has taken place. As a result, the constitution has been revised - please refer to Item 6 on the agenda for details. All committee members also have new dedicated email addresses, details of which are in the 2021 Handbook.

In conclusion, we haven’t had much to do this year but hopefully next year will be more fruitful and I wish Brenda Clift a very happy 2021 as our President. I have enjoyed my time on the SLC&SGA Committee and appreciate all the effort, support and dedication put in by the many ladies I have been fortunate to work with and now look forward to seeing as many of you as possible by just turning up and playing in the events without any responsibility!

Jane White, Captain, reported as follows:

I would like to thank everyone who applied to play in matches this year. All the matches were oversubscribed and I had nearly sorted out all the teams when everything went pear shaped. Such a shame, as we had some nice venues and a lot of hard work had been put in by all the various Past Captains from the counties we play to arrange these enjoyable events. Thanks go to the clubs who had agreed to hold events at their courses and I hope we will be able to use them again in the future.

I am so grateful that I play golf and am able to be out in the fresh air, meeting my friends on the golf course when everything around us is so different from our normal. I am disappointed that I was not able to meet up with you all at our events during the year but hope that we can do this in 2021.

I would like to thank Rosemary, my Vice Captain, for all her help and support and wish her all the best for next year.

Finally, I would like to say a special thank you to our President, Janet Garbutt, who has served the Association for many years as Treasurer, Captain and President. We really appreciate the time she has given. She will be missed on the committee and we hope that we will see her at our events where she will be able to relax and just enjoy playing golf with us all.

Rosemary Barford, incoming Captain, reported as follows:

I am very honoured to take over as Captain of SLC & SGA. I have planned the usual fixtures with the past captains of our neighbouring counties. The matches (4BBB matchplay) are friendly and fun – please put your name down for as many as possible. 16 players are needed for each match. Our home fixtures will be held at Cooden Beach, Ifield and Seaford (the last two clubs were on the 2020 schedule and are very supportive of our Association, so grateful thanks to them); away to Hampshire at Hockley and Sittingbourne & Regis in Kent. We also have the annual match against the Sussex Golf Captains at Haywards Heath. A few years ago these games were undersubscribed, now they are justifiably popular. I will endeavour to give everybody who applies at least one match.

As usual, we have our events and hope to hold the Spring Meeting at Highwoods, the Autumn Meeting at Royal Eastbourne and the President’s Day at Crowborough. Our inaugural mixed event will be at Ham Manor. The playing gentleman does not have to be a Past Captain of SGC but only one home player is permitted.

I am proud to follow Jane White and other recent Captains and would particularly like to thank Jane for being so patient this year. I am very pleased she will be staying on the committee as President Elect.

# 4. ACCOUNTS AND TREASURER’S REPORT

Nikki Terry, Hon Treasurer reported as follows:

I have pleasure in presenting the income and expenditure account to 14 October 2020.

The accounts this year are quite different from the usual reported figures as there were no events or matches played this year due to the coronavirus pandemic.

The committee decided to allow a ‘subs holiday’ for our existing members as we showed an excess of income over expenditure last year and promised to use it for the benefit of our members. The only income shown under subscriptions is late payments from last year. We have also had some new members, but a lot of Lady Captains are doing a second year in 2021.

You will notice that the accounts show a loss this year. Part of the reason for this is the subscription holiday but we do have £625 worth of prize vouchers in hand as they had already been bought for this year’s Spring Meeting before it was cancelled. In addition, we topped up the uniform stock and, of course, we did not sell anything at events and matches.

Our preferred method of payment for entry fees, match fees and merchandise is by bank transfer but you can also secure your place in an event by sending a cheque with your entry form but please remember that we are not accepting post-dated cheques any more.

I hope the accounts meet with your approval.

If anyone has any questions please email me at slcsgatreasurer@gmail.com

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME & EXPENDITURE TO 14.10.20 INCOME**  Subscriptions  New Members  Uniform  Captains Awayday  Spring Meeting  Match vs SGC  Presidents Invite to SGC  President's Day  Autumn Meeting  Mixed Event  Matches  Bank Interest  Badges  Bag Tags  Surplus/Loss  **BANK BALANCES**  **Opening Balance as at 15th October 2019**  Current Account Deposit Account **Memo:**  Clothing stock  Bag Tags stock  Badges stock | **2018/19**  £  2415.00  294.00  237.00  490.00  3553.50  540.00  300.00  3135.00  3712.50  0.00  4515.00  6.99  9.00  75.60  19283.59  **19283.59**  7858.95  3510.28  2020.50  187.92  52.00 | **2019/20**  £  96.00  138.00  135.00  0.00  3487.50  0.00 0.00 2787.50  2700.00  2212.50  0.00  5.23  7.00  30.00  11598.73  **11598.73**  1 | **INCOME & EXPENDITURE TO 14.10.20** | | **2019/20** | |
| **EXPENDITURE**  Donation to SCLGA Girls & AGM  Honorariums  Uniform  Captains Awayday  Spring Meeting  Match vs SGC  Presidents Invite to SGC  President's Day  Autumn Meeting  Mixed Event  Matches  Insurance  Equipment  Printing, Post & Stationery  Travel Expenses  Gifts & Engraving  Website  Badges  Vouchers  Gift Bags  **As at 14th October 2020**  Current Account Deposit Account **Memo:**  Clothing stock  Bag Tags stock  Badges stock  Gift Bags stock  Gift Vouchers stock | **2018/19**  £ 450.00  600.00  508.60  536.10  3205.00  43.99  771.09  2901.20  3289.28  3728.00  425.62  10.00  104.88  588.35  115.26  250.00  30.60  0.00 0.00  17557.97  1725.62  **19283.59**  4941.99  3515.51  2037.60  156.60  36.00  19.90  625.00 |
|  | £ 450.00  800.00  144.10  0.00  3487.50  0.00 0.00 2787.50  2700.00  2212.50  0.00  425.62  0.00  388.56  67.50  222.28  180.00  0.00  625.00  19.90  14510.46  -2911.73  **11598.73** |
| I hereby certify that the above receipts and payments in the accounts are in accordance with the books and records of The Sussex Lady Captains & Secretaries Golf Association  Signed……………………………………………………………………………………  Fiona Roberts FCA | | | |
| Signed………………………………………………………………...  Nikki Terry Hon Treasurer | |

# 5. APPROVAL OF THE ACCOUNTS

Approval of the accounts was proposed by the 2020 committee. These were unanimously approved.

# 6. APPROVAL OF REVISED CONSTITUTUTION



**CONSTITUTION**

**NAME**

Sussex Lady Captains and Secretaries Golf Association

# AIMS

* To provide golf competitions for its members
* To promote the Association
* To place equal opportunities at the core of the Association’s practice

# OBJECTIVES

* Receive membership payment
* Hold the Association’s bank accounts
* Organise competitions and matches for members with similar associations from other counties
* Provide regular information to members and discuss matters of concern • Cooperate with and support other groups with similar purposes

# MEMBERSHIP

Membership is open to any past or present Lady Captain or Secretary of a Sussex golf club. A member pays an annual subscription fee, renewal of which is sent to all Sussex clubs annually. Only fully paid up members are allowed to play in the Association’s competitions and matches. The Admin Secretary, Competition Secretary, Treasurer and Captain hold the membership list.

All members should ensure the principles of honesty and integrity are upheld at all their events.

Ladies cease to be a member:

* With non-payment of the annual subscription
* When a lady informs the Admin Secretary

Life membership may be granted as a mark of appreciation for services undertaken on behalf of the Association. Nominations for Life Membership must be received by the committee for proposal at the AGM.

# COMMITTEE

The committee will consist of 8 members, as follows:

|  |  |
| --- | --- |
| Title | Term of office |
| President | 1 year |
| President Elect | 1 year |
| Captain | 1 year |
| Vice Captain | 1 year |
| Competition Secretary | 3 years (max 5 years) |
| Admin Secretary | 3 years (max 5 years) |
| Treasurer | 3 years (max 5 years) |
| Communications Administrator | 3 years (max 5 years) |

The committee may appoint a sub committee on a permanent or temporary basis. The committee may also co-opt a member onto the committee for a specific purpose. A co-opted member will not be able to hold an executive position in the first year.

# ANNUAL GENERAL MEETING (AGM)

The AGM is held in November. The Admin Secretary is responsible for the administration of the AGM. The Admin Secretary will inform all members of the date, time and venue of the AGM at least 6 weeks in advance. Any proposals and AOB items for inclusion at the AGM must be put in writing and received by the Admin Secretary at least 21 days prior to the meeting.

# VOTING AT THE AGM

Each member has one vote. Proxy votes must be received in writing by the Admin Secretary at least 21 days prior to the AGM. Proxies may not speak on behalf of the person at the AGM. All proposals and resolutions will be decided by a two third majority of those present. This will be done by a show of hands. In the case of an equal number of votes, the Chairperson shall have the casting vote. Any decision is effective immediately.

The committee will:

* Present an approved financial statement
* Report on competitions and matches for that year
* Present nominations for the committee for the subsequent year
* Consider any resolutions and/or proposals
* Vote on changes to the constitution

# FINANCE

The annual membership subscription shall be that approved by the committee. Annual subscriptions are due by 30 September.

The Association’s monies shall be held in such bank accounts as decided by the committee and withdrawal of monies made via the signature of the Treasurer.

The Treasurer shall keep an accurate record of all transactions pertaining to the Association. The Treasurer is authorised to pay any expenses as incurred by the committee in fulfilling their roles.

The financial year of the Association shall end on 14 October. The accounts of the Association will be checked by an independent person prior to the AGM.

# DATA PROTECTION

The Association has a Data Protection Privacy Notice and uses this to communicate news and events to members. The information held will not be passed to any other organisation, but is used internally for the purpose of administering its events, and as indicated in the Privacy Notice. Further details can be found on the website www.sussexladygolfcaptains.co.uk.

# EQUAL OPPORTUNITY STATEMENT

The Association shall comply with all statutory requirements stated in the 2010 Equality Act. The Association is committed to promoting equal opportunity for all members and people who come into contact with it. The Association will never be influenced in its decisions or actions re gender, race, creed, colour, age or physical/personal disability.

# CODE OF CONDUCT

Committee members are required to undertake their duties in a professional manner and be objective in their judgements/decisions. Committee members should be allowed to complete their duties free from harassment, intimidation and discrimination.

# COMPLAINTS PROCEDURE

The Association has a formal complaints procedure. Should a member have cause to make a complaint, it must be received in writing. Further details can be found on the Association’s website.

# CLOSING THE ASSOCIATION

The Association may be wound up by a two-thirds majority of members voting at an EGM. Any monies or property remaining after payment of debts must be given to a group with similar interests.

This constitution was adopted on 2 November 2020 at the AGM.

The revised constitution and new committee structure was proposed by the 2020 committee and unanimously approved.

## 7. APPROVAL OF CONTINUED APPOINTMENT OF CURRENT COMMITTEE FOR 2021

Proposal: To approve the continued appointment of the current committee as follows:

President: Brenda Clift (2020 President Elect) Proposed by Janet Garbutt

President Elect: Jane White (2020 Captain) Proposed by Janet Garbutt

Captain: Rosemary Barford (2020 Vice Captain) Proposed by Jane White

Treasurer: Nikki Terry (2020 Treasurer) Proposed by Brenda Clift

Committee member: Lesley Talbot Proposed by Rosemary Barford

The proposals were unanimously carried.

## 8. TO APPRROVE THE APPOINTMENT OF NEW COMMITTEE MEMBERS FOR 2021

|  |  |
| --- | --- |
| Vice Captain: Brenda Gilbey | Proposed by Jane White |
| Competition Secretary: Joanna Greenstreet | Proposed by Elaine Fell |
| Admin Secretary: Carol Hall | Proposed by Janet Garbutt |
| Communications Administrator: Liz Street | Proposed by Nikki Terry |

The proposals were unanimously carried.

## 9. TO APPROVE LIFETIME MEMBERSHIP FOR JANET GARBUTT

Janet served as Treasurer of the Association from 2010 – 2013. She has then served as Vice Captain, Captain, Past captain, President Elect and this year as President, a period of 5 years. This therefore makes a total of 9 years that Janet has not only been willing, but able to demonstrate her commitment to this Association. She has been fully aware of what each position has “empowered” her to do, has fulfilled her roles admirably and has been party to progressing and bringing the association into the current world. Janet is a pleasure to work with. She is supportive of new committee members and new concepts and brings a rational thinking to the table. Under the terms of our constitution, it states that committee members “… are required to undertake their duties in a professional manner and be objective in their judgements and decisions”. Furthermore, in terms of our lifetime membership criteria, “an individual should have demonstrated significant, sustained and high quality service enhancing the reputation and future of the Association”.

There is no better example of this than Janet and the current committee unanimously have no hesitation in proposing Janet for life membership of the SLC & SGA.

The proposal was unanimously carried.

**10. AOB**

There were no AOB items.

## 10. DATE OF 2021 AGM

Monday 1 November 2021 following the SCLGA AGM at the Charmandean Centre, Worthing

**COMMITTEE FOR 2020 - 2021**

|  |  |
| --- | --- |
| President | Mrs Brenda Clift |
| Captain | Mrs Rosemary Barford |
| Competition Secretary | Mrs Joanna Greenstreet |
| Admin Secretary | Mrs Carol Hall |
| Treasurer | Mrs Nikki Terry |
| President Elect | Mrs Jane White |
| Vice Captain | Mrs Brenda Gilbey |
| Communications Administrator | Mrs Liz Street |
| Committee member | Mrs Lesley Talbot |

Signed: ----------------------------------------------------------------------------------------------------

Date: ----------------------------------------------------------------------------------------------------