



Registered Charity 1179794

Aldwinians Trustee & Guests Committee Meeting – 14/4/2021

Minutes

Meeting started 7:38pm

Present:

Trustees:, Kevin Tuner-Hague (Chairman), Christine Spivey (secretary), Lee Bradley, Ian Wilson, Paul Lyons, Katy Davies, Robert Palmer.

Attendees/Guests: Dan Hardy, Yvonne McGuire, Stephen Marrow, Jayne Ganley, Mark Grimley.

Apologies for absence:

Chris Rushworth (Treasurer), Gina Hardy.

Previous minutes:

Accepted as accurate.

Correspondence

- RFU transgender policy received and forwarded onto Mike Marrow & KD.
- Women's competitions received and forwarded onto Mike Marrow, KD & KTH.
- Community game update received and forwarded on to all relevant parties.

Finance Report – PL (in CR's absence)

- Main account has £66,256 with a spend of £16,594 to come out, meaning the balance is £49,661.
- Since 6th May 2020 we have received £33k in furlough payments and paid out £37k.
- New bank accounts: The third application for the TC has been put in, and they have asked for bank statements. Mandate and Terms and Conditions have been received. There are still aspects that PL is unsure about ("member's letter"), and we still have no date for when the accounts, and therefore the split, will be ready. RP led a discussion about whether we were able to speed up the process, but it was determined that we do not deal with an account manager at the bank and involving more people from our side may actually slow the process down further.
- PL mentioned that the RFU Winter Survival Loan was available for sums £20k-£150k. As this was a loan at 2% with payback at either 6, or 8, years (with a potential 2-year repayment holiday), the general feeling was that we do not need to take on any more loans, and that we should not take advantage of this offer.
- YM stated that the VAT return that HMRC have lost, even though it was sent via recorded delivery, will be being returned to us again by first class post. It was asked that the post be checked regularly over the next few days.

Trading Company Report - MG

- Focus is primarily on opening 16th-18th April. There is a plan. New fridges have been ordered for the bar. PH and JG had a meeting with LWC regarding supply of beer; the Carltonberg will be replaced with "Arc" larger, which will be cheaper than what we have been getting. The TC will not be stating to members what it costs. This led to a discussion about bar pricing and whether we were in a position to reduce pricing and pass savings on to members; as we still have loans to service and are in completely unknown territory regarding the opening over the next few weeks, it was determined that bar prices will remain as they were before lockdown, with the situation to be regularly reviewed.
A phone app, "Butlr" is being set-up ready for use from the 16th, which comes with a free tablet and printer, Mike Marrow will set this up as soon as the kit arrives. The app has no up-front costs and charges 1.9% of everything that goes through it. Plan B is to accept cash. The payment situation will be reviewed after the weekend.

Club Electrical Situation

- KTH reported on the email sent by CR. CR spoke to the guy who did the works and put the wind up them by threatening to go to the NICEIC as they had not done any certifications and should have. The certifications will be sent tomorrow, he said. The pot washes have been wired correctly on Monday and today along with some faulty lights replaced and rewired. Phil C has done two days. The bill will come in at around £600. The electrical installation that we saw is poor and Jaynes's office is in need of some sockets ASAP as it is an extension lead fire risk at the moment. MM is looking with Jayne on Sunday at cleaning up the IT system. The office area and area under the bar fuse box need a good bit of housekeeping in CR's view.
RP queried why we have paid, Ben, given the very poor quality of service we appear to have received. It was reported back that CR knows what has been signed off, and it was confirmed that this was a Charity issue as it involves the buildings. RP proposed, with IW seconding, that we stop dealing with Ben immediately and look to get an electrician, Phil, to get all electrical issues fixed asap. All accepted.

Action Tracker

Following the previous meeting regarding the AT, KTH had updated the AT with labelling all actions with a priority 1-4, and subsequently led the meeting through all the priority 1 actions in the AT.

110- DH, GH, CS to sit down and look at all pages of GMS to see what info/data is still relevant. It was decided that there was very little point in chasing through all the current GMS data, as all players will be de-registered at the end of the season, and that we should review all GMS data and registrations before the start of the next season – review date set to 1/8/21.

117- MG and DR to extend current M&J welcome pack to whole Club. There was a brief discussion about the idea of including car/window stickers in the packs, and about the possibility of procuring other merchandise for sale within the club, this is to be investigated further. The welcome pack target date to be put back to the end of May.

127 - IS due to meet electrical survey next week to go through final checks for certificate / IS to ask survey to ring CR to meet up on final visit / IS to revert with what electric survey

- reveals re recommendations. This had already been discussed in the meeting and a further date of the end of next week for an update was suggested.
- 139- YM to create loan agreement for anonymous lender's Bounce-back Loan of £25K. This had been passed to PL who thought that he had emailed it out to Trustees, none of whom recalled seeing the email. PL to email it out again. Target date of 24/4/21 set.
- 140- YM to produce letter for IW to use to encourage local primary schools to use facilities. This has been completed and the action was closed.
YM added that she had set up a mail merge for 21 schools and that this can be used again in future for any other purpose of sending information to local primary schools. KTH also informed the meeting that he had been approached by builders currently working on Aldwyn Primary School to use our car park for up to 30 cars a day at a charge of £200pm. KTH is waiting on agreement back from the building firm. It was stated that the use of the car park in this way would not impact either Dave Hudson, or Road-Riders usage.
- 141- Apply for Blue Spark funding for Mini-Winnies. This action is to be closed given the discussion at the previous meeting.
- 144- Level dance floor, sand and re-varnish/seal. Action can be closed as work completed.
- 145- Complete re-decorating of function room. Kept as ongoing.
- 148- Add timers to pumps. Action completed – preliminary view of the gas bill indicates it has gone down by at least 50%.
- 157- Replace function room light fittings with LED's. Action completed.
- 158- Replace damage function room ceiling tiles. Tiles were taken from the gym and KTH has replacement tiles for the dancefloor, with the current dancefloor tiles to replace those taken from the gym. Action closed.
- 159- Replace function room carpet with suitable (non-carpet) covering. Action ongoing.
- 160- Replace Alan Moss room windows. Action complete.
- 161- Install bi-fold door to function room. Completed and 2 more for dancefloor wall ordered for installation next week using the RFU Winter Fund. Action closed.
- 164- Replace function room tables. KTH has sent a picture out to Trustees of a table that he has ordered for review (due next week). If it is suitable, another 19 will be ordered (double the size of the current tables). Action ongoing.
- 171- Club house grant from government. It was unknown what this referred to – action was closed.
- 174- Write contract for Road-Riders. KTH has had a chat with them and determined that they have been paying £200pm + £20 per day for each use of the car park. This is approximately equivalent to the £450pm that Dave Hudson pays. IW will speak with Road-Riders about potential discounts for members. LB will get DB to review Road-Riders contract to be similar to that for Dave Hudson.
- 175- Update deal with PHS. From DB reviewing the contract, CR has put forward a settlement fee of £3k (£4.4k was owed), and we are awaiting a response from PHS. With re-opening of the toilets to the public we need to get a replacement business waste contract in place. YM to keep hold of the action.
- 176- Insurance policies - Public liability, professional indemnity, employer's liability. MG states that these are all just waiting to "press the button" once the split date is known. Action closed.
- 177- Training material re Trustee/Director duties & responsibilities to be collated, stored on drive in appropriate location, and circulated. YM has still not received acknowledgement

from all Trustees and Directors stating that they have read and understood. YM to re-send email for response by return.

178-184 on-going as part of treasury team's remit, as CR not at the meeting PL was unable to add any further detail on these actions.

185 - Lease of bar and function areas to TC to be completed. This is ready to sign by two Directors and two Trustees; MG, YM, RP and IW agreed to be signatories.

186 - Access set up to HMRC online portal. Action completed.

KTH asked the meeting to look over the rest of the AT (priorities 2-4) and "cull" what they can from it to make it a more efficient document.

Agenda Items

- Fundraising: Andy Dwer micro-funding and summer camp - this item was combined with "replacement for RJ". There was a significant discussion around the need to see if RJ was willing to take-up, at least some parts, of his previous role due to the high standard to which he was able to accomplish it. IW, KTH and LB to speak to RJ.
Allianz funding – PL still awaiting response.
- Membership and 200-club: DH requires csv file from PL/CR for March payments for 200-club, then the final draw can take place. PL was able to forward the relevant information during the meeting and DH will complete the final 200-club draw at the weekend.
DH was happy to report that return to training had led to an upsurge in membership with 14 new memberships in 2 weeks. DH to send lists of all members/teams to RP and LB so that members can be correctly assigned to teams, and playing members not yet signed up can be chased. There was a brief discussion that playing "life-members" should sign up for the non-playing membership to accommodate their training and match fees – there are thought to be about 5; PL suggested that they be written to so that there is no ambiguity in what is expected of them. RP to sort this.
- Function room upgrade progress: KTH reported that the Alan Moss windows have been fitted, one bi-fold door fitted with 2 more to come, and that the floor will be done shortly. Varnishing still needs to be completed. PL asked when we can expect invoices, with KTH confirming that there were 2 more to come.
- SSE Contract: YM has not managed to get any further so far; the contracts and gas/electric bills provided turned out to not include the contract or actually be the latest bills. KTH will provide YM with the latest bills.
- PSH Contract: This item has already been discussed as part of the Action Tracker.
- AGM: There was discussion, and a thorough checking of the Constitution, based around whether the Trustees appointed since the last AGM were in post until the AGM or until the end of the tenure of the Trustee they replaced – it was determined they are in place for the tenure of the Trustee they replaced. The direct replacements were confirmed as: RP for TG; LB for WT; PL for AW. With the resignation of IS, it was suggested there be a renewed effort to invite members to come to meetings, in an observational capacity, with a view to finding those willing to take on the role of Trustee.

AOB

- CS stated that she was upset with the meeting, and KTH, for not having already mentioned at the start of the meeting the resignation of IS as a Trustee. It was accepted by KTH, and the meeting, that this was a very serious faux pas, and that IS's contribution over more than two decades should have been recognised and IS thanked for his service at the start of the meeting, but it had inadvertently been put with AOB.
- CS brought up issues from the Community Game Update in that, although we may be able to play games from 10/5/21, there is new information about what can be done over the summer as well as information about how all teams, including M&J, should be doing "activate sessions" (warm-up/cool-down) due to the hugely varying levels of fitness all players now have due to lockdown. CS suggested that all coaches should read, sign, and follow the update information.

Changing room use – CS has not sent anything out as we have not discussed the way we are going to do it. After a brief discussion, RP, LB and CS agreed to sit the weekend after next (24/4/21) to determine our procedure. PL asked for the M&J to have a meeting now that we have returned to training.

- CS discussed the lack of response to the blanket email sent to coaches regarding coaches' compliance with safeguarding/headcase/DBS certification. DH stated that as he had ensured that several coaches had access to GMS, with no others coming forward with issues, there should now be no barriers to coaches responding to CS's email. CS was instructed to "name and shame" coaches at the M&J meeting.
- CS stated that senior league fixtures are now out; first team are away to Wigan in the first match and then away again the second week.
- Lee Butterworth suffered a serious house fire and YM has set-up a fund-raiser today on behalf of the club but needed a bank account to link it to (we are unable to link it to the club account), RP offered to do this. It was also suggested that, if he completes the registration, that we pay his children's memberships through the Community Inclusion Fund.
- SM stated that we have had 8 new come and play enquiries through the website, which is constantly being hit. Pitchero is now virtually shut down, with effectively just a link to the new site. All pictures have been downloaded from Pitchero and are in the process of being uploaded to the new site, with the M&J section being password controlled.
- Mini-Winnies – SM has had requests, and wishes to, get it started back up asap. The booking system will cost £7pm and SM asked for confirmation about costs to charge; after a brief discussion, it was agreed that £4 per session can be taken in cash provided a receipt book is used, or a £12.50pm direct debit can be set-up. To avoid confusion, as there is no category on the online system for Mini-Winnies, DH to provide SM with paper copies of the direct-debit mandate and DH will set them up manually.
RP thanked and praised SM on behalf of the meeting for all of the excellent work that he has done over the last 12 months with both the Mini-Winnies and the website, stating that his contribution had been amazing.
- DH asked if minutes of meetings are to be stored on the Google drive, and this was confirmed. The Charity Commission recommendation is for 6 years' worth of minutes to be stored, and so YM was requested to upload minutes from when she took them, and CS was asked to find and provide minutes from as far back as possible – unlikely that we can get 6 years' worth together, but hopefully we should be able to at least hold minutes from when we applied to change from an unincorporated club. Minutes of the TC are held on the TC Google drive, but as a business these will not be published for general reading.

- M&J feathered flags – DH enquired about getting these created after they had been paid for as part of the fund-raising before lockdown. YM had previously obtained a quote. KTH to speak to RJ about this, and MG was willing to put a design together if required.
- St. George’s Day opening – RP enquired, on behalf of several members, about whether we are opening on the 23rd April. There was a discussion about JG struggling to get trained staff, and RP offered to work the shift if it meant we could open.
- Director of Rugby – KTH outlined the 3 options for DL leaving the position given that he had offered to ensure we are not left without a DoR; 1- he leaves next month, 2 – he leaves after the pre-season, 3 – he sees next season through. KTH has written to Phil Clarke to see if he knows of any ‘up and coming’ people that may be suitable. CR had stated (via email) Mike Marrow has expressed interest in the position, and RP stated that Richard Mooney had asked if it was possible to present his ideas and proposals to Trustees at the next meeting. There was discussion regarding views and potential responsibilities the new DoR would need to have – this included ideas around whether we have just a DoR, or whether we also have “Head Coach”, with potentially one for seniors and one for M&J, and that the DoR should be coming in with a 5-year plan to ensure that we are able to take the club back up to the higher levels it previously was at.

IW stated on behalf of the club that DL could not be spoken of highly enough as DoR, with especial regard to his ethical commitment in helping the club and his willingness to train up the next DoR.

Actions decided: KTH to put a job description together, and put this out for applications. KTH, RP, LB, and 1st Team Captain, Connor Prendergast, to form a selection committee.

- Women’s rugby - KD reported that she is meeting with Andy from Active Tameside to affiliate with them. SM added that the article was out and being read, and that the radio and video interview is being arranged. IW agreed to do these.
- KTH thanked IS for his 20+ years’ service at the club. The appointments IS currently has were made clear to the meeting: Lancashire M&J Chairman, ADM League Chairman, and Age-grade North Committee Review member. PL, on behalf of the meeting, also added his thanks to IS for his service and noted that it was sad that his tenure had come to an end.
- Lancashire Committee Meeting: CS, IS and KTH had attended a meeting on the structure for leagues, and after a close vote, it was decided to stay in the ADM structure. The RFU structure had appeared odd in terms of when the season ends (due to knock-out competitions, it could be as early as March), and there was very significant travelling involved (Ashbourne, Durham, Isle of Man etc). It was decided that staying where we are allows us to be happy for the time being and allows us to re-build. RP stated a desire for us to be looking to play up to level 6 in a few years from now.
- Changes to meeting frequency – KTH proposed to move the meetings to a 4-weekly structure (not monthly, as this would lead to clashes with TC meetings). There were no objections, though RP did state the need to monitor the effectiveness of this and that was also agreed.

Next meeting to be held 12th May 2021.

Meeting closed 22:16 p.m.