



TAMESIDE SPORT & PHYSICAL  
ACTIVITY NETWORK  
AFFILIATE MEMBER 2021-2022

Registered Charity 1179794

# Aldwinians Rugby Union Football Club

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## Committee meeting Wednesday 1st September

Meeting started 7:40pm

Present:

Trustees: Chris Rushworth (Treasurer) [CR], Dan Hardy (Secretary) [DH], Lee Bradley (President) [LB], Ian Wilson [IW], Katy Davies [KD], Robert Palmer [RP], Stephen Marrow [SM], Paul Lyons [PL]

Attendees/Guests: Mark Grimley [MG], Yvonne McGuire [YM].

Apologies for absence: Kevin Tuner-Hague (Chairman) [KTH], Phil Hopwood [PH].

### 1. Minutes from last meeting

Accepted as accurate. No matters arising.

### 2. Correspondence

- Community Game Updates – sent out as appropriate
- Colts Cup entry – Andy Popoola and Bob Calderbank submitting teams.
- Paul Thorpe and Danielle Doyle regarding renting the space vacated by Road Riders office to put in a 20ft container as storage for their new business. As their business is new, they proposed an escalating scale of rental in line with their growing business. They proposed £[redacted] for the first 3 months, £[redacted] for the next three months and the £[redacted] thereafter. LB will draft up a contract using the one we had with Hudson Motors as a template.
- Payment for summer camps – from Ryan Jennings [RJ] to be discussed later in the meeting.
- Refund for camps – from parent (content to be covered in feedback from camps).
- All Schools 2021/22 Grant funding confirmation – forwarded to Richard Mooney [RM] as DoR
- Matt Coglan from RFU regarding Women's & Girl's facilities – KTH had meeting, mainly concerning changing facilities.

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

Barclays: £[redacted]



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Barclays: £[redacted]

Barclays (BBL account): £[redacted]

NW Charity Acc: £[redacted]

*There is £2400 from the CIO account ending 1811 that is ring-fenced for some shirt money that has been donated. Plus around £10K for the gym upgrade and pitches. We have around £2400 owed to us from Bellway for rent that has been invoiced.*

*Making the split.*

*As can be seen, the income from the membership and balance from the club shop account is now in the correct account for the charity. The TC account remains to have the income from the bar card machines directed into it (it is in hand with Payment sense). Once actioned this will then mean all the regular income streams going into the correct accounts.*

*Club shop account, I will leave open for a while to make sure nothing comes in. I need to confirm with Barclays which account services the BB loan and we will need to have a standing order set up from the new TC account into that to service the loan. Once the card machine money starts going over into the TC account I will start to pay the suppliers and utilities from the correct accounts. Once this is achieved we have pretty much made the split.*

*Roles and Responsibilities.*

*Paul has agreed to manage the CIO side of the club. I will oversee Paul, manage the split and the Trading company. I am setting things up to make it easier to replace any members of the finance team, removing the single point of failure. The new bank accounts have a glitch in them, in that online banking bypasses the dual authorisation. This is something from a risk management perspective that I need to address. I have spoken to Natwest today and they recommend if we need this service, that we upgrade to something called Bankline. It will cost £20 PCM for the CIO and we can add one account. This is the only option we have to resolve the dual signature issue for the CIO. Once we have that I will need to see if the TC account being added meets our requirements. It may be that to keep the two separate, we will then need to pay another £20 PCM to have the same for the TC. We don't get community discounts as they are only for unincorporated organisations. Does anyone object to the setting up of the £20 PCM Bankline for the CIO?*

*Payment of Coaches.*

*There has been a great deal of time spent resolving the summer camp finances, I myself have committed around three days on the project and I suspect Paul the same.*

*The approval for this, was at a time when I asked the trustees to not approve this camp due to the already excessive demands on us and what I saw as a conflict of interest.*



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*When I had to be involved (when Tameside wouldn't deal directly with the coaches) I gave the VAT and tax advice I thought was best practice. For this, I came in for criticism from Ryan and another Trustee. Dave Nolan, after taking advice from TAX experts in this field, recommended that the matter will be resolved by paying all the coaches via PAYE from the charity, including those working as ongoing coaches after the summer camp. The charity, as in all instances since I have become treasurer will take Dave's recommendation.*

There were no objections to pay the £20 pm for dual authorisation – CR will try and see if this can be achieved for both the TC and CIO for £20pm, but it may be that cost for each independently.

YM had asked Mike Marrow for permission to purchase two more feathered flags, and this had been agreed from the tuck-shop money. It was uncertain how to obtain this money, as KTH did not yet have access to the account. There was discussion about the difficulty of getting further signatories on that account compared to transferring the money to an individual and having them donate it to the club. The discussion included the possibility of claiming gift aid on this transfer, and the possibility that it might be investigated for money laundering. It was agreed that we need to do everything correctly and protect the interests of the club and individuals. It was agreed for CR to speak to DN and KTH about how to proceed.

#### **4. Trading Company report - MG**

It was reported that everything appeared to be going well. Three weeks ago was the best week since lockdown taking approximately £8k across the bar. The profit/loss will be looked at very soon, as we are just about to get a look at the first few months of full trading.

We will be looking at changes to drinks based on customer feedback, and there have been a few issues with LWC. Decided to look at getting quotes, and deliveries, from Qudos. Agreed that we can mix and match if necessary between suppliers. CR had tried to re-negotiate with LWC, from 28 day direct-debit, to 7-10 days credit to allow change over of company. LWC were going through a change and offered 14 days DD and no credit. Happy to switch to Qudos as they have comparable prices and better verbal assurances on delivery.

It was noted that we need to sort something out regarding functions, as the previous weekend's 'family fun day' had not been well organised and we potentially lost income. Though it was noted that a very large number of people had gone away for that weekend due to the unusual circumstances following the end of Covid restrictions.

Function prices for non-members are going to be examined. Without being excessive, it was accepted that there should be an increase on prices for functions – in the region of 20p per drink. Members will always be given members' prices.

The incident from 14<sup>th</sup> August has been investigated and a report is ready to go to the disciplinary panel. The likely panel members were discussed. DH offered to sit on the panel in a purely administrative capacity, as would be the case from the Disciplinary



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Policy agreed the previous evening.

### 5. **Function diary**

It was accepted that there is a need to get whole year events put into the diary and to have it available for Trustee to view. LB to take the lead on this. SM to assist JG in getting online diary set-up and public calendar of events on the website.

It was agreed that an events sub-committee was required – LB to set this up. Gina Hardy had been speaking to various parents at the weekend and will have some names of volunteers for this to add to those that LB already had.

### 6. **Feedback from summer camps**

IW had attended 6 of the 8 sessions and reported that it was very professionally run and well organised. Coaches had had debriefs at the end of each session and were clearly organised before the start of each day.

Parental feedback had been very good. There had been some minor issues with the older ones who had signed up for the free places not turning up due to poor weather. A clear demonstration of the positive view was the large number who signed up for week 2 following attendance in week 1.

Reports from social media were excellent – 40+ extra on each platform and in the region of 6 new members have signed up directly due to the camps.

Andy Dwyer wants us to run them again.

It was noted that it was a great shame the weather had been so poor in week 2.

Overall RJ was to be congratulated for an exceptional performance in terms of the delivery of the summer camps.

There was significant upset from CR and PL regarding the amount of work they had been informed beforehand that they would need to do compared to the amount they had had to do. PL estimated he had put 4 to 5 days, and CR 3 days, managing finances: checking who had/hadn't paid, organising refunds, HMRC tests on payments, liaising with the bookkeeper on payments to coaches. PL was also upset at the tone of emails he had received from RJ on the matter of paying coaches, and the amount of time and effort he had put in. It was agreed that RJ had made mistakes in telling coaches the days on which they would be paid, as this was not in his control.

There followed a very long, and at times heated, discussion regarding payments of coaches – this included the payment of the coaching team, and not just the payments for the summer camps, but the content of the disagreement was the same. This had been intended to be a separate agenda item, but it was agreed to discuss at this juncture.

CR stated that all payments from coaches in future would be paid through PAYE. This was following advice from the treasury team, consultancy from Dave Nolan [DN], and was the route that leads us to the least amount of risk. There was argument against the process of paying through PAYE, including suggestions that we could look to take independent advice. The counter suggestions to the recommendations of the treasury team and DN caused consternation due to the implication that well considered advice, and understanding of accountancy and tax law, by experts could be constantly argued



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against if the outcome did not suit certain people.

One of the sticking points in the discussion was the net payment that would be made to coaches being smaller than was intended from the original proposal for payments to them. To bring the discussion to a close, a compromise proposal was put forward – increase the budget for coaches' payments; between all the coaches so that there would be gross payments to them of £[redacted] pa exclusive of employers' National Insurance contribution, and the club will pay the additional employers NI, increasing the total costs to the club to around £[redacted] pa. All payments would be made through PAYE. The proposal was accepted unanimously.

### **7. Playing report / Playing administration**

### **8. Coaches contracts & Payment Process**

These agenda items were not included separately to the discussion in item 6 due to the length of the discussion.

### **9. Ratification of Discipline & Drug Policies**

The previous meeting a joint TC & Charity committee had sat and agreed the Drug policy be accepted with minor amendments. One Discipline policy for TC & Charity be accepted with some amendments and more clarity on who would sit on disciplinary committee, and number of trustees/directors required for informal process

### **10. Volunteer recruitment / RugbySafe Lead**

DH urged more urgent action on recruiting a RugbySafe Lead, particularly given that rugby is starting again and we have very little 1<sup>st</sup>-aid provision in place. After a brief discussion, SM agreed to lead on actioning this with some members in mind.

There was also agreement that we arrange a date for a 1<sup>st</sup>-aid course and fill that date from the list of coaches/managers. DH suggested from the available M&J fixtures that 28<sup>th</sup> Nov would be suitable as 7 teams at home and we could cover teams with at least one coach.

Following some discussion outside of the meeting, it was agreed that the gym was available for use without supervision for Colts.

It was also agreed that Trustees need to take a more proactive approach to volunteer recruitment, personally trying to persuade people around the club for specific jobs.

### **11. Membership and GMS registration Policy & Procedure**

Adults must be registered on GMS to eligible to go on Electronic Match Cards – currently AW, RM & DH trying to sort this.

M&J must be affiliated on GMS (RFU regulation 15) – going to need to the assistance of coaches/managers for this ideally need managers for each team. DH to bring this up at the M&J coaches meeting if there is time.



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### 12. **Firework Night**

YM reported on many of the aspects of organisation, as well as details from a long conversation she had had with Sylvia Donnelly.

Fairground: confirmed that it is the same one we've used previously. They are happy to provide 4 empty stalls for our own stuff, and they'd bring a burger van. Suggested we get 3-4 others at £50 per pitch – there was a brief discussion on whether it was worth our time trying to determine a higher price per pitch, but it was decided against. There was also discussion around using the kitchen for selling food, but it was considered too much work from volunteers with not enough profit for it to be worthwhile.

Fireworks: this is now all arranged except for a Covid-clause.

Portaloos: it was agreed that RP could sort these. We will need 4 with lights.

St John's Ambulance: agreed we would need 4 paramedics. We will also need to clear the physio room for their use.

Insurance: no additional insurance is required, though we do need to notify the RFU. We do have a £5k limit on cash on the premises, but we only need to phone up the week before to change this. There was some discussion about the potential need to get a security company to collect cash at the end of the evening to cover the safety of the money, and money handlers of the club.

Tickets: there was a brief discussion about the possibility of having e-tickets, cash and cashless payments. SM has already looked at doing tickets via Eventbrite and will look into this further.

Covering for the carpet: Paul Thorpe will be spoken to about this.

Volunteers for the gate: we will arrange nearer the time.

Risk assessment: for the council risk assessment we will need a designated H&S marshal on site throughout the day. Suggested this be Nick Slack; IW to speak to him.

DJ/Music: a few members were suggested that might be approached about this (Tom Stone, Nathan Gee).

Banners/posters: SM/MG to look into this.

Disabled toilet: needs to be available.

Due to little discussion on each point, and the length of the meeting so far, it was decided at this point to forward/discuss anything further about the firework night via email.

### 13 **AOB**

- RP asked about socks for 1<sup>st</sup> team players. There was a brief discussion about the socks we have in stock, it was reported we had approximately 20 pairs of size 7-9 and 25 pairs of size 9-12. Rather than waste time trying to determine sizes of players to stock, it was agreed to allow RP to put in an order for all of the 1<sup>st</sup> team. It was also unanimously agreed to allow purchase of shorts for all 1<sup>st</sup> team players too. It was emphasised that only fully paid up members should receive any kit.

- Insurance policy. It was stated to remove the current policy would incur a charge of 3-4 months' worth of the policy. Unanimously agreed to accept current policy and put note in the diary to review within free cancellation period next year.



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Meeting closed 10:15pm

Next meeting scheduled for 29<sup>th</sup> September.