



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 13th October 2021

Meeting started 8:05pm

Present:

Trustees: Kevin Tuner-Hague (Chairman) [KTH], Chris Rushworth (Treasurer) [CR], Dan Hardy (Secretary) [DH], Lee Bradley (President) [LB], Ian Wilson [IW], Robert Palmer [RP]

Attendees/Guests: Mark Grimley [MG]

Apologies for absence: Katy Davies [KD], Stephen Marrow [SM], Paul Lyons [PL], Yvonne McGuire [YM]

1. Minutes from last meeting

Accepted as accurate. No matters arising.

There was discussion around how we are publishing the minutes as some members have asked for them to be more freely available rather than behind a password protected page on the website. The discussion included the idea of cleansing the Facebook members' group of non-members. Overall it was felt that it was better to keep them protected by a password on the website.

2. Correspondence

- Community Game Update: including the ability to show the Autumn Internationals on TV in the club, 15 games for £200 – forwarded to TC (MG). Generally considered a good idea to purchase and promote these.

- Charity commission [CC] news: DH made the Trustees aware of the CC's Annual Public Meeting, Get involved in Charity Fraud Awareness Week, 18-22 October, and Trustees' Week; 1-5 November (this includes many webinars aimed at improving the competency of Trustees). Free cyber security tools for charities were also being offered [To help reduce the risk of cyber-attacks, they're offering registered charities unlimited licences to their Early Warning tool, and 1000 licences to Web Check and Mail Check tools, for free], SM to be asked if this was of use.

- notice of Safeguarding & Rugby Safe meeting to be held at the club 29th October. Several Trustees will be attending.

- DH has received notice that the application to run 1st aid course has been accepted. This will be run on 19th December. We will probably have 8 places available that we can book, to be paid for by Tameside (A Dwyer), but we will need to ensure people get individually



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booked on through GMS. DH has already approached GMS to see if the club can pay for these courses on the member's behalf but heard nothing back. CR confirmed that any member booking onto the course could be reimbursed usually within a week once they have provided a copy of the invoice.

- Letter from Dave Taylor, former President, enquiring about the possible return of pre-match luncheons for opposition officials. The many benefits of these were outlined in the letter. The meeting was in full agreement that it was a good time to re-introduce these and that we should work towards getting them going as soon as possible. We would like to be known as a club that has some of the best hospitality. It was also stated that there were some members that were due this privilege due to their input into the fund-raising campaign. JG to be asked to look at incorporating these events into the kitchen management.

DH proposed, whilst the topic of hospitality was being discussed, that for M&J we provide visiting teams with a set of dinner tickets for them to distribute as they wish, rather than restricting to just players. DH gave the example of the Kirby Lonsdale colts team travelling hours to have the coaches refused a meal after the game as disgraceful hospitality on our part and something that could be rectified for very little cost. It was agreed that teams will be given a pack of tickets that can be used by anyone, and the kitchen should serve anyone with a ticket (so that parents can queue for their children if required). The number of meals being served to teams will continue to be monitored by DH.

- Letter from CR to all Trustees. Serious Allegations against the Charity Finance Team. Following comments, discussions, and review of the previous Trustees meeting, CR had written to all Trustees with points that he wished to raise. In general it had been felt by the Finance team that unsubstantiated and unjustified accusations had been made for situations regarding payments to coaches in which the team had been trying to protect the Charity's interests, that had included taking professional advice.

CR had spoken with the Trustees involved prior to the meeting. It was accepted that a lot of what had occurred could have been handled better. CR stated again that the Finance Team had explicitly asked for no more work to come their way, and yet more had kept coming. It was accepted that it had been unknown before the Summer Camps what was involved, and that there had been tremendous time and effort put in by all parties; organisers, coaches and Finance Team. It was explicitly stated that there were no issues from any Trustee with the Finance Team and thanks for their efforts were given.

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

The pace of change that we have pursued in the last eighteen months has been immense and the achievements by those involved I'm sure won't be repeated for a long time to come.

What I can say though is that this level of commitment can't be sustained by the finance team. Our roles are impacted heavily by the projects inspired by members and trustees who, with the best intentions push for projects, but don't think through, or regrettably as has been shown recently, take for granted the level of input required by my team.



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Now the club is open and playing rugby after a couple of years of COVID, my team is again very active in the daily roles of paying wages, bills, closing down the old UC, and moving all income and expenditure over to the new accounts of the TC and CIO. Our role has become a major task and it is currently triple the work of the treasurer of the old UC in normal times.

Paul has agreed to manage the CIO side of things for me and has actively stepped up to take some of the roles and responsibilities off me to enable me to manage the split, the TC finance director role, and overall responsibility of the treasurer of the CIO.

MB is moving the staff of the TC over to be paid through the TC PAYE from the UC. This involves quite some work as I'm told they all need to be set up as new employees and have a P45 from the UC. I'm confident MB is handling it correctly and I have stressed we need to address the pensions responsibilities of the TC and the CIO in offering pensions to our staff.

Ninety percent of the income and expenditure has been moved, so will now be showing in the correct bank accounts for respective income (see balances below). The expenditure I have paid from the account which would most obviously be the main user of services. So water comes from the CIO and LWC from the TC. Items where costs are shared I have split to allow each account to service costs without the worry of transferring between accounts.

A main priority of the TC is to improve the Point of sale system (POS) and have a support mechanism in place that isn't reliant on volunteers in the event of breakdowns/tech issues. The club, I have found doesn't own the till system it rents it on a five-year deal. We can pay up the deal and purchase the kit, but I am getting the cold shoulder from the people I need to deal with on this matter at the moment.

With recent gas worries I've checked the deal and we are on and we have a deal with a couple of years to run at a fixed rate. There is a £600 credit on the gas account and we pay £200 PCM DD. The electric from a recent reading has a £200 debt on payments of around £750 PCM DD.

Once the fireworks are out of the way, I ask that we have a period of taking stock and completing the split before any projects impacting my teams' time are agreed upon. Please find below the balances of the three deposit accounts and one loan account.

Barclays: £4,390.40

NW Aldwinians Rugby Union: £18,511.82

NW Aldwinians Trading Company: £21,480.71

CR added that we now have access to both accounts, and PL access to the CIO account. Not yet got dual authorisation, and completion of this will be another month or two. KTH has been battling to get access to the M&J funds. Now has IS signature, and with the authorisation from the previous minutes he should be able to get access in 7-10 days. There is £16.5k, with approximately £8k of this allocated to the team managers. U15s sponsorship of £550; the sponsor needs acknowledgement with reference. LB to forward previous sponsorship thank-you letter, so that that can be amended to be sent to U15s sponsor.



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4. **Trading Company report – MG** [email sent prior to meeting reproduced below – meeting comments added at the end]

Not too much to update you all on this month as its been very busy with on going matters and I have not been too involved the past few weeks with work and a brief illness (don't worry it was only man flu).

Mark Norton

We have welcomed Mark Norton onto the team at the Trading Company. Mark attended the last Trading Company meeting and offered a great amount of insight into what we discussed. The hope is that providing Mark likes what he sees and is happy to be part of the team, that I will be making a formal request to the trustees to instate Mark as one of the trading company directors. So if you notice an extra email address in the CC box that is Marks.

Charity Claim Forms

A few weeks ago myself, Brads, the TC Directors and Jayne had a chat about the ability of the charity to give free drinks to the players for a variety of reasons (man of the match and visiting team jugs). Whilst the trading company do not want to limit this ability in anyway, as its entirely the charities choice, so it was agreed that this should not come out of the Trading Company's accounts. With that in mind I devised the attached charity claim form, and had it approved by the TC Directors and at the time Brads.

The idea is simple, any one of the trustees, DOR or Head Coaches who wants to give some free drinks or even bacon butties can do. They simply fill in the form, sign it and hand it to Jayne. We will then tally them up for each meeting and the trading company will invoice the charity for that amount. This has worked OK so far but the main problem is they have not been readily available behind the bar as it relied on the trustees printing them off. This has now been rectified and there will be a stock of them behind the bar.

Can we all please ensure that they are used from now on.

In terms of the past few weeks Jayne (and Andy Coxhill in her absence) have kept a running total. So according to her records there have been roughly the equivalent of 24 pints given out at a sale value of £67.20, however because of the reasons above there were very few claim forms completed.

Profit & Loss

*This has been covered in Chris's email earlier so based on the joint costs and accounts for now we have made roughly a **£10,000** profit from the 1st April 2021 to 31st August 2021. Once we get the costs split accordingly I will be able to give you updates on them at each meeting.*

Till System and POS

We are also going through the process of reviewing the current POS solution with the help of an outside company although no decisions have been made as yet.

Beers & Cask Ales

Firstly thanks you to Bob Palmer for giving me the heads up and acting as an initial intermediary. Bob gave us word that the senior vets had heard we were stopping selling cask ales at the bar and that John Smith's bitter was being proposed as well. This subsequently led to Steve Crutchley calling me and explaining the situation. Essentially the vets do not like John Smiths, in fact I don't think hate is too strong a word here. They



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were also concerned over the possibility of losing the cask ales. Steve fully acknowledged that if you open an 88 pint barrel on Saturday by the following week it's starting to turn and we end up with a lot of wastage, he also fully accepted that as we move away from the brewery, we will try new beers and some of them will not be a success, but they can easily be changed again.

Steve did give us some information on smaller cask ales options that have a better shelf life and Phil Hopwood has agreed to investigate these with Jayne on our behalf. I have also asked the TC to consider removing the order for John Smiths, which will be discussed at next weeks TC meeting. I have as well phoned Steve directly and asked him the question "What beers would the vets like to see?" and he basically said they like the "Blonde beers", so I have passed that on to Phil as well.

Any further updates I will pass on in due course.

Charity Claim Forms are now behind the bar. RP asked for re-assurance that he can feel comfortable using these, as example, if there are only a few down playing a game of touch. Assurances were given, as examples of when these would be used were agreed to be acceptable and further agreed that we should be providing for members paying subs when they have no games on.

It was also confirmed that there will be cask ale at the PCP.

5. Membership Report – DH

GH has worked extremely hard with getting all age-grade players fully affiliated, including with photos. 89 of 246 M&J members all completely done. 91 of 302 adult members are players. Estimated membership is now £56.7k pa, but we are seeing between 3.5% to 5% non-payment (£1.9k-£2.8k pa). GH to approach DB for assistance in chasing non-payers. Thanks from all to be passed on to GH for her hard work, and success in membership returns.

6. Rugby Report – RP

Including M&J report from RJ:

- New members continue to grow. Have purchased leaflets and put these into primary schools.
- U8s and U9s now have 3 permanent coaches. Getting coaches for U7s is slow, but now have one that looks interested and he has also come to the walking rugby.
- Twelve 1st-aid kits have been purchased and distributed.
- Poster design for skills clinics on Wednesday nights, where they will specialise on rugby skills.
- Storage cages for each team has been discussed with KTH and is progressing.
- Kits for U14s and U15s have been ordered, along with 1st team socks and shorts. Socks for all others will be available for sale from the tuck shop.
- Cancelling of training – coaches being asked to let RJ and AC know if they are planning on cancelling training. As members are paying a subscription, if training is being cancelled there should be something for a child to do as an option in its place. It was accepted that this will not be a full training session but could be skills or fitness.



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- There was a brief discussion about coaches DBS and CPD. GH has been chasing all coaches about their DBS, with only 2 not having started the process. A full matrix of all courses that coaches have undertaken needs putting together so that future needs can be assessed and acted upon. DH to ask GH to put this together from GMS information.

Seniors:

- Now picking from a squad of about 90 players. Matt Birch is pulling in about 5 rugby league lads who want to play in their close season and is also getting some lads to come back that haven't been for quite some time.
- Big issue is now getting opposition clubs here. We're averaging 28 players per training session, and we've got to be careful that don't have players hunting around clubs for a game on a Saturday. 1st XV is fine, but the league structure is not working well at all. This is also happening at M&J, e.g. Sedgley U15 were a very strong outfit have now folded. It appears that over the last 18 months many other clubs have just shut their doors and not maintained the presence we have. Latest proposal from RFU is about putting 2nds and 3rds into the same structure as the 1sts. Matt Birch is grafting to get matches.
- Selection; there was a discussion about ensuring that players are played appropriately across the 3 teams. It was suggested that there be a formal selection committee meeting in the club every week. Proposal accepted to provide a stocked beer fridge in the committee room as the club is not open on a Tuesday. RP and LB to speak with RM about hosting a selection committee.
- Generally all around the club are impressed with the way training and matches are going under RM's leadership. Noted that our discipline is now very high and conceding fewer penalties in games is making a big difference.

7. Matters Arising:

a) Firework Night:

YM had sent voice message earlier in the day:

Breakdown of costs: £8k +VAT for fireworks; £600 +VAT for generator; YM has the invoice and lots of attachments that need to be sent to the council.

Portaloos cheapest price was before VAT (RP to check).

Cost and availability of paramedics – YM couldn't remember who was looking into this. PH is looking into Securicor but nothing yet received.

Risk assessments and council - £30 application fee not paid yet. YM has chased and has been told as she's not heard back that she can assume there's no problem.

Flooring in the club, do we have to pay – LB?

Fairground is sorted – just waiting on a couple of method statements from them.

YM has not been able to get in touch with the British Legion to see if they want a stall.

Has said yes to a children's mental health author for a stall.

3 food stalls are coming - £100 for a pitch. Not spoken to ice-cream man, but he is keen.

Printing – MG paid about £30 for posters and tickets (which are now behind the bar).

Alternatively, tickets can be bought online.

YM still needs the current insurance certificate from MG.



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YM wants to arrange a meeting for the week before to ensure we have enough volunteers in place (could be on Zoom if necessary).

KTH had responded prior to the meeting:

- gate lights and back-to-back radios are sorted
- High-viz for volunteers maybe in the club somewhere.
- are the fairground providing barriers? KTH has asked Roadriders if we can use theirs.
- Notice needs to go out to members and everyone about not leaving cars in the car park on the 6th.

The meeting discussed concern over the lack of tickets that have been bought over the bar so far. There was agreed a need for more advertising - MG has printed 50 posters to get out, and SM to be asked to approach Tameside Radio.

Relevant members outlined in YM's message to act. Agreed to the need for a meeting in the week before 7th November.

b) **Trustee Code of Conduct:**

KTH had sent out a draft by email prior to the meeting. The document was briefly discussed and its' main principles agreed by the majority present. The wording considering the removal of Trustees persistently breaching the code caused some issue, as there is no way for this to occur within the current constitution. As the constitution can only be amended by vote at a General Meeting, and that DH was reviewing some proposed changes following the incidents of the last 18 months, it was agreed that the code of conduct be reviewed again closer to the AGM.

c) **Dogs fouling the pitches and repairs to the training pitch**

Following the last meeting where it was agreed that dogs could be allowed no site there had been an incident of dog fouling on the pitch where M&J were playing. It was agreed that team managers should include comment about behaviour required of visiting teams with dogs as part of their welcoming teams to the club. It is expected that dogs will be on a lead at all times. They will be allowed in the function room.

Issue with the training pitch is holes dug by foxes – seniors to be encouraged to urinate on the training pitch during training sessions midweek as this should deter the foxes. Holes need to be filled in the meantime.

d) **Racking proposal**

KTH is dealing with this proposal from RJ. Will maybe get large dog cages.

e) **Function room cleaning**

It has been stated that it is taking longer to clean the function room floor now it has no carpet and needs mopping all over. It was also suggested that the work done on the dance floor needs protecting. It was agreed for KTH to look into getting an industrial floor polisher.



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f) CIO return for the year ending Jan 21

Going back to member's letter about an independent review of the charity accounts. The trustees need to jointly appoint a suitable person to carry out the review, independent of the finance team.

There are 2 parts to the submission to the CC – the Trustee's Report (what the Charity has done) and the Return (accounts). Previously, Mark Bate effectively got the Return done, and the Munch, CR and YM did the Report. CR suspects that the Munch will do the Report again, but Return is what needs independent review. As DB gets this done in her job, LB to ask DB if she can find someone able to do an independent review. Agreed we should also ask members for recommendations of accountants.

CR added that MB is in the process of extending the trading period to the end of January, and that we should get the TC accounts externally verified also once this is done.

AOB

Question about whether **Paul Thorpe** is still using the container for his business as he has cancelled his membership. KTH to investigate further.

Meeting closed 10:40pm

Next meeting scheduled for 10th November.