



Registered Charity 1179794

## **Aldwinians Trustee & Guests Committee Meeting – 17/2/2021**

### **Minutes**

Due to covid-19 restrictions the meeting was held remotely via Zoom.

[Prior to the start of the meeting, whilst waiting for members to attend; there was discussion based around an enquiry from a member concerning allocation of tickets for RFU international games. Since TH's removal from GMS there has been no-one allocated to the role of being contact at the club and it was determined that this required a volunteer – as we would need to ensure anyone requesting tickets was a club member, as membership secretary GH volunteered to take on this role (whilst not in the meeting, GH was present with DH until 7:40). CS to make appropriate changes on GMS.]

Meeting started 7:37pm

#### Present:

Trustees: Christine Spivey (secretary), Kevin Tuner-Hague (acting Chairman), Chris Rushworth (Treasurer), Katy Davies, Lee Bradley, Ian Wilson, Robert Palmer, Paul Lyons (arrived 8:10)

Attendees/Guests: Dan Hardy, Ryan Jennings, Stephen Marrow, Mark Grimley

#### Apologies for absence:

Ian Spivey, Gina Hardy, Yvonne McGuire

#### Previous minutes:

Accepted as accurate.

#### Correspondence

- RFU community game update – already sent out by CS.
- CS in her role as Lancashire Junior Secretary had sent an email out to 42 clubs requesting information about the teams they proposed to provide for the junior festivals and junior challenge. Aldwinians have provided no response yet. SM stated that Mike Marrow has been working away and would be unlikely to respond to emails promptly at the moment. There was a brief discussion about contacting MS as M&J vice-chair and all coaches of all the age-groups and whether we would have an under 16's team – the outcome was that we would state that we will submit teams at all age-groups. CS to action.
- RFU winter package has also been received and sent out by CS.

#### Finance Report - CR

- Bins – if has been difficult to get hold of the council to get a final statement. The current agreement is suspended, and they have been informed that we are leaving the agreement, but we still have their bins. Ready to go with the new contract & need to contact suppliers.
- The 2 redundant phone lines with BT have been cancelled today.

- Brewery – no null statement has yet been received. CR has been chasing them and been in touch with Andrew Kitchen, who has seen the account and that it does show zero balance. Slow communications with the brewery at the moment as they are going through consultation about jobs and have other priorities. The DS1 has been actioned.
- CR has been trying to resolve the subject of how club money can be spent. Currently a double signature is required for any large purchases, but small purchases are being done by individuals personally with them claiming money back. CR spoke to Mark the Bookkeeper and has determined it may be possible to have credit cards for different departments (house and grounds, bar, etc) with limits imposed on them. CR asked for thoughts through emails.
- Administration Assistant – 3 people have contacted CR with expressions of interest. One of them was a 3<sup>rd</sup> team player that, mainly due to only having availability on Wednesdays, CR deemed unsuitable. The other two, YM & Robin Hardy will be discussed by Trustees only later in the meeting.
- Bank Accounts – CR has paid off the £990 owed for the re-evaluation, JG has been paid, and 200-club winners have been paid. Balances: main account £4k, Club shop around £5k, 200-club £1.3k
- Mark has done the books for the last 2 months and VAT quarter and we should be due a rebate of approximately £1,800 for the last quarter of VAT, and there are other grants coming in. Although it varies from month to month, we are running a slight surplus in cashflow – this is very good given we are not currently open.
- Solicitors – settled on 50% discount. Paid one at £360, and there is still £300 outstanding.
- PL & JG have been working on big events from the last 4 years that we can class as charity events to look to see if we can claim the VAT back on those.
- DN has said that once the bar lease agreement has been approved, he will cast his eye over it. MG has sent it out today to Directors and will forward it to Trustees. The only aspect CR sees now as a hurdle to the split on 2/4/21 is the bank accounts which appear to be taking a long time.

#### Trading Company Report - MG

- The Action Tracker has been sorted. CR had a significant number of jobs and these have now all been allocated appropriately.
- Lease Agreement has been sorted.
- Employment contracts – JG's 1<sup>st</sup> draft has been done. Further discussions still needed regarding CS's contract.
- Insurance – MG has spoken with Andy Wicks (Club Insure) about the existing policy which, with a couple of tweaks regarding the TC and Charity, covers everything. It does require an additional £325 pa to include cover for Trustees liability. There was also a brief discussion about the electrical certification – CS stated that she has emailed the chap and was waiting for a response; it was suggested that we follow a suggestion made at the last meeting to escalate the issue with the company as there appears to have been no response for over 8 weeks now. CS will chase up again tomorrow.
- Split is still hoping to go ahead to start trading on 2/4/21, with the only potential bump in the road being the bank accounts as CR had already stated.

#### Agenda Items

- Presidential Tenure – KTH proposed to extend LB's tenure due to the exceptional circumstances of the last 18 months as LB has not had the opportunity to the job at all.

Suggested by all in the meeting to keep LB as President until 2024 (over the current expiry of 2022). Unanimously carried.

- 200-club – the most recent draw was done at the weekend. Short discussion about logistics of shutting it down before the 1/4/21. Agreed that due to the issues around bank accounts and members paying by standing order that the 200-club remains as is until the account is closed. DH to forward current information to RP for him to continue to contact 200-club members with a view to switching to the President's Lotto.
- Membership – DH reported that, again, there have been only a couple of cancellations and that there is no obvious major issue. KTH stated his disappointment with the lack of 1<sup>st</sup> and 2<sup>nd</sup> team players registered; there followed a brief discussion about how we chase players following the government announcement on 22/2/21. It was agreed that once we are back to training/playing that we really push the no-pay/no-play even if it means we lose some players and end up with relegation, as we absolutely need to ensure we get the right attitude from all within the club.
- Funding bids - RJ
  - We are due £5.5k from Sport England, CR has heard nothing about it yet.
  - £750 for coaching in schools will not be sanctioned until after half-term. Allocated for 2 schools; Phil Clarke has put the funding in for these and the RFU has agreed it, RJ not sure if it goes to us or to PC.
  - Suez ongoing, RJ asked for an update and not received anything yet. Answer expected in March.
  - Been in contact with Tameside Bursary Fund for coaching (pay 75% of course fees). RJ is going to put a bid in for coaching girls' rugby – hoping to get some of Andy Popoola's to level 1 coaching and then maybe get them down on Sunday mornings. Bid would be up to £2.5k, looking to work with KD to get plan together; KD prior to Covid was due to go into Fairfield and has since approached PE staff at Wright Robinson and Hyde. Emma Toon and Andy Dwyer at Tameside are very supportive. Perhaps worth looking at trying to include BAME groups as well and look for further funding there too.
  - KTH has been looking into the Winter Emergency Fund from the RFU, and will work with PL to put that in. Looking to hopefully recover costs for the roof replacement (including the ceiling tiles and the floor replacement from the roof damage). Bid will be approximately £10-11k and in by 25/2/21.
  - We have received email from councillors in support for Suez bid. RJ asked CS to chase up a letter of support from the Time of Your Life group.
  - LB reported that when we were doing the Sport England bid, Karl Rowbotham stated that his employer, Kaden Gas, did match funding (between £400 and £1600). LB has had an email today to say that we have been successful in that.
  - RJ is going to organise a "Last Man Standing" competition in the social media forums, basing it on the Premiership games. If we can get 20 players, it would be worth £100 to the club.
  - CR stated that there was a grant available from something that CS had forwarded from TH, which is linked to rates and something to do with when we have been open-closed during the lockdown as being in hospitality that will be worth between £5.5k and £6k.
- Website and email addresses – PH has provided a brochure from Inventis; to which MG forwarded out by email with the proposed plans from them, which includes one between £104 and £156 pm and another which would be negotiable. Both of these plans would involve Inventis being in control of maintaining the website. MG has found another company that will provide 20 email addresses for £4.99 pm, which combined with the web hosting

(from Square Space) would total around £23 pm but would require SM to maintain the website. SM stated that he was happy to carry on with maintaining and updating the website as required. It was generally agreed to look to get the 20 email addresses and continue the website as is for now and look to change if it becomes a problem later on. MG has also determined that the TC doesn't require its own website and can just have a page on the current site explaining its purpose and position. CR asked that as we pay £350 pa for Pitchero whether we could close it. LB stated that as it was paid up front in October, and we had just missed the payment when we decided to end it, so we have this until October 2021. CS was concerned about losing club history (pictures, news articles etc) by abandoning Pitchero – SM said he was able to export it. It was agreed that once the history was migrated over to the new site SM would inform CR and he would close the account. Another benefit of Pitchero was its ability to send update emails and it was agreed that this could be replaced by the Buzz app and that we will need to get permission to use member's data for this purpose – DH stated that, following information provided by CR since the last meeting, there needs to be a review of the memberships (to avoid any possibility of a "social" membership of the Charity), and that the membership form as a whole could also do with a re-vamp to get away from using Google Forms and we are aiming to do this in time for the membership review in July; in doing so, we can look to incorporate Buzz app permission into the membership form. MG will send relevant Buzz app information (QR code and links etc) to SM to put on Pitchero as a re-direct. LB to look to put a re-direct to the website in the Pitchero roundup email.

- Container – KTH reported that MS has secured us a free container, and that once we have dates for its availability, we can then look at what we need to do. RJ requested that we put a financial plan in place now so that once it arrives, we can get it up and running asap. After a short discussion it was agreed that we need to see it before we can determine what needs to be spent on it.
- Email from member, DR, regarding concerns raised from the previous minutes and the SSE energy contract. Primarily, who gave TH authority to arrange the contract? This was answered as "no-one"; TH claimed that he did it in conjunction with house and grounds, as IS was not at the meeting nothing further could be determined. KTH has no recollection of anything coming across Trustees meetings or communications about it. Once TH signed the agreement on intent, we were bound by it, and at that time he had the authority to do that being Treasurer at the time. Once the deal was prepared TH then signed it. There was a brief discussion about the value of this deal – at this point in time another energy deal would be £3k pa cheaper, but only for 2 years, as this is a 5-year deal if prices rise significantly it will be cheaper – CR emphasised that this is for electricity only and there was discussion about the efficiency of using the electricity in our heating systems, and how we can find other savings by switching to LED bulbs (including in the floodlights).

CR has spoken to the ombudsman, and was informed that we would need to put in a complaint with the supplier first, along with conversations with DB who feels that it's unlikely we will get out of the contract. CR's opinion was that the time and energy needed to fight this was not worth it as it would be more beneficial to look at reducing costs. It was reported that YM had a relative with knowledge and experience required to get us out of this contract, and there was significant discussion about the amount of CR's time that would be required if this 3<sup>rd</sup> party was to work on our behalf, with CR being very concerned that this could not be clearly determined ahead of events and that there was a likely chance that it would continue to take up more time than originally considered. The discussion ended with an agreed proposal for RP to speak to YM's contact about the requirements, and then

liaise with PL to see if the strain on CR could be reduced to a minimum.

DR's email also had a request to consider removing life membership from TH. It was stated that this cannot be done as TH had been President. KTH and LB made it clear they did not want this to happen anyway as this is not what we do, but also partly because it makes us look vindictive and petty as club. PL stated that we are one of the strongest clubs in the area and that a lot of this was due to the incredible amount of work that TH had done. KTH stated that he believed TH's largest fault was not asking for help. Overall, there was no support for the proposal.

- Administration Assistant – initially there was a discussion around who should be involved in the decision to appoint, the Trustees or the Directors. As the split has not yet taken place, this post would be in the employ of the unincorporated club, and so it was agreed that the Trustees would make the decision. At this point, non-Trustees (including the minute taker) were asked to leave the meeting. On return of non-Trustees, it was reported that there had been a long discussion about employing both YM and RH though the Trustees were unsure about RH's skillset. The decision was to offer the position to YM, and if there is too much to do, or work with specific skills that YM does not have, to give the additional work to RH.
- PHS contract – RP reported that it would cost 75% (£2.8k) to buy out of our current contract, due up in December, though CS thought it was September. RP has secured a potential reduction in future contract (sent to CR) to £1.8k pa with £435 credit if we sign up again for a 3-year contract. RP has become aware that Milnrow Cricket Club got a solicitor involved and got out of their contract with PHS and feels that it would be cheaper for us to go along a similar line and fight it. RP believes we can get another contractor to empty the bins for about £40 pm. It was agreed to explore the solicitors used by Milnrow CC and see what options they suggest are open to us.
- Roles of Trustees and Directors – MG wanted clarification around responsibilities of Directors with respect of the Resource Share Agreement. As from 2/4/21 with paragraph 2.2, which lists what the TC can or cannot do and how it needs authorisation from Trustees. There was a brief discussion, with the outcome that in terms of employment the TC states what it wants to do with no required input from Trustees, and this is then authorised by Trustees.

#### Action Tracker

- There was discussion around the current use of the Action Tracker as it appears that no-one has updated any actions since the last meeting. There were a couple of suggestions; put the current AT on the shared drive as a live document; create a working "board" using an app (example such as Monday.com). The pro's and con's of using either system was discussed, and it was agreed that SM would take the current AT and do a test board system so everyone can see if they feel it is workable or not.

#### AOB

- PL wanted to confirm who was taking responsibility for logistics around the employment of the Administration Assistant. CR agreed to contact YM and RH, and to look at paying them in a similar vein to how we currently pay casual (bar) staff.

Next meeting to be held 3<sup>rd</sup> March 2021.

Meeting closed 22:05 p.m.