

Annual General Meeting of the Trafford Sports Council  
Held on 2<sup>nd</sup> December, 2010 at the G H Carnall Leisure Centre

1. Attendance

Mrs. G. Prideaux	Trafford Sword Club
Mrs. P. Needham	Trafford Sword Club
Mrs. J. Burton	Sport Trafford
Mr. A. Baird	Trafford Aikido
Mrs. S. Baird	Trafford Aikido
  
2. Apologies

Mrs. L. Hill	Trafford Sword Club
Mr. J. Coupe	Trafford MBC
  
3. Minutes of the AGM held on 17<sup>th</sup> March 2010

Were read and accepted as a true record.  
Proposed: J. Burton. Seconded P. Needham
  
4. Matters Arising

None
  
5. Correspondence

Letter from Mr. D, Newall, Sports Development Manager, Sport Trafford thanking the Sports council for its work over the past twelve months
  
6. Report from the Chairperson

Of the five courses arranged this year two had to be cancelled and one re-organised for a different date. The **Equity in your Coaching** booked for 19<sup>th</sup> May and **Club for all** booked for 15<sup>th</sup> September were both cancelled due to lack of bookings and the **Safeguarding and Protecting Children** originally arranged for 24<sup>th</sup> March was re-organised for 12<sup>th</sup> May.

The **Safeguarding and Protecting Children** course on 12<sup>th</sup> May had an attendance of 18; the **First Aid** course on 24<sup>th</sup> April had 13 attendances and the new course introduced for 2010 **Reflecting on Practice**, which is stage 2 of the Safeguarding and Protecting Children workshops, had an attendance of 19. Whereas the numbers on these courses are good the fact that we had to cancel the equity and the club for all courses is disappointing.

In 2011 we will continue to run the Safeguarding Children stage 1 and 2 courses as well as the First Aid. In addition we have added two new courses for next year with a further two other workshops added to the course information sheet which is being sent out to all Clubs in Trafford and will also be available on our website.

The two new courses for next year will be:

**Sport England Small Grants Programme** on 22<sup>nd</sup> June is a workshop designed to ensure that a club has the best possible chance of making a successful application for a project which they have identified as requiring financial aid and

**Coaching the Whole Child** on 21<sup>st</sup> September is intended to help coaches understand how to incorporate positive youth development into their sessions as a specific coaching outcome and not just as a consequence.

The other two workshops are **Safeguarding and Protecting Children 16 – 18** and **Positive Behaviour Management in Sport**. These have been added to the course information sheet but not yet arranged.

The subsidy for all these courses, apart from the First Aid course will be increased for next year.

**CRB** disclosure applications; the number of disclosures from 1<sup>st</sup> January to the end of November was 234. The proposed introduction of the **Independent Safeguarding Authority** due to come into force at the end of July this

year was postponed by the Government, however the CRB application process on the new forms has continued. It is hoped that some decision concerning the introduction of the **ISA** will be made in the near future.

The Trafford Sports Council as well as administrating the courses and dealing with CRB applications is taking on a new initiative this year, one which we hope will assist the Sports Clubs in Trafford. It is hoped that we can introduce the **Trafford Sports Council Club Grant Programme** in 2011 – this will depend upon the Sports Council receiving a grant of £5,000

The **Trafford Sports Council Club Grant** will be an opportunity for clubs to obtain financial assistance to further their development and to enhance the service they offer to both members and the wider community. If the application for funding is successful then TSpC in partnership with Sport Trafford will open the **Trafford Sports Council Club Grant** in 2011 and they will jointly manage the Fund. An assessment panel will be formed from both Trafford Sports Council and Sport Trafford and the application criteria for the Fund will be sent out to all clubs and put on both the Sport Trafford and Trafford Sports Council Websites

In addition to this fund the Sports Council is supporting the **Trafford Sports Awards** for 2011 with a headline sponsorship of £1,500. The sponsorship is an excellent way to support the largest sporting recognition event in the borough and to promote the work of the Sports Council to our target audience. The sponsorship also further cements the relationship the Sports Council has with Sport Trafford.

The Committee would like to thank as always Andrew Baird for his hard work on our website and for the patience he continues to show to our requests for additions, alterations and sometimes not very feasible ideas. Thank you also to Jenny Burton and to Paul McGuffog for all their highly valued help and support this year.

My thanks to Penny Needham for her hard, and occasionally harassed work as Treasurer. Also welcome and thank you to Lindsey Hill our new Secretary who has taken the learning curve of working on the Sports Council in her stride, having said all that we still need a booking secretary. This is now a necessity – for the Sports Council to continue to run efficiently we simply must have a booking Secretary. All Sports Clubs and Sporting organisations as well as Leisure Centres and Libraries will be sent a recruiting poster next year asking for a Volunteer Bookings Secretary. With a poster we may reach someone who has not previously been aware of the opportunity to join the Sports Council or who has not previously considered it.

We hope that the new initiatives and new courses intended for next year will see the Trafford Sports Council moving forward in 2011..

## 7. Report from the Treasurer

The reason I have produced 2 Balance Sheets for 2010 is to show the year end as per our constitution for 30<sup>th</sup> September 2010 and comparing it to moving the year-end to the 30<sup>th</sup> November.

The later one includes all course activity, whereas the one in September is part way through our autumn courses and does not give a true reflection on our course activity.

For this report I will concentrate on the Balance Sheet ending on the 30<sup>th</sup> November 2010. As you can see once again Trafford sports Council have been busy putting on courses to benefit both the club and individual during 2010 and also running plenty of CRB workshops.

Our income this year is lower than in 2009 due to the fewer courses we have been able to run during 2010 as we have had to cancel and re-arrange courses due to low attendance.

As you can see once again our CRB courses have increased again over 2009 – this is due to the tireless work of Gill Prideaux who we couldn't do without.

Even though we have run fewer courses we have still more than covered our expenditure over the year.

With a healthy amount in the bank, the Sports Council have decided that we are able to reduce the cost of the courses during 2010/2011 due to the grant provided by Sport Trafford.

As the Chair has mentioned in 2011, Trafford Sports Council have decided to apply for a grant for £5000.00 to be used as the *Trafford Sports Council Club Grant Scheme*, which will be administered by the Sports Council and Sport Trafford, as long as we are successful.

The other venture we will be taking part in during 2011 is the Trafford Sports Awards and we will be a headline sponsor and hope with this we will be able to support Sport within the borough of Trafford and also reach a larger target audience promoting the work of the council.

I would also like to add my thanks to Sport Trafford especially Paul McGuffog and Jenny Burton for all their help, Gill for all her hard work during the year – we really would not exist without you, and Lindsey Hill for stepping up and volunteering as Secretary and doing a brilliant job. Thank you also to Andrew Baird for his assistance with the web site.

(Balance sheets are attached)

#### 8. Constitution

The Executive Committee has reviewed the current Constitution and as much of it's content now does not reflect the work that the present Trafford Sports Council does it was decided to up-date the constitution. The proposed new Constitution was discussed and a few further alterations were made. Acceptance of the new Constitution was proposed by S. Baird and seconded by J. Burton the meeting then agreed to the changes with a majority vote.

#### 9. Election of Executive Officers

Chairperson:	Mrs. G. Prideaux	Proposed: Mrs. J. Burton	Seconded: Mrs. P. Needham
Secretary:	Mrs. L. Hill	Proposed Mrs. G. Prideaux	Seconded: Mrs. J. Burton
Treasurer:	Mrs P. Needham	Proposed Mrs. G. Prideaux	Seconded Mrs. J. Burton

The Executive Officers were elected to serve for a further twelve months by a majority vote of the meeting;

#### 10. Any Other Business

The meeting accepted Mr. A. Baird suggestion that the Trafford Sports Council should put it's up-dates on Twitter and Google Calendars.

There being no further business the meeting closed at 9pm.

## Treasurer's Report

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**Trafford Sports Council**  
**Balance Sheet for year ending 30th September 2010**

<b>£</b> <b>2009</b>		<b>£</b> <b>2010</b>	
£6,742.20	Opening Balance RBS Club Account		
	Closing Balance RBS Club Account	£7,757.31	
 <b><u>Income</u></b>			
<b><u>Monies owing from 2009</u></b>			
	Club for All (16/09/09)	£25.00	<b>£ 25.00</b>
 <b><u>Courses</u></b>			
	Safeguarding and Protecting children (12/05/10)	£475.00	
	HSE First Aid Course (24/04/10)	£515.00	
	Reflecting on Practice SPC2 (13/10/10)	£30.00	
	Criminal Record Bureau courses	£5,635.00	
	Contribution towards training courses	£1,000.00	
	Bank Interest	£2.84	
	<b>Total</b>		<b>£7,657.84</b>
	<b>Overall income</b>		<b>£7,682.84</b>
 <b><u>Expenditure</u></b>			
	Website set ups incl Hosting & Domain name	£ 64.50	
	Postage & stationary	£ 54.53	
	Hall Hire	£ 55.00	
<b><u>Courses</u></b>			
	Safeguarding and Protecting children (12/05/10)	£ 367.82	
	HSE First Aid Course (24/04/10)	£ 490.00	
	Reflecting on Practice (13/10/10)	£108.88	
	Volunteer package contribution	£400.00	
	Criminal Record Bureau fees	£ 5,112.00	
	Late cancellation of room hire	£ 15.00	
	<b>Total</b>		<b>£ 6,667.73</b>
<b>** Excess of Income over Expenditure</b>			<b>£ 1,015.11</b>
 <b><u>Written off debt</u></b>			
<b><u>Course Fees</u></b>			
	Club for All Course (16/09/09)	£50.00	<b>£50.00</b>

**Trafford Sports Council**  
**Balance Sheet for year ending 30th November 2010**

<b>£</b> <b>2009</b>	<b>£</b> <b>2010</b>	
£6,742.20 Opening Balance RBS Club Account		
Closing Balance RBS Club Account	£8,104.20	
 <b><u>Income</u></b>		
 <b><u>Monies owing from 2009</u></b>		
Club for All (16/09/09)	£25.00	<u>£ 25.00</u>
 <b><u>Courses</u></b>		
Safeguarding and Protecting children (12/05/10)	£475.00	
HSE First Aid Course (24/04/10)	£515.00	
Reflecting on Practice SPC2 (13/10/10)	£665.00	
Criminal Record Bureau courses	£6,803.00	
Contribution towards training courses	£1,000.00	
Bank Interest	£2.84	
<b>Total</b>		<u><u>£9,460.84</u></u>
<b>Overall income</b>		<u><u>£9,485.84</u></u>
 <b><u>Expenditure</u></b>		
Website set ups incl Hosting & Domain name	£ 64.50	
Postage & stationary	£ 86.75	
Hall Hire	£ 85.00	
 <b><u>Courses</u></b>		
Safeguarding and Protecting children (12/05/10)	£ 367.82	
HSE First Aid Course (24/04/10)	£ 490.00	
Reflecting on Practice (13/10/10)	£458.77	
Volunteer package contribution	£400.00	
Criminal Record Bureau fees	£ 6,156.00	
Late cancellation of room hire	£ 15.00	
<b>Total</b>		<u><u>£ 8,123.84</u></u>
 <b>** Excess of Income over Expenditure</b>		<u><u>£ 1,362.00</u></u>
 <b><u>Written off debt</u></b>		
<b><u>Course Fees</u></b>		
Club for All Course (16/09/09)	£50.00	<u><u>£50.00</u></u>

Constitution

1. Name

The name of the Council shall be Trafford Sports Council, herein after called "The Council".

2. Aim

To encourage the provision and development of sports opportunities and organisations within Trafford.

3. Objectives

- a) To help and support the present and future needs of local sports clubs and other sporting organisations within the borough.
- b) To advise and help with:
  - The training of coaches and leaders.
  - The support of local clubs and coaches and any other appropriate sporting organisations and personnel.
  - The provision of financial assistance to sporting groups as and when available.
- c) Work to support any current initiatives in consultation with the development arm of Trafford Community Leisure Trust, Sport Trafford,
- d) To receive and consider reports and recommendations from any organisation on all matters concerning sport and recreation to make appropriate recommendations.

4. Membership

Membership shall consist of:

- a) One representative from each affiliated organisation.
- b) One representative from Sport Trafford.
- c) Two elected representatives from Trafford Borough Council.
- d) Such other persons may be accepted for membership of the Council, including representatives of any appropriate sporting organisation in the borough.
- e) The Officers of the Council.
- f) One person to represent Youth Organisations within the Borough of Trafford

Membership shall be for a period of one year from the date of the Annual General Meeting.

Sports and Social Clubs which have multiple sports interests maybe, at the discretion of the council, be regarded as individual clubs in respect of each sport.

5. Affiliation

All sports clubs or other recreational organisations actively operating within the boundaries of Trafford will be invited to registered for affiliation to The Council, with the proviso that they are bona fide organisations with regularly elected committees.

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6. Executive Committee

The council shall appoint annually an Executive Committee consisting of,

- Chair
- Hon. Secretary
- Hon. Treasurer
- One representative from Sport Trafford
- Two Elected representatives from the Local Authority
- Bookings Secretary

The business of the council shall be carried out by the Executive Committee which shall have the power to fill, by co option, any vacancies which may occur during the year and co opt, in an advisory capacity, such persons whom they consider may assist them in their objectives.

Any matter not covered by this constitution shall be dealt with by the Executive Committee and reported to all members at the next general meeting.

## 7. Officers

The Officers of the council shall consist of a Chair, Hon. Secretary, Hon. Treasurer and such persons as the council may from time to time appoint.

The Officers shall be elected annually and on election shall cease to represent their particular organisation which will be entitled to appoint a new representative in their place.

## 8. Meetings

- a) The Annual General Meeting of the council shall be held in January and the agenda shall include the following items of business,
  - Chair's report
  - Secretary's report
  - Treasurer's report
  - Statement of accounts
  - Election of Officers
  - Election of Executive Committee
  - Appointment of Auditor
- b) The Executive Committee shall meet at least five times per year, excluding the AGM.
- c) An Extraordinary General Meeting can be called by the order of the Chair or on receipt by the Hon. Secretary of a request, subject to the members being given at least seven days notice.
- d) A quorum of the Executive Committee shall consist of half of the number of its members.
- e) 6 weeks notice shall be given of the Annual General Meeting. Notices of motion other than those proposed by the Executive Committee shall be submitted to the Hon. Secretary in writing at least 21 days prior to the meeting. All motions will be circulated to all Trafford Sports Council members 7 days prior to the meeting
- f) Voting both at the Annual General Meeting and the Committee meetings shall be by a show of hands, the Chairman shall have a second or casting vote.

## 9. Finances

The financial year shall end on 30<sup>th</sup> November.

The Executive Committee shall have the power to authorise expenditure from the funds of the council for furthering the aims and objectives of the council.

The Hon. Treasurer shall keep accounts and advise and report on all financial matters and shall present the audited statement of accounts at the Annual General Meeting.

The council may set at an AGM any appropriate affiliation fee.

## 10. Dissolution

A resolution to dissolve the Council can only be passed at an Annual General Meeting or an Extraordinary General Meeting through a majority vote.

In the event that the resolution to dissolve the Council is passed, any assets belonging to the Council shall be distributed to the development arm of Trafford Community Leisure Trust, Sport Trafford.

## 11. Alterations to the Constitution

- a) This constitution may be altered only at an Annual General Meeting or an Extraordinary General Meeting.
- b) Details of the proposed alteration should be circulated at least four weeks before the Annual General Meeting or Extraordinary General Meeting.
- c) Notice of any objections should be received in writing by the Hon. Secretary at least two weeks before the AGM or EGM
- d) A two thirds majority of those present and entitled to vote at the meeting is required for any alteration to the Constitution

## 12. Declaration

This constitution is hereby adopted as a current operating guide governing the actions of the Council.

2<sup>nd</sup> December, 2010