



47th ANNUAL GENERAL MEETING AND PRESENTATION

Monday 11th March 2024 at 7pm

AGM chaired by Club Chairperson Paul Thompson

1. Welcome and Opening Address.
2. Apologies for absence.
3. Approval of minutes of the 46th Annual General Meeting.
4. The Captain's Report for March 2023 to December 2023:
5. Approval of The Treasurer's report:
 - Accounts for year ending December 2023.
 - Approval of the Independent Examiner for 2024
6. The following members have offered themselves for election to the Committee and been proposed and seconded:
 - Captain: Ivan Lawrence
 - Secretary: David Garbutt
 - Ladies' Representatives:
 - i. Dorothy Norman
 - ii. Ann Hetherington
 - Treasurer: Nigel Lewis
 - Handicap Secretary: Tony Grainger
 - Competition Secretary: Terry Clarke
 - Membership Secretary: Trevor Sargeant
 - Club Welfare Officer: Frank Klimaszewski
 - Ex-Officio (Past Club Captain) Phil Gonzalez
 - General Committee Member: Les Perry
 - General Committee Member: John Towers
7. Approval of the Constitution 2024.
8. Approval of Honorary Life Membership to Paul Thompson
9. Any other Business
10. Closing address by incoming Captain.

2023/4 Awards Presentation

LITTLE HAY GOLF CLUB
MINUTES OF THE 46th ANNUAL GENERAL MEETING
HELD AT THE CLUBHOUSE ON THE 13th MARCH 2023

1. Those in Attendance

Ralph Lane - President, Phil Gonzalez - Captain, Nigel Lewis - Treasurer, Gerald De Villiers - Vice-Captain, Trevor Sargeant - Membership Secretary, Tony Grainger - Handicap Secretary, Anne Hetherington, and David Garbutt - Minutes

Other members attending the meeting. Total 50

2. Apologies for Absence

No apologies were received.

3. Approval of the Minutes of the 45th AGM

The minutes were accepted as a true copy following a proposal by Ann Hetherington and seconded by Jane Gonzalez.

Matters Arising

None

4 The Captain's report for March 2022 to February 2023

Approved

5. The Treasurer's report.

Accounts

Nigel Lewis: In the notes to the Accounts there are statements that the Ladies Bank Accounts are to be consolidated into the Club Accounts, Nigel reported that two documents to validate the agreement are to be signed at the next Committee meeting. It was noted that Derek Tarling, contrary to previous AGMs, had no questions regarding the Accounts!

The accounts were accepted as a true and proper record by the meeting.

6. Election of Members of the Committee

The following members were put forward for election to the Committee, they were uncontested.

Chairperson: Paul Thomson (new position as Ralph Lane is retiring)

Captain: Phil Gonzalez

Vice-Captain: Gerald De Villiers

Secretary: David Garbutt

Ladies' Representatives:

i. Dorothy Norman

ii. Ann Hetherington

Treasurer: Nigel Lewis
Handicap Secretary: Tony Grainger
Membership Secretary: Trevor Sargeant
Senior's Captain and Club Welfare Officer: Frank Klimaszewski

A proposal by Steve Banks and John Poston to accept the nominations en bloc was approved by the meeting by a 'show of hands'

7. Approval of Honorary President: Ralph Lane.

A proposal by Phil Gonzalez, seconded by Gerald De Villiers, to appoint Ralph as Honorary President was approved by the meeting.

8. Approval of Honorary Life Memberships:

A proposal by Nigel Hopkinson, seconded by Ivan Lawrence, to award Honorary Life Membership to Patrick Ashton and Fran Tarling was approved by the meeting.

9. Closing Address

In a closing address Ralph noted that he has been involved in the club for 25 years. He paid tribute to Ray Moore who had been his friend for over 30 years, in addition to their work with the Seniors they maintained the Honours Boards, Trophies and Cabinet. He wished the club all the best, encouraging people to speak their mind.

Paul Thompson the new Chairperson introduced himself. He presented Ralph with the Senior Captain's award recognising his 23 years of dedicated service. In acknowledgement of her support to him over the years his wife Pat was presented with flowers.

A.O.B

George Reid gave a statement regarding the state of the course.

There has been a change of management from Sportspace to Absolutely Together. The new management have committed to the improvement plan initiated by Sportspace, following an Audit of the course. Included is a 10 year program to oversee the greens. One Greenkeeper left recently; we are actively looking for more greenkeeper staff. Our apprentice should qualify as a full greenkeeper in the next few months. Alternative sources of assistance in maintaining the course are being considered. There will be regular Newsletters to keep members informed as to progress.

The Meeting closed at 7.30pm for the presentation of medals and trophies.



LITTLE HAY GOLF CLUB

ANNUAL REPORT & ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

**LITTLE HAY GOLF CLUB
COMMITTEE'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2023**


On behalf of the Committee, we acknowledge the attached accounts to be a true and correct representation of the financial position of the club as of 31 December 2023 and of the transactions which took place during the year ended on that date.

STATEMENT OF THE COMMITTEE'S RESPONSIBILITIES RELATING TO THE PREPARATION OF THE FINANCIAL STATEMENTS

The club's rules and status require the Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the club and of the surplus or deficit of the club for that year. In preparing these financial statements the committee are required to:

- a) Select suitable accounting policies and then apply them consistently
- b) Make judgements and estimates that are reasonable and prudent
- c) Prepare the financial statements on a going concern basis


The committee are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time, the financial position of the club. They are also responsible for safeguarding the assets of the club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



24/2/24

P B Gonzalez

Captain



24/2/24

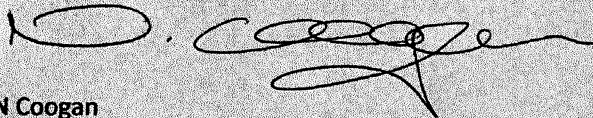
N J Lewis

Treasurer

**REPORT OF THE INDEPENDENT EXAMINER
TO THE MEMBERS OF LITTLE HAY GOLF CLUB**

I have examined the attached financial statements which have been prepared under the historic cost convention and the accounting policies as detailed in the notes to the financial statements. Together with the information set out below I believe these accounts to give a true and fair view of the state of the Club's affairs for the year ended 31 December 2023 and of its Deficit and cash flows for the year then ended.

Signed



N Coogan

Independent Examiner

Date: 24/2/24

CLUB CAPTAIN'S REPORT FOR THE 2023 ACCOUNTS

The Treasurer's Report details the healthy state of our finances with cash reserves in our bank of £33,982 (2022: were £34,412). We can categorise the last golfing year as one of REBUILDING. Several indicators of progress are:

- ✓ Attracting new members especially in the Women's and Men's sections which had seen steady decline.
- ✓ Re-establishing our programme of competitive and social golf.
- ✓ Participating in competitions, leagues, and friendly matches with local golf clubs.
- ✓ Hosting the Needle Shield Competition (see below).

The contribution to the above made by your both Committee and other members giving up time and offering their skills on a voluntary basis has been huge. This report is not the forum to list them all, but we owe them our gratitude and individual mentions will be made at our Annual General Meeting in March (Monday 11 th 1830 hrs for a 1900hrs start).

Our New Member Event in May was well attended when a light lunch was provided as well as help desks and a putting clinic. Summer golf competitions were well supported, especially Captain's Day and President's Day. The Club Championship had the highest entry for 5 years. Members were regularly encouraged to participate in selected weekend Trophy Competitions through subsidised Green Fees.

Inter Club matches were all run as scheduled by the Men's and Seniors Sections with increasing numbers wishing to be selected. As an indicator of the rebuilding of the Men's Section we can report that 2023 weekend competitions attracted an additional 120 rounds from members compared with 2022 :an average of 5 additional competitors per competition. This, despite 4 weekends being cancelled due to fog/mist (2 occasions) and poor ground conditions (2).

The Winter League now includes 4 ladies and 2 Juniors. A new mixed social golf event was organised in June, comprising a Texas Scramble with subsidised food prompting requests for more such events, particularly over nine holes.

The Club invited former Members from all Sections (several Captains and Vice Captains) to a free lunch in December as an appreciation for their many years of service. Around 30 have now been signed up as Non-Playing Members and will receive our regular mailings and they intend to arrange future get-togethers.

In October was our Club's "turn" to host the climax of the Hertfordshire Friendly League: their annual Needle Shield. This took place in October. The course was in peak condition and this was a good shop window for the Complex which gave us exclusive use of the course for the 60 participants. As hosts we incurred (as expected) costs of £800. Our team of 12 players drawn from the Men's and Seniors Sections won, beating the other four local Clubs in the League. We passed onto the Complex the many complimentary comments made by the visitors on both the course and the food and service.

The improvements in the condition of the course over the Summer, whilst not our responsibility, deserve mention. Weather towards the year end was, however, unusually wet and the winter mats were not to the standards seen at other local courses. Your Committee continues to encourage the Complex and Absolutely Group management to put in place more regular marshalling so that the all-too-often problems of slow play and non-paying "walk-on" golfers are eliminated.

PHIL GONZALEZ . CLUB CAPTAIN



24/2/24

Treasurer's End of Year Commentary 2023

I am pleased to confirm the club has ample cash reserves at 31 December of £33,982 (2022: £34,412).

I would also like to introduce our new Independent Examiner ("IE"), Natalie Coogan. Natalie is not a club member and has no connection with the club. I would also like to take this opportunity to thank Paul Thompson (our previous "IE") for his ongoing support and contributions since I became Treasurer.

I have also been supported by the Committee (and the new "IE") in the following:

- a) **Delegated Authorities for the club** (in respect of Approval and Payment of invoices / expenses, etc.) have now been formally documented and will be maintained and updated as required by the Treasurer.
- b) **Cash handling of Senior Match fees** has been identified as an area for concern in placing too much responsibility and cash security on a small number of members handling large amounts of cash. I have researched solutions and plan to implement a **Barclays POS Card Reader** (Point of Sale) system (linked directly to our bank account) to collect such fees as card payments (not cash) as soon as is practical.
- c) **Club Clothing Stock Control:** With the launch of Club Clothing during the year, the club requires formal record keeping of stock movements. This includes issues of any items to Senior Club Personnel and Competition Prizes as well as Awards to members or third parties that have provided additional services to the club. This will be under the control and stewardship of an Officer of the club.

OPERATING RESULTS: The Club invested in a number of new initiatives and updated outstanding engraving and other works on the Trophies and Honours boards. These together with other routine costs, resulted in an Operating Deficit for the year of £4,378 (2022: £1,867 Surplus). (Please see Accounts and their Notes below).

Income: Membership Subscriptions for the year were £9,955 (2022: £9,063). The Membership Secretary confirms membership has increased to 202 (2022: 180). Fees were not increased during the year and additionally the Club offered some limited Special New Member Deals early in 2023.

Expenditure – the main items included:

Affiliation fees for the year £3,467 (2022: £2,553). (Please see Note 4 in the Accounts.)

Membership Plaques, Honours Boards and Engraving £4,161. (Please see Note 3 in the Accounts.)

Special Events: These included: **Captain's Day in June (£696)** (2022: £1,100) / **President's Day in September (£402)** (2022: £840) / **Needle Shield in October (£848)** / **Non Players lunch in December (£450).**

Match Fees: These made a net surplus of **£1,134** (2022: £1,306) (Please see Note 6 in the Accounts).

Charity Donations. The Club made two donations during the year - Guide Dogs for The Blind (£245) and the Hospice of St. Francis (£109). Nil cost to the Club.

Club Accessories (Merchandise with Club Logo). Net cost was £619. (Please see Note 8 in the Accounts.)

NON-OPERATIONAL CHARGE: I must also report that a one-off charge of £4,536 has been posted by the club for 2023 with the agreement of the Committee and the Independent Examiner.

The Fixtures & Fittings balance brought forward at 01 January 2023 was £4,536. Given this asset category for the club only relates to the Trophy Cabinet and Honours boards, I believe this carrying value no longer meets the prudent accounting conventions of "Fair Market Value" or "Net Realisable Value" in terms of what such items could achieve on the "open market". I believe the true value of these assets is negligible and I recommended to the Committee that the club should write these assets down to a nil value as a one-off charge in the Accounts. (Please see Note 1 to the Accounts for more information.)

Both these Deficits combine to make a Total Deficit for the year of £8,914. While this action does reduce the club's General Fund, members need to appreciate that the club still has ample cash reserves of nearly £34,000.

Nigel Lewis, Club Treasurer.



24/12/24

LITTLE HAY GOLF CLUB
Income & Expenditure Account
for the year ended 31 December 2023

	<u>Notes:</u>	2023		2022	
		£	£	£	£
<u>Income:</u>					
<u>Subscriptions received in year:</u>					
Mens section		3,782		2,184	
Ladies section		1,069		1,819	
Seniors section		5,105		4,985	
Juniors section		<u>0</u>		<u>75</u>	
			9,956		9,063
Bank interest			<u>186</u>		<u>19</u>
			10,142		9,082
<u>Expenditure:</u>					
Insurance		340		340	
Postage, Phone, Stationery & Printing		245		322	
Website / Advertising		615		0	
Club V1 Licence	2	1,373		92	
Plaques, Discs, Boards, Engraving	3	4,161		1,730	
AGM expenses	5	1,133		189	
Affiliation Fees - Herts golf)	4	2,868		2,373	
Affiliation Fees - NAPGC)	4	480		180	
Little Hay New Member Day		654		0	
Ladies Section Exps		210		105	
Captains Day		696		1,100	
Presidents Day		402		840	
Needle Shield		848		0	
Sundries		260		290	
Non Playing Members Lunch		450		0	
Net Match Fees for 2023	6	(1,134)		(1,306)	
Fee for Independent Examiner	7	300		0	
Club Clothing - Officers/Prizes/Awards		619		0	
Depreciation for the year		<u>0</u>		<u>960</u>	
			14,520		7,215
Operating (Deficit) / Surplus for the year			<u>(4,378)</u>		<u>1,867</u>
One-off Write Down of Fixed Assets	1		<u>(4,536)</u>		<u>0</u>
Total (Deficit) / Surplus for the year			<u>(8,914)</u>		<u>1,867</u>

LITTLE HAY GOLF CLUB
BALANCE SHEET AS AT 31 DECEMBER 2023

<u>Notes:</u>	2023		2022	
	£	£	£	£
<u>Funds Employed:</u>				
<u>GENERAL FUND</u>				
Balance as at 1st January. B/F		40,442		38,575
(Deficit) / Surplus for the year		(8,914)		1,867
Balance as at 31st Dec. C/F		<u>31,528</u>		<u>40,442</u>
 <u>FIXED ASSETS:</u>				
<u>Fixtures & Fittings, etc.</u>				
NBV Balance b/f		4,536		5,496
Asset writedowns	1	(4,536)		0
Depreciation for the year		<u>0</u>		<u>(960)</u>
NRV / NBV c/f		0		4,536
 <u>CURRENT ASSETS:</u>				
Club Clothing & Caps	8	282		120
Sundry Debtors & Prepayments	9	351		1,415
Business Deposit account		19,686		18,421
Bank current accounts		14,296		14,701
Ladies Section bank accounts	11	<u>0</u>		<u>1,290</u>
		34,615		35,946
 <u>Less: CURRENT LIABILITIES</u>				
Sundry Creditors and Accruals	10	<u>(3,087)</u>		<u>(40)</u>
		<u>31,528</u>		<u>40,442</u>

Notes to the Accounts:

The accounts have been prepared on the historic cost basis including year-end accounting adjustments for Debtors & Prepayments and Creditors & Accruals as per the Notes below.

1. Fixed Assets (Write-down) (£4,536)

As per the Treasurer's Commentary above, the Balance Sheet carrying value of Fixture & Fittings cannot be sustained as it no longer meets the accounting conventions of "Fair Market Value" or "Net Realisable Value" in terms of what such items could achieve on the open market. By way of reference:

"The Net Realizable Value (NRV) accounts for the value of an asset in terms of the amount it would receive upon sale, minus selling costs. NRV is a conservative method used by accountants to ensure the value of an asset isn't overstated."

This one-off write down has been supported by both the Committee and the "IE". This will result in no future depreciation charges in the accounts for such items. (*The Club Captain has arranged for the insured value of our cups, plaques, trophies, cabinet and honour boards to be uplifted to £10,000 to more accurately reflect their current Replacement Cost in the event of fire or theft. No change in premium at present.*)

2. Club V1 Licence (£1,373)

The difference between the 2023 charge and 2022 can be explained as follows. While the fee for 2023 was £1,373, most of the fee for 2022 was actually paid and recorded in the 2021 accounts.

3. Plaques, Trophies, Honour boards, etc. (£4,161)

During the year, it was recognized that a lot of work was required to fully update the boards, trophies, plaques, etc. This tends to be a specialist, manually intensive and expensive exercise.

	£
Mch: Five Star	1,377
Sundries in year	106
Dec: Accrual - Sign Shop	768
Dec: Accrual - Engraving	537
Dec: Accrual - Glass tumblers	761
Dec: Accrual - 34 trophies	<u>612</u>
	<u>4,161</u>

4. Affiliation Fees (£3,348)

	£
England & Herts Golf	2,868
NAPGC	<u>480</u>
	<u>3,348</u>

5. AGM Expenses (£1,133)

	£
Vouchers for awards	150
Catering / drinks Par3	783
Professional photographer	150
Flowers awarded to Mrs. Ralph Lane	<u>50</u>
	<u>1,133</u>

Notes to the Accounts (continued):

6. Net Match Fees: (£1,134 = £1,113 + net £21 prize prepayment)

During the year, various Sections of the Club took part in a number of different competitions:

	Match Fees Collected	Expenses, etc.	Net Surplus per bank account
	£	£	£
<u>Seniors - Chiltern/Breakfast / Winter Leagues - Home & Away</u>	5,345	5,649	(304)
Organiser : FK (assisted by DS and PB) (Expenses were Catering, Green fees, etc) Home and Away matches totalled 17 in number.			
<u>Weekday Medal / Stableford - members & guests</u>	1,259	806	453
Organisers: TG & DG (Expenses were in respect of prizes awarded)			
<u>Weekend Medal / Stableford / Winter League + Sundry Cups</u>	1,171	208	964
Organisers: IL (GDV)			
	7,775	6,662	1,113

In addition to the above, members were also involved in some informal competitions.

Weekly Roll-up Competitions (Tuedays & Thursdays):

Organiser: CM

Open to all members and guests.

All match fees collected were paid out as cash prizes on each day (c.£1,600 in the year)

Details of the prize list are on the Club's website (c/o CM)

Ladies Section:

Organisers: AH & DN + JG

Any competitions were organised as "friendlies"

7. Independent Examiner (£300)

This year, the club has a new Independent Examiner. As a non-member with no connection to the club, the Committee has agreed to pay a fee of £300 for such services.

8. Club Clothing (£619)

During the year, the club launched a limited range of clothing and caps carrying the club logo. Apart from sales of polo shirts and caps to members and guests, some clothing items were issued to certain Section Officers of the club. Other items were offered as Competition Prizes or as Awards to members and others that supported the club in various activities. Net cost to the club in the year was £619. Closing stock (at cost) was £282.

Notes to the Accounts (continued):

9. Debtors & Prepayments (£351)	£
Weekday comp prizes stock – prepaid for 2024:	63
Wordpress Subscription 2024 prepaid	<u>288</u>
	<u>351</u>

10. Creditors & Accruals (£3,087)	£
Fee for Independent Examiner	300
Sundries	109
Sign Shop	768
Engraving - accrual per TC	537
Glass Tumblers, etc – accrual per TC	761
Trophies (34) – accrual per TC	<u>612</u>
	<u>3,087</u>

11. Ladies Section Bank Accounts

During the year, the Committee (with the agreement of the Ladies Section) took the decision to close the Ladies Section Bank Accounts and amalgamate their balances into the main Club bank accounts.

Note on the ' Constitution 2024'

Following the 'Equality, Diversity and Inclusion' (ED&I) initiative, England Golf launched 'Respect in Golf' to encourage participation in Golf in all ages and abilities. This essentially defines a code of conduct with respect to other golfers.

England Golf (EG) have also created a set of Regulations and Procedures to deal with breaches of this code of conduct.

The upgraded Little Hay Golf Club (LHGC) Constitution 2024, together with its Disciplinary Procedures, have been submitted to EG who have accepted that they comply with EG's terms of affiliation.

LHGC has been added to the list of affiliated clubs.
(<https://www.Englandgolf.org/respect-in-golf-clubs>)

The Committee is now seeking formal approval of the 'LHGC Constitution 2024' from the Members of LHGC.

As it seems likely that EG will modify their Procedures in the future, the Committee would also like approval to modify the Procedures liked to our Constitution, using email to poll the Members without having to call an EGM.