**APPENDIX A**

**SUNBURY PROBUS CLUB: RANK IN THE NATIONAL LEAGUE TABLE OF FOUNDATION DATES**

In the *Probus Magazine 2002* (Winter Edition) Mr B G Hoy of Herne Bay Probus Club published a list of the 52 Probus Clubs founded in the first ten years of the movement’s existence. Sunbury Probus Club was omitted from the list which indicated that only 3 clubs had been formed prior to our Charter Meeting on 28th January, 1969.

We contacted Mr Hoy requesting that Sunbury Probus Club be entered on his list. In due course, a revised listing confirmed the status of Sunbury Probus Club as the 4th club in the UK league table. On reflection, we wondered if our legitimate position was 5th given Doug Rimmer’s report in *A History of Sunbury Probus Club History 1969-2001* that Coulsdon Probus Club had given advice to our foundation members!

This omission was rectified. In February 2005 Mr Hoy sent us a revised listing that shows Sunbury Probus Club as 7th in the league table.

The mystery deepens. The *Probus Magazine* 2017 (Winter Edition) published an updated set of dates for club formation based, it is claimed, on further archival research. Here, Sunbury Probus Club is listed as 13th in the UK rank order of club foundation. Significantly, the list of clubs had grown. It now includes Thirsk Ladies, the first ladies Probus Club, but excludes Windsor who were ranked 6th on the previous list!!

Probus clubs now operate in 23 countries across the world, with concentrations in Australia and Canada, several mainland European states, and a growing presence in sub-Saharan Africa and South Asia.

Whatever is our real position, we can justifiably be proud that in April 2018 our Probus Club was included amongst the very first of an estimated 1700 clubs in the UK ([www.probusonline.org](http://www.probusonline.org)).

**APPENDIX B**

**MINUTES OF THE LUNCHEON MEETING, 11th May, 2015**

### Sunbury-on-Thames PROBUS Club

### Luncheon Meeting at Sunbury Sports Association (SSA) at 1300 hours on Monday, 11 May, 2015

### MINUTES

**1) Chairman (Les Messum):**

* The Chairman welcomed members, and the Rev Nicholson offered grace. Welcomed also were guests, Richard Greaves and Alan Worrell (both introduced by Denis Scott), Michael Wakefield (introduced by Mike Hesford) and speaker, Monica Chard. Members’ best wishes were extended to those absent because of sickness, including John Cavalla (home now from hospital). John Cairns was welcomed back from sick absence.
* Brian Barlow paid tribute to the late Ralph Brown. Brian and Ralph had started school together in 1944 and had been friends from that moment on.
* The minutes of the last meeting (13 April) were approved by members and signed by the Chairman.

**2) Secretary’s report (Terry Duffy):**

* 10 members were celebrating birthdays in May, most notably Ray Gaunt (101), Andre D’arbre (94) and John Cavalla (90). Members congratulated them all and, with them, Frank Barnes, whose 90th birthday had been celebrated during the recent Devon holiday.
* The Events programme had been updated and circulated to all members. The 2015/16 Members’ List was posted on the notice board. Two entries had been withdrawn from the previous list, that of the late Ralph Brown, and that of John Church, moved by his family to a Suffolk nursing home. *(Secretary’s note: We were to learn later that John had died there on 10 May.)*

**3) Treasurer’s report (Gavin Stanley):**

* The club’s present financial situation: the current account at 30 April held £4,539.30; the deposit account continued to hold around £922 and was awaiting closure. Lunch today was attended by 49 members/guests, compared with 42 in April.

**4) Pub lunches (John Atkinson):**

* Members were invited to register their interest in the next two lunches, for which arrangements were already in hand: at “The White Horse”, Sunbury, on 28 May; and a buffet lunch at SSA on 25 June, the Probus Ladies’ summer lunch. An abridged menu was circulated for the pub lunch and members were asked to show their preferences. The buffet lunch was expected to cost around £20 per head.

**5) Theatre outings (David Leitch/Denis Scott):**

* Theatre visit to Windsor on Thursday, 10 September: support was canvassed for attendance at a matinee performance of “Before the Party” starring Tom Conti. The coach would leave in time to allow those attending to take lunch, as they saw fit, in Windsor before the performance. The overall cost was estimated at £35 per head.
* Christmas Celebration concert at the Royal Albert Hall on 7 December: 57 seats in the Arena section have been booked. Members would be invited to register interest in June or July.

**6) Ladies’ Night/Five-day Holiday:**

* Ladies’ Night 2016 will be on Friday, 15 January, 2016.
* Holiday in South Devon in April: overall, the holiday had been a great success and enjoyed by all, with praise for the meals, the service, the coach driver and the locations visited. Norman Dixon was thanked for assisting Don so ably. Photographs he had taken during the break were on display. The possibility of a late summer/autumn holiday break was being discussed with Omega Travel.

**7) Speakers (Robert Gant):**

* Robert introduced this month’s speaker, Monica Chard, whose presentation on “Publishing in the Community” was to follow the meeting. The schedule of speakers for the following months was then outlined (see the Events programme).

**8) Day-trips: (Brian Barlow):**

* The visit to Waddesdon Manor on 3 June: 51 people were signed up for the excursion. Warning was given that there were lots of stairs to negotiate on the visit. The coach would leave SSA at 9:30 am.

**9) Other Business:**

* Lady membership **(The Chairman)**: The committee were moving towards calling a Special General Meeting in July to decide on the issue of possible lady membership. Details would follow in June.
* Vote of thanks **(Stan Ingall):** A vote of thanks to Derek Smith was proposed for his long service as club photographer. This was enthusiastically endorsed with a round of applause from the members.
* Members’ photographs **(Gordon Hopkins):** Copies of the photographs taken recently for the new photo-ID gallery were to be made available to members at £3 a print, of which the profit of about £1.30 each would be donated to the chairman’s charities.

**10) Toasts and meeting closure (The Chairman):**

* After toasts to the Queen and to Probus, the meeting closed at 2:07 pm, and was followed, after a short interval, by Monica Chard’s presentation (see annexed report).

**APPENDIX C**

**SAMPLE DOCUMENTATION FROM THE ANNUAL GENERAL MEETINGS 2002, 2010 and 2017**

1. ***Introduction: The Spirit and Purpose of Sunbury Probus Club***

The vitality of the Club and features in its organisation can be gleaned from the papers and reports produced for the AGM. To help us understand the issues addressed by committees and membership, the approved Minutes of the March AGMs in 2002, 2010 and 2017 are reproduced for illustration and without editorial comment. Naturally, these Minutes vary in length, but the format is broadly consistent. In 2010 and 2017 the Chairman’s Report was produced separately from the Minutes; whilst for administrative reasons in 2010 the Chairman’s Review embraced the content of the Secretary’s report.

These three snapshots of Club activity, sampled at different points in the review period, highlight formal proceedings connected with the delivery of a quality experience to membership.

[**Note: These reports are re-produced as originally presented and retained in the Club archives and without editing or changes in format]**

1. ***Annual General Meeting, 11th March 2002***

**AGM: 11TH MARCH 2002**

**THE PROBUS CLUB OF SUNBURY ON THAMES**

**Minutes of the AGM held on 11th March 2002**

Present: Norman Dixon in the chair with 59 other members as in the appended list.

Apologies: Charles Adams, Fred Clark, Ray Powell, Tom Fairclough, Anthony Stockbridge, John Mold, Leo Pemberton, Eric Pimm, Stanley Wyles and Norman Underwood.

1. The minutes of the AGM held on 12th March, 2001, having been circulated, were taken as read. John Hawkins proposed and Peter Graham seconded that the Minutes be adopted. Carried. The Chairman signed as a true record of the proceedings.
2. Matters Arising: These were no matters arising from the Minutes.
3. The Report of the Honorary Secretary having been distributed to members was taken as read. Arnold Bradshaw proposed and Eifion Thomas seconded that the Report be adopted. Carried.
4. There were no matters arising from the Hon. Secretary’s Report.
5. The Report of the Hon. Treasurer. The Income and Expenditure Account detailing the precise movement of monies to the year ending 31st January 2002 had been distributed to members and the Hon. Treasurer drew attention to salient points. He apologised that the Balance Sheet had not been available to copy for distribution to members in time for the meeting. However, an audited and signed Balance Sheet was available for inspection. Roy Brampton, Hon Auditor confirmed the accounts to be in perfect order. Some members suggested that they would find it difficult to vote for an unseen document. The Chairman said he had a copy which he would read out for members’ information. Frank Barnes queried the necessity for keeping a large balance. The Chairman replied that in the past such monies had gone to grants, and in the present instance it had been proposed to offer the SSA funds for the curtains to be lined which would be beneficial for lecturers and film shows. Slim Wilkinson spoke of the benefits in maintaining adequate reserves. John Hawkins enquired if members who did not give statutory notification of non-attendance were required to pay for lunches. The Chairman said he always wrote to non-attendees and except in extenuating circumstances payment was requested. Richard Worthington proposed and John Hawkins seconded that the Balance Sheet and Accounts be adopted. Carried.
6. Matters arising from the Hon Treasurer’s Report.
7. The Treasurer recommended that the annual subscription be maintained at £8, comprising £7 for membership of Probus plus £1 for Sunbury Sports Association. John Cairns proposed and Ron Forrester seconded this recommendation. Carried.
8. The Chairman sought members’approval for £280.65 to be transferred from the club’s accumulated fund to make up the total available for his charities to £1300 to be divided as Follows:
* £225 to Homestart
* £425 to Princess Alice Hospice
* £650 to the Shooting Star Trust

Arthur Tyers proposed and David Tuohey seconded this transfer. Carried.

Lunch Charges. The Chairman and Treasurer met with the caterers to discuss their recent submission of increased charges amounting to £2.50 per head. After skilful negotiations a compromise was reached whereby Louise agreed to an increase of £1.35. This being effective from April 2002, when the charge to members will increase to £11. This agreement was secured for one year. John Church asked if members felt it was necessary to have cheese and biscuits with the meal and how much would be saved if this was deleted. The Chairman requested a show of hands for this suggestion with marginally more voting for the *status quo*.

Graham Jenkins proposed and John Hawkins seconded the increase. Carried.

1. Chairman’s Review.

The Chairman said that he had enjoyed his year but had been saddened by the death of three members. Also three members had resigned for various reasons. He was happy to enrol six new members during the year. He expressed his thanks to the committee for their hard work and support.

Apart from the Ladies’ Night 10 events were organised (equalling last year), three five-day holidays, four theatre visits, three day outings (including Wintershall) plus a film show co-presented with Alan Barnes, which gave a happy ending to my year. Thanks again to the hardworking committee for their organising talents.

Ray Knott arranged holidays to Bowness and the Loire Valley that were very much enjoyed by all. Ray managed to overcome several hiccups (Foot and Mouth to mention one) and the driver who was on the wrong motorway. He also provided help to members seeking insurance refunds.

Don Shimmield arranged splendid outings to Sandhurst and Cambridge that were hugely enjoyed.

Stanley Wiles was congratulated for arranging three theatre trips, that involved a great deal of planning and meticulous attention to timetables. Already Stan has future shows in the pipeline.

Arthur Cryer is well ahead with five day holidays for this year- Norwich in April and Cork in September. His organising skills have been very encouraging.

Ron Forrester secured an excellent variety of speakers which included three of our own members and has a record 100% committee attendance. Grateful thanks to Doug Rimmer, John Hawkins and Jeff Jeffries for their splendid talks.

Frank Brown introduced computerised minutes for members including the committee. This has cut down on speaking time at meetings and has proved very popular. He also produces new members’ lists and the programme calendar as well as club correspondence.

Tony Stride has likewise produced monthly statements of cash position, apology and guest lists as well as keeping impeccable records. Not to forget a lovely smile of greeting when holding out his hand for your money.

Derek Smith has made an excellent contribution as Vice-Chairman and we are indebted to him for helping make the Ladies’ Night such a success.

1. Honorary Life Membership.

The Chairman and an *ad hoc* committee had convened to consider a nomination to award an HLM to a deserving member. Their findings were given to the general committee who had no hesitation to endorse the recommendation. The Chairman then read a glowing synopsis of the considerable contribution Doug Rimmer had made to Sunbury Probus Club spanning over thirty years and presented him with the badge of an Honorary Life Member. Doug was very moved at receiving the honour and replied saying that Probus was the first among the very many associations to which he belonged for friendship, fellowship and enjoyment. He said that he had so many memories of club activities and wished everyone the same happy membership he had been privileged to enjoy.

Note:

Richard Worthington has ended seven years as a dedicated Committee Member and departs with the publication of Sunbury Probus History as his greatest achievement. In this he was assisted by John Cairns, Frank Barnes and Doug Rimmer; valuable early records were also contributed by Ted Edwards. The Chairman asked members to show their appreciation to the committee.

Finally the Chairman acknowledged the work done by others during the year and gave particular thanks to James Johnson (assisted by Juliet) for organising such popular pub lunches, reminding members of the travelling and research needed to compile the venues. To Arnold Bradshaw, for representing Probus on the SSA committee. Fred Clark for so ably assembling and dismantling the sound system at every meeting. Roy Brampton for not only expertly auditing the records but for successfully arranging the various golf meetings. Slim Wilkinson for handing out the name cards. To Eddy Lea for his expertise in organising the Ladies’ Night together with John Church and John Smith. To all those who gave their time to assist and visit incapacitated members.

In conclusion he thanks everyone for their support during his year in office. He said he had been proud to represent Probus particularly at the visit of HM The Queen, the laying of the wreath at the memorial and service of dedication (to Ossie Crouch) at St Mary’s Church. Thank you all for the great honour.

1. Nomination for new Chairman

Derek Smith the current Vice-Chairman was proposed by Norman Dixon and seconded by Richard Worthington. His election was approved unanimously.

1. Induction of New Chairman

Norman Dixon stood down and Derek Smith assumed the chain of office. The new Chairman presented Norman Dixon with his past Chairman’s badge and tie.

1. Nominations for Officers and New Committee

George Powell was proposed as Vice-Chairman by Derek Smith and seconded by Norman Dixon. Derek reminded members that George had served previously on the committee and had organised successful five day holidays. His election was agreed unanimously.

The list of nominations for the Committee was read by the Secretary who drew attention to the proposers and seconders being also listed in the papers distributed to the members. A copy of this list had been appended to the Minutes. The members, *en bloc*, agreed to their election.

1. Appointment of Hon Auditor

Roy Brampton was proposed by Arthur Cryer and seconded by Norman Dixon, and appointed unanimously. Derek thanked Roy for his valuable services to the club.

1. Any Other Business
2. Richard Worthington said Eric Pimm continues to finance the upgrading of the Chairman’s Board
3. The Chairman named his principal charities as the Princess Alice Hospice and The Parkinson’s Disease Society
4. John Church, on behalf of the members, thanked Norman for the very efficient manner he had conducted his Chairmanship (resounding applause).

The meeting closed at 4.05p.m.

***Signed: (Derek Smith) Chairman 10th March 2003***

***Secretary’s Report for the year 2001-2002***

The main activity of the club continued to be the monthly lunch at which the average attendance was 64 to a maximum of 71. Corresponding figures last year were 63 and 70 respectively.

The membership remains at 70, plus 4 Life Members.

In the course of the year we sadly lost some familiar faces. Three members died – George Tippett (July), Charles Slingsby (Sept) and George Sims (Nov). Three members resigned – Ivor Pattinson, Don Andersdon and Garth Patterson-Borland.

Six new members were inducted during the year, enabling a corresponding number to join the waiting list. These applicants have attended lunches as guests of their sponsors.

James Johnson again provided us with a varied programme of Pub Lunches that proved very popular and successful.

Speakers throughout the year included Pauline Tregidgo (Millennium Embroidery), Peter Richards (flight safety), Jeff Jeffreys (Time in relation to navigation), Brian Thorne (Aerial views of Surrey and coastal resorts) and Doug Rimmer (The colonisation of Australia). The programme was ably arranged by Ron Forrester.

The golf and bowls fixtures were arranged by Roy Brampton and George Sims, respectively.

The Chairman organised a hugely successful visit to Wintershall in June also an interesting film show at the SSA in February.

Ray Knott arranged two successful 5-day holidays the first to Bowness and then the Loire Valley. Holidays for the 2002 season are in the hands of Arthur Cryer.

Don Shimmield two splendid day outings, Sandhurst in August and to Cambridge in November.

Stanley Wyles in his first year arranged visits to three shows Phantom of the Opera, and also Aladdin at Woking Theatre. Followed by My Fair Lady at Drury Lane Theatre.

Proving that you cannot beat a proven formula, for the third time the Ladies’ Night was held at the Ashford Manor Golf Club (through the good offices of John Church). As usual, Eddy Lea organised almost everything including the raffle, ensuring that 103 guests had a most enjoyable evening. The raffle raised the magnificent sum of £500 for the Chairman’s charities.

Members rallied again throughout the year and provided transport or visited those who had to attend hospital or remain in hospital.

The affairs of the club were managed by the Committee who met monthly throughout the year to arrange a varied programme of events to promote the objects of the club – ‘Good Fellowship’.

Continued thanks are expressed to Roy Brampton in his capacity as of Honorary Auditor.

***F.A. Brown, Hon. Secretary, March 2002***

1. ***Annual General Meeting, 8th March 2010***

**SUNBURY PROBUS CLUB**

**Minutes of the 41st ANNUAL GENERAL MEETING**

**Sunbury Sports Association - Monday 8th March 2010**

1. Attendance

49 members as listed with Mike Hesford in the chair.

1. Minutes

Of the 2009 AGM were read and approved

1. Treasurer’s Report

Gavin Stanley reviewed the accounts, in particular the proposed increase in the monthly lunch charge to £15 i.e. £12.50 remains unchanged to the caterer, £1.50 to Probus and £1.00 to the SSA. This was agreed. The annual subscription was to remain at £15.00. There was a lower loss on Ladies’ Night which was covered by receipts from the raffle. There followed considerable debate on the Chairman’s Charity and it was agreed that £887 should go to this. The Accounts were accepted.

1. The Chairman reviewed his year (see attached).
2. Arnold Bradshaw thanked the committee for their work.
3. Gavin Stanley was elected Chairman, George March, vice Chairman and all other committee posts were agreed.
4. Richard Gould proposed a vote of thanks to Ken Pockett for his four years as Secretary.

The meeting closed at 15.36

**Signed: (**Gavin Stanley) Chairman: 13/3/2011

**CHAIRMAN’S REVIEW 2009-2010**

Mike Hesford reported on a year commencing with the unfortunate illness of the elected Chairman, Dick Nimmo, culminating with his death in June. The committee re-formed and proceeded with the programme as well as possible.

The financial year was amended to end at the end of the calendar year, not at the AGM as before. This allowed the Treasurer to prepare the Accounts.

Richard Worthington was installed as an honorary life Member for his services to the club. Arthur Cryer distributed his Chairman’s Charity to St Mary’s Church, The Shooting Star and The Millennium Embroidery.

A successful Ladies’ Night was organised by Don Shimmield raising a splendid sum of £325 for the Chairman’s charity. The Probus Magazine printed an article about our 40th Anniversary last year.

All the sections ran with varying success. Theatre visits with Brian Barlow ran four excursions with an average of 52 members and friends attending. Andre D’Arbre’s pub lunches started slowly but finished with a monster Christmas Lunch 85 participating. Rob Gant’s speakers enjoyed a full and interesting programme. On the five-day holiday to Bristol Charles Watkins was affected by a bout of acute laryngitis, but he did not allow it to affect his leadership. Mark Wilson struggled to get his one day trips going, eventually organising an enjoyable trip to Chatham.

Numbers have not changed much this year with three deaths, two resignations and two moving from the area. On the other side, five new members joined during the year, with a concerted effort to increase membership next year.

With my thanks to the ‘widows’ who joined in with our visits, to all those members who took on the 1001 jobs that need to be done, to Frank Barnes and Derek Smith for the photography, to Mark Wilson for the audio system and to George March for badges. To Sarah and Jack Phillips for the excellent lunches. To Arnold Bradshaw for representing the Club at SSA meetings, and to John Britton for minutes of the meetings. Finally, to the Committee members , Brian Barlow, Arthur Cryer, Andre D’Arbre, Robert Gant, Charles Watkins, Mark Wilson plus assistants Stan Ingall, Des Duffy and Les Messum. Lastly, to the two stalwarts who have supported me during the year, to Gavin Stanley, Treasurer, who is taking over the Chair next year, and Ken Pockett, Secretary, who is retiring this year after four years in office. And to you, members, who treated me gently for which many thanks. I have enjoyed it greatly.

***Mike Hesford, Chairman, March 2010***

1. ***Annual General Meeting, 13th March 2017***

# Sunbury-on-Thames Probus Club

Minutes of 48th Annual General Meeting

Held at Sunbury Sports Association on Monday, 13th March, 2017

**1) The Chairman (Robert Gant):**

* The Chairman opened the meeting at 2:50 pm and welcomed the 41 members present. 16 apologies were received and one member was absent due to sickness.
* The minutes of the 2016 AGM were approved unanimously and signed by the Chairman. There were no matters arising and no resolutions for the meeting to consider.
* The Chairman reported that the Committee had authorised development of a club website. Throughout the year regular reports on work achieved had been made at Lunch Meetings. The committee now brought forward for ratification the establishment of an office of Webmaster. Richard Greaves had volunteered to occupy that role. This recommendation was agreed unanimously.

**2) The Secretary (Martin Moore is on holiday, Mike Hesford is deputising)**

The Acting Secretary congratulated the Club and its officers in positioning the Club in a far stronger situation than it was in when he joined in 2006. The membership is now rising slowly, Committee meetings are well attended and the programme of activities is improving annually. Speaking from the floor, he noted with great satisfaction the level of support given by a large number of rank and file members in support of club activities and associated administration.

The Secretary’s Annual Report 2016/17 (separate document) had been circulated before the AGM. The Acting Secretary summarised key features from this report and it was unanimously accepted.

**3) The Treasurer (Gavin Stanley)**

* The Income and Expenditure Account and the Balance Sheet for the year ending 31st December 2016 were circulated before the meeting (annexed herewith). The Treasurer provided commentary on the detail contained in his report.
* Given the surplus for the year in the accounts, it was proposed that both the monthly meal charge (£19) and annual subscription (£20) should remain at their present levels; it was recommended that, in order to maintain the existing meal charge, the Cheese Course should be omitted.
* Donations to the Chairman’s Charity for 2016/7. The sum of £782 had been raised; a small Club subsidy was added to bring the final total to £800. The Charities nominated are The Shooting Star Chase and Macmillan Cancer Care. In each case, in agreement with these charities, donations were ‘tagged’ in support of home-based services.
* It was reported that SA clubhouse charges remained as last year; however, some changes are anticipated in the future.
* Les Messum (seconded by John Lodge) proposed acceptance of the 2016 accounts and

Treasurer’s recommendations with regard to the meal charge and annual subscription. This was carried unanimously.

* Leo Pemberton thanked the Treasurer for his well-presented annual accounts and asked for a show of appreciation from the floor.

**4 The Chairman’s Annual Review (Robert Gant)**

* The Chairman’s report 2016-2017 has been circulated prior to the AGM. A copy is attached.
* Donations to the Chairman’s charities for 2016 are recorded above.

**5 Election of office holders for 2017/18 (Robert Gant/Michael Attias Chairman-elect)**

* New Chairman: Michael Attias (proposed by Robert Gant; seconded by John Cavalla) Proposal carried unanimously, whereupon the chain of office was passed to Michael who in turn presented Robert with his past chairman’s badge and club tie.
* Vice-chairman: David Leitch (proposed by Les Messum; seconded by Denis Scott). Proposal carried unanimously.
* The Chairman-elect drew attention to the document listing membership of the new Club Committee 2017/2018. This included several members who would extend their terms in office. In addition to the Chairman and Vice-Chairman, the new Committee comprised: The Secretary - Martin Moore; Treasurer - Gavin Stanley; Theatres 1 -Denis Scott; Theatres 2- Alan Worrell; Day Trips-Terry Lawrence; Pub Lunches -Tony L’Angellier; Five-day Holidays and Ladies’ Night - Don Shimmield; Speakers - John Lodge; Almoner/Past Chairman - Robert Gant.
* Other Office Holders and Assistants listed on the document were voted into office *en bloc* and unopposed.

**6 Appointment of accounts examiner for 2017 (The Treasurer)**

* Accounts Examiner: John Dowell (proposed by Gavin Stanley, seconded by Robert Gant). The proposal was carried unanimously.

**7 Any Other Business (The Chairman)**

* The New Chairman nominated the following charities for his year in office 2017/2018: Diabetes UK and Cancer Research.
* Leo Pemberton congratulated the new Chairman, praised the work of the outgoing Chairman and Committee and proposed a vote of thanks which members endorsed.

**8 Meeting closure (The Chairman)**

* There being no further business, the meeting was closed at 3:30 pm.

**CHAIRMAN’S REPORT 2016-2017**

**Context**

Gentlemen, in my view we remain a successful and active Probus Club. Following the constitutional review that occupied our thinking last year, we have strengthened our foundations and continued to provide our membership with a variety of social activities on a regular basis. This would not have happened without the commitment and dedication of the Committee and the engagement of so many colleagues who have taken responsibility for the range of supporting roles. As Chairman, I offer my sincere thanks to all who ‘have made things happen’.

**Review of events**

Let me briefly review the pattern of events and pay tribute to the efforts of local organisers and principals. John Cavalla, our Vice-Chairman, has supported me fully during the past year and offered perceptive solutions to many issues facing our Club. I put on record my thanks to John, a senior colleague, for his significant contribution to the life of our Club. Throughout the year Martin Moore, our Secretary, has beavered away producing informative and accurate committee and club minutes, delivering papers to colleagues without email and, on our behalf, performed an important role liaising with external agencies and providing structure for our regular meetings. Meanwhile, Les Messum has acted diligently as Club Almoner. Our Treasurer, Gavin Stanley, has once again controlled our financial affairs. We are indebted to Gavin for his ‘behind the scenes’ tutoring of the former luncheon caterers and, at exceptionally short notice over the Christmas period, for managing the transition to our new catering arrangements.

In addition, the work of so many unsung heroes must be recognised, those members who act as ‘post-holders assistants’ or take personal responsibility for other functions: without their commitment the wheels of Sunbury Probus Club would grind to a halt! From this supporting cast we thank, in particular: George March for updating membership badges and distributing club ties, lapel pins and other regalia: Gordon Hopkins for his excellent photography; Mark Wilson for working with the PA system; and Stan Ingall for managing the members’ photographic gallery. I also record my appreciation to our three HLMs, Norman Dixon, Mike Hesford (our SSA representative) and Don Shimmield for advice on club processes and procedures.

Turning, now, to the social dimension of our activities, I wish to acknowledge the contributions of: Denis Scott and Alan Worrell in organising two well-received theatre visits (with dinner) to Windsor and Sonning; Don Shimmield for planning and delivering two excellent and much-appreciated 5-day holidays to Portugal in May and Liverpool/Manchester (supported by John Mold) in October; Brian Barlow and Terry Lawrence for designing and leading impressive visits to Beaulieu (March) and Stratford-upon-Avon (September); John Lodge who provided (with some late substitutions) a set of stimulating post-lunch speakers; and the late John Atkinson (ably supported throughout the year by Les Messum) for a series of near-monthly pub lunches held in local hostelries and on the premises of Sunbury Sports Association. These informal events were greatly enjoyed by members, their guests and the ladies of former members. At a personal level, and on behalf of members, I offer my sincere thanks to Don Shimmield for his unstinting efforts in making Ladies’ Night such a successful event and for its significant financial contribution towards the Chairman’s Charity Fund.

**Firm foundations and future vitality**

As I leave office, three issues still exercise my mind. Although your Committee have already made a start on this agenda, much remains to be done:

* firstly, we need to become even more proactive in adding to our total membership which at the time of writing (early March) totalled 58. Since March 2016 we have recruited eight new members: sadly in the past year, we have lost five longstanding and active members. The Committee-approved strategy of encouraging members to invite appropriate friends, neighbours and former work colleagues to lunch is working. So, too, is the repeated advertising of our existence in *Sunbury Matters.* We must maintain this momentum to secure the vitality of our club, given its unbalanced demographic profile.
* secondly, and notwithstanding the outcome of our constitutional review in 2016, we need to nurture the healthy relationship with the Ladies’ Group. Without the evident support of the ladies and guests, in future we may find it more difficult to sustain and develop our much-valued calendar of social events.
* thirdly, we are fortunate in that Richard Greaves, our nominated web master, reports good progress in the development of our web site. When completed, the website will not only serve club administration, but provide a vehicle to advertise our activities and attract new members. We must give our full commitment to Richard in this venture.

**With thanks**

In conclusion, I thank all Club members who have supported our activities throughout the past year. Without your active participation, we would have been forced to trim the programme of events.

Finally, I extend my best wishes to Mike Attias, our new Chairman, and the reconstituted Club Committee for a successful term in office, including preparations for landmark events to celebrate the 50th Anniversary of Sunbury Probus Club in January 2019.

***Robert Gant, Chairman, 1st March 2017***

# SECRETARY’S ANNUAL REPORT 2016-2017

## It has been a busy year for Sunbury Probus and I am sure you must have enjoyed and remember some of the events listed below:

## Monthly Diary

The March LM was followed by the A.G.M. A pub lunch was held at The Flower Pot in Lower Sunbury. A day out took place to Beaulieu Abbey and the National Motor Museum.

The April LM included a talk by Nigel Harding C.E.O of Woking and Sam Beare Hospices who described the work and finances of his organisation. An overseas trip was also held to Portugal.

During May a pub lunch was held at The Red Lion in Shepperton and a theatre visit, with a pre-show Italian meal, was held to see Lotty’s War at Windsor. Colin Gent gave a talk on Merlin Engines at the LM. Ray Gaunt celebrated his 102nd birthday.

Following the June LM the chairman gave a talk, at short notice, entitled “Lecturing in the Prison Service”.

During July there was no speaker at the LM due to the summer recess.

During August there was also no speaker due to the summer recess.

During September A day out took place to Stratford-upon-Avon. The LM speaker was John Lyon who gave a talk “Secret Classrooms”.

During October a holiday to Liverpool and Manchester took place. The LM speaker was Rupert Matthews and the topic was “The Battle of Hastings – a 950th Anniversary Update. A pub lunch was held at the Three Horseshoes in Laleham.

During November the LM speaker was Mel Rees – “My Family and Other Setbacks – life within a dysfunctional family”. The Mill at Sonning was the location for a meal and a Noel Coward play “Blythe Spirit”. A pub lunch was held at the Red Lion in Shepperton. The chairman laid a wreath on behalf of Probus at the Sunbury War Memorial on Remembrance Sunday.

During December Margaret Watson played and discussed the Harp at the LM. The Ladies were also invited and attended the event.

During January Dr John Peaty gave a talk on The “Dambusters”. Ladies Night took place at the SSA clubhouse.

During February the Chairman’s address – “Footprints in the Sands of Time” took place after the LM. The Ladies Winter Lunch was held at the SSA Clubhouse.

## Phone Around list

This was set up and proved most helpful in circulating urgent information to those without email access. I would therefore like to thank those who have acted to distribute any urgent information to other club members.

I would also like to record my thanks to the chairman for the work he did checking and improving my minutes. Also to all the committee members for keeping me informed of the club activities. Since the summer of 2015 the club has benefited from the Almoner. This year Les Messum has been most effective in this role by liaising with members and their families’, co-ordinating the flow of information and ensuring that the club is kept abreast of events. Les is now stepping down from the committee and I would like to record thanks for the support he has given to the club.

## Membership

The chairman started the year with the development of a recruitment strategy which was adopted during the year. The advertisements in Sunbury Matters proved successful. Existing members also encouraged a good number of new members.

Regrettably members David Potkin, Ray Gaunt, John Atkinson John Britton and Ken Thomas died during the year. There were 55 members at the start of the club year and the club welcomed new members during the year which resulted in a total membership of 58 at the end of the club’s year.

Don Shimmield is an existing club HLM and two additional Hon. Life Members were inducted during the year – Norman Dixon and Mike Hesford.

Our club is the 7th oldest Probus club in the world and the 28th January 2019 will be the 50th anniversary of its formation. How should we celebrate this event?

Catering at SSA changed, from “A Bit of A Do”, during the year and new caterers “Janie’s” are now providing our meals.

***Martin Moore, Hon Secretary, March 2017***

**APPENDIX D**

**SUNBURY PROBUS CLUB: CONSTITUTION AND RULES**

1. **Club Rules (March 1999-March 2015)**
2. **Review of Club Constitution and Rules (March 2015)**
3. **Amendment to Constitution and Rules (March 2018)**

**A. CLUB RULES (MARCH 1999-MARCH 2015)**

**(1) TITLE:**

The Club shall be called the Sunbury-on-Thames Probus Club.

**(2) OBJECT OF THE CLUB:**

The promotion of good fellowship among members.

**(3) MEMBERSHIP YEAR:**

The membership year shall be from 1st April in any year until 31st March in the following year.

**(4) MEMBERSHIP:**

1. Members must be retired business and/or professional men aged 60 years or over and resident in the Sunbury area i.e. the Sunbury Electoral Wards of Sunbury East, Sunbury Common, Halliford and Sunbury West as delineated on the Borough of Spelthorne Official Street Plan 1995/96 held by the Secretary.
2. A member moving from the area shall cease to be a member of the Club except at the discretion of the Committee.
3. Unless otherwise approved by the Committee, a member who fails to attend eight meetings in a membership year shall cease to be a member.
4. Members shall be required to join, and continue in membership, of the Sunbury Sports Association.

(5) **CLASSES OF MEMBERSHIP**

1. MEMBER. A person satisfying the conditions in Rule 4, introduced by an existing member and approved by the Committee shall be a member of the Club. The number of members shall not exceed 70 (excluding Honorary Life Members).
2. HONORARY LIFE MEMBER. A member who has rendered outstanding service may be elected an Honorary Life Member of the Club, following a recommendation by the Committee and approved at a meeting of members.

(6) **COMMITTEE**

1. The Committee which will be elected at the AGM will consist of the Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer and five other members. The retiring Chairman will be an ex-officio Committee member for one year.
2. The Chairman shall normally retire from the Chair on completion of one year in that office.
3. No non-office holder shall be eligible to serve on the Committee for more than two consecutive years.
4. Five members of the Committee shall constitute a quorum including at least one officer.
5. The Committee shall manage the affairs of the Club within the Constitution and Rules and shall have power to co-opt members and appoint sub-committees.

**(7) MEETINGS**

1. CLUB MEETING. The Club shall meet once a month for lunch and general business, normally at the Sunbury Sports Association premises. Members who cannot attend the monthly lunch must notify the Treasurer or, in his absence, the Secretary not later than five days before the date of the lunch. Any member absent without an apology, resulting in financial liability to the Club will be required to reimburse the Club. Members may bring a guest subject to Committee approval five days before the meeting.
2. ANNUAL GENERAL MEETING. The AGM shall be held in March each year and at least three weeks’ notice shall be given to members of the time and place of the meeting.
3. SPECIAL GENERAL MEETING, the Honorary Secretary shall call a Special General Meeting at the request of the Committee or written request by at least ten members. Three weeks’ notice of such a meeting shall be given to members.
4. VOTING. Votes at all meetings shall be by a show of hands or by ballot. The Chairman shall have a casting vote.

**(8) SUBSCRIPTIONS**

The subscription for the ensuing year shall be recommended by the Committee and approved by the AGM. Subscriptions shall be paid at the April meeting. If applicable, the SSA subscription shall be added.

**(9) ACCOUNTS**

Audited accounts for the financial year ending 31st January shall be presented for approval at the AGM.

**(10) HONORARY AUDITOR**

An Honorary Auditor shall be appointed at the AGM.

**(11) ALTERATION OF RULES**

Alteration of the Rules shall only be made at the AGM or Special General Meeting called specifically for the purpose.

**(12) WAITING LIST**

Where the membership is full as defined in Rule 5, the Committee shall maintain a waiting list of applicants who qualify for membership under the conditions in Rule 4, and that list will normally be limited to nine applicants. When the waiting list falls below nine, the Committee may consider re-opening the waiting list to admit applicants up to the limit.

**B. REVIEW OF CLUB CONSTITUTION AND RULES (MARCH 2015)**

***CONSTITUTION:***

**(1) TITLE**

The Club, the Charter Meeting for which took place on 28 January 1969, shall be called the Sunbury-on-Thames Probus Club.

**(2) OBJECTIVE OF THE CLUB**

The promotion of good fellowship among the members.

**(3) MEMBERSHIP**

1. **Membership** shall be open to all retired professional and businessmen aged 55 or over (The committee will consider exceptions on the grounds of age or status). It is expected that successful applicants will be from Sunbury or neighbouring districts. Applications from persons outside the area as defined may be considered on their merits.
2. **Classes of Membership**

**Member:** A person satisfying the above conditions of membership, who is sponsored by an existing member and whose application is approved by the committee, shall become a member of the Club.

**Honorary Life Membership:** A member who has rendered outstanding service to the Club may be elected an Honorary Life Member on the recommendation of the committee in accordance with the procedures set out in the Club Rules.

**Club Year:**  The Club year shall run from January 1st to December 31st.

**(4) THE COMMITTEE**

1. **Elections:**  The committee will be elected annually at the Annual General Meeting (AGM). The committee will give members at least three weeks’ notice of the time and place.
2. **Committee members:** The committee will consist of four office-holders, the Chairman, the Vice-chairman, the Hon. Secretary and the Hon. Treasurer, and a minimum of five other members. The retiring Chairman will become an *ex-officio* member for one year and act as Almoner during that year.
3. **Period of committee service:** The Chairman shall normally retire from chairmanship after one year of service. Other committee members, subject to being re-elected, may expect to serve on the committee for at least two consecutive terms.
4. **Quorum:** Five members of the committee, including at least one office-holder, shall constitute a quorum.

**(5) MEETINGS**

1. **Club meetings:** The Club shall meet once a month for lunch and to conduct general business. Except in March, due to the AGM taking place, and whenever a Special General Meeting is convened, a member may bring a guest to a Club meeting, provided five days’ notice is given.
2. **AGM:** The AGM shall be held in March.
3. **Special General Meetings:** The Hon. Secretary shall call a Special General Meeting if requested by the committee or on receipt of a written request signed by at least ten members. Members will be given three weeks’ notice of such a meeting.
4. **Voting:** Voting at all meetings shall be by a show of hands or by ballot. The Chairman shall have the casting vote.

**(6) SUBSCRIPTIONS**

The committee will propose the rate of the annual subscription for approval at the AGM. Subscriptions shall be paid at the April meeting. If appropriate, the Sunbury Sports Association subscription shall be added.

**(7) ACCOUNTS**

Examined accounts for the calendar year ending 31st December shall be presented at the AGM, when a Hon. Examiner for the succeeding year shall be appointed.

**(8) AMENDMENTS TO THE CONSTITUTION**

Changes to the Constitution shall only be made at the AGM or at a Special General Meeting specifically called for the purpose.

**(9) THE RULES**

This Constitution shall be managed through a set of Rules drawn up for that purpose, and amended as necessary, by the committee. Proposed changes to the Rules shall be reported to the membership for ratification at a normal business meeting or at the AGM.

***CLUB RULES***

**Introduction:** These Rules are drawn up in pursuance of Article 9 of the Constitution. They may only be amended by the Club committee subject to ratification by the membership at a normal business meeting or at the AGM.

**1. Membership**

1. New members should be nominated by a member and seconded by at least one other member. The nominee should have attended at least one lunch meeting as the guest of the nominator.
2. Membership numbers, excluding Honorary Life Members, should be capped at 70 members.
3. A member moving from the Sunbury area may remain a member at the discretion of the committee.
4. Members shall be required to join and remain in membership of The Sunbury Sports Association (SSA).

**2. Honorary Life Membership (HLM)**

1. This award is a very great honour and should only be given to a member who has rendered sustained and outstanding service to the club over a good number of years. The maximum number of HLMs shall be four.
2. Nominations for HLM, with the agreement of the member nominated, should be made in writing by at least two members and submitted to the Chairman, who will refer it, for decision, to a meeting of three past Chairmen.
3. If the nomination is not agreed by the sub-committee, the Chairman will notify the nominators accordingly. If the nomination is agreed, the sub-committee should present their recommendation to the full committee. If the sub-committee’s recommendation is agreed, the membership should be informed and the honour bestowed at the next, most convenient lunch meeting.

 **3. Committee posts**

1. Committee posts are subject to election at the Annual General Meeting (AGM) or by co-option at the committee’s discretion.

**4. Meetings**

1. The Club shall meet once a month for lunch and general business, normally at SSA premises. Members who cannot attend the monthly lunch MUST notify the Treasurer or, in his absence, the Secretary, NOT LATER THAN 9 PM ON THE THURSDAY PRECEDING THE MONDAY LUNCH. Any member, absent without an apology offered in due time which gives rise to financial liability to the Club, may be required to reimburse the Club for the cost of the lunch.
2. Except in March, due to the AGM taking place, and whenever a Special General Meeting is convened, a member may bring a guest to lunch, provided five days’ notice is given.

**5. Subscriptions**

In addition to the Club’s annual subscription set at the AGM, the fee for membership of the SSA will be collected at the same time, both fees merged into one and payable by cheque. (Members may request waiver of the SSA fee if it has been paid separately to the Sports Association).

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**C. AMENDMENTS TO CLUB CONSTITUTION AND RULES (MARCH 2018)**

At the AGM on 13th March, 2018, members agreed to:

1. Remove all references to a past association with the SSA from the Club Constitution (Section 6) and Club Rules (Section 1d, Section 4a and Section 5).
2. Revise the Constitution, Section 4, to read: “The retiring Chairman will become an *ex-officio* member for one year and *normally* act as Almoner during that year”.

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