

ALDWINIANS RUFC

TRUSTEE MEETING MINUTES 30 SEPTEMBER 2020

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 Alan Whalley (AW) – Club Member/Senior Fixtures Secretary Christine Spivey (CS) – Hon Secretary/Membership Secretary/CSO Club Member Ian Spivey (IS) - Trustee, House & Grounds Chairman/Club Member Trevor Hulmes (TH) – Treasurer Tyler Gibson (TG) – Future Assistant for KTH
Observers	Lee Bradley (LB) – Club President/Former Player Bob Palmer (RP) Gina Hardy (GH) Dan Hardy (DH) Daniel Robinson (DR) Ryan Jennings (RJ) Mike Singleton (MS)
Apologies	Chris Rushworth (CR)

CORRESPONDENCE	CS	Correspondence from Andy at Tameside Sports Development asking us to contact Reporter direct with anything events/changes within Club.  Oldham Rugby League looking for training facilities Tues & Thurs 18:15 till 20:30, poss 08:00 till 09:00 Sat
	WT/IW / TH	Have to consider effect on pitches. Pitches haven't been maintained effectively due to Covid. Just apologise and say pitches receiving enough use already
	CS	Email from RJ – Can U7s and U8s pay weekly instead of direct debit? More social rugby at that age, not all committed full term, not all turn up to both weekly sessions
	IW/LB	Consider agreeing just for those age groups, until they become more involved/committed
	WT	Propose vote to agree amongst Trustees
	All	<b>Vote result: U7s and U8s able to pay per session instead of direct debit, £5 per session</b>
	IW	RJ perhaps appoint a manager to collect subs to ensure he can concentrate on coaching
MEMBERSHIP	CS	Proposal from GH to take over membership secretary alongside M&J membership secretary with DH as second. Paul Lyons currently acting as second to DH for data checking and Chris Rushworth acting as Primary Controller for DD with Carole Townsend maintaining. Would be easier to align given family membership option/parent & player option on DD system.
	LB/IW	Makes sense to be same person. We did same with AW, gave overall control of the fixtures
	CS	I still need to see membership data to cross reference with GMS. Only had 3 re-register for this season so need to be able to see who's joined and verify all registrations. If I don't know who's joined, I can't verify membership.
	RP/DH	GH needs Level 5 access to GMS too to have admin rights. Is true membership list on GMS?
	CS	Sent most of it, but players have to re-register and I have to verify. Before giving Level 5 access, admins need to be DBS checked and undertake Safeguarding course. Won't be able to be assigned for 14-21 days following completion.

MEMBERSHIP	RP/IW	Need more than one person with admin rights to GMS.
	GH	To undertake Safeguarding course and get DBS check. Understand that one DBS check doesn't apply to all companies and need to undertake separately.
	All	Agree GH to take on role of Club Membership Secretary (including M & J) when above complete.
	CS	Re questions raised by parent in previous meeting. She answered most questions herself but wanted to ensure that Trustees and anyone dealing with DD (Chris Rushworth) were aware of everything and had researched correctly as American based company.
STOCK/ NEW KIT	CS	Have removed initials best they will.
	GH/KD	Have sold most of the better stock. Still some kids socks left, will try and shift Sunday mornings
	IW	Could do with sample sizes of new stock
	LB	RJ has samples and is working on bringing one of each size
NCP	TH	Still awaiting NCP coming and undertaking H&S assessment, they were to contact us to arrange. Will chase but maybe another 10 days? Seem quite happy to go ahead.
FINANCE	TH	<p>I Have file of 6 sections notated as pages with up to date financials. Would have given July figures as at 9th September meeting but didn't attend an August meet due to holiday and 9th September due to different reasons.</p> <p>Page 1a covers period for 6 months to end of July. Our bar turnover was just under £29,000.</p> <p>You can see in last 3 months how much lower sales were than Feb/Mar/Apr (less than half our usual income). Less bar wages too, but effectively being supported off by furlough (£9k from Mar-July), hence why we were able to keep bar staff.</p> <p>Page 1b/c – income/expenditure – total like for like income for that period was around £15k (expenditure much lower too), made arrangements with suppliers) so cashflow kept us in credit. £25,000k overdraft (rarely dipped into during Covid period). We received the £25,000 Government grant for being in the hospitality sector, plus a grant of £5.6k from Sport England (initially to pay utility bills) enabling us to manage creditors.</p> <p>Across that page 2, shows impact against previous years (same 6 monthly figures from previous years). Currently as we move forward, note other fund raising efforts in place from different sources recently.</p> <p>Page 2 - More activity last 2 months to 30th September, sales gone up from £28k YTD to £46k YTD. Bar wages increased by £5k but again furlough covers most, now at £15.4k support in total. Jayne + 5 staff were furloughed (3 of which haven't worked throughout, but had full furlough). Starting from tomorrow (1 October), furlough down to 60%. Some still not working any hours but are casual staff on zero hours contract. Jayne now back to full 100%. Furlough decreases and we now have to pay 20% towards pay if we kept those staff on. Not great deal to make up, but 20% wages when they are not working any hours will mount.</p>
	All	Discussion around whether or not to keep extra 3 staff and pay them for not working - is it cost effective to the club? Would amount to approx. £150 per month, but not utilising their services. Have kept them on throughout hoping for improvement, just not enough shown in figures. Unfortunately, will have to release those 3 staff, have been paid for 6 months already. Due to be paid tomorrow (1 October) but not viable to extend. TH to inform Jayne.
	TH	<p>8 month bar surplus is slightly higher around £8,000, working on estimated gross % for sales approx 45%. Assessment of expenditure, deficit appears to have decreased, but not much changes in overheads.</p> <p>Page 3 – Assessment of daily performance for July, Aug, Sept. Most days profitable (exception of 6 days) particularly gin festival day. The 3 months produced contribution of £6k just from bar but not incl. cost of utilities etc.</p>

<b>FINANCE</b>	IW/KD	JG been working more hours than usual days due to be put back on 100% ie Wednesdays/Sunday am for coffees etc
	RP/IW	Sundays and Wednesdays need promoting more. Did it with Fridays/Saturdays and numbers have improved
	DH/KD	Parents asking about operating club as if rugby was as normal on Sunday mornings ie coffees, food etc and club actually open? Club needs to be open for toilets, defib at least.
	AW	JG and I decided to open earlier to sell coffee, bacon butties – see how it goes, need to judge how many people before we go all out.
	GH	Can tuck shop open?
	CS	Mike and Gina Marrow in the process of stock taking, dispensing of out of date stock etc
	IW	Need to monitor regulations, ie social distancing/masks inside etc - people get complacent
	TH	<p>Page 4a – I have tried to project to end of Jan 2021 but hard to do in current trading situation. Aware there is no rugby, no xmas functions/parties etc but might still be able to achieve profit looking at last 3 years and current sales – estimate £75k bar turnover but not guaranteed but provide somewhere for members to pop in for a drink over weekend at least. Income levels will benefit from membership, bbq fund, crowdfunding, maybe Sport England fund match, 200 club etc.</p> <p>On 4b the Bar Performance Sales Sheet shows actuals against budgets so far for year to 31.12.20 (which are irrelevant now) – started off well in Feb, but obviously couldn't continue to meet targets/keep to budget from March.</p> <p>On 4c, there is a projection sheet of income/expenditure. Again difficult to project accurately but assessed income coming in (including membership) of £14k.</p>
	DH	Will be much higher than £14k. Only been 3 DD payments so far. Expect it to be closer to £40k (not all signed up as yet) but based on those who have.
	TH	I have only projected to end of Jan (4 months).
	IW	What's crowdfunding at now?
	RJ	Just reached target of £20k (but that's without gift aid). Have stretched our target to £30k but still have approx. £5k worth of rewards to sell.
	All	Congratulate RJ for leading crowdfunding project and meeting target only half way through – amazing success. Discussion around selling beer tokens up front. Eg £100 of beer tokens for £95 (but can add gift aid to that, giving extra £15 (ish)). If we go back to lockdown, people would have beer on a tab. Needs more discussion/consideration as to how to operate via till, but all agree in principle a good idea!
	RJ	Had lots of help/guidance from contact at Leigh. Someone please send thank you letter on behalf of whole club? Need bank statements to upload to ensure we get money from crowdfunding. Need to satisfy Sport England with bank statements so they can verify who we are. Has to be done within 3 weeks of closing crowdfunding, otherwise we lost £10k and potentially £20k that is a possibility from Suez.
	TH	Membership account (formerly shop account) will be closed soon to transfer into new account within charity. Awaiting Oldham branch of Barclays to set up but received correspondence to say in progress. Can sign off during that time with account we currently hold. CR has verified Barclays account but awaiting confirmation from CR that they've approved him.
	RP	So you've given CR authority to deal with all bank accounts?
	TH	Just membership account at this stage.
	RP	How many accounts do we have?
	TH	<p>For now, three: 200 club account; main account; and shop account (now membership account).</p> <p>This set up will change when we set up trading company.</p>
		<b><i>KD leaves meeting</i></b>

FINANCE	TH	<p>Page 5, Club cash flow forecast, made some more assessment of cash movements. Started off with balance in current account - £6,250. Tried to project next four months what is likely but some guesswork involved. New situation with income levels (eg membership, crowdfunder) and bar that may broaden that food/drink level. Sponsorship from Marstons of £5k due in November.</p> <p>Grants coming in – had only expected £5k, but now could be £10k from Sport England and still got 200 club income. Net amount after prizes approx. £450 per month, car pitch situation (not sure) and NCP (uncertain), Road Riders contributions too.</p> <p>Referring back to page 4c, range of overheads going out annually shown on sheet, but hopefully bank accounts won't dramatically suffer given other sources of income not envisaged previously.</p> <p>Done deals with electric/gas supplier.</p> <p>Page 6a/b - Only owe £9.5k to any customers – all else paid. Tried to do deal with PHS – currently pay them nearly £1,000 a quarter (trying to get it down), have passed my request to management to deal. Copy email trail shows what is negotiated ongoing with suppliers.</p>
RECENT EVENTS RE TREASURER	TH	<p>After recent events, I arranged a meeting with Trustees couple of weeks ago and felt I answered all questions to show elements of petition were effectively fake because things have been done to deal with them. TH explained, I have never been asked to provide bank statements. I gave them to CR because he's going to be involved in the finance side and he wanted to assure potential sponsors and members all was ok with our bank statements <b>but they were only for his eyes</b>. He misunderstood the reason, which was as a Trustee, I was sharing info with a non Trustee. He couldn't understand why he couldn't show the Trustees, but he never asked to show Trustees. At last meeting, I was quite happy for Trustees to have info without any agreements in place as we are bound by the guidelines of Charities Commission and left them with CS for all to look at if they wished.</p> <p>My non-appearance at 9 Sep meeting didn't go down too well, but I had made representations to WT by letter to be read to Trustees about my feelings towards Petition received from membership and also unsavoury comments made on Facebook. Petition was addressed to Trustees and felt they should have discussed it but they made no effort to call a meeting so I called the Meeting to enable me to answer the points raised. I had all info required.</p> <p>My absence at that 9th September group gathering alone, generated a Members' General Meeting with sole agenda to remove me as Treasurer. All contact details of those who signed were presented to me which contradicts GDPR.</p>
	RP	<p>As a Trustee of club, you've already signed GDPR declaration so you are fine to see members' contact details. Nobody else did.</p>
	TH	<p>TH said he was not taking questions – it wasn't for this meeting, he was delivering a statement. Petition was received by email and also recorded mail.</p> <p>Following 9 Sept meeting, received another letter calling a General Meeting but although it stated it was from those members who had signed petition, the letter appeared to come from an individual taking responsibility for it. TH was surprised to see three Trustees had 'signed' the letter as well as members even though TH hadn't been given chance to discuss the Petition with Trustees and provide his evidence. Was wrong to start with and he should have been heard first. There was also a Director of Aldwinians Trading Company Ltd who had 'signed' the Petition without any knowledge/background to reasons.</p> <p>TH said he wasn't backed up by the Trustees last meeting as they refused to give any opinion about what I had spent time preparing and presented – it was stated by a majority of Trustees at that meeting that my statements on the issues and evidence should be pushed to the members to consider my preparations or evidence and was stated that the Members General Meeting should go ahead. They have passed the buck here, I should have been respected by ALL fellow Trustees for what I had said and been given their backing. The fact that three Trustees had already added their support to the General Meeting doesn't sit well.</p> <p>Having considered everything, is quite clear that the membership don't want me to continue as Treasurer. Language used in the cover letter re the GM by the author referred to me '<b>not having correct skillsets</b>', but that is inaccurate and false. Lots of people who signed the petition don't know me (as I don't know a lot of their names). They want to replace me but have no knowledge of my background or input to club over last 34 years. I have been involved in virtually everything to improve the club over the years.</p>

		<p>Unsure what I could say at the General Meeting to change their mindset. Not been happy recent months. Because of the mud throwing down the line and ill will, I feel I have no alternative, but to retire as Treasurer in an orderly fashion so the Treasurer role can be replaced and will also stand down as Director of Trading Company before the Company becomes effective. That is my intention and I'll hand this to Christine. <i>Letter handed to CS.</i></p>
BOUNCEBACK LOAN	TH	<p>Main leg of petition was relating to bounceback loan and that I'd offered no info about its progress. It was suggested that copy email I had provided KTH had a "dodgy" email address was on. I felt I was being called into question that I was actually doing anything to progress the bounceback loan or that I was not telling truth that I'd contacted Barclays (the bank for whom I worked for 34 years). This was incorrect. I sent KTH emails in a 4 hour response and well before the Petition notice. I did remove the contact name because I didn't want anybody contacting him knowing we were moving through process (albeit very slowly). In later stages, once it had progressed, I provided email address of contact at Barclays. PL contacted them without prior discussion with me on WT's say so. PL tried to contact but got same response as I have last few months. He called and spent couple hours on the phone trying to get through, as he hadn't been verified as I had it was obvious they wouldn't speak to him. Progress has accelerated within last week or so. WT been concerned he hadn't had a contact from them. I was told had been some sort of glitch with our contact going away and nobody else could deal with said glitch.</p> <p>Now sorted and ready to be signed off. I asked how easy to change original signatory for bounceback loan if somebody were to leave. Answer was yes but would involve repayment of existing loan and required to set up another, but government can't guarantee would be lost.</p> <p>As I am retiring as Trustee and Treasurer, I don't want to be a signatory as I'd have no finger on the pulse or control of whether or how the £50k would be spent and I don't wish any potential liability as a signatory. Have checked with contact at Barclays - it will be possible to add another signatory, but may take 2 weeks but may not have the government guarantee attached to it.</p>
	LB	<p>Are other Trustees indemnified against that? If I and remaining 8 Trustees sign an indemnity to say should anything happen with loan etc wouldn't that be legal and legit?</p>
	TH	<p>If you want to remove somebody later that bounceback loan would have to be repaid and scheme will have gone by then. Not sure about having something legally written up, solicitor would have to be involved.</p>
	WT	<p>Had it gone through at usual pace, there was no personal liability, no risk. There was no question of any individual being liable should the loan not get paid for any reason. Individuals not responsible for it.</p>
	TH	<p>There is a risk if something proved to have gone wrong with the use of the loan.</p>
	WT	<p>Few weeks ago, you said I'd receive email to sign but haven't. Have you?</p>
	TH	<p>I've not had anything to fill out. The way it operates these days is through a docu-sign so it's a signature online.</p> <p>My point is that I will not have my hand in on with the force of things and I shouldn't be asked to be put in that position. I will get my contact at Barclays to deal with it. They reckon there's been a massive fraud for example. There's millions of pounds worth of fraud going on with the bounceback loans. That may be why its taking longer to ensure they do things right. And if there is fraud involved and the responsibilities have been with the banks in assessing the applications, then it's the banks that will be standing the loss and not the government.</p>
	KTH/RP	<p>What is the process going forward to complete bounceback loan? And we have till November?</p>
	TH	<p>If you're happy to do that, I'll speak to Barclays tomorrow and say we want to change signatory to Chris Rushworth? Or you can discuss – no pressure to decide now but let me know. I'm not going immediately, has to be handover. Don't just have box of stuff to handover, have contacts for utilities and email addresses, some contacts electronically etc so somebody will need access to all including SAGE book keeping system. Will start putting it all together.</p>
	IW	<p>Do you have any idea of timescale for handing over?</p>

	TH	<p>Probably 3 weeks or so depending on CR's situation.</p> <p>I would say that I've been inundated with comments and remarks and read things that have not made me a very happy person in recent months. The last couple of months in particular when everything has been engineered to have been anti, anti, anti - you're not doing this and you're not doing that and you're not responding, whatever. But, I would finish by saying, its nice to get something the other way sometimes and this is fortunately where a lot of people won't appreciate my other involvements outside the club. I will indulge for a moment:</p> <p>Reads letter received from Rt Hon Lady Justice Thirlwell, Senior Presiding Judge of England Senior Presiding Judge of England and Wales. She formally records her profound thanks to TH for all you've done for our System of Justice during your time as a Magistrate (32 years). As a country, we are very fortunate indeed to have people who are willing to serve as you have as volunteers in the Administration of Justice. It requires a lot of hard work and real commitment. This is public service of a very high order which is recognised across the judicial and beyond. Thank you.</p> <p>What words they are? I made my commitment to this club when I came back to the club to put the work at the grass roots after my spells away at Sale and Heaton Moor. Half of my life now is committed to this club and every aspect of its development with just one thought in mind, that we can be the best club in Greater Manchester.</p> <p>I accept that times change, I retired after 34 years with Barclays, 32 years as a Magistrate and now 36 years as Treasurer of this club – that now gives me more spare time to share with my wife.</p>
	WT	<p>Thanks TH for friendship as well as colleague within the club over 40 years, being jointly responsible for 90% of what has been done re improving the building and everything about the place. Explains is a difficult situation and wishes him well in his retirement.</p>
	<b><i>TH leaves meeting</i></b>	
MINUTES	WT	<p>If minutes are sent out to Trustees, they should have 3 days to reply with any amendments/corrections. Not for YM to be chasing Trustees to put on members' forum.</p>
	IW/KTH /RP	<p>Understands how time consuming it is to not only produce minutes but also full transcript and agree shouldn't have to chase for replies. Very long winded sometimes 50 pages long! Doesn't need to chase for approval, minutes will be accepted by default until further notice. Fact that transcript is provided, if anyone has any problem with minutes, transcript is there as a back up and can be referred to at later date (transcript only circulated to Trustees and attendees)</p>
ANY OTHER BUSINESS	RP	<p>Asks WT as TH has left with unanswered questions, what does CS as M&amp;J Treasurer now entail? Never voted in, was put in position by TH but what does role involve?</p>
	CS	<p>Role used to involve collecting M&amp;J subs but then breaking down into different accounts ie main account, tour fund account expenses for coaches, coaches training etc. Had to complete spreadsheets. Who will break all that down now that membership is DD?</p>
	RP	<p>TH said earlier we had 3 accounts – are those tour funds in one of those accounts?</p>
	CS	<p>No, M&amp;J always had their own account for years and been self sufficient.</p>
	RP	<p>So, we have more than 3 accounts? Have you got control of those accounts? How many accounts do we have? On these sheets, no mention of M&amp;J funds?</p>
	CS	<p>No. TH and IS are signatories for the M&amp;J account. Far as I know, only the one extra for the M&amp;J. TH is given copy of all spreadsheets breakdowns at end of year. TH incorporates all M&amp;J figures into SAGE accounts and brings all into one.</p>
	IW	<p>Transparency? Should be quite a lot in M&amp;J account</p>
	RP	<p>But Trustees not shown M&amp;J breakdown? TH gave role to you, not voted in as a position? How much is in that bank account?</p>
CS	<p>Now TH retiring, do you think you need a M&amp;J Treasurer?</p>	
IW	<p>As a coach, I get little envelope saying x amount in tour account. I know U14s last year had £1543. Not all teams will have same but throughout, that's a lot of money!</p>	

<b>ANY OTHER BUSINESS</b>	CS	£8k in tour fund bank account. Some teams have more than others. Had a proportional split: £6 per player week, £3 to club; £2 to M&J (for balls, coaches, training at Wright Robbie etc); £1 to tour fund.
	RP	Is someone else going to be in place as M&J Treasurer? Cause there can't just be one can they?
	CS	Feel as if have had lots taken away last few months. Had a discussion about it previously and that's how I feel, like I'm being pushed out.
	RP	CS that's not the case. As said previously, have seen your kitchen table full of paperwork for the club and we're trying to lighten your load. Safeguarding in itself is a massive job! TH leaving without letting me ask questions, just feel it should be a voted in position and not handed to someone.
	MS	From a M&J point of view, your work is absolutely outstanding and don't want to see you anywhere else but with us, when it comes to meetings and organisation on a Sunday morning, your role is absolutely paramount.
	LB	What was the breakdown you mentioned?
	CS	Annual membership used to be £10 a year and I've worked on 260 players. Weekly subs £6 for players multiply that by 32 weeks (games roughly), approx £202 per player a year. Subs £3 per player over 32 weeks is £96 per player for 260 players is £2,496. Figures comes to £4,992 per 260 players. Add on another £2,600 for membership that's £7,592. New method of £15 per month per player for 12 months is only £4,69- so shortfall of £3,000? Done it at maximum because that's max allowed by RFU.
	IW	Don't play 32 games, 6/7 at least cancelled due to weather. IS told me shouldn't be playing over 30 games last week? Those figures amount per player are wrong. Only played 23 games last year.
	All	Discussion re what happens to future monies. All part of same club. M&J shouldn't have to "earn" their own funds for equipment/kit needed. Should all go into same account (same pot) and individual teams allocated expense where needed.
	All	<p>Stands to reason if one team only has 6 players, they can't be refused necessary equipment because they haven't "raised" enough funds. Further discussion needs to take place, as to how to deal with budgeting for M&amp;J teams, going forward to include kit/equipment/trophies etc. Needs to be included within next year's expenditure forecast.</p> <p>Agreed to be put to M&amp;J Committee at next meeting to discuss and revert back. All agree that funds already allocated to each individual teams should still be distributed to those teams accordingly.</p> <p>Bottomline is guaranteed income, whether or not we play. Know exactly how much will be coming in not weather dependant. Benefits we put together should mean seniors pick up far more than juniors. Tried to align juniors and family membership accordingly. If Juniors lose a little because they're not paying as much, like said previously, we are one club. Will be allocated as needed but parents not paying anywhere near as much as weekly subs (if all games were on). Coaches, kit, equipment won't be coming out of "junior" pot, will be coming out of club funds.</p>

Typed by Yvonne McGuire - Circulated 09/10/2020

Amendments by TH 11/10/2020, incorporated and circulated by YM 12/10/2020

Further amendments by TH 12/10/2020, incorporated and circulated by YM 12/10/2020