

ALDWINIANS RUFC

TRUSTEE MEETING MINUTES

Trustees in attendance	William Thorpe (WT) – Chairman Ian Wilson (IW) – Trustee, Club Member/Former Player Kevin Turner-Hague (KTH) – Trustee for Playing Club Member Katy Davies (KD) – Trustee Club Member/Ladies Team Admin Ian Spivey (IS) - Trustee, Development Officer, House & Grounds Maintenance/Club Member Alan Whalley (AW) – Club Member/Senior Fixtures Secretary Christine Spivey (CS) – Hon Secretary/Membership Secretary/CSO Club Member Tyler Gibson (TG) – Future Assistant for KTH
Observers	Robert Palmer (RP) – Senior Player Lee Bradley (LB) – Club President/Former Player Chris Rushworth (CR) – Former Player/Life Member Georgina Hardy Jayne Ganley Nick Slack
Apologies	Trevor Hulmes (TH) – Treasurer

CORRESPONDENCE

WT	Used to get lots of correspondence but had nothing now since March. Where's it all going?	
MEMBERSHIP AND CHARITY COMMISSION	CR	Trustees to complete questionnaire, could take long time to go through. I'm involved with membership and will be tens of thousands of pounds coming through each year hopefully. Need to ensure money is fed through the system, with transparency throughout and you can see exactly where money gets processed. When I saw it, I don't know what Trustees know or aware of so raised it.
	WT	Yeah, was interesting and unfortunate Trevor not here - he was quite heavily involved in this side of the trust for good few months and I'm not aware of what progress if any. Sent Mick Murphy copy who was involved too and he said he'd done what he was doing from the Trustees side and Trevor doing finance side.
	IW	Agree with Chris is saying we all need to be aware, but when I looked, answer was no several times. Thought I'd stop, reassess and see what we need to find out.
	KTH	Same
	WT	Answered no and not applicable to several questions.
	KTH	Does it warrant a separate meeting?
	WT	If we need to look in depth, then yes. Read it as judgement on what we're doing, rather than what we would aspire to be doing. Don't do many things they're suggesting, but should we be? Surely most answers should be yes, otherwise we're non-compliant. Certain things stand out – 2 people opening mail, 2 people doing accounts, subs, day to day accountancy. Why is TH's address on articles?
	CR	When Bottomline was being discussed, TH said we already had bank account which was dormant. I went through list of things we needed and TH gave us assurance and that one was given. When account came to me, I sent to Bottomline, but did have concerns about the address. Am unsure whether club had policy where documents could go to individual's properties or whether they should come to club.
	WT	No experience of anything being done outside club, but Aldwinians financial office being in TH's front room was a surprise! Can leave yourself open doing and working on money, opening mail - should be done with at least 2 people.
CR	If banks send bank statements out, there is system where you have 2 sent separately, in case of club not	

MEMBERSHIP AND CHARITY COMMISSION		being open. AN Other address just ensures it is received.
	WT	We used to have heavy duty letter box on gate and Monday morning everything was checked, money over weekend and all mail, but difficult to know how to proceed.
	CR	Guidance is quite long winded, tried to pick out what was relevant to us and what it stated a no doesn't necessarily mean you're not compliant and a yes doesn't guarantee you are. For Trustees to decide what you think is relevant.
	IW	Was worried with answering no so many times. As a relatively new Trustee, thought it was just me being unaware, but seems everyone same.
	CR	<i>Extract taken from "Internal Controls in Charities Guidance Notes"</i> <i>"The 'tone at the top' – Executive management and the charity's staff and volunteers are responsible for ensuring that the controls put in place by the trustees are implemented. There should be a culture of control embedded in the operations of the organisation; this culture is created by the trustees and senior management, who should lead by example in adhering to the charity's internal financial controls and good practice.</i> <i>Review of controls – The trustees should, at least annually, ensure a review is conducted of the effectiveness of the charity's internal financial controls. This should include an assessment of whether the controls are relevant to, and appropriate for, the charity and not too onerous or disproportionate.</i> <i>Segregation of duties – A key feature of internal financial controls is to ensure that no single individual has sole responsibility for any single transaction from authorisation to completion and review. It is important where the trustees administer the charity personally, more likely in smaller charities, that there is sufficient segregation of duties amongst them, so that no one trustee is overburdened or exercises sole responsibility."</i>
	WT	Not the case with us! Things like bounce back loan - Treasurer should present case to us, give us his opinion on which way we're going as a Trustee who is experienced in such things, but at the end of the day, he's liable to the whole of the members. Should be keeping us advised more. Not there to tell us what to do, there to advise then we decide what course to take. Over months, we've had comparisons with same 12 month period to previous year, but I'd prefer to see progression - more or less solvent? Have we any problems, not just bar chart saying 2 inches shorter than last year. Should elect few people rather than individual opinions on it.
	LB	Do we know why TH not here tonight?
	CS	Think already made arrangements. I do have figures for finance section from him to discuss.
	WT	Can't spend all evening on this, would rather discuss with TH present. Does mention if internal audit a regular event. Not seen any audited accounts.
	CR/LB/ IW	Who takes on admin/office type role? Needs an internal audit. Should be done by somebody not included in Finance Team. Got to be semi-independent. Paul Lyons has the background?
FINANCE	Accounts	
	CR	Not comfortable until Trustees can say we've looked at info and this is what still needs to be done. When money comes through DD, it goes into an account and I've not seen any bank accounts/audited accounts. Think we need to get them audited? Only a matter of weeks now, all signatures been sent. Application is near final so not unreasonable that we will be taking money, but checks need to be done beforehand.
	IW	As a Trustee, I'd be happy with Paul Lyons.
	WT	Agree. Can't be embodied in one person - not fair on anyone.
	CR	If you want to appoint 3/4 people as an internal audit committee, I'll speak with and happy to work with Paul. Also in communications with Munch who can give some guidance from his accounting background. Once Trustees have completed questionnaire, we could have an audit committee to discuss what's relevant.
WT	Agree. Should be approached in such a way as the aim is to clarify relevance to what we want to do and what we should be doing. Can strike out bits very quickly and come manageable paper.	

FINANCE	RP/CR	Is this sub-committee open/closed? Are any findings to be put aside and then addressed towards the Trustees or members as a whole? Can't take money from members without problems being solved. Needs to be done within few weeks.
	WT/LB	Lets concentrate on auditing money coming in or going out and first? Once accounts are audited, we can get report from Bottomline thereafter. All club accounts get audited, next day we move to Bottomline. Most important is to get membership up and running. Try and tie in with RFU point C - here's your membership, now you can train!
	IS	Been informed tonight, not moving from Point B until government pass.
	CR	Need to establish what's relevant on questionnaire and needs to be done in next week or so, been floating around for weeks already.
	WT	I was intrigued with legal requirement....of whom and doing what? Do Trustees file annual report on accounts and annual return?
	CR	Legal requirement that we have a set of audited accounts presented to the Charities Commission by November.
	WT	Went see Chris, used to be our accountant and realised he wasn't any longer. Emailed TH to ask our accountant is and he said they'd cancelled to another company for odd pieces of accounting that we need but there's items like at the AGM or EGM, there should be an audited signed accounts of finances. Where's ours? Hasn't been any accounts that I'm aware of only booklet sent by TH. Should be signed off but ours aren't.
	RP	WT, could you all agree and its minuted that we get some accounts put forward that should have been at AGM that you've not seen, you all vote for it to see them just to see where we're at?
	CR/LB	An individual can file accounts, so as a limited company I file my accounts with Companies House direct and the Revenue. But, if done via chartered accountant, they check your accounts are true reflection of business. So you can have a set of accounts, one checked by an accountant and one not. Unsure if ours ever been presented and been filed and gone through that stage? If so, which accountant did it and can we have a copy? Need to establish that they've been audited by a chartered accountant. Can't just sign them off ourselves.
	WT	Used to be accepted customer practice that audited accounts were presented at AGM and at not someone's perception of what accounts are. They should be signed off properly at least about once a year, they used to be!
	KTH/ WT	Can we vote on that? Is holding job up. Middle week between this and next meeting, could do it an hour, sit and address all anomalies.
	WT	Its reasonable to do round robin. Can compare our answers. Lots of it is assumed we already do it, but don't so, yes we do need internal audit committee. Need some due diligence.
	CR	If Charity Commission come knocking and ask what we've got, we have nothing! Need to have something. Is an internal process - we apply what we think relevant and come up with solution. When they come knocking, we're all happy. If anyone else wants to come in, don't see why not? Many hands make light work! Then we come back with something. Sooner you get that report to me, I think within 2 or 3 days you could come up with what we need. Not comfortable going forward without. Put things in place from today, that way can see we're doing something to address.
	WT	Could only consider it right if we were told they're coming tomorrow to check accounts and you weren't bothered because you knew they were right, but what we're doing at best is hoping for the best!
	KTH/ WT	Zoom meeting will suffice – tomorrow 7pm.
	KTH	TH has to be involved as only he can answer most of these questions.
	RP	Isn't that a problem to start with? That only one Trustee can answer the questions?
AW?	Certainly from the Trustees point of view, the person with the answers is Trevor isn't it?	
KTH	Trevor's got to be on it yeah.	

FINANCE	WT	There is a difference between being a banker and an auditor isn't there? Or an accountant?
	CR	The people doing the audit shouldn't be part of the finance team. If I got audited by say the gas, they'd come and tell me what they wanted me to see. I wouldn't say this is what I'll show you! So, TH will obviously be there to help us, but the team basically will come back with what the Trustees find and then go to TH to inform what needs to be actioned. Its risk management. We've discussed previously about where we'd be if something happened to TH. Have we got a system in place that someone else could access accounts? Somebody else needs to know exactly where TH is up to.
	WT	You need to see how far he's advanced this, but he may well have already done it all. We need to know week to week how we're doing what's available and you know. But that would be one of the things you'd have to discuss wouldn't it?
	CR/RP	So, TH is just port of call for information? Not one of the auditors?
	WT	Agree - can't be a lone ranger, has to be somebody else who can just walk in and take over if ever necessary.
	KTH	I'll do one as well then.
	WT	With a view to having presenting all this in a fortnight for the next meeting?
	RP/WT	If TH not involved as a Trustee within the internal audit committee, neither should KTH?
	All	Agree no Trustees to be involved in internal audit committee, all independent.
	GH	Happy to volunteer?
	CR	Is it worth voting on that Bill, to make it a sanction we're proposing?
	KTH	I propose an internal audit committee.
	WT	I'll Second.
		Those in favour? Any to the contrary? No.
	RP	Clean sweep!
	CR	So, for the minutes now, the Trustees have voted on having an internal audit carried out by at the moment, Gina Hardy, myself, Paul Lyons and maybe Munch to confirm to be part of it. (Since agreed to be part of the internal audit committee) Is that the authority that's just been voted on isn't it?
	All	Yes.
	WT	I think unofficially be worth speaking to TH to see if any of this stuff been done already because its been going on for months hasn't it? Before the shutdown, so perhaps ask?
	RP	You said Mick Murphy was going ahead with everything and then its come to a stump where TH is from the finance side. Is it worth one of you guys as Trustees jumping on board to help lighten the load, so you can get ahead with things? It may be whilst the audit is going in place, some of these things can be automatically addressed?
		Bounceback loan
	WT	Not much to discuss on last minutes. Bounce back loan Ian, you've spoken about this?
	IW	Spoke to Trustees from Littleborough who received £25,000 yesterday. From start to finish, said it took 3/4 weeks. Initial questions asked but at no point did they feel they wouldn't get it - were confident just digging for little more info. That's based upon 25% of their annual turnover. They were apparently one of slowest lenders too. Have we any news?
	CS	TH sent paperwork off that they wanted initially, waiting back from them.
LB	The application has gone in? How much?	
CS	I think its asked for the full.	
WT	Fifty thousand?	
IW	You can ask for however much you want up to £50,000 or 25% of your annual turnover.	
WT	£216k turnover. So enough to cover the loan. No reason why we wouldn't be going for it. But waiting a	

FINANCE		fortnight to get each snippet of information no good. TH should be sending round robin periodically email how far he is.
	IW	If we get £50,000, can decide how to and what we do with it, whether we sit on it for a little while. I know clubs asked for lower figure and not doing anything, waiting for period of months to see what - whether that be bills to pay off.
	WT	After 12 months when you start paying back, can either give them all, or work with very amiable interest rate to pay it back over time.
	RP	Got 3 quotes for bifold doors, but waiting for the go ahead. Its £3.5k for one but usually £10k.
	KD	Would be huge for functions, christening/wedding Sunday afternoons.
	IW	What about the new energy efficiency grants from government? Are we entitled?
	RP	Been looking into it and saying be pushing towards hospitality, so hopeful.
	WT	Also brining in about £1k for any staff taken back after furlough?
	LB	IW said Littleborough got theirs and they went with slowest bank, and it took 3 weeks, we should hear back before next Committee meeting – will all be ticking over.
	RP	Are we just going to wait for TH then? Goes back to who's got all the financial details and there's only one person and it's a single point of failure.
	WT	Correct.
	IW	Probably give it more than 3 weeks - more people hearing so probably getting more applications by day.
	LB	But, we should know at least something?
	KD	The application has gone?
	CS	Its gone in and I know TH had to send back with terms etc. Distributed financial info from TH
RP	In TH absence for minutes can you make sure they're on next month's agenda - all those questions? Don't want him to forget, they need to be answered. Is there any point going through without TH present?	
RP	Keep for next month	
BAR	WT	In general, we've got all sanitiser/soap dispensers in now.
	IS	They're supposed to be functional. Its not about the aesthetics! We've put 9 up throughout club and soap dispensers. One way system seems to be working. Been amended, but seems to be working.
	WT	JG, how've we gone since opening?
	JG	Sunday quite successful but there was a wake on. Previous Sunday diabolical. Last 2 Saturdays been steady. Obviously thought first Saturday be manic, but wasn't. Willing to try Friday this week too. With no mini/juniors still going to struggle - Sun Inn have got 7 pints for less than 20 quid! Bikers come in on Mondays from 20 July - normally about 20/30 of them. Have to think about staff too, if we do get busy have to check toilets, sanitise everything, check more carefully everywhere. Is really hard!
	LB	Group been set up last few days to discuss ideas for getting people in. Whatever way that might be just to get arses on seats! Have a meeting on Saturday to discuss. Will look at what realistic to do soon, and which need to wait.
	JG	Chilli night/quiz night
	IW	If we were up stage C next week, certainly my team would start training week after and I think lots coaches would too, then you'd have your Friday night back!
	WT	Some of the older lads have been training
	KD	Can we still not do food?
	JG	No music, loud volumes or functions
All	Agreed last 2 weekends quite successful in current climate. Others been extremely disappointed. Discussions re food – can serve food providing disposable utensils etc. Get bbq out, kids can play, get minis/juniors to	

BAR		organise some fundraisers Sunday afternoons. Get each individual team to hold socials in the club. Just get people in!
	RP	Can we handle more though? Can we handle more people capacity wise in Covid environment?
	JG/NS	Yes, not at capacity yet
	RP	So, we can sell it? We've got capacity to sell it so we need to get it out there and say clubs open all weekend. The club's open Saturday and Sunday, get down and support your club, that's what we need to do?
All	Discussion re gin festival. Can't advertise it as an "event" but as long as we try and social distance. JG/-T - doesn't think will be able to adhere to distancing as last events were packed. Not many pubs allow for kids to run round though so worth thinking about.	
COVID	IW	Nick done fantastic job with risk assessments to get us Covid friendly to open.
	NS	One way system being implemented makes it bit easier but you've got to remember, social distancing few pints down. More people you take in, more rigid need to be with procedures. Have to police it more. As CR said, auditors could come in and assess at any point. If you've done nothing, then they will throw the book at you, if they can see that you've done then it goes a long way and all they'll do then, it tell you to tweak this, tweak that - you should be doing this really, its a massive difference.
	IW	Have you felt the change. Have you felt the differences?
	JG	First week I didn't like it, we had main shutters down and were pretty much caged in. This weekend we had shutters up there was no mad rush. No 2 or 3 people at bar at any one time, so better than first weekend. Can't keep shutters down – we can't see who's coming in and that's putting us at risk.
	IW/WT	Very valid point.
	NS	Put a document in place primarily for the safety of personnel and customers but also the cleaner (CS). Staff need to be aware and understand it. Regime in the document for the cleaner(s). Schedule of work with tickboxes when each cleaning activity been carried out – some daily, some more often, some less often.
	CS	Basically, using all sanitisers and using right products to clean everywhere making sure tables, chairs, exits are all done like normal but emphasise what you're doing - door handles and ensure keep on top of everything
	KTH	Added extras, eg when people start training, dressing rooms are going to have to be cleaned after they've been used. You've got to do the toilets, the showers, shower heads. Not immediately, but when we can and are allowed.
	IS	All shower heads are done. All in place and I've got everything else down there in place
	KTH	Similar to the audit. There's a tick sheet there to fill in. If somebody comes and says how you managing it. Actually you can show this is what we've done and this is how we're managing our Covid risk for members, visitors, whatever and you can sign it to say its been done.
	RP	What if its not done though?
	IW	Just along those lines, we're alluding to Covid, we've got to make some schedules as well here. You know, you've got to do the fire alarm testing, all the hazardous materials that we use, the bleach and etc
	IS	Yeah, I keep doing it all the time, like everyday when I'm down here. All done, stored properly too
	KD	Does there not need to be some kind of list/job description so say you're unwell or you're not here, you're away just so somebody knows what boots they're filling in for?
	KTH	We've done that as well, WT sent me a template JD for a cleaner which can be amended and put in, so its something that we didn't have before
	CS	Never been a job description, although should really be two job descriptions because its two separate jobs. Its a cleaning job for this end of the club and then there's a cleaning job for that and the two jobs are separate
	RP	Who is our health & safety officer then? If you've done that? Are you going to be our health & safety officer?
IS	I've been doing it for 9 years. And I've been filling everything in for 9 years. I've read up on Covid and insurance and everything else. Nobody actually came round and asked me what do you think of this?	

COVID	RP	Didn't know you were health & safety until now.
	IS	Wouldn't mind stepping down. Have done it for 9 years more and more coming in, taking longer and longer to do ... if somebody wants it they can have it
	WT	Ok, will see if anyone else wants to take on health & safety officer
	WT/KT H	Do you know how all these air conditioning works? Shouldn't be on at all throughout these times.
	IS	Will only turn off for period of time, turns itself back on, on a timer
	RP	Need to get engineer/technician to come in and show us how to shut it off completely, blowing pennies out!
	KTH	What will we do about cleaning? Covid not going to go away in the foreseeable future and even when we do open there's still gonna be some regulations hanging around isn't there?
	IW	I think everything is wrapped up everywhere, even cleaning with the health & safety expectations, we need to be on top of it.
	IS	If using paper towels in bins, will need emptying more often
	WT	Is that not cleaner's job?
	IS	Yes, but will need to be done more often. Sometimes over floors
	JG	No paper towels have been over floors last 2 weekends because I've checked
	WT/KT H	Were told no blowers in toilets, turned them all off and now we can use them!
	All	Agree that provisions and procedures in place are in line with government requirements and as long as we can keep on top of it, will not be breaching any rules
	NS	If cleaners work to this document, then revert back with feedback and we'll tweak where necessary
	CS	Will work to this document, ticking activities where necessary and revert back with feedback, say couple weeks
	RP	Does CS need some sort of training say in relation to COSHH?
	NS	Wouldn't think so
CS	Its mostly basic cleaning products, they're locked away – I'm aware of COSHH but don't think I need a course	
NS	Lone working needs to be noted in an actual policy	
ANY OTHER BUSINESS	Netball club	
	KTH	Mike Singleton been in touch - Droylsden Gems Netball Club want to come and train here on Tuesday nights from 6 till 9 from 9s to 13s. We already accommodate Tameside Netball. They just need, because all their training spaces are closed, they just want somewhere where they can get on the grass and get out and catch some stuff. £1 per person?
	RP	Can't we charge them £2 per person
	RP/IW	Make hay while the sun shines! £2 be cheaper than what they're currently paying.
	KTH	Tameside netball for the first 3 weeks they've used the pitch on a Saturday when its empty, its £170 will be going into our crowd funding page. Trying to get us as a "social centre". Until they open up their normal training facilities, they want to come down here on a regular basis
	JG	Compromise £1.50? If you get too greedy, they'll turn us away, but will have parents maybe use the club eventually?
	KTH	They might want to have a Christmas do here and they're looking to do functions here so you've got a bit of a lead already
	KD	Either way, its money in we've never had
LB	And the girls on the Saturday as well, the other benefit is all the parents are here and now the bar's open so I	

ANY OTHER BUSINESS	WT	imagine one or two of them will come in It is a bit ironic when our own can't go on it, but there can?
	Membership cards	
	RP	Couple of members have had their membership cards voided including myself. Nobody knows how to sort it
	WT	So, who does know? Is there only Trevor knows how to do it?
	RP	Yes. Think Jayne should be trained up, will be less hassle all round
	LB	Should be at least 3 people know how to use it and activate them
	JG	Someone had a £500 bar tab and couldn't get the discount promised
	WT	Should be done at source
	CR	CS said some junior members' parents concerned about data and asked me to have an enhanced DBS check. I'm happy to have one, but is this to all? RFU guidelines don't state it necessary
	CS	Some parents asked who such and such a person was and I thought it to be pro-active to request it.
	CR	If I need one, that's fine but will that be all non-Trustees who have access to data?
	All	Agreed, anyone with access to personal data, will be required to have enhanced DBS
	Kit Audit	
	CS	I did a kit audit last week. I went through every kit and put a sheet together and we had some shirts missing. I'm presuming that from the mini end, some kiddies take theirs home cause they don't like getting changed or whatever it is, but can we have the shirts back please? They are £28 to replace.
	KD/LB/ KTH	In hand, been chasing already
	IW	Are we still due that 14s kit?
	CS	Spoken to TH and hopefully, you will have a kit for next year, you'll have what is this year's 16s, because Bob's taking his kit with him next year. Have told TH looks like we need 3 new kits – 13s, senior colts and 14s
	Club Shop	
	RP	Whilst on kits, been looking at setting up the club shop with ideas to present to you. O'Neils, Samurai and Akuma and we've gone with pricing and what's the best kit and what not.
	All	General discussion took place about what sort of merchandise would be sold, scarves, umbrellas, hats, boot bags.
	RP	Want to make coaches/managers look professional and ensure that they're part of the club. Some of these companies do a kick back with money to the club based on sales – could be looking in the region of £2,000 per year
	LB	Not just a few minutes been spent, have Lee Jennings, Ryan Barkwell, Gus Grimley, Andy Coxhill, Rob Taylor, me all looking into best options for the club and members
	Registering mini/juniors	
	CS	I did a webinar through the RFU to do with age group process and personal profiles because they're changing some and the way they want to go is next season, all mini and junior players will be de-registered and taken off the system and every player will have to be put back on by their own parent. All to do with GDPR so each parent needs to re-register their own child.
	KTH	Are you going to put a note out to speak to Trevor about tomorrow?
	WT	Meetings are bi weekly