

Warrington Gymnastics Club

Extraordinary General Meeting Minutes

Date:	Thursday 26 March 2026
Time:	7:45– 8:00 PM
Venue:	Warrington Gymnastics Club
Chair:	Mandi Mellor
Treasurer:	Jess Riley
Minute-taker:	Jess Riley

1. Attendance

The Chair confirmed the meeting included members attending in person and remotely, and that attendees could hear the speakers.

Present: Amanda Mellor (Chair) and Jessica Riley (Treasurer).

Members present: 10 (Including online attendees)

2. Quorum and opening

The Chair opened the meeting and confirmed it had been called as an Extraordinary General Meeting to consider changes to the club's legal structure. The Chair confirmed quorum was met in line with the club's rules.

3. Purpose of the meeting

The Chair explained that the purpose of the meeting was to put a better structure in place for the club moving forward, strengthen governance, and ensure that volunteers who run the club (separately from any paid roles) have appropriate protections.

The Chair noted that the club has grown significantly and that the current unincorporated structure creates issues for signing contracts and creates personal exposure, as existing contracts are currently guaranteed personally by the Chair.

4. Proposal: incorporation as a Company Limited by Guarantee (CLG)

The Chair and Treasurer presented the proposal for Warrington Gymnastics Club to incorporate as a Company Limited by Guarantee (CLG) so the club would exist as a legal entity in its own name and be able to sign contracts directly as well as improving the sustainability of the club.

It was explained that this structure is considered the correct and most suitable structure for running a sports club, and that it will provide better protection for those involved in governance and volunteering.

Not-for-profit position retained: It was clearly stated that the club will remain not-for-profit after incorporation. Members were advised that the Articles of Association preserve the club's charitable aims and objectives and that the club's day-to-day operation is not intended to change, but the governance structure will become more robust.

5. Treasurer role and accounts responsibility

The Chair introduced Jessica Riley and explained that Jess is leaving coaching to become a chartered accountant. It was stated that this is why it made sense for Jessica to take the Treasurer position, as she has completed the preparatory work on the Articles and will remain responsible for overseeing the accounts and financial administration for the club going forward.

6. Future governance and volunteer involvement

The Chair explained that, alongside the incorporation, the club intends to establish a volunteer committee to help organise event helpers and develop fundraising initiatives, so that fundraising and event support are driven by parents and volunteers rather than relying on the core club committee as the sole driving force.

It was also noted that, longer-term, the club would like to create a pathway where parent volunteers can move into committee roles as people step down over time.

The Chair also mentioned a longer-term plan to explore becoming a registered charity around "this time next year", acknowledging that this would involve additional requirements and considerations.

7. Questions from members

Members were invited to ask questions. No questions were raised at the meeting.

8. Resolutions and voting

Resolution 1: Incorporation as a Company Limited by Guarantee. Members were asked to vote "yay" or "nay" on the club becoming a limited company (Company Limited by Guarantee). A show of hands was taken during the meeting, and it was also noted that some members had voted online.

Result: Approved (show of hands; no objections raised).

Resolution 2: No objections to the proposed members put forward. Members were asked whether there were any objections to the members who had been put forward in connection with the new structure. No objections were raised.

Result: Approved (no objections).

9. Fundraising discussion

The meeting discussed examples of fundraising initiatives other clubs run and areas where Warrington Gymnastics Club could strengthen fundraising activities through a volunteer-led approach.

- Scratch card style fundraising and “football card” style fundraisers (guess the names).
- Exploring the possibility of running a club lottery, with a note that local council registration may be required.

It was acknowledged that there are many potential ideas, but that volunteer capacity and prioritisation will be important.

10. Operational update: new club software platform

The Chair shared an update that the club is having a new software solution designed for the whole operation, including injury tracking and absence tracking. It was stated that the software is being developed by Dot Squares and is based on a Zoho platform, and that the intention is for accounts and payroll to be handled within a single integrated system.

11. Actions and next steps

- The Chair and Treasurer will proceed with the Companies House incorporation process following the approved vote.
- The minutes of the meeting will be issued to members and parents within the next few days.
- The club will begin work to ‘hit the ground running’ toward the end of the financial year, including planning the transition steps required for the new structure.
- The club will continue planning the volunteer committee and fundraising approach discussed.
- The club will continue development and implementation planning for the new Zoho-based system.

12. Close of meeting

The Chair thanked attendees for attending and closed the meeting.

Meeting closed: 8:00pm

Signed (Chair): Amanda Mellor	Date: 26/03/2026
Signed (Minute-taker): Jessica Riley	Date: 26/03/2026