

MINUTES FROM FINANCE MEETING NO 2

4TH MARCH 2019

Present : Issy Greaves, Dave Whiting, Cass Castello

Agenda

- items carried over from Finance Meeting 1/outstanding and updates
- Handicaps and draft draw
- AGM committee format/roles/finance proposals and honorarium

ITEM	MATTER	ACTION
1	Agreed carry over figure as of May 2018 was £3847.04 with £10.30 credit unaccounted for.	
2	Transfer of account signatories further actions to be carried out to allow those named to access account	Action IssyG, Geoff, Cass and Dave
3	Viewing rights for GBBA Accounts spreadsheet were circulated after meeting 1	No further action required.
4	Additional budget lines have been added, figures as of 1 st March suggest forecast should be met. Figures do not include amounts to be held over e.g Charity, Registrations, Deposits and PC fund. New budget lines to be set up for proposal season 19/20 once registration amount confirmed.	Action Issy and Cass
	Player Registration: Carry over for development not yet clear . Currently £215 underspend. £300 given over to U14 and U16 schools, one coach supported on level 2 and assistance given to jets female player. Monies allocated but not claimed have been added back into main stream	Action GS to clarify registration percentage to carry forward
	Admin budget; projected overspend of £89.00 as items missed at time of original allocation Recommended Honorarium agreed as:	Issy G to amend budget line

	<p>6 x £50.00 Honorary committee roles Chair Secretary Webmaster Administrator Registrar Treasurer 2 x £25.00 co opted roles Media Under 19 Development (criteria sitting on committee since June 2018)</p>	To be agreed at April committee meeting
	<p>AGM -comes out of 19/20 budget line, likely to be higher than last years £70.00 as new venue being sought</p>	Issy G , confirm venue and costs.
	<p>Deposits: held over £375.00 and will not form part of GBBA projected reserve for 19/20. Likely to increase this year due to the number of teams who will have to pay increased good conduct penalty.</p>	
	<p>Asset Register To be updated to include Polo Shirts for Table officials ,finals (additional sets) £132.50 purchased £66 to carry over into asset University Challenge Trophy £32.00</p>	Issy G
	<p>Officials Development – overspend by £10.50 which includes Richard Stokes fees finals day. 5 referees supported through level 2 award 2 paid sessions of referee/coach development meetings chaired by Richard Stokes</p>	
	<p>League Competitions: Carry forward 1150 Income £700 entry fees Estimated costs Court hire finals £300 (cost £500 , £200 of which is coming out of Charity donations) confirmed</p>	Issy G to update budget lines

	<p>Medals £516.68 (allocated £720) Table Officials Polo £132.50 confirmed Officials Fees estimated £334, allocated £300 Projected carried forward to next season £666.82 Charity cup income up to 4th March 1256.19 of which £200 will be deducted for court hire</p>	
	<p>Social Media – monies £120 reallocated to GBBA reserves £80.00 reallocated to player development</p>	
	<p>PC fund balance £409.79. Youth development sub committee to seek to identify someone for Aspire 19/20</p>	
	<p>GBBA Reserve carry forward £1439.54 With penalties etc amount to carry over to 19/20 currently(4th March) £1759.54 With monies to be held estimated carry over £2349.77, target carry over set June 2018 £2500</p>	<p>Issy G to update budget lines And prepare new budget lines for agreement at AGM</p>
5	<p>Agreed handicap at request of Ian, method used scores against each other, projected will need adjusting when all games completed</p> <p>Similarly projected cup and plate draws</p>	<p>IG to circulate once all games accounted for and handicap placements checked</p> <p>IG to circulate once complete</p>
6	<p>Budget for medals agreed</p>	<p>IG to proceed with order</p>
7	<p>Auction Items informed for finals Sponsor Finals still outstanding</p>	<p>IssyG to discuss how to progress Auction item with Ken likely a reserve will be required</p>
8	<p>Cots for tots to be contacted re Finals</p>	<p>Issy G</p>
9	<p>Task list drawn up for finals</p>	<p>Issy G to take to meeting 16 th April</p>
10	<p>Charity event and 2nd Div to be pushed through social media</p>	<p>AS/JG</p>
11	<p>AGM t and 2019/20 committee format proposals</p>	

	<p>Entry fees to go up from to £90.00</p> <p>Non provision of referee to go up to £120.00</p> <p>Postpone of game due to court cancelation £5.00 (new)</p> <p>Referees sliding scale- as per currently if attending pre-season and January sessions, forms to be provided which officials should provide to clubs to ensure all aware of payment level for each official</p> <p>Penalties – review penalties consider alterations higher and lower depending on impact (currently £25.00 used across the board)</p> <p>Officials development Package- in light of limited success introducing under 18 players/officials review package.</p> <p>If Table officials courses run locally this should be priority next season</p> <p>Add a complaints procedure to GBBA rules</p>	<p>IssyG to look at sliding scale with proposer.</p> <p>Issy G to review and make recommendations for AGM</p> <p>Issy G</p> <p>Issy G</p>
	<p>Committee Format proposal</p> <p>Honorary Executive Committee – Required to attend committee meetings:</p> <p>Chair</p> <p>Secretary</p> <p>Treasurer</p> <p>Registrar</p> <p>Webmaster</p> <p>GBL Administrator(can be shared role)</p> <p>Co-opted Not required to attend committee meetings , invited for specific discussion..</p> <p>Vice Chair (may attend sub committees)</p> <p>Safeguarding</p>	<p>To go out with AGM notification Issy G</p>

	<p>Youth Development (chair sub committee)</p> <p>Digital Comms</p> <p>Fixture Secretary (if someone would like to do role if not Secretary will continue to do)</p> <p>Officiating Secretary (if someone would like to do role , if not Secretary will continue to do)</p> <p>Discipline Officer</p>	
12	<p>Work to be undertaken in addition to above for AGM</p> <p>Flow Chart Game postponements to sit with GBBA rules</p> <p>Rule Review</p> <p>Constitution Review</p> <p>Part A entry form 19/20 to go out and returned for May meeting</p> <p>Terms of Reference sub committee</p> <p>Role Chart for Web Page</p>	<p>IssyG</p> <p>Issy G</p> <p>Issy G</p> <p>Issy G</p> <p>DW</p>