



TAMESIDE SPORT & PHYSICAL  
ACTIVITY NETWORK  
AFFILIATE MEMBER 2021-2022

Registered Charity 1179794

# Aldwinians Rugby Union Football Club

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## Committee meeting Wednesday 14<sup>th</sup> September 2022

Meeting started 8:00pm

Present:

Trustees: Kevin Tuner-Hague (Chairman) [KTH], Dan Hardy (Secretary) [DH], Lee Bradley (President) [LB], Ian Wilson [IW], Paul Lyons [PL], Robert Palmer [RP]

Guests: Nathan Webb [NW]

### 1. Apologies for absence

Gus Grimley (Treasurer) [GG], Stephen Marrow [SM]

### 2. Minutes from last meeting

Accepted as accurate.

### 3. Correspondence

- DH has been having an email conversation with an ex-player, Chris Phillips, who played in the late 1960s to 1971 (when he moved to Preston). He has recently been to see the team play away at Bolton, and may come to a home game. DH has stated that we will offer him hospitality should he be able to come down. Some of the older members may remember him and we will endeavour to ask around.
- KTH had received an email regarding loan application from the RFU. GG had also received this and DH had verified its validity. GG has been dealing with it.
- KD had been speaking to some parents at Audenshaw School game about them wanting to come to pre-match meal at Aldwinians. KD will pass details to KTH.

### 4. Safeguarding

IW reported on an incident of [Redacted] stating that we're in breach of our safeguarding priorities by not having anyone attend the Lancashire Safeguarding Conference that had been held the previous weekend. B Rigby [Club Safeguarding Officer] had been unable to attend at short notice due to personal matters. IW spoke to C Baker, who informed him that lots of other clubs had not attended (it was emphasised that attendance was voluntary any way, but that many had not attended due to the recent death of the Queen). IW stated that he had sincerely questioned BR's desire to carry out the role in full, and this had been confirmed by BR – he has already been in communication with CB about being added to email lists and the training courses he will need to attend. There followed discussion about the continued negative comments made by [Redacted], inferring that we



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are persistently and deliberately doing things incorrectly. After several ideas were discussed, it was decided to ignore all comments from [Redacted] as we are dealing with CB directly for safeguarding matters, and [Redacted] should have no legitimate interest in accessing any data through GMS (or any other data system).

There was brief discussion regarding unpleasant spectator behaviour at the Colts game against Burnley. IW witnessed the issues stated that there was a bit of history with this particular set of parents. B Calderbank has already been informed to pass on comments from the disciplinary panel meeting held earlier in the evening. PL emphasised the need for match reports to be comprehensive.

### 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 RUFC Treasury Report – September 2022

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I have drafted a word document this time as its quite a detailed report that I need to submit this time around. Firstly, my apologies for not being at this meeting in person but hopefully my update gives you everything you need.

### Bank Accounts Update

1. I am pleased to say that I now have full access to the main NatWest account for both the CIO and the Trading Company, although I am leaving the management of the TC account up to Mark Norton (Finance Director), who is doing an excellent job and is a real asset to the club.
2. As of Friday 9<sup>th</sup> September, I have also been emailed to say that my debit card for the account is being sent over which should complete everything I need from NatWest.
3. Barclays is a different story.
  - a. Of the three accounts that were set up with Barclay I still have no access to any of them although updated paperwork was sent to the bank on Tuesday 23<sup>rd</sup> August, so I will wait to hear from them.
  - b. After speaking with Chris Rushworth, we have also closed one of the accounts which used to be the old club account. There was around £84



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left in that account, so we have left enough money in to cover the bank charges and issued Barclays with a letter to close the account, Chris and Paul Lyons have signed that document.

- c. The only other issue is the account we pay the bounce back loan from. As you know we had to submit a questionnaire and supporting evidence to them about who is running the club now. They appear to have placed the account on hold until they can review that paperwork which KTH has informed me was sent off a few weeks ago now. There may be some questions raised from Barclays about how and why a Charity claimed a BBL. However I have spoken to Chris Rushworth and he is happy to speak to Barclays and answer any questions they have. This was the loan that was originally applied for by Trevor, and the one we have been paying off for the past 12 months or so. I will of course keep you updated on any queries that may or may not arise.
4. I will of course send you detail on bank balances on Tuesday of next week just before the meeting.

### Quarter ONE Accounts

5. I have attached the accounts for the TC and CIO to my email. Please review them at your leisure.
6. As of the end of July 2022, the breakdown from Mark Bates is as follows:
  - a. As the accounts stand it shows that if we put the TC and the CIO together, we have made an overall profit of [Redacted].
  - b. However, there are some purchases I believe are “annual purchases” so we could ask Mark to accrue them across the year, so he accounts are more balanced.
  - c. For Example – Ground Maintenance, we have paid £11,188 out on the first two quarters of the year which has really affected our profits. If this is an annual figure, we would have that value showing, meaning we could show a profit of over [Redacted] on the year so far. There are other expenses such as kit we could do the same for, but I need to ask if they are genuinely “Annual Charges”
7. Membership income has stayed roughly the same though even during the closed season. Its only dropped by roughly £300 which I think is great and a massive credit to everyone involved.



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8. I would also like to point out that the CIO still owe the TC just over £10k for the payments Mark Norton made from the TC whilst Paul Lyons was on leave and we had to make some payments, so that will reduce our bank balance as well.
9. Whilst the figures look stable, I would also like to highlight that our overall balance has dropped by around £15k in the last two quarters so we are chipping away at our available funds. Yes, we are still in profit, and we still have a healthy balance, but this is just a word on caution on our spending.

### Overview of spending and income

10. I have also downloaded the transactions made into and from the CIO account for the year to date. Please remember these may differ slightly from the accounts that Mark Bates sends us as he works out the various splits between TC and CIO and also any accruals we have.

[Redacted]

11. Whilst the above is a screen shot image the full spreadsheet is available to any trustee upon request, just ask me. However, the points to raise here are as follows:
12. The loss we had in May 2022 was primarily ground fees but the three biggest costs that month are listed below. We also had no donations of sponsorship that month.
  - a. £12,744 paid out to Bancroft Amenities for the pitch treatments
  - b. £2,000 paid to the tour for the mixed abilities
  - c. £1,620 paid to the accountants for their work.
13. Again, there are also £10,000+ worth of payments that the TC made for the CIO in June 2022, that are not showing on here, so June 2022 is actually a [Redacted] loss rather than a £4,000 profit.
14. In terms of the remaining balance, yes if we take of the £10k we owe the TC, it will drop however, we are still due just over £11k for Suez for building work that we have already paid for so the current balance is about what we have in the pot.



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The treasurer's report email also included balance, and profit/loss, records for the CIO and TC for the last 2 quarters and year to date.

RP stated that the quality of the information from the Treasurer was fantastic.

PL warned that we need to be careful about spending money with rising costs.

PL wanted to confirm the position with him and access to the bank accounts now that GG and M Norton have full access to the accounts. It was agreed that it would be beneficial to keep PL with all access in case of unforeseen issues given the difficulties experienced in getting GG full access to this point.

### **7. Trading Company report**

There was no report from the trading company, however there was discussion around the beers being sold at the bar. The TC are trialling Holts at the moment, and members' feedback will decide whether we keep one over another. There was discussion around the issues of taking up Holts on any long-term deal as we do not want to get stuck with a brewery again, and although Holts services might be good, their fittings and taps are all non-standard and again leads to being stuck with them. A cask ale supplier had been in contact, but it was agreed that casks do not work well for us. LB suggested that we should take more suppliers up on their free offers/enticements as even a few free barrels would be of significant benefit. There was a brief discussion about the layout behind the bar and RP suggested that a refurbishment of this area should be next in line for major focus.

### **8. Membership Report**

DH has taken up the backlog created by the departing of the membership secretary in July; ensuring all M&J were affiliated on GMS, and members of the club, so that they would be able to play in cup games. DH reported that he had received some excellent help from many of the team managers, but even with this support the amount of work was unsustainable alongside his other duties as secretary (and personal commitments). SM's absence at the meeting prevented gaining any understanding of how far along we are with implementing LoveAdmin; DH feels that using LoveAdmin could significantly reduce the load on any future membership secretary as team managers would be able to do most of the work for their teams. However, the club still really needs a membership secretary to overview all memberships and take over the GMS data officer role. PL led a charged debate around whether some of these admin roles should be paid instead of multiple paid coaches, stating that membership is our biggest income stream, and we must protect it. PL's arguments were countered with statements made around the success of the teams and the club in general over the last 12-18 months that had been directly influenced by the paid coaches that was better than the club had experienced for 20+ years, and that their impact to the club was more than just results on the field, and that membership numbers were largely influenced by this success. There was concern raised that we are on a fine balance between income and expenditure, and that we need to consider this in all areas of the club.



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RP will try and see if he can assist SM in making further progress with the LoveAdmin app.

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

Seniors report from R Mooney [RM]

*Good start to the season with a home win vs Widnes and a BP loss at Bolton.*

*In to the semi final of the Lans trophy following Aspull's withdrawal.*

*Thanks for the 1st team kit, warm up tops and t shirts.*

*2's- started with a 60 point win in the league.*

*3's- 1 win and 1 loss with good numbers.*

*Rugby has resumed for the juniors with teams back at training and some playing matches.*

*I enjoyed running mini winnies on Saturday to cover the coaches being on the charity Tough Mudder.*

*Numbers at training are strong with new players joining including Alex Hughes. Alex will play on Saturday subject to RFU approval.*

*Questions-*

*what is my official pay day/ date?- it seems to vary every month.*

*Can some new balls be ordered asap please.*

*What is the situation with the senior squad player stash. Can the club claim the VAT back and not pass this on to the players?*

PL responded to the payment day question that it was 10 working days after the month end.

KTH emphasised the need to include the equipment manager, E West, with any requests for purchasing.

It was confirmed that the club cannot pass any VAT reclaim onto players, any VAT rebate is for the Charity not individual members.

M&J Report from R Jennings [RJ]

*Summer camp resounding success. Over 100 children attended over the 2 weeks.*

*Andy Dwyer extremely impressed. Invoices for payment with Tameside. Fag packet calculations suggests the club stand to make over £1000 once all costs are paid.*



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*Some coaches reporting that either their Tax certificates coming back as “Tax needs to be paid” or “unable to determine”. We may need some assistance on this, as most of us do not do tax returns and therefore we need to ensure it is done correctly. Ideally all would say no tax due and therefore the club would make even more money.*

*We have a number of new members from the camp, however I have not been able to say how many as yet. It would be good to get a list of new members/non members so I can compare them.*

*We need a membership secretary. I am worried that too much is going to be put on Dan. With no one stepping forward, do we need to make it a more formal arrangement?*

*Food. It is quite disconcerting to come off the training pitch whilst speaking to parents about rugby to be interrupted and shouted at about the kitchen. As far as I am aware, the kitchen does not come under my remit. It is not possible to stagger starts of training/games and sometimes there are going to be bottle necks.*

*We need to be quicker in the kitchen. Mike Singleton employed a system on Sunday and with help from Ian Wilson, it ran much quicker. Kitchen staff need to press children for their order much faster, and the food needs to be ready to go.*

*I appreciate that the kitchen lay out is not the best, and that we need bigger fryers. I have a fund we can bid for via Tom Bailey. Lee Bradley knows someone who can give us a design/quote for an industrial kitchen. Feedback from parents suggests that this is a real cause for concern which cannot be ignored, we must find a solution or be at least working towards it.*

### *Sale Sharks*

*I have had a meeting with Jack Leech from Sale. I have managed to secure their services in our senior schools. We should now have Dave Taylor teaching Year 7's in Droylsden and Laurus, and I hope Sale can go in to catch the older children and sign post them our way. Tameside coaches also in the primary schools signposting kids our way thanks to some CPD from Richard Mooney with the coaches.*

### *Kit/Equipment*

*New 3rd team kit has arrived from Trade Center UK. We need to look at all the kits as I feel we now have excess kits which need to either be given to members or donated to kit aid.*

*New balls have been ordered and will hopefully arrive before Friday.*



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*New bibs/cones/tag belts and first aid kit order has been sent to finance. This will probably not be done until Friday when Gus returns (no rush on these).*

### *Cages*

*Thanks to Tiny and Pete for putting up the 4 (8) cages, hopefully the rest will be completed this week. Teams will have to share a padlock. Could we please purchase 8 combination locks?*

### *Volunteer celebration lunch*

*Only 10 responses so far. I will push with coaches, could trustees and directors please spread the word. I will speak to Whitney on Thursday with approx numbers.*

### *U7 and 8's*

*Good numbers, 12 so far, got 5 adults also involved. Will take some time to get them going and independent from the 9's.*

### *Handbook for coaches*

*Is written, Cath Gray is helping me format it this week and it should be in coaches hands for our first meeting at the end of the month.*

### *Handbook for parents plus code of conduct.*

*Currently being written. Will be shared with trustees before it is published. I will then arrange meetings with all age groups, and get parents to sign up to the code of conduct which can be used in any disciplinary procedures.*

### *Admin Vs Coaching*

*Something to discuss – maybe not this week.*

*There seems to be a few blurred lines between what mine and Andy's roles are. I seem to be doing more admin than coaching at the moment (which is fine) but it is taking away from coaching. It could be that we sit down and find the most value for the club/benefit.*

The meeting stated their pleasure with how well the summer camps had been received.

M&J Food – this was discussed and there was a general agreement that other options need to be trialled, but so far there appeared to be significant reluctance to even trial any suggestions made. As the kitchen service and management is through paid employees of the TC, this is to be raised as a concern with the TC.





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Volunteer lunch – KTH voiced irritation with this having been shambolic leading, not only to the event itself being cancelled, but that because of this the pre-match meal for visiting guests had also had to be cancelled. RJ had been far too slow in getting messages out and trying to obtain numbers despite being chased by DH and JG.

Admin vs Coaching – AC had been spoken to about being coach coordinator, which is quite urgently needed. The lack of recognised coaching certificates for the M&J and what should be done about this was discussed at length. It was decided that between RM, RJ and AC there should be a coaching matrix produced for the next Trustees meeting.

### Girls and Ladies Report:

KD was pleased to report that the U16 Girls put out a full team for the first time on Sunday. Similarly, the senior ladies had 24 players on Sunday, with their next game being against Huddersfield on 25<sup>th</sup> September. We need to make arrangements for a ‘curtain-raiser’ with the ladies and the 1<sup>st</sup> XV.

### 10. Matters Arising:

**a. Senior selection:** LB has spoken with MM, RM and MB; they are going to sit together at 8:30 on Tuesday evening with a list of available players and arrange teams from this. RP questioned the need for a selection committee when we have just off the back of the most successful season for 20 years, and that that had worked without any form of selection committee. PL questioned if this was the most successful season as some time ago we used to have 5 teams and now have 3, wondering if we lost the 4<sup>th</sup> team because we didn’t pay attention to them; giving credence to the idea that a selection committee overseeing all teams is a good idea regardless of the performance of all of the teams. There followed some heated debate around these issues. No different outcome to that stated by LB was proposed.

**b. Asbestos:** KTH stated his confusion about the apparent need for the asbestos issues identified in the report to be dealt with urgently before an architect can draw up plans for an additional changing room; the old boiler room is now locked and out of bounds, and the new boiler room only needs dealing with if we’re going to be doing work in there and disturbing the asbestos that’s in there. There followed long discussion about the exact requirements of the report with several members reading directly from it (particularly sections a, b, d – with category a being “high risk that requires immediate action”), as well as referring to photographs showing “debris and cement on the floor”. The debate included what constituted ‘dust’ and ‘cement’. RP proposed to resolve this using his work-related asbestos gear to remove it. PL questioned if he was qualified and whether he would be able to provide a certificate. The matter was left unresolved except for waiting for Catherine Gray to be able to present her full disclosure to the Trustees.



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**c. Motorcycle club:** IW had attempted to contact the club following their previous query and had been met with no response.

#### AOB

- LB asked for mileage to long distance away games to be set. After some discussion, which included the previous allowance and comparison to referee's allowances, a final proposal was accepted: for round trips of over 50 miles an allowance of 30p per mile would be given, with the provision that as few cars as possible should be used for each trip (i.e. there should be at least 3 passengers plus the driver).
- PL had emailed about the mixed ability rugby. There had been a session this evening with 2 new lads down, and it was felt that we can really start to grow this. John Reynolds has informed that there is lots of funding around for this. PL will put an email together to be sent out to all members and it was agreed that mixed ability rugby should be included in the rugby report to Trustees each meeting. There is a game against Bumbles from Halifax pending.
- YM (sent via WhatsApp during the meeting and relayed from DH) asked about a meeting for volunteers for the firework night. It was agreed for a meeting to take place on 25<sup>th</sup> September with YM to pick a time.
- KTH reported that the new CCTV system is installed and running. JG has access to it on her phone, and KTH also confirmed that (following an inquiry from members) there is no sound recorded by the system.
- KTH reported that Jimmy Cassidy has very kindly repaired all of the fence along the Droylsden Rd aspect. The club plans to put barbed wire and anti-climb paint along it also to deter intruders.
- KTH reported that the flat-bed truck belonging to a member will now be moving.

Meeting closed 22:26

Next meeting 12<sup>th</sup> October 2022.