



TAMESIDE SPORT & PHYSICAL
ACTIVITY NETWORK
AFFILIATE MEMBER 2021-2022

Registered Charity 1179794

Aldwinians Rugby Union Football Club

Audenshaw Park, Droylsden Road, Audenshaw, Manchester M34 5SN
0161 301 1001: info@aldwinians.co.uk : www.aldwinians.co.uk

Committee meeting Wednesday 12th October 2022

Meeting started 8:10pm

Present:

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

Guests: Catherine Gray [CG], Nathan Webb [NW]

1. Apologies for absence

Ian Wilson [IW], Robert Palmer [RP], Yvonne Maguire [YM]

2. Minutes from last meeting

Accepted as accurate.

Barry Ross - KTH started the meeting stating the shock that had been felt by all at the news of the passing of Barry Ross. The meeting wished to minute that the club offers their sympathy and condolences to the family, of a man considered an irreplaceable legend. The offer to pay for the wake is believed to have been taken up by Barry's family. There was discussion about including a plaque on the wall and also a memorial bench. It was emphasised that thoughts and wishes are with the family.

CG had been invited to speak to the Trustees about one specific item, so the agenda was re-arranged to cover this item first.

10. Matters Arising - a. Asbestos report

CG introduced her professional qualifications as a Building Services Engineer.

CG outline the Trustee's legal responsibility and liability under HSE law.

CG outlined how asbestos should be managed in buildings:

- Get a report done; which has been done.
- Assess the condition; this is part of the report
- Survey and sample; again part of the report
- Keep written record, or registers, on-site; this was briefly discussed, and it was determined that the records were not on-site at the moment. KTH to action getting a copy to be held at the club.
- Act on findings – repair or remove, or manage it in place. For asbestos in place, a method statement needs to be in place for any contractors to sign prior to commencing any work.



Aldwinians Rugby Union Football Club

- Keep records up to date.

CG then outlined what the survey had determined about where asbestos was present, where it was disturbed and where it was unknown. The 4 category types were also outlined:

A – Requires immediate action

B – High risk; action asap

C – Medium risk; requires regular inspection

D – Low risk; must not be touched, and must be monitored.

CG stated that the report shows 2 category A sections. The old boiler room that has dangerous asbestos with dust all over, this has been sealed but it must be removed by a recognised contractor. The new boiler room which contains an asbestos tile that has been drilled through, so there is asbestos on the floor in the form of dust from this drilling. These 2 places must have the asbestos removed and disposed of immediately. CG stated that it is likely that quotes would be at a day rate, so both items could potentially be done together and be cheaper because of this.

CG also stated that the category B above the ceiling needed a plan. The boarding has either been disturbed or come away, and this needs to be identified and tested before anyone does any works there.

KTH stated that he will get some contractors in for quotes. The category B will need labelling and a plan put in place. PL asked about getting the cowl removed as part of the roof repairs to prevent it ever being knocked off by a stray rugby ball. There followed a discussion about encapsulating it rather than removing it, but it was thought better to ask for costs on its' removal when the category A parts were being done as this removes all risks permanently.

KTH to produce risk assessments for the category B, and to get quotes for the category A. The meeting thanked CG for her time and effort.

3. Correspondence

- Received confirmation of award grant from Suez for £19k towards roof repairs. We will need to pay 10% upfront within 4 weeks. KTH has sent GG the paperwork. We did have 3 quotes, but now we have the bid money we will need to return and get re-quotes. There followed a brief discussion about whether to have the finish in tiles or insulated steel sheets. It was unanimously agreed to go with steel sheets. The fascias, soffits and downpipes will all also be replaced as part of this work. RJ was praised for his efforts in securing this bid.

4. Safeguarding

DH has completed the RFU safeguarding audit on behalf of the club as BR had had difficulty accessing it. There are actions from BR that need to be completed, mostly



Aldwinians Rugby Union Football Club

training courses for BR. We also need to have someone capable of administering DBS applications on the club's behalf. KTH suggested that we have a safeguarding meeting and see if we can get an assistant to BR. KD stated that she is doing a safeguarding course from Tameside Active (23rd November) and would be happy to jump in where possible, though she was concerned she may not have the IT skills necessary to assist with the DBS. DH will send round a round-robin email to IW, RJ, KD, BR and KTH to try and arrange a meeting.

DH showed the meeting 2 policies that BR had submitted around spectator behaviour: "Aldwinians' Parent Practice Policy" and "Positive side-line behaviour". These policies were ratified by the meeting. DH will send them out to all parents, and RJ will likely talk about their contents in the planned parents meetings for later in the season.

5. Conflicts of interest

PL and SM declared a potential conflict of interest with the agenda item 10b – coaches hood proposal. They will not take part in this discussion or vote.

SM also declared a conflict of loyalty with 10h M&J management roles. SM will abstain from this discussion or vote.

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

Updated Bank & Transaction log

Aldwinians RUFC - CIO Bank Account Summary

Month	Money IN	Money OUT	Profit/Loss	Balance at Month End	Variance from previous month
February 2022	£ 12,739.64	-£ 7,779.90	£ 4,959.74	£ 37,822.44	
March 2022	£ 14,872.66	-£ 11,894.82	£ 2,977.84	£ 40,800.28	£ 2,977.84
April 2022	£ 11,633.80	-£ 8,958.88	£ 2,674.92	£ 43,475.20	£ 2,674.92
May 2022	£ 7,746.44	-£ 25,863.08	-£ 18,116.64	£ 25,358.56	-£ 18,116.64
June 2022	£ 8,052.00	-£ 3,849.05	£ 4,202.95	£ 29,585.50	£ 4,226.94
July 2022	£ 7,717.00	-£ 5,825.34	£ 1,891.66	£ 31,453.17	£ 1,867.67
August 2022	£ 15,691.79	-£ 11,075.04	£ 4,616.75	£ 36,069.92	£ 4,616.75
September 2022	£ 21,168.00	-£ 28,482.60	-£ 7,314.60	£ 28,755.32	-£ 7,314.60

- September 2022 shows a loss of [Redacted]. However this, is due to a number of factors including but not limited to:
 - Paying back the TC for the £10k worth of payments they made on our behalf
 - Purchase of the new VEO system at just over £1,600
 - Various other purchases for kit and other extras, which I will raise later

The current bank balances as of today stand at:

- CIO = £[Redacted]
- TC = £[Redacted]



Aldwinians Rugby Union Football Club

Whilst they remain very healthy I would point out that the CIO account has gone from £43,000 in April 2022 to £[Redacted] now so it is declining and we need to be cautious.

Other Matters Arising

1. As stated above the CIO have now paid back the TC for the payments they made during the summer so the accounts are a true reflection of where we are now.
2. We have also received the £11K payment from Suez for the windows and doors work. It was around £4k less than we actually paid but we could only claim what we applied for in the first instance.
3. The Barclays bank account is still on hold but as we only use it for paying back the BBL this is not causing any immediate issues. The reason behind it is the “organisation structure” survey we completed in August. They now say they have not received it, so I will have to complete it all again and send the information recorded delivery. I have pointed out that I am not happy there is potentially personal information lying about at Barclays that belongs to us, but they have assured me that there is nothing to worry about. I will endeavour to re-send all this next week, at my earliest convenience.
4. Summer Camps – All payments have now been made and received. I have collected all paperwork work from the coaches regarding this matter. I have been assured by Ryan that signed documents are behind the bar and I will collect them this evening. I have liaised with Mark Bates on this and he has asked for copies, so he can file them with our accounts.
5. Coaches Wages – Although we have received HMRC exemption certificates for the summer camp the coaches still need to complete them for their actual paid roles. As the amounts involved here are significantly higher they will need to re-submit these asap before we can pay their salary in the same way. Until that point it will continue to be done via PAYE.
6. Spending Limits – I think we need to agree a spending/purchase limit for everyone so they know what they can or cannot spend.
7. Charity Claim Forms – We are starting to see some of these being completed which is great, but a reminder if a trustee or DOR is getting beer for the opposition or man of the match, they MUST complete a claim form so that the TC can charge the charity for the beer they take.



Aldwinians Rugby Union Football Club

8. Point to Consider – Finally I would just like to raise a concern I have. This may be unfounded and you may put my mind at ease this evening but as treasurer I feel I have to raise it. As you will see by the table above the amount of money in the bank has gone down by roughly £13k since April. Whilst I still appreciate that the accounts are very healthy and that the TC bank balance also forms part of the club it is a concern. There seems to be an increasing amount of “gifts, stash, giveaways and other thank you” type spending happening. I fully appreciate the work that our volunteers carry out and agree they should be thanked. I also agree we need to look as professional as possible and that will encourage new members.

It may be because it's the beginning of a new season but there seems to be a significant increase in the past few months of.. "Can we buy X person this, because they have done that"

I am just very concerned that we giving all sorts of incentives to “some” volunteers, whilst ignoring others. I think of those who help out on Saturday and Sundays in the kitchen or tuck shop, the Trading Company directors and those trustees who are not coaches. Now I know that we as trustees don't do this for reward, and I can safely say the same for the TC directors but I am concerned that we either have to reward everyone, or we will alienate the vital volunteers that we have.

KTH commented that we are slowly bleeding our accounts and we appear to have turned into a giving away club. KTH stated that we need to question where the benefit to the charity was for each payment, and ensure these are not just ‘nice to haves’, and that we need to be careful as there are a lot of large expenses that still need to be paid for (roof repairs, asbestos removal, new fryer etc).

GG agreed with KTH and shared his concerns with the meeting about the drop of £13k in the club's balance since April.

Charity claim forms – GG brought up the issue of these being used but not signed by a Trustee or Director. It was agreed to re-issue the protocol that they must be signed by Trustee or Director, all to be informed, including JG who will be accepting the forms.

7. Trading Company report

Nothing had been received prior to the meeting.

8. Membership Report

It was reporting that RP was still chasing the unpaids.

There was no significant movement in membership, the general same pattern of a few new and a few cancelled in the last month, though the senior teams had been being checked for membership more rigorously.

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



Aldwinians Rugby Union Football Club

DH read the reports received by email to the meeting:

Senior report by RM

A bad month for the first team following an unbelievable win and performance vs Widnes. We have been hampered by lack of continuity and the sheer number of changes has meant we have lost games that we should have won by narrow margins.

Bolton- 9 changes including Singy and Mooney.

Didsbury- still players unavailable due to kids birthdays, paternity leave and a gender reveal party.

Leigh- same issues as above

LSH. Players returning but too many were not 100% match fit and this showed in the 2nd half against a strong outfit.

Vets- played and won vs Broughton Park- 24 players- next game coming November.

2's- Knock on effect from the 1's taking players and have lost games vs Kirkby Lonsdale, PGH and Eccles but are 5th in the league.

3's- good nucleus of young lads who have potential but maybe want to play social rugby with their mates. Big drive on membership of these lads.

AOB- Mooney has asked Tyler Gibson to be the first team manager to replace Ian Wilson. Can I take this opportunity to thank Wils for being part of the successful campaign in 2021/22 season and eased the burden of strain on matchdays to RM.

Player kit bundle- Can the costing be ok'd. I want every senior player looking smart prior to their match. Can the club absorb the VAT?

The kit costing is a later agenda item and will be discussed there.

There was some discussion around the 1st XV being so significantly challenged to get a full team out at the start of the season. It was questioned if some players felt too comfortable with their places that they could give weak excuses for not playing without feeling their places were at threat. Not enough was known to make any decision so this line of questioning will be passed back to RM. KTH did state that if we know we have issues on specific dates then we can apply to have fixtures moved if we have enough notice in certain slots in the season.

M&J Report from RJ:

1. Season in full flow, lots of fixtures right across the teams groups. Sunday 9th saw all teams at home including the girls festival.

2. Under 12 girls has been launched on a Wednesday night, we currently have 8, 4 U11's and 4 U12's. Flyers have been bought and handed out. Hoping to have a few more tomorrow (Wednesday). All flyers have been sent to all the primary and secondary schools in Tameside.

3. Was at Sale sharks today (Tuesday) and had a meeting with Mark Irvine regarding



Aldwinians Rugby Union Football Club

#projectrugby. Basically he is looking to go in to schools and other community groups in the area to promote rugby, and use us as a hub. He will organise festivals etc at the club and help us generate numbers for both the boys and girls sides. More info to follow.

4. Managed to save us about £300 on balls and bibs by buying off ebay. Met Mark Norton to give me some tutoring in spreadsheets and how to put together a 12 month budget with profit and loss. I will hopefully get this to trustees in the next month or so. Brace yourselves.

Would be good to discuss a start and end date? Maybe Year end?

5. Stephen has put all the code of conducts on the website, I will be holding meetings throughout October and November with both coaches and parents.

6. Secured £400 for the volunteer pre match meal which didn't get the reception I thought it would. Will plan it again for January/February.

7. Still trying to find time to organise the flag baring day – I am as frustrated as anyone, just cant seem to find time at the moment.

8. We desperately need to get quotes for the flood lights. There is still an opportunity to get some extra funding from Suez if we can get quotes for next Friday.

9. Droylsden Academy have been contacted several times regarding the hiring of the Astro turf. I will ring them tomorrow (Wednesday)

10. New coaches jackets have arrived, can we discuss what is happening with my proposal for spending the rest of the kick back on a hoody or a t shirt?

11. New socks have been ordered, hopefully here this week. I did find around 7 pairs in the club shop on Sunday.

12. Audenshaw U12's have been invited on Saturday morning to train with our U12's in the hope we can gain some extra players. Food provided afterwards.

13. On Sunday 9th, we had over 160 kids being fed. Unfortunately the chip fryers went down and we could only offer burger and sausage...I am contemplating putting this in a proposal going forwards. The speed of the queues was really quick, the kids seemed happy enough with no complaints from parents. In the questionnaire at the end of last season, parents had two major complaints. 1, the quality of the food and 2, the speed at which it was served. Do we look at providing a better quality meat product without the chips? It will increase the speed and will still be far superior to our rival clubs. 2 boxes ticket with the parents

14. Another box has been ticket from the questionnaire with the introduction of post match awards in the form of post cards. All teams have been issued with 4 postcards, a folder and a fancy pen. The awards are 1. Creative attacker 2. Best team mate, 3. Relentless athlete 4. Defensive warrior. This has brought about lots of really good conversations with both the children and the parents.

15. We have won another two kits with Arnold Clark. I have checked with O'Neills who are happy for us to accept. Around £2000 saved for the club

16. As per my email last night, we have won the £19000 through Suez

17. We will be looking at kit suppliers in November. We need to decide who we are going with next year, or if we are staying with O'Neills and the logistics surrounding all options.



Aldwinians Rugby Union Football Club

18. Dave Taylor has fully started at Droylsden and Laurus Rycroft. All schools seem very happy with his work. Ideally we could do with getting new up-to-date flyers produced.
19. Steve Madden (Tiling) has agreed to sponsor the U14's kit, another £700 saved.

PL stated that we must formally agree all sponsorship of the club. The 2 sponsorship items were unanimously accepted, and something needs to go to Mark Bate for accountancy of these and formal written acceptance by the club.

There was some discussion about the kits that have been won and which teams these might go to. KTH stated that E West had stepped down from the role of equipment manager as she had not felt involved enough to be of use. Although it was known that B Calderbank had recently done a kit audit, we have nothing in writing for what kits we have or need. We need a written audit before kits can be assigned.

Women's rugby – unfortunately KD had left the meeting due to work commitments. SM did report that although games had been going ahead and training numbers were good, there were games that disappointingly had been cancelled or re-arranged.

Mixed-ability rugby – there have been 4-5 mixed ability players joining in with the walking rugby each week. NW and Mikey played with A Lyons at Magpies. We need some fixtures into the diary at a point that suits the club; maybe against Bumble Bes and Magpies – PL will try and arrange these fixtures.

Match-reports: There was a brief discussion about the potential difficulties that may arise when match-reports are not completed. It was agreed to emphasise to coaches/managers the need for them to be completed for all matches; seniors and M&J.

10. **Matters Arising:**

b. Coaches & managers hoody proposal – RJ

This proposal was discussed. It was agreed that coaches should be recognised and appreciated for the time they volunteer and that the amount being asked per hoody amounted to approximately £12. In response the points from the treasurer's report were re-iterated about not being able to give away more money. It was suggested that the £400 raised to support volunteers that had been originally proposed to be used for a pre-match volunteers' meal be used instead for this proposal and that the charity would then make up the remaining shortfall. This was unanimously agreed.

c. 1st XV Kit proposal – RM

This had been discussed via email prior to the meeting where PL had reviewed the figures and suggested that increasing the cost to the players to £60 would mean no loss (and a very small profit of £36) to the club. It was emphasised that the cost is with VAT and that although the club can claim VAT rebates this applies to the TC and CIO combined and we cannot pick and choose what we pay VAT on or claim back.

It was also stated that to protect the club from being left with unclaimed kit, the money must be paid in from the players first. As GG doesn't need to be collecting bits and pieces, it was also suggested that the monies be collected using the Monza account RJ



Aldwinians Rugby Union Football Club

had set-up for the summer camps, and this can then be transferred to the club once 40 orders were received.

d. Potential amendments to discipline policy – DH

Following Disciplinary Sub-Committee Meetings and conversations with B Stott, DH made 2 suggestions for minor changes to the club's discipline policy.

Firstly, the paragraph:

The Discipline Sub Committee will be responsible for investigating, and acting on, any sending off, or any incident of foul play, or bad behaviour by an Aldwinians RUFC player not detected by the Match Officials and instances where a player has been sin binned an excessive number of times following RFU recommendation of 6 yellow cards.

DH suggested that as we do not keep accurate records of yellow cards we should remove "following RFU recommendation of 6 yellow cards", as we are more likely to cause ourselves issues. We should still encourage our coaches and managers to report any issues of consistent poor discipline to be investigated internally. The amendment was agreed.

Secondly, the paragraph:

Any hearing must be heard by the Discipline Sub Committee. Such a panel will meet within five days of the act of indiscipline, offence, or incident in question.

DH suggested, from experience, that this was far too short a timescale to investigate incidents and put together a sub-committee. Though we would still aim to expediate any discipline issue, DH suggested changing the timescale to "within 14 days". The amendment was agreed.

e. M&J tour funds – DH

Following a proposal discussed, and rejected, at a recent Trustee's meeting from the U12s for kit, DH wanted to check that the "Tour Fund" account had been checked and amounts available to teams had been made clear. GG confirmed that this was the case, and that the U12s had chosen to use their money for the purpose they had proposed.

f. Fireworks

It was reported that Manchester Council have cancelled all of their free displays this year and that we should expect huge demand for tickets. We are expecting to be at full capacity of 4,500. YM has produced a list with people given jobs to do.

g. Barry Ross

This item was covered at the start of the meeting.

h. M&J management roles

KTH stated that there was some concern from M Marrow about his interactions with RJ as there is a very distinct overlap and ambiguity between the roles that they have. KTH proposed that MM and RJ have a meeting that can be mediated by a Trustee if needed to sort out what roles they will carry through between the two of them.

i. Golden roles volunteers

KTH emphasised that we are still missing some key volunteer roles in the club, notably: Membership secretary, H&S officer, Data Officer, and Assistant Safeguarding Officer. Suggestions for encouraging members into these roles were welcomed. DH stated that we should focus on jobs that need doing within these roles and approaching members to help with the jobs rather than expecting people to jump into an entire role from nothing.



Aldwinians Rugby Union Football Club

j. YM and events

Due to the late apologies for absence from YM, there was very little discussed in this item; there was some minor discussion around the recent 80's night, but without YM's input it was considered irrelevant to continue the discussion.

AOB

- SM requested permission to go forward with a pdf fundraising project which is done by text. There is no set-up fee, with the company taking a percentage of any money raised. As there was no risk to the club this was unanimously agreed.
- SM stated that there is an onboarding meeting with LoveAdmin on Monday 17th. SM will record the meeting. There was brief discussion around when direct debit payments should be accepted. GG stated that it was useful to have 2 distinct payment dates in the month, so it was agreed to keep these.
- LB asked about continuing with our PHS contract given the potential movement around having specific ladies/girls changing rooms. We need to give notice by March if we are to come out of the contract when it is due up in June. It was agreed to give notice as planned as we can always re-negotiate a contract later if required and we had been strongly irritated by the PHS contract previously.

Meeting closed 22:20

Next meeting 9th November 2022.