



Registered Charity 1179794

## **Aldwinians Trustee & Guests Committee Meeting – 8/7/2021**

### **Minutes**

Meeting started 7:34pm

#### Present:

Trustees: Kevin Tuner-Hague (Chairman), Chris Rushworth (Treasurer), Lee Bradley, Ian Wilson, Paul Lyons, [via Zoom] Robert Palmer

Attendees/Guests: Dan Hardy, [via Zoom] Stephen Marrow

#### Apologies for absence:

Christine Spivey (Secretary), Katy Davies, Mark Grimley, Gina Hardy, Yvonne McGuire

#### Previous minutes:

Were accepted as accurate – it was noted that the minutes had been published online including the complaint from CS and the subsequent apology from RP. CS had asked for these to be withdrawn, and they were re-issued without any addendum. There followed a discussion about the level of sensitivity of the minutes and issues over data protection if these should be available to non-members. It was stated that, as a Charity, our accounts are publicly available, and that the Facebook group had made a huge contribution to members engagement in terms of ease of access. It was agreed that in future the minutes would be provided behind a password protected page on the website, with the password sent to members via email.

#### Correspondence

- CR stated that the PAYE has now come in, and that we now have VAT, Corporation Tax, and PAYE, which is very good.
- CR stated that the last bank account details have been received, and we have full access to it. The old account will be closed within a week and we will be using the new one.
- KTH stated that he had received a letter of resignation from CS. CS stated that she did not wish for the contents of the letter to be recorded in the minutes. KTH read the letter to the meeting. The consequences of CS's resignation are an agenda item and would be discussed later in the meeting.

#### Finance Report – CR

- To save time in the meeting CR had sent an email to all Trustees ahead of the meeting with this month's finance report.  
[from email] Of the two new NatWest bank account we have, we have one online access approved for the CIO and the other is due any day subject to a successful application for the TC. Between Paul and myself we are on about the 7th attempt to get these, due to a very glitchy process to get through.

As can be seen, MB has done the draft of the final accounts for the UC. DN isn't happy that we have moved the land and buildings over correctly for accounting purposes, or that the potential corporation tax element of the grants is covered. TH did state on my "handover" that we didn't have to pay any Corp tax for the UC because of the nature of our organisation. With respect to DN's work in assisting us, I will seek other expert advice (not DN's field) before we close the UC accounts. A point to note is that TH's 2020 accounts for the UC are incorrect because TH stated that the land and buildings moved at the year-end of Jan 20 but they moved in Feb 2019 so this should have been reflected in TH's accounts. MB has corrected this in his accounts, so you can see the £400k loss to the UC by it gifting the land and buildings to the CIO in the period 19/20.

The VAT position of the UC is now closed and the refund has gone in. We have done the first VAT submission for the TC and have a refund of approximately £1200 coming back based on restocking the bar and refurbishment expenditure.

The Gateway for VAT, Corp Tax and PAYE is up and running, and good to have one gateway for all three online TAX administration jobs. I am waiting for the PAYE code to complete authorisation and then that is complete. This leads us to the subject of staff and them signing the new contracts. Once the new bank accounts and PAYE are in place we should start paying the staff correctly in the new system. As far as I am aware no staff has signed contracts so this needs to be done as a priority.

A thought has occurred to me that it will be easier for whoever replaces me next year if I have a laptop specifically for the running of the CIO. This can then be handed over with all the software that is needed to view the accounts, issue invoices etc. Is it ok for me to purchase one similar to Jayne's (HP £350)?

We have had a refund of around £2200 from closing the Tameside waste services. I'm not too sure about the £200 that should come in from the use of the car park and need to discuss this with Tiny.

I've not seen anything recently from PHS. We do have an outstanding liability there that it would be good to close off, any news Brads?

Bank accounts are as follows for the UC and the other new accounts are at nil balance.

Account 1 Balance: £17,263.99

Account 2 Balance: £24,085.81

There were no questions at the meeting and all present were satisfied with the emails contents.

#### Trading Company Report - MG

- As MG was not present at the meeting, he had also sent out an email update to all Trustees. [from email] You will have seen an update from Chris on the Bank account but it looks like we are nearly there. I have been in contact with the insurance company and they are going to contact me in due course to change the policies.

We have successfully ran a number of football matches/lions match at the club now, including last night's semi-final. I am very pleased to say that everyone who attended appeared to follow the guidelines and the evening was a great success.

The new beers are still proving to be the two best selling drinks in the club so they will continue until further notice. Current restrictions will have to remain in place until the 19th so again I would ask that all trustees and members support them.

Sundays Final: We are pushing back the opening time to 16:00 on Sunday as we will no doubt be open late in the evening. All screens should be available and we are looking at having some potato pies on sale for the night as well. This will be marketed in the next day

or so on Facebook, so please feel free to share away.  
There were no comments or questions about this.

### Agenda Items

- CS resignation. As CS has stepped back from all her volunteering roles at Aldwinians, there was a brief discussion on how to replace them.  
Secretary – DH is the only nominee for the role at the AGM tomorrow.  
Safeguarding Officer – DH has already spoken to Simon Hurdley about potentially taking this role, but he wanted a full job description before agreeing to the position. DH will aim to create a full job specification for safeguarding within 10 days. RP to speak with SH.  
DBS compliance – it was assumed that this would fit in with Head of M&J coaching.  
All player registrations – DH suggested GH as membership secretary.  
Rugby-safe lead – it was assumed that this would be the responsibility of the new DoR  
Data Officer – DH volunteered  
Coaching co-ordinator – it was assumed that this would be the responsibility of the new DoR  
Discipline Officer – it was stated that this was not officially CS, and that this was not just to do with playing matters, but any disciplinary issue around the club. IW volunteered to take this role.
- AGM: it was established from the rsvp replies that we will have far more than a quorum attending. There was a request from RP that, due to Covid-isolation protocols, as RP would be unable to attend yet was carrying the proxy votes of several members whether these proxy votes could be transferred to another member that was attending. As this was a unique and special circumstance, it was agreed that IW could carry the proxy votes assigned to RP.  
The AGM Agenda was discussed and agreed to be:
  - 1) KTH – welcome and Chairman’s address
  - 2) CR – finance report
  - 3) MG – TC report
  - 4) DoR report
  - 5) Election of officials: Chairman & Secretary unopposed. Elected Trustee with 2 nominees to be put to the vote. GH has organised a system for ensuring a fair count of votes, alongside a system for members getting a free drink.
- Funding bids  
We have been rejected for the Allianz bid.  
We have the Co-op and need to promote this amongst members  
We have received a reply from Suez; we are through to the next round and should hear in approximately 2 months.  
We have been rejected for the yellow bus.
- Membership – no significant changes in membership numbers to report. DH has been in contact with Bottom Line to arrange changes to direct debits, in line with changes to membership previously agreed. DH has also changed the membership forms and the website page, so that the updated membership system is now ready to run, including being able to incorporate Mini-Winnies. DH has had in-depth discussions with Mike Murphy about the legality of social memberships, and believes that he is now in a position to resolve the matter and that it will be mainly an accounting issue between the Charity and the TC.  
KTH lead a discussion about the expectations on senior players to sign up to membership – LB and RP emphasised that there will be a clear no-pay/no-play policy, that applies to

training also. DH stated that there was also a plan to ensure compliance from a membership-team viewpoint, but that this will require the assistance of coaches.

- Sunday Kitchen – prior to the meeting DH had submitted, via email, a proposal regarding employing staff to run the Sunday Kitchen. In response to questions, DH explained that he had explored the option of offering the kitchen as a franchise and had spoken to various business owners in the area but had determined that at the current time this was not a viable option. IW & CR had discussed an interim solution if we are not able to find a full solution, involving JG over 3 months. DH has already made links with Tameside College with respect of finding staff and consultancy on setting up DH's proposal. CR suggested, with full agreement from the meeting, that the proposal should be run through the TC, as there would be no issues in terms of payroll or anything to do with any form of trading. There were no objections to the proposal and DH was asked to action it. In terms of offering a cashless solution to payment, LB agreed to look into options. DH to speak to MG regarding employment contracts through the TC.
- Feathered Flags – the designs were accepted by all as looking good and fit for purpose. There was an issue with a slightly higher level of payment than had been agreed (no 30% discount as assumed previously). It was agreed that the extra should come from the M&J account – this led to a slight discussion about how we will access this account with CS's departure; KTH is to be added to the account.  
The discussion of the M&J account, led to further discussion about M&J team's "Tour fund" money. PL will, hopefully, be able to provide a breakdown from August 2020. There was then further discussion about how £1 of all previous cash subs had been put aside for tour funds, and how we might accommodate from the current system. DH agreed to determine a similar proportion of subs paid for each M&J player to each team from the start of the 'new' membership system in August 2020. It was agreed that there would be an account available to each team of their "tour fund", effectively ring-fenced for each team to spend as and when they determine.
- Summer Camps – there was a concern raised about the pitches availability regarding the maintenance work being carried out on them. Re-assurance that the pitches would be ok for the Summer Camps was given. IW was concerned about how we get across in publicity which groups are eligible for free places – in essence it would be "Pupil Premium Eligibility" (PPE) children. DH suggested we change the advertisement from "free school-meals" to "PPE" as any parent on that register will know.  
There was a brief discussion about how much coaches are being paid, and how the payments are being arranged. It was confirmed by CR that the net cost to the club will be £0 – Tameside are paying for everything, through the club, and the club will make payments to the coaches etc. IW will speak to RJ to confirm all details.
- DoR and Coaching Applications: There was discussion about the applications that have been received for the DoR, M&J junior coach and Head Coach that have been received. It was confirmed those that would be part of the interview panel, and what the interview might consist of.
- Gym and Club Security – the leaking roof has brought down tiles; Young's have been in today to examine the issue and can make repairs at a cost of £475 and 2 days work – they will be in tomorrow to start the work.  
We have the flooring to go down and new equipment to come, but we will not put this in until the roof is repaired.  
Security: Ben has provided a price of £150 to put a camera in that can be wired to the current DVR system. There was discussion around extending this, as the current DVR is old &

knackered, and a new one can be installed for £100. It was decided to leave the DVR, and review the whole system; there would need to be a full proposal brought for the CCTV system upgrade. PL and DH to arrange a date to meet to see if the door system can be used to monitor who is opening the door. From the discussion on CCTV costs there was a splinter discussion around the need to get multiple quotes for jobs. CR proposed a limit of £500 before multiple quotes were required. PL stated that there also needs to be a waiver for specialist or emergency jobs. There was general agreement about the £500 limit and emergency waiver.

- Mini-Winnies Transition Proposal – RJ had submitted the proposal via email that we should employ a multi-skills sports coach to run sessions for our reception/year 1 aged children who are too big for Mini-Winnies and too young for U7s training. There followed discussion around having this as part of the plan for the upcoming M&J head coach role, and whether payment was acceptable when no other coaches are paid in the club, either below that age (Mini-Winnies), or above. All present agreed that a transition group was an excellent idea. After a significant amount of discussion, a vote was taken against the proposal.
- PHS – contracts have now gone back to PHS having been ‘docusigned’; it’s a 2-year contract and we will be receiving the invoice.
- Employment contracts – CR stated that now we have all tax & bank account systems set-up for the Charity and TC, as the old accounts must be closed down (we cannot have 2 PAYE accounts) all employees must sign their employment contracts so that they can be TUPEd over to the TC. KTH to speak with relevant employees.

Next meeting will be the AGM to be held 9<sup>th</sup> July 2021.

Next Trustees/Committee meeting to be held 4<sup>th</sup> August 2021

Meeting closed 21:24 p.m.