



Shepton Mallet Sports and Community Group

**Minutes of Annual General Meeting held
Monday 7th October at 6:30 pm in the Clubhouse.**

1) Chairman's welcome and report.

The Chair Phil Stevens welcomed members. He summarised that the Community Group consisted of three separate business streams – Bowls, Tennis and Allotments. "Bowls and Tennis" were a registered as a "Community Amateur Sports Club" and annual accounts for those two activities were submitted to HMRC. Allotments were not classed as a "sport". Group costs were shared in agreed proportions. The three activities were independent in their operations with the Group Officers providing oversight. The AGM covered Group activities only.

2) Reports were received from

- a) **Bowls** This would be given at the Bowls AGM to follow
- b) **Tennis** RG repeated his statement from the previous year. The Tennis Club continued as an ad hoc group of members. The Club still sought an individual to undertake more focussed marketing and promotion. The Tennis continued to pay its fair proportion of lease and insurance and Clubhouse contribution.
- c) **Allotments.** Allotments again had had a record year on income and allotments let. A small committee oversaw specific matters as they arose.

3) Presentation of accounts 01 Oct23 to 30 Sep24

Robert Goodhand Treasurer presented the accounts. The final accounts, Issue 6.24, were presented. The operating profit was declared at £8 464 on a total turnover of £39 803. This excluded capital expenditure less gifts.

The Club now held £30 000 on 6 month deposit – maturing and reinvesting at 2 month intervals.

RG also presented a three year summary of key expenditure – Issue 1.4. This report included the agreed cost-sharing protocols.

3 Frithfield Walk, Shepton Mallet, Somerset BA4 5LY



Shepton Mallet Sports and Community Group

4) **To appoint an accounts examiner for 2025**

The meeting approved the reappointment of Phil Stevens as Accounts Examiner. He commented that they adopted an “open book” policy on all financial matters.

5) **Election of Club Officers**

The Constitution empowered the meeting to determine and appoint the number of whole Club officers. Four nominations had been received Jen Coles, Robert Goodhand, Phil Stevens, Joy Arnold and Chris Arnold. The meeting confirmed these appointments unanimously. The five would now elect among themselves the roles of Chair, Secretary and Treasurer.

6) **Questions to Chair**

There were minor questions on allocation codes. “Secretarial costs” had now been expanded to include all IT, banking and miscellaneous costs.

7) **The meeting closed** and was followed after a short break by the Bowls AGM.

Robert Goodhand Club Secretary 01Nov24

✕ rg

3 Frithfield Walk, Shepton Mallet, Somerset BA4 5LY

Shepton Mallet Sports and Community Group				Issue 6.24 - Year End Final Accounts				30-Oct-24	£	-
chkdgt	Opening Balance			Movement			Closing Balance			
£ -	Bowls Bank Account Balance	£	20,175	includes £30 000 funds held on deposit			£	14,734	£	34,909
£ -	Tennis Bank Account Balance	£	425				£	254	£	679
£ -	Allotments Account Balance	£	644	Distributed Expenses			£	516	£	128
	100 Plus Club Account	£	3,065	Lease	£	1,020	£	1,342	£	4,407
	Sumup Account	£	6,541	Water	£	337	£	6,441	£	100
	Bar Float	£	200	Insure	£	607	£	-	£	200
	Merchandise Float	£	158	Net Profits			£	158	£	-
	BBQ Float	£	20	Bar	£	5,757	£	-	£	20
	100 Plus Club Float	£	222	Food	£	1,455	£	124	£	346
	A/Cs and Petty Cash	£	31,450	100+	£	1,466	£	9,339	£	40,789
	Bar Stock	£	1,325	Raffles	£	1,688	£	58	£	1,267
	Merchandise Stock	£	850	Socials	£	785	£	850	£	-
	Total Liquidity	£	33,625	Hire	£	3,794	£	8,431	£	42,056
Comments				FTD stands for Fixed Term Deposit - 3 x 6 month accounts spaced 2 months apart.				Last month Total Liquidity	£	35,239
				Merchandise stock was written off 30Apr24				Capital Expenditure less Gifts	£	1,648
				The gift of fish and chip supper 28Sep24 to members is not shown in these accounts				Operating Profit (Loss)	£	8,464
Bank Account Credits				Bank Account Debits				Summary		
1i	Grants			1e	Capital Expenditure			Miscellaneous Capital		
110	Grants - external	£	-	210	CCTV	£	441.77	Income		
111	Gifts - members	£	2,029.00	211	Grips/Locks/TeaUrn/PA	£	357.03	£ 32,379.45		
112	Donations - non members	£	-	212	Benches	£	2,477.85	Expenditure		
113	Transfer from sumup	£	-	213	Mower	£	400.00	£ 33,676.65		
114	FTD - matures 12Mar25	£	10,000.00	214	free	£	-	Surplus		
115	FTD - matures 30Sep24	£	10,000.00	215	free	£	-	-£ 1,297.20		
116	FTD - matures 30Nov24	£	10,000.00	216	Transfer to Savings	£	30,000.00	End of Year		
117	Interest earned	£	350.00	217	Debit Card Robert G.	£	-	Should be zero		
118	Temporary holding code	£	-	218	Debit Card Phil S.	£	-	Should be zero		
119	Temporary holding code	£	0.45	219	Debit Card Chris A.	£	-	Should be zero		
2i	Activities Income			2e	Activities Costs			Income		
120	Unallocated	£	-	220	Unallocated	£	-	£ 25,688.20		
121	Bar Cash Sales	£	8,403.35	221	Bar Purchases	£	6,862.48	Expenditure		
122	Sumup Sales [#] see note	£	10,855.10	222	Bar Licence	£	140.00	£ 8,978.45		
123	BBQ / Kitchen Sales	£	2,687.55	223	Costs on 123	£	1,232.10	Surplus		
124	Tea / Coffee Fund	£	30.00	224	Rink Catering	£	80.80	£ 16,709.75		
125	Raffles	£	1,862.20	225	Costs on 125	£	174.24			
126	Events (Bingos Quizzes)	£	1,274.00	226	Costs on 126	£	488.83			
127	Advertising and Misc.	£	250.00	227	Training	£	-			
128	Clothing in	£	326.00	228	Clothing out	£	-			
129	Club items in	£	-	229	Club items out	£	-	stickers / badges		
3i	Bowls Income			3e	Bowls Costs			Income		
130	Unallocated	£	-	230	IT and Miscellaneous	£	297.09	£ 9,834.30		
131	Subscriptions	£	3,530.00	231	Insurance (85%)	£	516.27	Expenditure		
132	Rink / Green Fees	£	2,165.00	232	Water Contr. (75%)	£	252.99	£ 10,513.35		
133	Clubhouse Contribution	£	285.30	233	Clubhouse Costs	£	198.95	Surplus		
134	Facilities Hire	£	3,794.00	234	Duchy Lease (40%)	£	408.00	-£ 679.05		
135	Pre-season Subscriptions	£	60.00	235	Electricity	£	1,644.13			
136	free	£	-	236	League/County Fees	£	611.00			
137	Maintenance Charge Out	£	-	237	Shared Site Maintenance	£	451.21			
138	free	£	-	238	Green Maintenance	£	6,093.51	including fuel		
139	Maintenance Charge Out	£	-	239	Machine Maintenance	£	40.20			
4i	Tennis Income			4e	Tennis Costs			Income		
140	Unallocated	£	-	240	IT and Miscellaneous	£	33.06	£ 910.00		
141	Subscriptions	£	310.00	241	Insurance (5%)	£	60.74	Expenditure		
142	Court Fees	£	-	242	Water Contr. (0%)	£	-	£ 655.98		
143	free	£	-	243	Clubhouse Contr. (15%)	£	-	Surplus		
144	Other Income	£	-	244	Duchy Lease (20%)	£	204.00	£ 254.02		
145	free	£	-	245	Tennis Upkeep	£	3.34			
146	Loan Transfer	£	600.00	246	Capital Purchases	£	170.19			
147	Subscriptions Prepay	£	-	247	Shared Site Maintenance	£	184.65			
5i	Allotment Income			5e	Allotment Costs			Income		
150	Unallocated	£	-	250	IT and Miscellaneous	£	26.13	£ 992.00		
151	Licences	£	1,592.00	251	Insurance (10%)	£	30.37	Expenditure		
152	free	£	-	252	Water Contr. (25%)	£	84.32	£ 1,507.98		
153	free	£	-	253	Clubhouse Contr. (15%)	£	-	Surplus		
154	Additional Income	£	-	254	Duchy Lease (40%)	£	408.00	-£ 515.98		
155	free	£	-	255	Allotment Upkeep	£	90.28	incl. rubbish clearance		
156	Loan Transfer	-£	600.00	256	Capital Purchases	£	349.99			
157	Subscriptions Prepay	£	-	257	Shared Site Maintenance	£	518.89			
∞ rg	Total A/C Credits	£	39,803.95		Total A/C Debits	£	25,332.41	£	14,471.54	gross
# This is not a true sales figure for 2023/24. It includes historical transfer from sumup alc to current alc of						£7,428	£	7,931.04	less opening sumup	

Whole Group	2023-2024	Movement	2022-2023	Movement	2021-2022
-------------	-----------	----------	-----------	----------	-----------

Total Liquidity £ 42,056 £ 6,817 £ 35,239 £ 6,785 £ 28,454

Capital expenditure is written off on acquisition and **not** depreciated over time.

Liquidity is held in two bank accounts, three savings accounts, sumup, bar till, stock and petty cash.

The financial year was realigned to Oct-Sep in 2021. Comparisons before then less relevant

Main Bowls Income Generators

Bar Gross Purchases	£ 6,862		£ 6,387		£ 4,186
Bar Gross Sales	£ 12,818		£ 11,961		£ 7,995
Bar Gross Profit	£ 5,955		£ 5,575		£ 3,810
Mark up	87%		87%		91%
Bar Net Profit	£ 5,757	-£ 195	£ 5,952	£ 1,968	£ 3,984
Food	£ 1,455	£ 161	£ 1,294	£ 36	£ 1,258
100 Plus Club	£ 1,466	£ 344	£ 1,122	-£ 35	£ 1,157
Raffles	£ 1,688	£ 306	£ 2,167	£ 980	£ 1,187
Socials	£ 785	income included in above figures			
Clubhouse Hire	£ 3,794	£ 1,649	£ 2,145	£ 1,550	£ 595
Green Fees	£ 2,165	£ 210	£ 1,956	£ 113	£ 1,843
Interest on Deposits	£ 350	Commenced Feb24. Future projection : £1000 plus p.a.			
Total Income	£ 17,461	£ 2,265	£ 14,636	£ 4,499	£ 10,025

Main Shared Costs

Lease with Duchy	£ 1,020		£ 1,023		£ 1,020
Water	£ 337		-£ 205		£ 123
In Dec21 we received a £1200 rebate for a historical water meter leakage. Amortised above.					
Insurance	£ 607		£ 570		£ 530
In 2017 we paid £3077 for insurance - chargeback on historical claims. DrumTogether contributed £30					
Site Maintenance	£ 1,155	(tree felling)	£ 198		£ 120

Membership Income

Bowls	£ 3,530.00		£ 3,525.00		£ 3,455.00
Tennis	£ 310.00		£ 400.00		£ 420.00
Allotments	£ 1,592.00		£ 1,536.00		£ 1,461.00

Membership and Licence fees have been held through this period.

Bowls Main Costs

Green Maintenance	£ 6,093.51		£ 3,723.12		£ 2,708.79
proportion funded by Green Fees	36%		53%		68%
Electricity	£ 1,644.13		£ 1,671.53		£ 990.45

Cost Sharing

	Bowls	Tennis	Allotments	∞ rg
Lease	40%	20%	40%	on costs
Water	75%	0%	25%	on costs
Insurance	85%	5%	10%	on costs
Site Maintenance (boundaries)	40%	20%	40%	on costs
Club Hire Electricity	Charged separately at £2.50 / hour (6kw @ 29p/unit)			
Clubhouse Contribution		15%	15%	on subscriptions

The Clubhouse is the property of Bowls alone, covering all costs but making a small charge out contribution.