

NEWCASTLE UNDER-LYME



Civic Offices, Merral Street
Newcastle-under-Lyme
Staffordshire
ST5 2AG
Telephone 01782 742250

SPORTS COUNCIL

P CLISBY
HONORARY SECRETARY

D.ROBERTS
HONORARY TREASURER

When telephoning please ask for :

To: The Members
of the
Newcastle –under-Lyme Sports Council

L. Stevenson
My Ref:
GD/S.60

Dear Sir/Madam

The Annual General Meeting of the Newcastle-under-Lyme Sports Council will be held in the **Council Chamber, Civic Offices, Merral Street, Newcastle Under Lyme, Staffordshire ST5 2AG**, on **Thursday, 25th October, 2012 at 7.00 pm**

AGENDA

1 APPOINTMENT OF OFFICERS

(a) Chairman	-	To be selected
(b) Vice-Chairman	-	To be selected
(c) Honorary Secretary	-	Mr Paul Clisby
(d) Honorary Treasurer	-	Mr Dave Roberts
(e) Honorary Auditor	-	To be selected

2 MINUTES OF THE LAST ANNUAL GENERAL MEETING **(Pages 1 - 4)**

To confirm as a correct record the minutes of the Annual General Meeting held on 13 October 2011 (copy attached).

3 ELECTION OF EXECUTIVE COMMITTEE 2012/13 **(Pages 5 - 6)**

A list of nominations received will be provided at the meeting. Details of attendance for the members of the Executive Committee for meetings held during 2011/12 are attached.

4 REPORT OF THE EXECUTIVE COMMITTEE 2011/2012 **(Pages 7 - 10)**

Copy attached

5 REPORT OF THE HONORARY TREASURER **(Pages 11 - 14)**

Copy attached

6 DATES OF FUTURE MEETINGS

The proposed dates for the Executive Meetings are as follows:

- Thursday 13 December 2012
- Thursday 14 March 2013
- Thursday 13 June 2013
- Thursday 12 September 2013
- Sports Persons' Evening – Thursday 23 May 2013
- Annual General Meeting – Thursday 10 October 2013

All of the above meetings will commence at 7.00pm except for the Sports Persons' Evening which will commence at 7.30pm

7 PROPOSED AMENDMENTS TO THE CONSTITUTION (Pages 15 - 20)

A Copy of the Constitution is attached for information.

8 Any Other Business

Yours faithfully

P CLISBY

Honorary Secretary

Agenda Item 2

NEWASTLE-UNDER-LYME SPORTS COUNCIL ANNUAL GENERAL MEETING

Thursday, 13th October, 2011

Present:- – in the Chair

Councillors Y Burke, I Matthews, E Shenton, S Sweeney, J Walklate, I Wilkes and G Williams

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Wemyss and Mrs M Parkinson

2. ALSO IN ATTENDANCE

Councillor G Cairns	-	Silverdale Parish council
Mr K Collins	-	Newcastle (Staffs) Athletic Club
Mr M Currie	-	North Stafford Sports Club
Councillor E D Daniels	-	Kidsgrove Town Council
Councillor R Dixon	-	Loggerheads Parish Council
Mr M Duncan	-	Newcastle Borough Council
Councillor Mrs V Newman	-	Keele Parish Council
Mr C J Skelding	-	Bradwell Table Tennis Club
Councillor I Wilkes	-	Audley Parish Council

3. APPOINTMENT OF OFFICERS

Resolved:- That the following appointments be made for the ensuing year:-

Chair - Councillor Mrs E Shenton

Councillor Mrs Shenton in the Chair

Vice Chair	-	Mr M I Duncan
Honorary Secretary	-	Mr P Clisby
Honorary Treasurer	-	Mr D Roberts
Honorary Auditor	-	Mr M I Duncan

4. MINUTES OF THE LAST ANNUAL GENERAL MEETING

Resolved:- That the minutes of the Annual General Meeting held on 14 October, 2010 be agreed as a correct record.

5. MATTERS ARISING

Mr Duncan requested that the term Auditor which has been used to describe his role in the past be amended to 'Examiner'

Resolved:- That all references made to 'Auditor' be amended to 'Examiner'.

6. ELECTION OF EXECUTIVE COMMITTEE 2011/12

Resolved:- That in view of the interest shown and the contribution made, the following persons be elected to serve on the 'Executive Committee' for 2011/12.

The Chair, Vice Chair / Examiner, Secretary and Treasurer

Councillors

Mrs Y Burke
I Matthews
Miss J Walklate
Mrs G Williams

County Council Representative

S Sweeney

Representatives from local sporting clubs and organisations

Parish Councillor G Cairns	-	Silverdale Parish Council
Mr K Collins	-	Newcastle (Staffs) Athletic Club
Mr M Currie	-	North Stafford Sports Club
Councillor E D Daniels	-	Kidsgrove Town council
Councillor R Dixon	-	Loggerheads Parish Council
Councillor Mrs V Newman	-	Keene Parish Council
Mr C J Skelding	-	Bradwell Table Tennis Club
Councillor I Wilkes	-	Audley Parish Council

Three vacancies exist

7. SPORTS COUNCIL GRANT

The Council's Partnerships Officer (Community Development) briefed members on the Newcastle Partnership and how different grant awarding bodies could work together in order to avoid the duplication of awards given. The Sports Council and Community Chest already communicated over such matters.

Members were asked to consider this issue and for a decision to be made at the December meeting.

Resolved:- (i) That the information be received
(ii) That the item be brought back to the December meeting.

8. REPORT OF THE EXECUTIVE COMMITTEE 2010/2011

Members considered a report outlining the work of the Executive Committee since the last Annual General Meeting.

Resolved:- That the report be received

9. REPORT OF THE HONORARY TREASURER

The Statement of Accounts for the Year ended 31 March, 2011 were submitted for consideration.

Resolved:- That the report be received

10. DATES OF FUTURE MEETINGS

Resolved:- That the dates for the meetings for the ensuing year be as follows:

Executive Meetings:

Thursday 8 December, 2011 commencing at 7pm

Thursday 8 March, 2012 commencing at 7pm

Thursday 14 June, 2012 commencing at 7pm

Thursday 13 September, 2012 commencing at 7pm

Annual Sports Person's Evening:

Thursday 24 May, 2012 commencing at 7.30pm

Annual General Meeting:

Thursday 11 October, 2012 commencing at 7pm

11. PROPOSED AMENDMENTS TO THE CONSTITUTION

Resolved:- No amendments to the constitution were proposed

12. ANY OTHER BUSINESS

(i) Olympics 2012

A request was made that during the run up to the Olympics, the Sports Council agree to consider applications made by athletes picked for trials. As these requests would be urgent and between meetings, it was agreed that the Chair and Vice Chair be authorised to consider such applications up to a maximum of £250. Applying for such grants would not affect the rules of applying for the standard grants.

Resolved:- That the issuing of special grants by the Chair and Vice Chair (up to a maximum of £250) be agreed.

(ii) Maximum Grant

Discussion took place regarding the amount of grant awarded in view of the grant allowance from the Borough Council. Members agreed that a maximum amount of £1000 should be stated on the necessary literature.

Resolved:- That the maximum grant allowance for this year be set at £1000 and reviewed again in 2012.

(iii) Newcastle Community and Volunteer Awards

Members were handed a leaflet on the Newcastle Community and Volunteer awards in order that they may submit nominations if they wish.

Resolved:- That the information be received.

(iv) Staffordshire Playing Fields Association

Members were handed a copy of a letter Regarding the Queen Elizabeth 11 Challenge whereby nominations were sought to protect a playing field for 2012 as part of the Diamond Jubilee Celebrations.

Resolved:- That the information be received

Chair

NEWCASTLE-UNDER-LYME SPORTS COUNCIL
EXECUTIVE COMMITTEE ATTENDANCES 2010/2011

<u>Name</u>	<u>Date of Meetings</u>					<u>TOTAL</u>
	<u>08/12/2011</u>	<u>08/03/2012</u>	<u>14/06/2012</u>	<u>13/09/2012</u>		
<u>Councillors</u>						
Mrs E. Shenton (Chair)	✓	✓	✓	✓	✓	4
Mrs Y. Burke	✓	A	-	-	-	1
Mr I. Matthews	✓	-	✓	✓	✓	3
Miss J. Walklate	✓	✓	-	✓	✓	3
Mrs G. Williams	✓	A	A	✓	✓	2
<u>County Council Representatives</u>						
Councillor S. Sweeney	A	A	-	✓	✓	1
<u>Outside Representatives</u>						
Mr K. Collins	A	A	-	-	-	0
Mr M. Currie	✓	A	✓	-	-	2
Mr M. Duncan	✓	✓	✓	✓	✓	4
Mrs M. Parkinson	A	✓	-	-	-	1
Mr C. Skelding	✓	✓	✓	-	-	3
Mr M. Thornewill	✓	A	-	-	-	1
<u>Parish Council Representatives</u>						
Mr G. Cairns	✓	A	-	✓	✓	2
Mr D. Daniels	-	✓	✓	-	-	2
Mr R. Dixon	-	A	-	-	-	0
Mrs V. Newman	A	✓	-	-	-	1
Mr I. Wilkes	-	✓	✓	✓	✓	3

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Agenda Item 4

Report to Executive Committee 2012

1. The Executive Committee has met on four occasions since the last Annual General Meeting.
2. A grant of £22,550 has been awarded by the Borough Council for 2012/13.

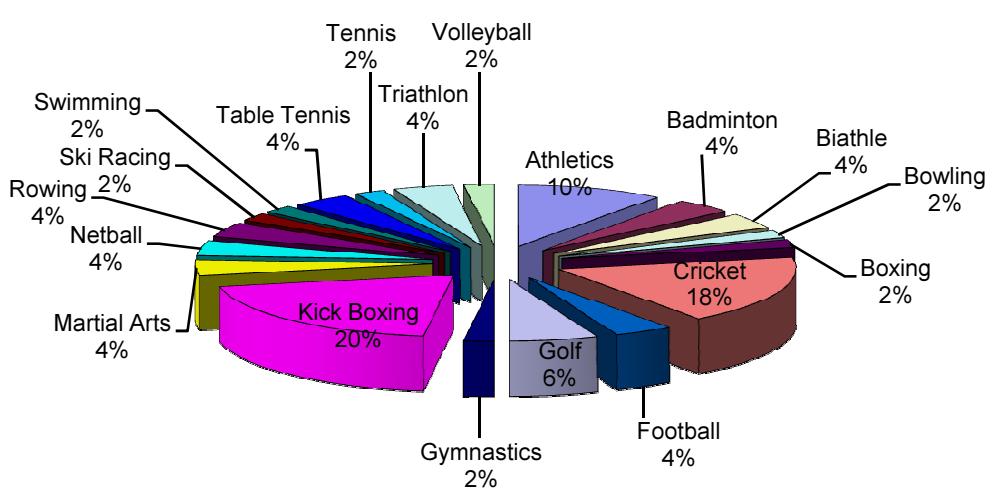
The following applications for financial assistance have been considered and awarded a grant since the previous Annual General Meeting:

Grant Applicant	Amount Awarded	Date of Meeting	Sporting Activity
Alex Chapman	£500	08.12.2011	Golf
Amiee Howard	£200	13.06.2012	Kick Boxing
Audley Parish Bowling Club	£300	08.12.2011	Bowling
Ben Cotton	£650	14.06.2012	Cricket
Ben Meir	£500	08.12.2011	Triathlon
Brandon Matthews	£500	08.12.2011	Ski Racing
Callum Michael Hulme	£500	08.03.2012	Athletics
Cameron Rhodes	£500	08.03.2012	Volleyball
Connor Montford	£200	13.09.2012	Kick Boxing
Craig Smith	£400	13.09.2012	Badminton
Curtis Fox-Merchant	£400	13.09.2012	Golf
Daniel Gibbs	£500	08.12.2011	Cricket
Donna Hadley	£200	13.09.2012	Kick Boxing
Douglas Clarke	£200	13.09.2012	Kick Boxing
Elysse Lally	£500	14.06.2012	Cricket
Ewan Wilcox	£400	13.09.2012	Cricket
Frances Butler	£500	08.12.2011	Triathlon
Harriet Maddock	£200	13.09.2012	Kick Boxing
Harvi Hough	£200	13.09.2012	Kick Boxing
Heather Clarke	£500 (£400 netball) (£100 rowing)	08.12.2011	Netball Rowing
India Mellor	£400	13.09.2012	Biathle
Jack Kidd	£650	14.06.2012	Rowing
Jack Redman	£500	08.03.2012	Cricket
Jake Meir	£400	13.09.2012	Biathle
Joshua Eardley	£500	08.12.2011	Tennis
Kamran Zahid	£650	08.03.2012	Cricket
Kathleen Rathbone	£200	13.09.2012	Kick Boxing
Katie Holt	£500	08.03.2012	Athletics
Kirsty Edwards	£500	13.09.2012	Netball
Korey Hallet-Blanch	£500	08.03.2012	Athletics
Kray Abercrombie	£250	08.03.2012	Martial Arts
Kurtis Lally	£500	14.06.2012	Cricket
Liam Banks	£500	08.03.2012	Cricket
Lucy Hayes	£500	08.03.2012	Athletics
Lucy Holt	£500	08.03.2012	Athletics
Luis Hough	£200	13.09.2012	Kick Boxing
Marcus Smith	£400	13.09.2012	Badminton

Grant Applicant	Amount Awarded	Date of Meeting	Sporting Activity
Marnie Woolrich	£500	08.12.2011	Gymnastics
Mathew Johnson	£200	13.09.2012	Kick Boxing
Mitchell Abercrombie	£250	08.03.2012	Martial Arts
Natalie Slater	£400	13.09.2012	Table Tennis
Newcastle & Hartshill Cricket Club	£500	14.06.2012	Cricket
Onneley Golf Club Junior Section	£500	08.12.2011	Golf
Rachael Kelly	£500	08.12.2011	Swimming
Sarah Mainwaring	£200	13.09.2012	Kick Boxing
Shambler F.C. Junior Section	£300	08.12.2011	Football
Shaun Slater	£200	13.09.2012	Table Tennis
Sherry McCue	£500	08.12.2011	Football
Tom Lowe Amateur Boxing Club	£900	14.06.2012	Boxing

SPORT	NUMBER	%
Athletics	5	10
Badminton	2	4
Biathle	2	4
Bowling	1	2
Boxing	1	2
Cricket	9	18
Football	2	4
Golf	3	6
Gymnastics	1	2
Kick Boxing	10	20
Martial Arts	2	4
Netball	2	4
Rowing	2	4
Ski Racing	1	2
Swimming	1	2
Table Tennis	2	4
Tennis	1	2
Triathlon	2	4
Volleyball	1	2
Total Applicants	50	100

Percentage of Sporting Activities 2010/11



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Agenda Item 5

Newcastle-under-Lyme Sports Council

Statement of Accounts for the Year Ending 31st March 2012

Receipts		Payments	
2010/11	2011/12	2010/11	2011/12
£.p	£.p	£.p	£.p
11,564.96 Balance brought forward	6,801.35	158.98 Sportspersons' Evening	426.83
147.00 Subscriptions	398.00	250.00 Natalie Slater	500.00
100.45 Interest	78.22	250.00 Shaun Slater	500.00
22,550.00 Grant from Borough Council	22,550.00	500.00 Craig Smith	450.00
		500.00 Marcus Smith	450.00
		500.00 Joshua Eardley	500.00
		700.00 Rachael Kelly	500.00
		131.01 Alexander Chapman	1,006.37
		566.53 Lucy Hayes	143.32
		1,149.99 Katie Holt	271.64
		3,000.00 Emma Jackson	
		500.00 Bradley Timmis	
		187.25 Paul Ravenscroft	
		500.00 Kieron McAvoy	500.00
		900.00 First Kidsgrove Scout Group	
		300.00 Hanford RFC	
		500.00 Sophie Plant	
		500.00 Raife Plant	
		500.00 Newcastle (Staffs) RUFC	
		519.50 Chesterton AFC	686.00
		828.37 Lucy Holt	217.30
		700.00 CEDARS	
		500.00 Newcastle Town FC	
		500.00 Silverdale CC	
		500.00 Sam Shenton	500.00
		400.00 Matthew Fair	
		800.00 Tom Lowe Amateur Boxing Assoc.	
		500.00 Audley Parish Bowmen	
		1,100.00 Whitmore CC	
		119.43 Jenny Hands	
		500.00 John Hancock	
		500.00 Ellyse Lally	500.00
		500.00 Kurtis Lally	500.00
		500.00 North Staffs Shotokan Karate Do	
		750.00 Jake Meir	
		750.00 India Mellor	500.00
		750.00 Nicola Quinlan	500.00
		500.00 George Trickett	
		1,000.00 Dee Paterson	
		450.00 Wolstanton Bowling Club	
		300.00 Amy Parker	
		500.00 Stephanie Crowley	
		1,000.00 Newcastle (Staffs) Triathlon Club	
		1,000.00 Michelle Cope	
		500.00 Project House	
		Ben Cotton	700.00
		Ben Meir	500.00
		Butt Lane White Star FC	500.00
		Callum Hulme	270.81
		Copeland Cottage	1,000.00
		Curtis Fox-Merchant	500.00
		Daniel Gibbs	500.00
		Daniel White	550.00
		Darron Rigby	320.00
		Dolcie Lea Litherland	600.00
		Ewan Wilcox	550.00
		Frances Butler	500.00
		Jack Kidd	500.00
		Joshua Scibetta	244.97
		Kidsgrove Ladsandads	750.00
		Louis Allison	500.00
		Marnie Woolrich	500.00
		Oliver Drakeford	350.00
		Onneley Golf Club	500.00
		Richard Hagan	500.00
		Richard James	500.00
		Sherry McCue	500.00
		6,801.35 Balance carried forward	9,840.33
34,362.41	29,827.57	34,362.41	29,827.57

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Clubs Affiliated – 2012/13

Club

Audley & District Football Club
Betley Cricket Club
Bignall End Cricket Club
Bradwell County Primary School
Bradwell Table Tennis Club
Butt Lane Petanque Club
Butt Lane White Star Football Club
Chesterton AFC
Chesterton Primary School
Clough Hall Technology School
Congleton Road Community Centre
Edenhurst Preparatory School
Hassell CP School
Hempstalls Primary School
Knutton St Mary's Primary School
Langdale Primary School
Maryhill Primary School
May Bank Infants School
Newcastle (Staffs) RUFC
Newcastle-under-Lyme College
Newcastle-under-Lyme School
North Stafford Hockey Club
North Stafford Sports Club
Porthill Park Cricket Club
Ravensmead Primary School
Reginald Mitchell Primary School
Sir John Offley CE Primary School
Sir Thomas Boughey High School
St Chads C E (C) Primary School
St Thomas CE (VA) Primary School
St Wulstan's R C (A) Primary School
Staffordshire Ladsandads Club
Wolstanton Bowling Club

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CONSTITUTION

1. Title

The Council shall be called Newcastle-under-Lyme Sports Council.

2. Objectives

The objectives of the Sports Council shall be: -

- (i) To assess the sporting needs of the district of Newcastle-under-Lyme and to advise and help with catering for those needs.
- (ii) To help the Local Authority by advising generally on the collective opinion of local sports interests for future planning of sports facilities.
- (iii) To take such steps in consultation and collaboration with the Local Education Authority as are appropriate to encourage school leavers to continue to take an active participation in sport.
- (iv) To administer grants towards expenses incurred in the participation of sporting activities. (Expenses can include equipment, travel, training fees, maintenance of premises etc but grants will not be given for an organisation's running costs).

Eligibility:

Individuals

- must reside in the Borough of Newcastle-under-Lyme.

Schools

- must have a properly constituted committee of management based within the administrative area of the Borough of Newcastle under Lyme.
- Applications will only be considered where it is to fund extra curricular activities

Clubs / Organisations

- must have a properly constituted committee of management based within the administrative area of the Borough of Newcastle under Lyme.
- Applications can only be made once in every twenty four months.
- Must be “not for profit” organisations

(v) To advise upon and help with the organisation of personal needs in sport with: -

- (a) Beginners (introductory courses)
- (b) Personal performances (coaching centres)
- (c) Training of coaches

(vi) To receive and consider reports and recommendations from any organisations on matters concerning sport and to take such action as the Sports Council might deem necessary.

(vii) To secure mutual help and attempt to avoid overlapping and waste of effort in planning for the further development of sport.

3. Affiliation of Sports Council

Any sporting Club, School or Organisation actively operating to cater for the sporting needs of the district may apply for affiliation to the Sports Council, subject to that Organisation agreeing to abide by any regulations which may be made by the Sports Council as to membership and subject also to the Sports Council retaining the right to reject any application for affiliation if in the opinion of the Sports Council there are reasonable grounds for so doing.

4. Membership of the Sports Council

Membership of the Sports Council shall be as follows: -

- (i) Not more than one voting representative of each Club or Organisation affiliated to the Sports Council may attend.
- (ii) The Sports Council shall also meet three times a year to discuss topics of general interest, determined by the Executive Committee. Affiliated Organisations may submit items for discussions at these meetings subject to the 21 days rule.

- (iii) 12 members of the Local Authority, 2 representatives of the Staffordshire County Council, 2 representatives from the parishes of the Borough of Newcastle-under-Lyme and one representative of the Kidsgrove Town Council.
- (iv) All persons holding office under the Sports Council.

The Sports Council has the power to co-opt to the Council any persons, who in the opinion of the Sports Council have contribution to make.

5. Meetings of the Sports Council

- (i) The Annual General Meeting of the Newcastle-under-Lyme Sports Council shall be held in October in each year, and the business to be transacted shall include: -
 - (a) The appointment of officers of the Sports Council
 - (b) The election of the Executive Committee
 - (c) The review of the list of affiliations followed by such alterations thereto as may be deemed necessary;

together with such other business as may properly be brought before the meeting.

- (ii) The Sports council shall meet at such other times as the Chairman may consider necessary, giving twenty-one days' notice in writing to the Honorary Secretary requesting for a meeting of the Sports Council to be convened for the purpose of discussing the matter or matters referred to in that notice and the Honorary Secretary shall forthwith call such a meeting of Sports Council.
- (iii) The Honorary Secretary shall arrange to give at least 14 clear days' notice in writing of meetings of the Sports Council.
- (iv) One-quarter of the members of the Sports Council shall constitute a quorum.

6. Officers

- (i) The Sports Council shall appoint the following as honorary officers, viz. Chairman, Vice-Chairman, Secretary, Treasurer and Examiner, together with such other officers as the Sports Council may from time to time decide.
- (ii) An officer who represents any sporting organisation shall, on being elected, cease to represent that organisation and the organisation shall be entitled to nominate another representative to take his / hers place.

- (iii) Nominations for the appointment of officers shall be made in writing to the Honorary Secretary 21 clear days before the Annual General Meeting together with that person's acceptance of the nomination.

7. Executive Committee

At their Annual General Meeting each year the Sports Council shall elect an Executive Committee for the year then ensuing. The Executive Committee shall have power to act on behalf of the Sports Council subject to such restrictions as the Sports Council may from time to time impose.

8. Membership of the Executive Committee

The Executive Committee shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer and not more than sixteen other members of the Sports Council, four of these twenty members shall be representatives of the Local Authority, one of the members shall be a representative of the Staffordshire County Council. The Local Authorities shall also be invited to appoint one of their physical education advisers, three officials of the Community Services Department, Sport England (West Midlands) and the County Playfield Association to appoint a representative to attend meetings of the Executive Committee with the power to discuss only.

- (i) Persons wishing to participate on the Sports Council Executive Committee should be nominated by their Club or Organisation in writing fourteen days before the meeting and a list of these people should be made available at the meeting along with details of the Organisation, including those for re-election.
- (ii) Only one vote per Club should be allowed.
- (iii) The Chairman should make details of voting procedure for the election of the Executive Committee clear at the start of the meeting.
- (iv) Persons seeking re-election should have their attendance figures for the year made available at the Annual General Meeting.

9. Meeting of Executive Committee

At least fourteen clear days' notice in writing of a meeting of the Executive Committee shall be given by the Honorary Secretary of the Sports Council. Five members shall constitute a quorum of the Executive Committee.

10. Sub-Committee

Both the Sports Council and the Executive Committee shall have the power to appoint sub-committees as required from time to time.

11. Appeal Procedure

Applicants have the right to appeal against a decision made by the Executive Committee. A letter giving their reasons for appeal should be sent to the Clerk and a meeting shall be arranged.

The Appeals Panel shall consist of 8 Members. This shall be made up of 4 Borough Council Members not elected to serve on the Executive Committee and 4 of the Outside Representatives serving on the Executive Committee.

12. Finance

- (i) The financial year of the Sports Council shall run from the 1st April to the 31st March.
- (ii) All affiliated Organisations shall be required to pay such membership fees as decided by the Sports Council on the recommendation of the Executive Committee, such fees to be due and payable before 31st May in the relevant financial year.
- (iii) For the furtherance of the objectives of the Sports Council the Executive Committee may authorise expenditure out of the funds of the Sports Council.
- (iv) The Treasurer shall keep proper books of account and shall advise the report to the Sports Council on all financial matters and shall present to the Annual General Meeting of affiliated Organisations, an audited statement of accounts.

13. Special Powers

The Executive Committee shall be empowered to take such action as may be considered desirable in any circumstances not covered by this constitution. Such action to be reported to the next meeting of the Sports Council for ratification, or if the Chairman of the Sports Council considers it necessary to do so, to a special convened meeting of the Sports Council.

14. Amendments to the Constitution

At least 21 clear days' notice in writing must be given to the Honorary Secretary by any member wishing to propose an amendment to the constitution. A majority of at least two-thirds of the members voting will be required to approve such amendment.