



TAMESIDE SPORT & PHYSICAL
ACTIVITY NETWORK
AFFILIATE MEMBER 2021-2022

Registered Charity 1179794

Aldwinians Rugby Union Football Club

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Committee meeting Wednesday 8th June 2022

Meeting started 8:00pm

Present:

Trustees: Kevin Tuner-Hague (Chairman) [KTH], Dan Hardy (Secretary) [DH], Gus Grimley (Treasurer) [GG], Lee Bradley (President) [LB], Katy Davies [KD], Robert Palmer [RP], Stephen Marrow [SM]

Guests: Barry Rigby [BR], Michael Singleton [MS], Phil Hopwood [PH], Ryan Jennings [RJ], Yvonne Maguire [YM]

1. Apologies for absence

Paul Lyons [PL], Ian Wilson [IW]

KTH welcomed the guests who were mostly TC directors, as most of them had attended the meeting for one specific issue, the meeting agreed to deal immediately with agenda item 10a, "Drug use in the club".

10. Matters Arising: a. Drug use in the club

PH as TC chairman had sent the Trustees an email outlining that there was evidence of drug use in the club, the steps that have already been taken to try and prevent it, and a series of proposals for further action to try and eliminate drug use in the club.

There was some significant discussion that included: ideas on how we could help to spread the word that we are cracking down on any drug use in the club; emphasising that it is no longer appropriate to say that users need to be 'caught' but that we will take action if members are suspected of drug use; how important this is from a safeguarding point of view, and how any incidents involving under 18s must be reported through the club's safeguarding procedures; worries about the security of our licence if drug use were to continue on the premises; we want to be preventative rather than responsive to drug use on the premises, as the club needs to be a safe place for all regardless of what is happening in society outside of the club.

The Trustees then voted on each of the proposals put forward from the TC:

Point 1 - If a nominated official (bar steward, trading company director or trustee) within the club believes that a member is under the influence of illegal drugs, they will be asked to leave the club immediately and will no longer be served at the bar, on that day/night.

This was unanimously agreed.

Point 2 - We feel that should also mean that the member in question is dropped by the club for the following weeks match, as a minimum regardless of which senior team that is



Aldwinians Rugby Union Football Club

and what type of match it is.

The Trustees voted 4 for, 3 against, and the point was carried.

Point 3 - Their name will also be reported to the Trading Company Directors and the Charity Trustees

This was unanimously agreed.

Point 4 - If the same member is excluded for drug use on three occasions, then we make it known that we will take further action against them. These actions can include, but are not limited to, the following:

- a) A ban from the bar (and/or playing rugby), this could and should have the possibility of include a lifetime ban*
- b) Their names will be reported to the police, with an explanation they have been suspected of taking illegal drugs on three occasions*

Point 4a was discussed and it was unanimously agreed that a third occasion would result in a member being referred to a disciplinary meeting under the authority of “bad behaviour” in the club’s disciplinary policy. Any sanction would then be up to the disciplinary panel as per the club’s existing policy.

Point 4b was voted 2 for, 5 against, and the point was dismissed.

It was emphasised that all the above points were for suspected drug use on the premises, and anyone caught would be subject to sanctions from the existing Drug and Alcohol Use Policy. RP will speak with the DoR and the senior players to ensure the feeling of the Trustees and Directors are known in the club.

2. Minutes from last meeting

Accepted as accurate.

GG had sent an email to Trustees regarding items he had read in the last minutes having not been present.

Coaching Contracts.

As far as I know I haven’t been tasked to look at the actual contracts for the coaches. I was asked to investigate if and how we could pay them as contractors. From my initial review, I think we can. Each one would have to complete the attached document and submit the relevant evidence from the HMRC portal to show they are not liable for tax etc.

This along with the proof they submit would mean we can pay them as contractors and then not have to include VAT etc. I will add though that I am no employment law expert. The attached document was taken from a document one of my customers asks all new suppliers to complete, so if its good enough for a local authority, it should be OK. I would be fare more comfortable with an expert opinion though.

Players Meal and other events

I noted there was a comment about the players meal and communication between the TC and the charity. This is something that was discussed at last weeks TC meeting. The result is we are going to produce an event request form. If “Any” event is being put on at the club then we should complete one of these, it will detail at least the following:



Aldwinians Rugby Union Football Club

The name of the event

The main contact point – we need one not 3 or 4

Numbers, these must be confirmed at least 1 week before the event, anything after that is at the discretion of the team carrying out the work

Basically it just needs tidying up, feedback from the players meal was that we had 2 or 3 different people telling Jayne different things and numbers still increasing on the Wednesday night before the event. Yes it was a success and yes, we want as much money in as possible but we have to be more organised.

The coaches contracts were discussed. GG was satisfied that if the coaches follow through what he said, then we are following HMRC rules, and that they need to be informed that if there is no HMRC form then they get no payment. All Trustees were satisfied and were in agreement with this position. LB will amend the contracts with the line required to satisfy the RFU rules on paid player-coaches. DH requested that, if possible, the contracts should be agreed and signed as soon as possible to allow DH & KTH to be able to sign the RFU declaration regarding payment of players before the deadline of 21st June.

3. Correspondence

SM has been sending responses from the club email to the majority of correspondence, and was not in the room at this point of the meeting.

DH made note of the following correspondence:

- a. 'Drug use in the club' email from PH – this has been actioned already in this meeting
- b. 'RFU Honda Rugby Grounds Connected Events' - key note speech from Jim Buttar (Twickenham Head Grounds person) in addition to; equipment demos, smaller seminars, a marketplace with groundskeeping equipment providers and at the Norths event a Q&A session. The event should be a great opportunity for grounds people or those interested in becoming a groundskeeper at clubs to share thoughts and ideas, hopefully learn something new to benefit their club and see what equipment is out there in action. This has been passed on already by DH.
- c. 'Adult Male Future Competition Structure' – later agenda item

4. Safeguarding

IW had stated to KTH that there was nothing to report this month.

The need to advertise for a CSO was briefly discussed. BR expressed that he may be willing and able to take on the position but would need more information. BR will speak with IW to gain further details.

5. Conflicts of interest

None for this meeting.

6. **Financial report** [email sent prior to meeting reproduced below – meeting comments added at the end]



Aldwinians Rugby Union Football Club

Unfortunately, I don't have too much to report on this month because I still have no access to the bank.

At the minute any invoices that come in, I am passing to Paul Lyons who is paying them as normal. Whilst this is working, and Paul is sorting everything out its not ideal so we need to try and force the issue again.

Problem one being that when we set up the account in the first place, somehow the bank have recorded the wrong date of birth for Tiny. This means that every application we submit to the bank in rejected, because Tiny puts his correct date of birth on the forms as he should do. To resolve this, Tiny, will have to go into a branch with some ID and proof of date of birth, and change it. Once that is done we can re-submit the application for me to have access to the account. This is the main reason why every interaction with them has been a nightmare so it needs resolving.

The second problem being that previously we have had all three signatories on all applications which includes Rushy. Rushy as you all know is away on a bike ride for the next 8-9 weeks so I am not sure he will have access to do anything like this. I will try and submit it with just two signatories, Paul & Tiny but I suspect it will get bounced, again. This means we may have no choice but to wait for Chris to return, before I get access to the main bank account.

The third problem we have at the minute is both Rushy & Paul are away on holiday and Tiny cannot get access to the bank either. This means we have no active access to the CIO bank account and no way to circumvent the ridiculously stringent rules that NatWest have in place. As a back up I have agreed that any invoices we received during the time Paul is away, will be paid by Mark Norton and the Trading Company. Both Mark and Myself will keep track of what is being paid and when Paul returns we will transfer the money back to the TC from the CIO account. With that in mind it should not cause any delays in payments. However could I please ask that any non essential purchases wait until Paul gets back from holiday.

So the situation is less than ideal, but we have plans in place to cope with what happens and staff and suppliers should not notice any difference.

Regards,

2nd email

Afternoon all,

I wanted to add a bit more substance to the bones of my report so, although I can't access the accounts Paul sent me a download of all transactions from halfway through August last year up to half way through May this year.

I have compiled this into a summary table below:

[Redacted]

I have made notes next to each month to explain what appears to be anomalies, in the pattern. The patterns I have noticed so far:

For the past 6 months we make on average a £[Redacted] profit each month



Aldwinians Rugby Union Football Club

The membership payments have stayed around £[Redacted] each month give or take a £100

Bob asked about Laundry costs, during the week they average out about £468 a month (lowest = £250, Highest being £745)

As far as May is concerned, as this was only half a months data and showing as a £[Redacted] loss to add to this I would say

We have just paid out just over £12,000 for pitch treatments this month

From the 16th to the end of the month the pattern suggests we take in around £[Redacted] and pay out around £[Redacted], giving a £[Redacted] profit for the second half of the month

We also paid out £2,000 for the mixed ability tour this month (however received £1,100 for this over the past 6 months as well)

So based on all that I would have suggested that without pitch treatments and the tour it would have been [Redacted]. However I will give the full months report for the next meeting.

Like I say these are not accountants figures, there is a lot more work goes on behind the scenes than this but I wanted to give an overview of what's been happening in the bank.

Cheers

Gus

There were no comments from the meeting.

7. Trading Company report

PH briefly reported that everything was going well. The function room is booked up Friday, Saturday and Sunday through to September. The meeting agreed that this was excellent news.

8. Membership Report

There was no report from GH.

DH stated that he believed we were roughly break-even on the last month with a couple of cancellations, but a couple of new sign-up memberships. This was considered excellent given the close-season, and fears that lots of members would cancel have not been realised.

Given the current situation with the GH, DH will send RP the list of unpaid, and cancelled memberships.

SM will look at software solutions for membership to look replace the system currently being used, which is a potential single point of failure.

9. Rugby Report – RP [email sent prior to meeting reproduced below – meeting comments added at the end]

Senior rugby report- May 2022



Aldwinians Rugby Union Football Club

The Player's Dinner was very well attended with over 100 players. Most pleasing was 35 of the women's team.

Training was moved to Lees Park with good numbers in the lead up to the Lancashire Cup Final.

Final on Saturday 21st May. Numbers on the coach were not as good as expected, some decided to get lifts to the match without notifying anyone of this meaning that spare seats were on the coach.

A good evening back at the club following our victory.

Pre- pre-season begins on Tuesday 7th June at the PT Factory. RM is taking circuit classes.

Pre-season is on 5th July at the club.

Friendlies- Saturday 20th August- Probables vs Possibles at 1pm followed by Jack Fitton vs Billy Derrig's memorial game at 3pm,

We are looking for matches on 13th and 27th August via Alan Whalley.

Mini and junior report May – June

After a long meeting last night (Monday 6th June) we didn't get around to the mini and junior agenda below which will be discussed at another meeting.

I have attached a proposal for a commercial administrator whom will be managed by the coaches and trustees responsible for the playing section.

We did discuss kit, and we agreed we need to spend the next 6 month reviewing our contract with O'Neills, and look at other companies who can offer us a similar product at a reduced cost without compromising service.

One of the areas for discussion was the cost of laundering the kits. We will propose that from September 2023, all the mini and juniors purchase their own playing kit as a signing on fee IRO £50. We would like to get a sponsor for the whole of the mini section for uniformity, and to subsidise the kits. Any additional sponsors for club kits which teams generate will need to be looked at.

Lee Bradley will meet with McDonalds to discuss this going forwards.

RFJ is in conversation with Neil from O'Neills about putting kit packages together for the senior players. This will form part of the stash for those players getting their own sponsors.

Others will have to buy them.

Action points:

1. Are we happy for Moorside Primary school to use the pitches for their sports day. I think they have used it regularly up to the pandemic. Ian/Christine will be able to advise. Tiny. Are you happy to open up on the days they need? I can help on the Wednesday but go away on the Thursday.

Confirmed dates:

Wednesday 20th July 9:30 -12 pm

Thursday 21st July 9:30am-12pm

Friday 22nd July 9:30-12 pm



Aldwinians Rugby Union Football Club

2. *Andrew Gwynn visit. Can we choose some suitable dates for his visit?*

Mini and Junior Agenda

Items to discuss at the mini and junior meeting.

1. *Summer camp*
2. *Mini and Junior handbook*
3. *Mini and Junior festivals for next year*
4. *Coaches in schools*
5. *Storage of equipment*
6. *Stock check on all equipment. What do coaches need.*
7. *Post protectors and tackle bags*
8. *Tours*
9. *Dates for coaches meetings for the full year*
10. *Dates for welcome back coaches and parents meetings.*

RJ added M&J winter training plan is in place. This will be at Droylsden Academy. Audenshaw are not able to confirm availability at the moment, they have been looking into their planning permission for use of the astroturf outside of school hours, and although they're able to confirm they can do indoor lettings from September, this does not give us adequate time to plan.

SM stated that India Reading from Sale has been doing some training sessions at Droylsden with girls and any that have shown interest have been directed towards Cleggy, and that helps with a connection with Sale, Droylsden and us.

RP reported that Tameside have been looking after Lees Park, and that RP has been speaking with Andy Dwyer. The pitches are now just rugby pitches and it is suggested we use them as much as possible. Tameside are willing to put one post up and are looking for us to pay for the other. This would cost about £1,500. It was agreed that we can afford it, but there are likely to be grants available for this.

SM reported that we are looking at other sponsors; there are several companies that have come to us asking if they can sponsor, and SM is looking to apply these as best as possible.

There was a brief discussion about O'Neills as our kit supplier, and that we are still tied into them for another year. We should have approximately £1,600 kick-back available, and RJ would like to spend this on coaches' kit.

DH stated that the potential proposal from the M&J report for parents buying kit would require a very large amount of admin and would have to be very carefully considered, as well as there being a more than 25% increase on yearly membership.

10. **Matters Arising:**

[a. dealt with at the top of the meeting]

b. Asbestos Survey

KTH reported on the survey that has been completed, identifying 3 areas where there is asbestos with 2 of these areas requiring treatment. The biggest issue is the old boiler



Aldwinians Rugby Union Football Club

room and it is thought it will cost in the region of £2k to deal with that. There were a few suggestions but it was accepted to wait until after tomorrow when someone is coming to assess the removal cost.

c. Organisation structure

KTH had sent out the organisation structure that has been put together by Cat Gray. There are some 'golden roles' from the RFU's structure that we need to fill the gaps of, as well as some roles that we would like filled. Equipment manager, someone having an overview of all equipment across the club and assisting in getting this purchased; KTH was proposing Emma West – this was agreed by all. RP proposed that the equipment manager be managed by RJ and RM. RJ would like to kit-out EW and the tuck-shop girls in Aldwinians shirts; agreed.

Marketing and Sponsorship manager – RP proposed a 10% commission on funds raised. RP has sent out a document to Trustees that would be used to send out to companies with marketing for sponsorship opportunities. There were clear ideas about who the club would like to approach for this position, and this was discussed but not minuted as they have not yet been approached.

All to look over the organisation chart.

RP to speak to potential Marketing and Sponsorship Manager.

KTH to speak to EW about Equipment Manager position.

d. Senior Playing Leagues

RP reported that the league for the 1st Team looks to be a good competition. The 3rds has been resolved – they had been placed in the West and have been swapped with Wigan to the East, which will hugely reduce travelling. There had been discussion about having a closer gap between the 2nds and 3rds, but it was accepted that the 3rds is more for social playing. The 2s are happy with the league they have been placed in, appears to be a good league with lots of games available to play. The travelling might be a little awkward, but as the ADM league only had 8 teams with a maximum of 14 games, this league is better for them.

The Women are in a league and are happy with that.

Eccles are arranging a Red Rose competition for M&J. This has no Lancs approval. We will probably enter both Eccles competition and Lancs. RJ has spoken at length to Mike Marrow about this. RJ explained to those that did not already know about what had happened with Lancs competitions this past season and the reasons for clubs like Eccles wanting to organise these other competitions – specifically the very poor way that Lancs had dealt with the end of the competitions, and their communication and response to criticism of this from clubs.

RP raised a concern about the way that [Redacted] are reporting things from Aldwinians to Lancs – they do not report on any other club, and only appear to make negative statements about us. There was clear agreement in the meeting that we need to be extremely careful about what is said to them. KTH asked that we have a clearly identified Lancs rep; DH, as secretary, should receive all correspondence, and has attended all Lancs meetings in the last year. RP and LB have agreed with DH to attend all future Lancs meetings on a rota basis, so it was felt there was no need to have a single person as the rep.



Aldwinians Rugby Union Football Club

e. Under 6, Mini-Winnies

SM reported that Mini-Winnies has now finished for the season, and they are going to lose quite a few to U6. Ste Warner and Whitney are keen to take on the U6 coaching, and SM as level 2 coach will oversee this.

Will need to do a recruitment drive for the younger end of the Mini-Winnies. KTH suggested utilising the Taylor-Wimpy social media page for the new home owners on the estate. RJ also stated that the summer camp age has been reduced to year 1, who will be U7 in September. Rossy and Kenny Brown are currently down as coaches for the U7 next season.

Mini-Winnies to re-start in late July/early August.

KTH confirmed that the pitches are ready for use now. This led to a discussion about the goose issue, and what we may be able to do about it. KTH will look into the issue further.

f. Flyers for recruitment

SM reported that there are a few clubs advertising for recruitment and suggested that we should be doing similar. There were brief discussions about using radio station adverts and the Tameside Reporter. GG and SM will arrange flyers to be designed and printed.

11. Action Tracker:

A reminder for all Trustees to look over this and action. We will get to this more next meeting.

AOB

- KTH has been invited, and will attend, Dukinfield's 140th anniversary dinner, having been invited by Tim Spear to the event at Dukinfield Town Hall.
- DH confirmed for the minutes acceptance by the Trustees of a proposal that had been discussed via WhatsApp for 1st team training shirts to be paid for from sponsorship money received.
- RJ asked for suggestions for Tameside Volunteer Awards. RJ has already put some in, but would like suggestions from others too, as he has been speaking with Andy Dwyer, who is very impressed with what we have done as a club over the last 2 years and feels this should be recognised with these awards. RJ needs names and bullet points about their nomination.
- RJ will be meeting with the head of girl's PE at Wright Robinson, and Laurus Rycroft. We will be needing more coaches for ladies and girls.
- RJ stated that the coaching course being held at the club later in the year needs to be filled. DH will see if we can organise GMS vouchers for this to be paid for by the club.
- YM stated that if any event is planned we need to utilise SM's skills in getting it advertised. YM would like to be able to go to RJ for getting the messages out in all M&J groups, and RM in all the adult groups. YM used the example of the mixed ability tour saying that very few people knew about it beforehand, yet this is the sort of event we should have been promoting heavily beforehand.
- RJ asked if we could put something together for Birdy (DoR from Sandbach) for the time he gave up for his presentation and meeting. This was agreed.



Aldwinians Rugby Union Football Club

- YM stated that the firework company wanted to come in July to update the risk assessment, with the new estate being there.

Meeting closed 22:27pm

Next meeting 13th July 2022.