

Tyne Amateur Rowing Club TARC Annual General Meeting 22 November 2018

Report of the Trustees for the Year Ended 31 August 2018

Registered Charity number: 1161250

Principal address:

Water Row
Newburn
Newcastle upon Tyne
NE15 8NL

Charity Trustees:

John Goddard- Chairman of trustees
Liz Bray - Secretary
Philip Robinson (Ex-officio as Chair of Club Management Committee)
Martin Bell
Simon Dobson
Freya Williams
Bernhard Keplinger5
Dennis Hunter
Shelagh Lombard
Graeme Wheeler
Ian Wagstaff
Michael Windle (Retired May 2018)

Ian Stratford (Attends trustee meetings as an adviser, non-voting)

Ian Jeffrey (Club Treasurer) and Laura Clack (Club Captain) attend by invitation, non voting.

Tyne Amateur Rowing Club (TARC) has been a Charitable Incorporated Organisation (CIO) for three years now and anyone may check our charity details and our annual returns on the Charity Commission website. It is worth reminding everyone that the club's charitable purpose is at the heart of everything we do.

...".the promotion of community participation in healthy recreation, in particular by the provision of facilities, encouragement and instruction in the sport of rowing, for the benefits of the inhabitants of Newcastle upon Tyne and surrounding areas."

Membership of the club is open to anyone who is interested in furthering its purposes, as set out above.

In accordance with the club's constitution, the trustees have formally delegated responsibility for running the club on a day-to-day basis to the club's Management

Committee, members and officers of which are also appointed by the club members. However under UK charity law, the trustees are held answerable for the club. Trustees are required to take an overview of the club's property, operations and activities, to ensure that we comply with statutory requirements, to monitor and minimise risks, to establish a clear strategic direction for the club and to comply with the legal requirement to *"have regard to the Charity Commission's public benefit guidance"*.

Trustees are appointed by club members: 12 were appointed last November and one retired during the year. Trustees have met 5 times during the 2017-18 year (to 31 August 2018) and matters discussed are summarised below. Governance, the club's long term strategy development, finance and management committee updates have been included as regular items on the agenda all year.

Trustees' Meeting 11 October 2017

- Management committee to be consulted on "tidying up" the Constitution.
- £20K committee spending limit agreed in principle.
- Reserves policy –£10K reserve reviewed and agreed to be satisfactory.
- Long term strategy -key issues are the club's ambitions, affordability and providing for an expanding membership.
- Sport England Return – Noted that membership and participation figures were being compiled
- Complaints & Disciplinary procedure –draft needing some final amendments.
- Facilities Manager (Anthony Musgrave) recently appointed and will be accountable to Management Committee Chair.
- Awaiting employment and contractual details for all paid staff.

AGM 30 November 2017

- The AGM was well attended (36 members) and recognised the significant achievements in terms of the growth and development of the club and the challenges of maintaining the quality and appeal of our sporting and social facilities. (See AGM minutes for details)

Trustees' Meeting 17 January 2018

- Resolved to agree the TARC Management Committee Delegated Responsibilities, Terms and Conditions and issue formally to Committee Chair and Secretary.
- Premises - DH monitoring "compliance" with regard to the new building.
- Club was now reaching a size and complexity to need an administrator.
- Concerns about employment contracts to be followed up
- Charity Commission Returns due by end June 2018
- Long term strategy – lengthy discussion, using Agecroft Rowing Club as a model. Business strategy and a trading arm needed to optimise income. Maintaining our facilities and making more use of them, more racking, high quality coaching, staff, volunteers all noted as key issues.
- Strategy development group formed to work up proposals.
- Financial update by Treasurer - noting increased income from subscriptions.

Trustees' Meeting Special Meeting 5 March 2018

- Held to discuss papers developing strategic direction.
- **Resolution:** accepting our accountant's proposal for the TARC bar to be registered as a private limited company wholly owned by TARC. The company will be known as **Tyne 1852** and three directors were agreed
 - (i) Ian Jeffery (Hon Treasurer)
 - (i) Philip Robinson (Club Chair and Ex-Officio Trustee)
 - (ii) Graeme Wheeler (Trustee)
- Lengthy discussion centred on proposed summary statement and implications for TARC,
- Strategy Task Group set up with terms of reference to be agreed : Ian Stratford, Shelagh Lombard and Graeme Wheeler.

Trustees meeting 10 May 2018

- Strategic Direction – Q & A discussion with members of TARC Management Committee.
- Management committee supportive of proposal for a club manager post.
- Any subs increase needs careful investigation and justification.
- Trustees have established a task group to look at finances and other admin issues and report back to trustees and management committee via the respective chairs.
- Operational management of the club cannot be separated from the rowing activity.
- Volunteer efforts and activities need recognition and positive management
- Approach from Northumbria University to be based at TARC supported in principle. subject to acceptable contractual negotiations.
- Member communication on strategy and Northumbria requested.
- **Resolution** on TARC strategy and approval of summary statement:

Developing a Strategy 1. Joint Report of Chair of Trustees and Chair of Club/Management Committee and Ian Stratford (co-opted Adviser) containing the summary statement on the club's current position and desired direction of travel.

““The club has been very successful in managing the transition into their new premises and in adopting their new charitable governance structure, achieving increased membership and revenues as well as success on the water. The club now has an ambition to foster a high performance culture alongside (not at the expense of) its strong community based rowing. This will require increased revenue generation to fund better boats and ‘paid for’ performance coaching – ‘developing a business which funds rowing.’ The club also wants to ensure it is effectively managed on a day- day basis, addresses the looming capacity issues and provides for good maintenance and improvements of the new clubhouse, sweating the asset whilst exploring opportunities for growth. ‘

- Strategy Task Group *Terms of Reference and Immediate Priorities* paper tabled.
- Annual Return to Charity Commission TARC Annual Account for 2016 – 17 complete.
- Trustee Skills Audit- new governance code from the Charity Commission and revised audit has been circulated to all Trustees.
- **Agreed** TARC Conduct of Meetings practice note.
- General Data Protection Regs came into force on 25 May 2018. TARC Committee has this in hand and there will be a password –protected data base.
- Bar Manager Contract – to be used as a model for other staff contracts
- Junior membership applications on hold due to high numbers and capacity issues.

- MW has resigned as a trustee but has offered to assist with the strategy task group.

Trustees Meeting 18 July 2018

- Finances reported to be healthy with sufficient funds from the bar trading account to pay for the proposed club manager. The aim is for the post to become self-financing.
- Main financial risk is a failure to run Rutherford Head. Insurance cover has been explored but not feasible.
- Tyne 1852 bank account in preparation.
- Retention to builder recommended for part payment pending outstanding works .
- Club Captain reported on continuing negotiations with Northumbria University re purchase of their boats and annual payment. Agreed the 3-year contract should be set out in writing for approval and provide for annual review.
- Strategy Task Group report outlined progress with recruitment of Club Manager. Noted also the retirement of the current bar manager and the urgent need to recruit his successor. Interview team agreed. Communication with club members will be via squad co-ordinators.
- Trustees requested TARC email addresses to facilitate member contact..
- Charity Governance Code and skills audit to be reviewed
- GDPR compliance and member notification to be referred to new club manager.
- Grievance and Disciplinary Procedure to be revised and extended to include complaints.
- Noted BUCS Head event will not be hosted here in 2019.

Trustees meeting 3 October 2018, outside the period for this report.

General Trustee overview of 2017-18

The Trustees feel the club is increasingly popular and continues to attract new members at all levels. More details will be given in the squad reports. Members will naturally have expectations that the club and its activities will be available and fit for purpose but may not always realise the extent of volunteer effort, week-in-week-out, to make sure the club operates. As the current year reaches an end there are still only six paid staff, and of these only one – our new Club Manager - is full time.

Trustees and committee are delighted to welcome our new manager John Peacock and hope that he will enjoy being part of the rowing community here and will be able to focus on developing and growing the clubs activities.

Goodbyes and Thank yous!

Trustees would like to thank our pioneer facilities manager Ant Musgrave for his sterling efforts including tackling a flood, mountains of debris and waste, the club office and papers, repairs, maintenance and much much more, unseen for the most part by members who were never there on weekday mornings. Ant also coached the senior women. We wish him well for his family, future studies and career.

We also thank our bar staff who left us during the year, Deepy, Rick and of course, Baz our first bar manager who made such a successful venture of the club bar, establishing a friendly, welcoming and lively club atmosphere and hosting a variety of successful events. We wish them well and for Baz a long and very happy retirement in sunny Spain.

Trustees warmly thank all the many club volunteers and the club management committee led by Chair Phil Robinson including the officers: the Club Captain and the Vice Captains, secretary, treasurer, welfare and water safety officers and all the club coaches for their tireless dedication, time and expertise. Particular thanks to Phil and Lyn standing down from the demanding jobs as Chair and Secretary (but remaining on the committee). Thanks to the retiring Vice Captains Jess Harris and Claire Hughes: we wish them both well in their future endeavours and to those who retired during the year: Jenny Hannant, Peter Storey, Claudia Turley and Danny Hunter.

We particularly thank Creature and Mick who stepped down as the TARC kitchen team after delivering a superb quality of catering for events and the much loved bacon and egg sandwiches on Saturday mornings. They will be a very hard act to follow. Thanks also to Phil Smark and her team supplying hot suppers on Thursday evenings and to the new breakfast team from the senior squad.

We thank trustees Mike Windle and Bernie Kepplinger who are stepping down this year. We are grateful for their contributions to the running of the club.

As the club moves forward into 2019, the growth in rowing and other healthy activity is very much to be welcomed as it is central to the club's charitable objects and we can point to evidence that the club is attracting more people from a wider range of age groups and abilities. Encouraging all grades of members to be physically active and to enjoy better health through sport is a priority. Social activities are important for health too, but the club must remain mindful of its legal responsibilities and liabilities, for example safeguarding, equal opportunities, welfare, water safety, the proper operation of the club bar and kitchen and the legal restrictions on smoking. The club is a sports club first and foremost.

For more details on our achievements and performance over the last year, see our draft return to the Charities Commission (copy attached) which has to be submitted in its final form by the end of June 2019.

Liz Bray
Secretary to Trustees