



AGENDA OF ANNUAL GENERAL MEETING (“AGM”)

To be held at Devizes Sports Club

at 7:30 p.m. (for 8.00 start) on Friday, 31st May, 2024

IN ORDER TO:

1. Approval of minutes 2022-23
2. Receive from the Board and sections a report of the activities of the Club since the previous AGM
3. Receive from the Board the Rugby Club’s draft accounts and report for 2023-24
 - a. Devizes RFC Ltd
 - b. Devizes RFC Facility Ltd
4. Appoint the Club’s Accountant(s) for 2023-24
5. Announce the election of: -
 - c. Directors of Devizes RFC Ltd: the President, Chairman, Secretary, Treasurer and Immediate Past President
 - d. Directors of Devizes RFC Facility Ltd appointed by the Directors of Devizes RFC Ltd
 - e. Others: Chairs of Senior Men’s, of Ladies’ and of Junior Rugby Sections
 - f. Disciplinary Secretary; International Tickets Secretary; Marketing and Sponsorship Manager; Rugby Facilities Manager Team Managers, Senior Rugby Manager, Membership Secretary, Fixtures Secretary and Safeguarding
6. Consider and if thought fit sanction any duly proposed and seconded alteration to the Rules provided it has been submitted in writing to the Club for the time being at least 10 days before the AGM
7. Transact such other business as may be brought before it (subject to prior notice to the Club for the time-being).

Mark Hill, Club President (rugby@devizesrfc.org.uk)

Att –

Nominations for Election

Explanation of submission of accounts





NOMINATIONS FOR ELECTION AT ANNUAL GENERAL MEETING 2023

| Role | Nominee | Notes |
|-----------------------------------|---------------------------------|--------------------------|
| President | Mark Hill | |
| Immediate Past President | Chris Jones | |
| Chair | Mark Sheppard | |
| Secretary | Keith Butler | |
| Treasurer | | |
| Chair of Ladies Rugby | Eleanor Harvey | |
| Chair of Juniors | Chris Long | |
| Discipline Secretary | Chris Jones | |
| Marketing and Sponsorship Manager | James Rapson | |
| International Tickets | Chris Jones | |
| Membership Secretary | Stevie Sheppard | |
| Fixtures Secretary | Ryan Wallbridge | |
| Rugby Facilities Manager | | |
| Safeguarding Manager | Steve Morgan | |
| Senior Rugby Manager | Paul Dyton | |
| 1XV Captain | Keiron Hiscock | Appointed by the Players |
| 1XV Manager | Seb Hutchins | Appointed by the Players |
| 2XV Captain | Leigh Mallinson | Appointed by the Players |
| 2XV Manager | Angus Campbell | Appointed by the Players |
| Ladies XV Captain | Chloe Hounslow | Appointed by the Players |
| Ladies XV Manager | Georgia Walker and Amy Williams | Appointed by the Players |



Submission of Accounts for a Limited Company

Historically the AGM has been held shortly after the end of the season in order primarily to elect team captains, managers and others, so as to allow them to plan for training through the summer and prepare in good time for the next season.

However, this has led to an increasing pressure on the Treasurer and the Clubs Accountant to produce Accounts within a matter of only a few weeks.

Now that we are incorporated as a company limited by guarantee, the Club has to meet ever more stringent accounting and reporting standards, it therefore, may no longer be possible for the Treasurer and the Accountant to produce accounts to the required standard in such a short time-frame as before. This is particularly important as Devizes RFC Ltd now has a subsidiary company Devizes RFC Facility Ltd.

As agreed at the 2019 AGM that the production and publication of the Club's accounts (now both Devizes RFC Ltd and Devizes RFC Facility Ltd) will be dealt with as follows: -

1. The Club's draft accounts will be (1) submitted to the Devizes RFC Ltd Management Board for approval prior to the AGM and then [2] published to members prior to the AGM.
2. Draft accounts will be presented to the membership at the AGM, who (in addition to raising questions at the AGM) will be welcome to contact the Treasurer in writing afterwards with any questions about those accounts;
3. The Directors of the club approve the final accounts which will be filed (due each January) at Companies House, should there be any changes to the draft version provided at the AGM, the revised accounts will be sent back to its members for information. Members would retain the right to call for a Special General Meeting to be convened for the purpose of challenging and/or voting should there be any major differences from the draft version provided for the AGM;