



TAMESIDE SPORT & PHYSICAL  
ACTIVITY NETWORK  
AFFILIATE MEMBER 2021-2022

Registered Charity 1179794

# Aldwinians Rugby Union Football Club

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## Committee meeting Wednesday 11<sup>th</sup> January 2023

Meeting started 8:00pm

Present:

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

Guests: Nathan Webb [NW]

### 1. Apologies for absence

None.

### 2. Minutes from last meeting

Accepted as accurate.

DH asked for diary confirmation for the future planning meeting for Trustees and Directors on 22<sup>nd</sup> February.

DH asked for confirmation of details for the members meeting on 10<sup>th</sup> March. DH to send details out to members. KTH to organise food.

### 3. Correspondence

DH confirmed internal communications regarding previous minutes.

Sport England Bid – confirmed that KTH, R Jennings [RJ] and C Gray [CG] have had a meeting about this, and Trustees agreed to put in for floodlights on this. CG has contacted our electricity supplier to see what we can do about replacing the generator for the training pitch lights with a mains supply.

Confirmation of receipt of CC Annual Report & Accounts 2022 – thanks were given to GG and M Norton [MN] for their hard work in completing this.

Past presidents information from V & C Rushworth – all found this interesting, and LB will use it in a 1<sup>st</sup> XV program soon. There was a brief discussion about other materials that we held by Trustees that need to be kept for archiving.

### 4. Safeguarding

KTH has applied for his DBS. It was confirmed that all Trustees should complete the online eSafeguarding course on GMS regardless of whether they need to apply for a DBS or not.

IW reported that he and DH had had a very successful meeting with K Whittaker [KW], our new CSO. Very confident in moving forward in terms of DBS applications and club



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audits. KW stated that she does not need the club laptop to complete the role, and DH asked for ideas on what it could be used for instead.

IW informed the Trustees the reasons behind the decision for one of the girl's coaches to step away from their role. The Trustees expressed that they were in full support of the coach, and asked IW to pass on offer of full support wherever possible.

### 5. **Conflicts of interest**

None known for this meeting.

6. **Financial report, GG** [email sent prior to meeting reproduced below – meeting comments added at the end. Redacted figures are available on request to members.]

Good morning all and Happy New Year!  
Here is the latest Treasurers Report.

Transaction Log:

Points to consider:

1. December 2022, was the lowest month we have had so far for income into the CIO (Please remember this does not include bar takings!)
2. The three highest payments this month were
  - a. Dawnvale Group ([Redacted])
  - b. England Rugby ([Redacted])
  - c. Guide Bridge Laundry ([Redacted])
3. With the exception of membership fees, Road riders and Millgate there were no other payments.

Bank Balances (as of 10th Jan 2023 @ 10:45)

4. NatWest CIO = [Redacted]
5. NatWest TC = [Redacted]
6. Barclays Account = [Redacted]
7. Barclays BBL Account = [Redacted]

Charity Claim Forms

8. Now they are being used I will start to add this table to every report as well. This is what has been spent so far from 20th August to 30th November 2022 (or at least these are the forms I have had. I will arrange to pay the TC this money in the next day or so.

[Redacted]



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### Other points to raise

9. As you can see the charity claim forms are now being completed. Could I ask one small favour though. Can we please make sure the name of the trustee or director is clear. I have spent over a our in total trying to decipher who actually signed for these things. If you can't print your own name in a legible way, then you can't sign for beer.

10. I now have full access to the Barclay accounts as well and the NatWest accounts. I have confirmed that they are looking into our organisation structure as we were originally a UC when the account was opened and now we are a CIO. All this means is that we can't sign up for any new services with them but the accounts are still very much active. I don't foresee any real problems as we have already paid back over £11,000 of the BBL and they will have bigger fish to fry than us.

11. Purchase Orders – These have never been and are still not being used correctly. I plan to look at them again and simplify the process along with a full Procurement structure/plan for the new financial year starting 1st February 2023. Once this has been done, then with the exception of "House and Grounds" invoices any purchase made without first getting a PO will be sent back to the person that placed the order and will not be paid until the relevant paperwork is done.

12. Coaches & Physio Payments – It has now been agreed that we will pay them as contractors as of the 1st Feb 2023. I have already received everything I need and a test invoice from [Redacted] and [Redacted]. I am still awaiting anything from [Redacted]. Could we all agree what method we are going to use for the physios as well. If they are to be paid as contractors then they need to complete the same paperwork before the 1st Feb 2023, or we cannot pay them.

13. We have now submitted the Charity accounts to the charity commission via their portal so all records are up to date. I have also removed myself and Barry Rigby from the board of Directors of the TC on companies house.

14. Grant Applications, part of my charity commission submission was to state how many grants we had received in the year and the total value. Whilst Its not a legal figure and something we are allowed to guesstimate, we need to monitor this much closer. So can everyone please make sure that any grant they apply for and win are communicated to me telling me how much and what its for.

GG confirmed the payments for coaches from 1<sup>st</sup> February. Nothing has yet been received from [Redacted]. The 2 physios will also be asked for paperwork to pay them similarly.



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RP asked if R Mooney could sign bar claim forms. It was explained that this had been discussed and agreed at the previous meeting that only Trustees and Directors can sign these forms.

7. **Trading Company report, MN** [email sent prior to meeting reproduced below – meeting comments added at the end. Redacted figures are available on request to members.]

The Trading Company continues to turn steady profits as we enter the last quarter. At the end of the 3rd quarter (31st October) the turnover was just under £[Redacted]/month and will be looking to reach around £[Redacted] by the end of the financial year. Current net profit on the Trading company stands at £[Redacted] at the end of October.

Financial year end is 31st January 2023 and we will be looking to close within February and agreeing all donations to the CIO in turn.

The calendar year has seen the club put on 112 functions, which is a major earner for the Trading Company. The Firework event being the other significant event which brought in close to £[Redacted] profit.

Consideration should be taken as to how we can develop this further with reinvestment into the establishment. Currently under consideration is a redesign of the bar area to provide an improved service situation on the function room side.

Holts & LWC:

Currently we have proposals from both Holts and LWC to consider. Holts offer the cheapest purchase point but LWC offer an 8% rebate on all purchases (beer, wine, soft drinks, sundries, spirits etc). Holts have a 3rd party to order crisps and confectionary with (we have to contact direct WDS Group to order). On current sales and comparing both deals side by side, we have an additional profit of £[Redacted] during the months of October, November and December (£[Redacted] respectively). As we can purchase our full requirement from LWC we get more back in terms of rebate and achieve more profit as a result. The current prices we have are in place until April at which point we will address the pricing with all suppliers.

It was discussed whether the profit figures include the TC paying the £1k pm for the lease, or whether the figures include payments through the resource share agreement. GG confirmed that the lease figures appear on the accounts, but the resource share agreement often means that figures are fluid in this respect until the year end.

There then followed a long discussion regarding the quality of the beer in the bar. KTH confirmed that Inserve had been in and completed a full “barrel to nozzle” check of all our systems and confirmed that anything that may be spoiling the beer has been eliminated. The pot washer is now functioning at the correct temperature. The only



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remaining possibilities are the glasses and the detergents used in the pot washer. KTH has procured, today, the recommended proton detergents and these will be trialled over the next week. There was some consternation from the meeting that the glasses were not being changed as well, and that the issue needs to be sorted as a matter of utmost urgency. It was emphasised that each drink needs to be served in the manufacturer's bespoke glass to ensure it meets recommendations. The quality of all drinks to be re-assessed next Wednesday.

### **8. Membership Report**

No significant changes, as usual a few members have left and a few have joined. Those cancelling are still being contacted by RP.

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

### **9.1 Seniors Rugby**

Happy new year everyone.

A slow end to December with the big freeze but numbers were good at Droylsden Academy and kept us ticking over.

The benefit of this was maybe seen on our return in January vs LSH where the 1's stormed back from 30 points to 8 down, to win 31-30!!!

We were successful in our appeal against West Park's no front row replacement- we have now been granted the 5 points from that and are up 5th.

2's- beat top of the league PGH 3's at home 17-0. Veo filmed the match- excellent defensive performance.

3's- handsome away win at Rochdale. Numbers are good with 2 colts down to play on Saturday. RM has worked with Bob Calderbank to identify weeks when colts can play 3's. The grand plan is to create a 4th team fixture at the end of the season with some vets/ 3's and the colts to feed them in to Saturday rugby. We will then review if we are yet ready to go to 4 teams for next season.

Questions/ Queries- can I sign for MOM beers from the last meeting?

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The question was previously addressed in the meeting.

RP asked about our insurance provision for players and whether we can enhance this. RP explained that one of our players received a concussion near the start of the season and is still suffering the effects of this, including being off-sick from work. Fortunately they are covered by their work on full pay, but other members may not have this provision available, and we should explore other avenues for insurance. There was general agreement that this was a good idea, but a slight disagreement on how this may be paid



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for, with some saying we could increase membership, and others saying that individual players could pay for the insurance. It was agreed that further information on costs and benefits available from insurers needed to be gained before this can be discussed further. DH will forward information from the RFU provider Howdens to RP to see if anything can be done for the member discussed.

### **9.2 M&J Report**

Mini and junior January report

Fairly short tonight due to the Christmas break and not a lot happening at the club.

#### **Sale Sharks development festival**

Will now take place next Wednesday 18th January. I will be present to open up and sort pitches etc.

NB: This will only happen if the pitches are deemed fit, and has no impact on training and games.

#### **Flood Lighting**

Had a very productive meeting with Catherine and Tiny. With the new sport England grant I am going to suggest we put in a bit to improve lighting both on the training pitch and the 2nd XV head. This will tick the box of being environmentally friendly and also be a tangible improvement for the membership.

#### **Sale Sharks club social**

Was a huge success with 60 spaces filled. Having spoken to Mike Singleton, I think we know we should have probably opened the bar in hindsight, but this was a learning curve, and I think there were enough of us there to agree that next time we should open the bar. Massive thanks to Tiny again for opening the clubhouse and assisting with the smooth running.

#### **Christmas Party**

Another huge success, with over 45 children in attendance. Don't shout at me, but I have a receipt for £108 (£140 but I returned x32 £1 selection boxes which weren't given out) for the selection boxes and prizes we gave out on the day. We did a raffle on the day which raised IRO £45 which is behind the bar. The idea being that that would pay for the majority of selection boxes and games prizes on the day. I will pass this receipt on to Gus, and hope he is still speaking to me in the morning. If I take the £45 (confirmed by Jayne) I'll submit the receipt and a refund request for the difference IRO £63.

I have added this to my on-going set of accounts which I will present to trustees at the end of the season so that there is a realistic idea about costs across the season.

#### **12 days of Christmas giveaway.**

Unfortunately we were not successful on this occasion.





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### **Catering on Sundays**

Sorry, another moan. We didn't have many away teams with us on Sunday with the majority training. The service was terrible. We were only serving hotdogs there were 3 in the kitchen, and on average it was taking around 20-30 seconds to serve one child. Maximum time should have been 10 seconds!

To be fair to Jayne, when she arrived, the making of the hotdogs went double speed, but the service was painfully slow with hotdogs piled up and not being rushed out. 2 of my parents went to McDonalds. One parent (from u13's) came in when everyone was outside either playing or training because she thought she'd get a hot drink quite easily. She said the queue was massive and it took ages for one person to get served so she left it. I will keep banging this drum... We need an outdoor catering stand. We will make enough money for it to pay for itself within one season. How much money are we losing with parents giving up on the queue. We need to take this serious, and maybe even call a separate meeting. Parents are fed up and we are definitely losing money.

### **Meeting**

Just another quick request for this please

Could we arrange a meeting with all trustees and directors regarding to short, medium and long terms plans? I feel we are currently just blowing in the wind, and I think it would be much more productive if we had some firm plans in place with regards to both on and off field business. The production of a development would help massively to drive the club forwards.

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Regarding the catering on Sundays it was noted that Nicky has taken over from Whitney as chef due to Whitney getting a new job, and that one of the servers is also to be replaced. There followed a very long discussion regarding organisation within the club, including how the catering within the club for Sundays, functions, and other events is functioning, as well as potential changes to procedures for catering on Sundays and changes to the kitchen/bar area with future refurbishments. [Redacted]

### **10. Matters Arising:**

#### **a. Function room layout M&J Sundays**

There was some concern that M&J did not have the tables to sit at and were using the lounge. It was agreed that we should go back to the tables laid out for teams to sit at to eat. Kitchen staff should be setting them out. Coaches, managers and teams can help to put them away. Information to be re-iterated in the coaches & managers WhatsApp group.

**b.** [Redacted]

#### **c. Sport England Bid**

This item was handled in Correspondence

#### **d. Purchase orders, February 23 onwards**

GG will re-jig them to make them simpler. GG will insist that from 1/2/23 any invoice received without a PO will not be paid. GG will email all with more details.



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### **e. Vice-president**

LB informed the meeting that KD has accepted the invitation to be vice-president. The meeting congratulated KD on the appointment. LB wanted KD to be thanked and recognised for all of the work that she has done around the club. There was a brief discussion about where the ladies honours' board is to be placed.

f. [Redacted]

### **g. PDS Sponsorship**

It was stated that the TC will pay the monitoring fee for the CCTV, but that PDS have offered a reduction through sponsorship of the club. There was a slight confusion with the deal, as the fee is £1,500pa reduced to £700pa, yet there is a £25 credit for sponsorship. It was unknown if it was £25pm or £800pa. This needs to be confirmed. In doing so, we need to be clear about what we are offering them. It was agreed for a pitch-side banner with photos, to be shared as part of online marketing.

### **AOB**

- SM stated that he will be getting on top of the LoveAdmin transition again this month, and that a social media team has been created so there will be no drop.
- KD stated we need more assistance with girl's coaching. PL has been invited to Tameside Volunteers' Community monthly Zoom call and will see if there are any volunteers from there available. B Calderbank, D Robinson and S Hurdley have expressed some interest in helping out already. All Trustees to explore avenues for getting more coaches, including approaching Active Tameside to see if they have anything available.
- DH stated that if there are any proposals for changes to membership costs they need to be put forward fairly soon so that they can be ready for the AGM. After a short discussion it was agreed to hold working group meeting on Zoom.
- IW stated that following the Trustees WhatsApp discussion in December about being closed over Christmas, we need to ensure that we have full discussions and agreement about opening hours for Christmas 2023 by November at the latest. KTH stated that New Year's Eve has already been put in the diary, including a DJ, for 2023.
- KTH asked if anything further had come from an inquiry about H&S officer. DH reported that he had emailed straight back, but heard nothing since.
- PL asked on behalf of A Lyons if it was ok for him to be recruiting mixed ability players. There was a resounding full agreement to this.
- PL will contact N Slack with a view to trying to get an update to the club's fire safety report. Once this has been done we will need to try and work through monthly reviews.

Meeting closed 22:23

Next meeting 8<sup>th</sup> February 2023.