

# **MINUTES OF THE ANNUAL GENERAL MEETING OF THE INTERNATIONAL CLUB OF ESTEPONA HELD AT THE CLUBHOUSE ON THURSDAY 2 MARCH 2017**

**Membership** was represented by 81 members present and 10 postal votes

**Management Committee Present:** Sue Potter (President), Joan Thompson (Vice-President), Ted Lunniss (Treasurer), Margaret Whittley (Secretary), Terry Smith (Retiring Editor), Julie Wood (Welfare and Estepona), Brenda Taylor (Catering Manager), Diane Hackett (Housekeeper) Sally Holloway (Publicity and Membership)

**Apologies:** Wilma Keeley (Member)

## **AGENDA**

Presidents Welcome  
Minutes of the last AGM  
Matters arising from Minutes  
President's Report  
Auditor's Report  
Financial Report  
Bar Report  
Catering Report  
Maintenance Report  
Housekeeper's Report  
Membership Fee for 2018  
Proposals  
Election  
AOB

## **PRESIDENT'S WELCOME**

Sue Potter welcomed members present and asked for a few moments of silence to remember those Club members who have died since the last AGM.

**MINUTES OF THE LAST AGM** – The minutes were posted in the Club premises for the required 90 days during which time members were requested to read same.

## **MATTERS ARISING**

There being no matters arising the Minutes were passed by Christina Woodward (99114) and seconded by Anne Hardwick (90011)

**PRESIDENT'S REPORT** Sue Potter (23012) is attached

This had been read before the Minutes of the last AGM had been dealt with so the following items were highlighted at this point:

- Doug Mitchell (26152) asked what was the intention regarding replacement of the coffee machine. Sue replied that there were no immediate plans to do this but Christine Woodward (99114) pointed out that it must be left in abeyance as the matter had previously been voted upon.

- Whilst the microphones had been replaced it was acknowledged that the amplifiers were causing trouble on occasions by cutting out when they had been in use for a significant amount of time and would possibly need replacing. Brian Woodward (99113) stated that the problem of insufficient impedance needed to be looked into before purchasing new ones.

**AUDITOR ´S REPORT** Ron Pegrum (211010) is attached and was read by Richard Worden (214024) in Ron ´s absence. In reply Sue pointed out the following in reply to queries regarding installation of the lift:

- We did indeed have confirmation of an extra year's guarantee and free maintenance contract supported by written documentation to this effect stored in the safe
- The Club is not subject to IVA being the reason why various invoices were not showing this
- The Committee are volunteers and not professional Project Managers
- Whilst till amounts and cash did not always tally, the cash was usually more than the till roll which was often because bar staff had been bought drinks by members but did not necessarily have them and left the money in the till

**FINANCIAL REPORT** Ted Lunniss (26177) is attached – Proposed by Margaret Loughran (26165) and seconded by Michael Dowling (217002)

**BAR REPORT** Anthony (Mac) McIntyre (26017) is attached. Freddie Thomas (22051) thanked all concerned.

**CATERING REPORT** Brenda Taylor (29047) is attached

**MAINTENANCE REPORT** Rob Potter (23011) is attached

**HOUSEKEEPER ´S REPORT** Diane Hackett (213067) is attached

**MEMBERSHIP FEES** for the 2018 are to remain at 30€ for renewal and 50€ for a new member

**NOMINATION OF COMMITTEE POSITION**

Sheila Fox (214074) had completed the appropriated nomination form by the due date and was sponsored by Vic Loughran (98077).

**ANY OTHER BUSINESS** - None

**VOTING** took place downstairs with the following results:

	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Election of Sheila Fox	89	2	0

There being no other business the Meeting finished at 11.45am

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **President's Report for the AGM to be held Thursday 2nd March 2017.**

As usual I would like to take this opportunity to thank the many volunteers who ensure the smooth running of the Club, the ticket ladies Joanna Mitchell, Pat Smith & Jackie Simmonds who also collect the revenue for the advertising in the magazine. Thanks to Roger Richards for the upkeep of the DVD library and to Mavis & Dennis Tolfree for running the lottery every week. For maintaining the book library Peter Galloway helped by Tracy Bird who is also our membership secretary, Sheila Fox who keeps the membership records up to date on the computer and has been producing the magazine for the last 2 months. To Vic Loughran for printing posters and tickets sometimes at very short notice and who also with Peter Dowd is in charge of updating the website. Mac McIntyre and his brigade of volunteers who help run the bar including Jackie McIntyre who makes sure the bar rota is kept up to date. Rob Potter for maintenance, Diane Hackett for housekeeping duties, Ted Lunnis our treasurer who always makes sure we have a healthy balance in the bank and Ron Pegram for the monthly audit. Thanks to Maggie Whittle for organising ladies lunches and secretarial work. Thanks to Brenda Taylor and her group of volunteers who produce such lovely meals on a Thursday and on special events and to Audrey Jinks for selling lunch tickets. Thanks go to Joan Thompson, Diane Hackett, Wilma Keeley and Doug Mitchell for various trips that they have organised. Thanks to Terry Smith for editing our magazine, Julie Woods for welfare and Barbara Salisbury and lately Julie Woods for catering at wakes. Thanks also to Maureen Baldwin Winkle for organising Christmas Day party and with her group of volunteers doing the meet and greet at the front door every Thursday. Thanks are due to the organisers of all our regular events, Art groups, bowls, bridge, canasta, film night, gardening club, genealogy, golf, drama, Keep Fit, Mah-jong, Quiz, Songs of praise, Rambling, Spanish, Whist. I would like to thank all of the Committee for their help and support over the past year especially as we have had many problems. If I have forgotten anyone I apologise, as you have heard, to run a successful Club we need so many volunteers, we all pay our fees yearly but still volunteer to go that extra mile. Without you all, the Ice Club wouldn't exist. Last but not least I'd like to thank all the members for their support of myself and the committee at all of the events and trips.

It has been a very busy year with what I hope you feel is a full and varied calendar.

Maintenance of club premises and equipment is always ongoing but in 2016 a new challenge and often sleepless nights re the lift but more of that from Rob but which I hope you will all agree is a great improvement to the Club.

The Committee have already got lined up for you many exciting events and trips, including organising a trip in 2017 to Lake Garda. I hope you will continue to support us and if you have any ideas for events or trips please do let me know.

Tracy Bird is stepping down as membership secretary so I would like to present these flowers and card as a big thank you from all the membership for all her hard work and when you do return to UK we wish you success and happiness. Sally Holloway is to be our new membership secretary

Roger Richards is stepping down as DVD administrator and we would like to thank him too for all his hard work. We therefore need someone to replace him, the job entails ordering new dvds for film night and keeping the dvd library catalogued if you think you can assist the Club in this position please raise your hand now or come and see me after the meeting.

Ron Pegrum is stepping down as auditor so we would like to thank Ron for all his hard work. We urgently need to fill this post as soon as possible as the accounts are audited monthly. Again if you think you can help us out raise your hand or come and see me after the meeting.

Jackie Simmonds has been advertising manager for 19 years, the longest serving person in the same job in the history of the Club. Jackie we thank you for all your hard work and in appreciation of all those years we would like to offer you honorary membership. Richard Wood is taking over the role as advertising manager.

Terry Smith is stepping down from being newsletter editor after 9 years. Terry has done a marvellous job in editing the newsletter and we know how much time it takes to produce the newsletter, so thank you very much and to show our appreciation we would like to offer you honorary membership. Sheila Fox is willing to take this job over so I hope you will give her full support later on in the meeting by voting for her.

We will be looking at the cost of replacing the wooden tables and chairs downstairs as these are getting too heavy to lift when we have various functions and the chairs are well past their sell by date, many of them have already been repaired. We will also be looking into replacing the amplifier downstairs, if anyone has expertise in this area we would be grateful for your input.

Next year you will all be getting new membership numbers so instead of your number beginning with 88 if you joined in 19988 it will begin with 1988, in other words we will all hold a 7 digit number.

Thank you once again for all your support.

Sue Potter President I.C.E. (Siberme)

## Auditor's Report to the Annual General Meeting of the ICE to be held on 2nd March 2017

I have audited the ICE accounts from January – December 2016. In general, the accounts continue to be managed and presented in a professional manner and the Annual Balance Sheet accurately reflects the financial position of the Club as of 31st December 2016.

While checking the monthly accounts I have passed to the Treasurer the following minor observations.

- The daily bar takings seldom match the cash till readouts.
- Receipts for purchases or services do not always support payments.
- Small errors in the compilation of worksheets relating to events and trips.

In respect of these minor observations, bar staff, Committee members and event organisers are encouraged to be diligent in their respective tasks to assist the Treasurer in producing clear and accurate monthly accounts. In saying that, it is recognised that everyone is a volunteer, but that accounting is not everyone's forte.

On a more serious note, the management of the lift project has been less than satisfactory. A summary of the accounts for the individual contractors is at Attachment 1, together with my observations.

I have the following observations on the Balance Sheet and Income and Expenditure Account.

- The value of the fixed assets, namely the Club building, has remained unchanged from 2002, and has not been written down. Whilst this does not present any immediate problem, members should be aware that the building may have lost value.
- The main income streams, (membership, bar, catering, etc.) have held up well compared 2015, which remains encouraging. The end of year 'deficit' of €22,107.82 is entirely due to the lift project, and without it the Club would have made a theoretical surplus of €9,323.45 which is similar to the previous year (€9,890.46).
- Liquidity remains very strong, and with membership still buoyant, the Club can anticipate another good year ahead.

Ron Pegrum

Auditor

12th February 2016

## **Attachment 1 to Auditor's Report 2016**

### **LIFT PROJECT**

The accounting procedure for the lift project has been less than satisfactory. For a project which has ultimately cost €33091.27 there should have been better estimates of the costs, proper invoices demanded, and clearly recorded payments. This has not always been the case during this project. There have been 6 principal 'contractors' and my comments on these are below.

#### **Architect – Mario David Jones**

Estimate for services obtained from architect with agreement to pay a total of €1,350 in 3 instalments.

1. €405 – No invoice, handwritten receipt and IVA not included
2. €540 – Invoice included IVA.
3. €405 – Invoice but IVA not stated.

#### **General Elevadores**

Estimate obtained for €10,899.51 including IVA for a fixed price contract. 50% i.e. €5,450 paid in advance. Cost was subsequently reduced by €830 down to €10,069.51, for work carried out by Versa-Tile (see below). However, in calculating the amount to enter for the suspense account, €830 was erroneously deducted twice. Furthermore, General Elevadores subsequently demanded payment of the full balance (€5,449.51), and in return offered:

1. An extension of the guarantee from 2 years to 3 years
2. A free servicing contract for 3 years

This offer has been accepted, but to be of value, these contractual changes will need to be secured in writing.

The calculation error and the demand of General Elevadores, have resulted in an extra payment of €1660 (i.e. €830 x 2) being paid in January 2017, and is therefore not reflected in the annual accounts for 2016. The true cost of the lift project is therefore €33,091.27.

#### **Versa-Tile**

Versa-Tile is the contractor used for the construction of the lift shaft.

Initial estimate on 8 May 16 for €13,430 plus €3,350 for glass door and panels. (see glazier below) This estimate was €10,600 for labour, and €2830 for materials, and stated that IVA was not included.

On 1 Sep 16, IVA on materials above was added.

Also on 1 Sep 16 estimate submitted for €830 including IVA for extra work on the lift. This amount was intended to be recovered from General Elevadores as mention above.

Again on 1 Sep 16, estimate submitted for €540 for extra work near the bar, but IVA not included.

On 15 Nov 16, email estimate for €120 for making a ramp to lift, but IVA not included.

The total sum paid to Versa-Tile was €15,514.30 in cash or cheques in 6 instalments.

### **Glazier**

Email estimate for €3,350 excluding IVA. Money paid in 3 instalments in cash via J. Lawrie (Versa-Tile) or Rob

### **Estepona Town Hall**

Two payments to Estepona Town Hall totalling €851 for licence. Properly invoiced.

### **A1 Safesecure Electricians**

Invoice satisfactory for €1,126.46, including IVA, for installation of independent power supply for the lift.

### **General Observations**

There does not appear to have been a detailed plan of the project with researched costings prior to work commencing.

There is no evidence of alternative competitive quotations.

In some cases proper invoices were not obtained prior to payment.

Less than clear thinking on whether IVA had/or had not been included on some estimates.

## FINANCIAL REPORT 2016

The deficit for the year of 22,107.82 € was due to the ongoing cost of the lift construction, without which there would have been a healthy surplus of over €9,000.00 euros.

The elevator has, of course, been the major financial commitment of the year. Expenditure to 31st. December being 27,641.76€. The outstanding amount due was 5,441.51€.

We had a total membership of 415, of which 60 were new members. Unfortunately this

means that 70 did not renew.

Of our other main sources of income - bar receipts are down by over €2,000, although

purchases are also lower; catering receipts are higher, but costs are also much increased.

Other various events, functions and trips that have been organised have also produced a

much needed increase over last year.

The Lottery, card games and quizzes also continue to be well supported.

Advertising revenue has almost covered magazine printing costs, being only €200 short.

Overheads, excluding lift costs, are almost the same as 2015, with the largest increase -

electricity being offset by some small reductions.

Our club is a socio-cultural non-profit making organisation, exempt from IVA, which we

neither charge nor re-claim.

The liquid position remains good with €20,000.00 held in a contingency account, and €2,500.00 remaining in the reserve account (this is to be increased early in the new year

from the current account balance).

My thanks to Ron Pegrum for his auditing during the year and to Vic Loughran for deputising when I was away.

NO QUESTIONS OR QUERIES HAVE BEEN RECEIVED; but should anyone have any to voice, I will try to answer them now, but if unable to do so, will research and respond later.

Thank you all for your kind attention.

*Ted  
Lunniss*

Treasurer I.C.E. (Club  
SIBERME).



## BAR REPORT

PROFIT    2016 45%                    2015 44.5                    INCREASE 0.5%

DUE TO IMPROVED STOCK CONTROL AND DESPITE PRICE INCREASES.

THIS IS MY 3<sup>rd</sup> REPORT, AND I HOPE IT WILL BE THE LAST ONE WITHOUT HAVING AN ASSISTANT TO SUPPORT ME .I WAS VERY LUCKY THAT MICK WHITTLEY DID FOR 4/5 MONTHS IN 2016.

UNFORTUNATELY WE ARE SHORT OF NEW VOLUNTEERS WHICH ADDS TO THE PRESSURE ON OUR MUCH APPRECIATED CURRENT ONES. FROM THE MARCH MAGAZINE YOU WILL NO DOUBT NOTICE THAT WE HAVE SEVERAL EVENING EVENTS IN ADDITION TO THE NORMAL THURSDAY/SUNDAY SESSIONS SO PLEASE HELP !!!

ON A PERSONAL LEVEL I WOULD LIKE TO SAY A VERY BIG THANK-YOU TO SUE AND ROB POTTER FOR ALL THEIR HELP DURING JACKIE'S MEDICAL CONDITION. IT MEANT A LOT TO BOTH OF US.

A McIntyre

## **CATERING MANAGER'S REPORT – 2017**

**Good morning everybody this is the bit I hate, I don't mind cooking for 100 people but standing up in front of you all is not my scene.**

**I would like to thank all the cooks who have produced food either as a weekly meal or a candlelit supper, giving up their valuable time to produce some really good meals for us.**

**I have been blessed this year with three new volunteers which has made life much easier for the rest of the chefs, but I am still looking for anybody else who is willing to do either a special dinner or a home made lunch - just see me at any time.**

**As you are aware from the accounts produced by Ted the Club Treasurer, you can see the catering team has made a reasonable profit therefore I have recommended to the Committee that there should not be an increase in the price of the Thursday lunch in the foreseeable future. All other meals are carefully costed before tickets are sold.**

**In conclusion I would like to thank Audrey and Maureen for selling the tickets each week and all the loyal people who support the kitchen staff by buying tickets for lunches and special events - without your support we would not survive.**

**Brenda Taylor**

**Catering Manager**

## Maintenance Manager's Report for the AGM to be held Thursday 2nd March 2017

Unlike 2015 which was a quiet year for maintenance and club improvements 2016 has been quite a traumatic year with the installation of the lift My thanks go to all the people who volunteered to come and sit in the Club while the lift was being fitted. Special thanks to Terry Smith for all his help as without his knowledge and expertise I'm sure it would have taken a lot longer if that's possible. Hope you agree how good the lift areas look up and down now that it's all complete.

At the beginning of the year we had the new front door fitted replacing the sliding door which was becoming too heavy and stiff to open. A vast improvement I think.

The new shelving has been fitted in the office with the help of Mac, thank you.

The bifold doors downstairs have been repaired so that they open and close easier, This will be an ongoing expense I'm afraid because of the constant use.

We bought new microphones last year.

I was hoping to trunk the unsightly electric cables by the television but the lift has taken too much of my time up. With the help of Doug we have cleared all the old equipment and sorted what cables go where so after my grandparent duties I will be able to trunk the cables.

This year we have made the space behind the lift into a new cloakroom, a new door has been fitted, walls plastered and painted and had a light fitted. I am going to make a lightweight frame to cover the lift machinery. This improvement has made the area under the stairs not quite so unsightly.

I will be looking into the cost of new lighting over the library and linking the light switches in the DVD area to new switches by the front door. This will save people fumbling about in the dark to exit the Club.

The air conditioning units will be serviced and repaired if required.

If you see anything that needs repairing please let me know, the phone downstairs behind the bar can be used to contact me. I might not be able to come straight away but I may be able to advise you how to correct the situation.

Thank you

Rob Potter

Maintenance Manager I.C.E (Siberme)

## HOUSE MANAGER'S REPORT 2nd March 2017

Good morning everyone

Can I just start by thanking everyone who helped and shopped for supplies for the Housekeeping needs in my long absence, I really appreciate it.

I will be putting the curtain back up now as the lift is up and running and I hope that people who need to have made use of this asset to our club.

If anybody can think of any way I can improve things with regard to Housekeeping please let me know.

Thank You

Diane Hackett

House Manager