



CITY OF SHEFFIELD ROWING CLUB

AGM

7:30PM MARCH 27 2025

The Plough Inn, Low Bradfield, Sheffield

MINUTES OF MEETING

ATTENDEES

1. Andrew Hogley (Trustee),
2. Richard Selby Foster (Trustee),
3. Janet Vickers (Trustee),
4. Drew McLaughlin (Trustee),
5. Meri Middleton (CSRC Chair),
6. Tom Coles (CSRC Captain),
7. Stuart Mashford (CSRC Health & Safety),
8. Tom Phillips (CSRC Membership),
9. Donald McDougal (CSRC Fleet & Facilities),
10. Anna Palmer (Hallam),
11. Ciaran Quinn (Hallam),
12. Cat Webb,
13. Vicky McDougal,
14. Cat McDougal,
15. Piers Turnbull,
16. Simon Turner,
17. Elinor Turner,
18. Karen Millar,
19. Lauren Riley,
20. Jack Gilpin,
21. Rob Taylor,
22. Gareth Morris,
23. Maesie McKenzie,
24. Christian Fox,
25. Terence Chipchase,
26. Gregor Duncan,
27. Aidan Joyce

APOLOGIES WERE RECEIVED FROM

- Simon Coyne (Trustee),
- Ian Ripley (CSRC Treasurer),
- David Marsh,
- Mike Luckham

1. Election of Chair

Andrew Hogley welcomed those present to the meeting, thanked those who had taken the opportunity to wear their blazers, and nominated Richard Selby Foster, a member of the Trustees, to chair the meeting. RSFs nomination was approved by the meeting and RSF took the chair.

2. Minutes of previous meeting

The minutes of the previous AGM (held 27 March 2024), which had been shared with the club on email along with the Notice of the AGM, were accepted by those present as a true record.

3. Moment of remembrance

A minutes silence was held to remember those club members who had passed since the last AGM and to be grateful for the contribution they had made to the club.

4. Trustee report

Andrew Hogley summarised the key points from the Trustees report which had been shared with the club on email along with the Notice of the AGM. Key points as below.

It is the view of the trustees that the club continues to meet its charitable aims of promoting rowing in Sheffield.

Andrew drew attention to the improved Culture regarding Health and Safety, that Stuart Mashford as H&S Officer is now sharing monthly briefings with the whole club to ensure that lessons are learnt. It was also noted that the improved lighting in the boat houses has made a significant impact in this regard. The incidents recorded over the last year were detailed in the Trustees report. Slips and falls around the landing area are a recurring issue and as such the Trustees stated that they are in favour of making investments to improve this area.

Andrew reminded the club of the Peter Todd Foundation noting that no applications had been received since its inception. Applications were encouraged.

Membership numbers across the three clubs have increased to 254 which is pleasing to see.

5. Finance Report

In Ian Ripley's absence Andrew Hogley also provided a summary of the finance report (details of which were included in the Trustees report).

In the year 1 January to 31 December 2024 the club had total income of £53,248 and operating expenditure of £36,315. A further £15,190 was spent on capital expenditure. Income and expenditure were both around £5k higher in the year due to the theft of equipment and associated insurance claim / replacement costs. Total club funds increased by £1,743 from £74,956 at the start of the year to £76,699.

6. Captain's report:

Tom Coles read out the captains report (which was included in the Trustees report) highlighting the clubs successes over the year and thanking those on the committee for their contribution.

7. Election of Committee positions

The following were re-elected unopposed to Committee positions for the next 12 months:

- | | |
|----------------------|-----------------|
| • Captain | Tom Coles |
| • Chair | Meri Middleton |
| • Treasurer | Ian Ripley |
| • Fleet & facilities | Donald McDougal |
| • Membership | Tom Phillips |

Cat Webb was nominated for the position of Secretary by Cat McDougal and Seconded by Piers Turnbull. She was elected to the position unopposed. Meri Middleton was thanked for having taken on this role in addition to the Chair over the past year.

The meeting was informed that Toby Prodfoot had also expressed an interest in joining the committee if roles were available. The meeting endorsed Toby Proudfoot taking up the vacant position of Social Secretary.

8. Election of Trustee positions

As per the constitution one third of the trustees are required to stand down each year. Andrew Hogley and Drew McLaughlin both offered themselves for re-election and were endorsed by the meeting.

The Trustees in post at the end of the meeting were therefore: Richard Foster, Simon Coyne, Andrew Hogley, Drew McLaughlin and Janet Vickers.

The Chair of the meeting invited any other members of the club to put themselves forward to join the trustees should they wish.

9. Resolutions

Members were asked to vote on a proposed increase in private racking fees from £120 per annum to £150 per annum to be effective 1 Jan 2026.

The proposal was approved by the meeting.

10. Questions for the Officials and discussion

The chair invited comments from the floor and questions for officials. The following topics were discussed.

IMPROVEMENTS TO THE LANDING AREA

As stated previously in relation to H&S the Trustees stated that their priority for expenditure was to invest in the landing area. The meeting supported this as the priority for investment but asked that detailed plans could be shared with the wider club such that the proposals could be properly considered prior to any investment being made. The changes required will require planning permission to be obtained and approval from Yorkshire Water which owns the land

In the interim it was suggested that a working party should make remedial repairs to the path down to the landing stages to reduce the danger of slips, trips and falls in order to prevent both injury and damage to boats and equipment.

There was some discussion as to whether planning approval had been received when plans were previously discussed by the club. The Trustees present had not been involved with the plans at the time, and it was confirmed by Donald McDougal following the meeting that planning approvals had been received though these have now lapsed.

It was also raised during this discussion that the Water Authority still hadn't dealt with the support issue in the smaller boat house.

ACTIONS:

The **Trustees** to work with the **Committee** to bring forward two or three potential options for improvement for discussion with the wider club.

In the interim a **working party** to be established to make remedial repairs to the path down to the landing stages.

CLOSER COLLABORATION BETWEEN CITY AND HALLAM

Anna Palmer and Ciaran Quinn from Hallam spoke in favour of closer collaboration between the Hallam and City clubs highlighting a number of potential benefits to both clubs such as the pooling of equipment and fleets. One tangible example was that the City club currently only has access to one heavyweight VII and that Hallam has two VIIIs which are underutilised.

Janet Vickers provided some further context on the history of the Hallam club over last 41 years and expressed her view that closer collaboration would be advantageous. It was also noted that the Covid years had been damaging for Hallam as a club and that Hallam members would benefit from rowing with more experienced City rowers whilst also being able to bring new skills to the club in terms of Sports Science and potentially being able to assist with the development of the junior squad.

Other sports teams at Hallam have similar relationships with Basketball and Ice Hockey teams in the city of Sheffield. City rowers could also potentially benefit from access to gym facilities, particularly for strength and conditioning.

Donald McDougal stated that it was great to see Hallam at the AGM and that he was sorry not to see any representation from the University of Sheffield club. Whilst he feels it is important for the three clubs to maintain their identities he pointed out that the intention always had been for the three clubs to work closely together and that there was nothing constitutionally that prevented this.

The Trustees present shared this view and stated that they were keen to support closer collaboration between all three clubs.

ACTION:

Anna and Ciaran to be invited to a meeting with the **Committee** to explore how best to establish greater collaboration between the clubs. At least one of the **Trustees** to also attend this meeting in order to support this initiative.

THURSDAY NIGHT SESSIONS

Vicky McDougal distributed a short survey to those present at the meeting to gain feedback from the club on how best to use the Thursday night sessions effectively. There is a general feeling that these sessions need to be reinvigorated not just to support fitness and performance of the squads but also as an opportunity to improve the social nature of the club and reduce the fragmentation between the squads.

Anna and Ciaran stated that Hallam would also be keen to join in with the wider club on Thursday evening sessions.

ACTION:

Vicky McDougal to collate feedback and make a proposal to the committee.

MIKE BAXBY PERPETUAL PRIZE

Donald McDougal shared with the meeting that Meri Middleton had been in conversation with the late Mike Baxby's mother in the run up to the South Yorkshire Head with regard to establishing a prize in his memory for the fastest open sculler. Donald stated that Meri had personally funded the prize this year and proposed that the club should collect sufficient monies to fund the prize into perpetuity. This motion was unanimously supported by those present at the meeting.

ACTION:

Committee to invite donations from members in order to establish the Mike Baxby Memorial Trophy for the fastest open sculler at the SYH..

USE OF ERGOS / KIT LOCKER

Tom Phillips enquired whether the ergos the club owns at Kit Locker were being used sufficiently and raised the possibility of these being rented to members for use at home. It was also noted that several of the ergos needed replacement parts such as new monitors. Related to this discussion it was mentioned that the potential opportunity to rent space in Highcliffe had not been deemed suitable.

ACTION:

Committee to look to repair broken machines and ensure we get best use of the clubs ergos.

HEALTH AND SAFETY / BOAT HANDLING

Gregor Duncan shared his concerns that the club culture in relation to Health and Safety and boat handling was still not where it should be. Donald McDougal reiterated point about boat handling and stated that he felt University does this better than City Club. It was noted that novices are being coached well in this regard and that it tends to be longer standing club members that are becoming complacent.

The comments were noted by the trustees, and it was asked that the committee look to take further steps to raise awareness amongst the membership. It was also noted that events are already being planned by Stuart Mashford who as stated in the Trustees report has significantly raised the profile of H&S over the past year. Trustees to support this initiative.

ACTION:

Committee to confirm date of planned safety social.

USE OF LAUNCH

Terrance Chipchase brought to the Trustees attention that the launch, which is a shared resource used by all three clubs, has on a number of occasions run out of petrol whilst on the water and had to be paddled back to shore. This should never happen and it is evidence that pre-use safety checks not therefore not being carried out on the launch. The trustees shared TCs concerns particularly as these incidents had not been reported as Health and Safety incidents which they clearly should have been. The Trustees agreed that pre use checks must be implemented and adhered to before every use and that an appropriate system should be in place as this seems to have lapsed.

Related to this matter other members present at the meeting noted that the Log Book for use of the launch is also not being consistently used. As a result there is no clear record of hours of use which is essential for ensuring that the engine is serviced appropriately. It was also brought to the trustees attention that the keys for the launch are being left in the ignition by some users. This also a concern as it undermines the principal that only trained users should have access to the launch.

ACTIONS:

Trustees to support the **Committee** in ensuring that a system of pre-use checks and Logbook are implemented and enforced and that only approved users can have access to the keys. Trustees also support those that breach the operating procedures for the launch being prevented from having access to the launch.

The Trustees also request that **all members** of the club bring any similar matters to their attention at the soonest opportunity so that appropriate measures can be taken.

CLUB SOCIALS AND COHESION

Cat McDougal noted that whilst several of the squads socialise regularly there is a general lack of cohesion or any social activities between squads. As such there is a danger of further fragmentation between the club and many members do not know who is in the wider club. Cat proposed doing a whole clubs social.

The trustees thank Cat for raising this and note that it was an issue that they had spoken about in their last meeting. They recognise the benefits of building cohesion in the club and that this should be a priority.

ACTION:

Toby Proudfoot in his new role as social secretary to develop a program of potential social events and for these to be as inclusive as possible for Juniors, Universities and the squads within the City club. **All members** to be encouraged to support these measures.

BOAT NAME

The chair invited those present to submit suggestions for the name of the recently acquired lightweight double. These would then be considered by the committee and the new name communicated to the club.

ACTION:

Committee to consider shortlist of names.

PRIORITY ACTIONS

Joint meeting between Trustees and Committee to discuss feedback from AGM and be clear about what powers are delegated by the Trustees to the Committee.

Meeting between Committee and Trustees to determine best way to move forward with plans for improving the landing area.

Committee supported by Trustees to work to pursue closer collaboration between Hallam and CSRC.

Date of safety social to be arranged

Rules and procedures for use of launch to be reviewed as a priority.

The meeting closed at 9:00pm.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
City of Sheffield Rowing Club CIO

No (if any)
1182522

Receipts and payments accounts

CC16a

For the period from	Period start date 01.01.24	To	Period end date 31.12.24
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Trustees: Membership	16,515	-	-	16,515	21,214
Trustees: Rack Fees	1,680			1,680	1,740
Trustees: New Boat House & Grants	-			-	-
CSRC: Membership	13,192			13,192	11,114
CSRC: Misc incl. Just Giving	709			709	3,888
CSRC: Race fees	5,106			5,106	6,318
CSRC: Towing fees	2,862			2,862	2,415
CSRC: Training camp	2,209			2,209	5,620
CSRC: SY Head	-			-	1,250
CSRC: Learn 2 Row	2,287	-	-	2,287	-
Social Calendar sales	180	-	-	180	362
Social: Events	1,208	-	-	1,208	803
Insurance claim	5,297	-	-	5,297	2,000
Sales of blazers	1,843	-	-	1,843	1,000
Yorks Rowing Council: Grants	160	-	-	160	-
Sub total (Gross income for AR)	53,248	-	-	53,248	57,724
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	53,248	-	-	53,248	57,724
A3 Payments					
Trustees: Property insurance	2,554	-	-	2,554	2,138
Trustees: New boathouse	-	-	-	-	1,440
Trustees: Facilities	5,214	-	-	5,214	3,609
Trustees: Replacement parts for riggers	4,846			4,846	-
CSRC: Boat insurance	2,606	-	-	2,606	2,528
CSRC: Maintenance	1,465	-	-	1,465	1,164
CSRC: British Rowing Fees	1,220	-	-	1,220	1,091
CSRC: Circuits	1,895	-	-	1,895	1,261
CSRC: Admin	197	-	-	197	305
CSRC: Race Entry Fees	5,083			5,083	6,997
CSRC: Trailering fees	5,473			5,473	4,271
CSRC: Blazers	-			-	4,563
CSRC: Misc	911			911	497
CSRC: Training camp	2,563			2,563	2,860
Social Events	643			643	1,236
Independent Examiner	395			395	395
Ground rent	1,250	-	-	1,250	1,250
Sub total	36,315	-	-	36,315	35,605
A4 Asset and investment purchases. (see table)					
New Rowing equipment and solar panels	15,190	-	-	15,190	5,437
Sub total	15,190	-	-	15,190	5,437
Total payments	51,505	-	-	51,505	41,042
Net of receipts/(payments)	1,743	-	-	1,743	16,682
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	74,956	-	-	74,956	58,274
Cash funds this year end	76,699	-	-	76,699	74,956

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Co op Account 6588 1374 General	19,969	-	-
	Co op Account 6588 1361 Trustees	54,416	-	-
	Co op Account 6588 1387 Social	776		
	Co op Account 6588 1293 Foundation	1,500	-	-
	Cash in hand	39	-	-
		Total cash funds	76,699	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fixtures and Fittings	69,857	-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Independent Examiner	9,929	-	
		0	-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Richard Selby Foster		
		Trustee		



Section A

Independent Examiner's Report

Report to the trustees/
members of

The City of Sheffield Rowing Club (CIO)

On accounts for the year
ended

31 December 2024

Charity no
(if any)

1182522

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2024.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I am qualified to undertake the examination by being a Fellow of the Association of Chartered Certified Accountants (FCCA) and a Fellow of the Association of Charity Independent Examiners (FCIE).

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Peter Winter

Date:

2025

Name:

Peter Winter MA FCCA FCIE

Relevant professional
qualification or body

Chartered Certified Accountant - FCCA
Fellow of the Association of Charity Independent Examiners - FCIE

Address:

20 Hallam Grange Road, Fulwood, Sheffield S10 4BJ