

Aldwinians Trustee & Guests Committee Meeting – 20/1/2021

Minutes

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

Meeting started 7:37pm

Present:

Trustees: Christine Spivey (secretary), Kevin Tuner-Hague (acting Chairman), Chris Rushworth (Treasurer), Katy Davies, Robert Palmer, Lee Bradley, Paul Lyons, Ian Wilson [due to work commitments arrived 7:54]

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

Apologies for absence:

Ian Spivey

Previous minutes:

Accepted as accurate

Correspondence

- KTH had been in the mailbox & it appeared to have not been emptied for 2 months. This meant there were various unpaid bills; electricity & gas; National Insurance & tax ~£450 – nothing too alarming to CR but surprising that these hadn't been handed to him sooner – KTH advised CS that if there was any issue with the mailbox/lock being stiff she should inform him immediately.
- RFU – nothing directly received but IS on a call at this moment with county, and there are lots of discussions and meetings happening. KTH & IS have been looking to agree with RFU about what needs to be in place when we get back to playing – e.g. shouldn't be travelling more than an hour to games; looking to free up some time in fixtures before Christmas and around the 6-nations; probable 12-team league structure (lots of teams are coming out of RFU leagues and looking for local fixtures).

Matters Arising & Agenda Items

- Admin assistant – CR's time is maximised with sorting stuff out with the consultants, Russell & Richard, splitting the unincorporated club into the Charity & Trading Company in April – for which there are many aspects that must be in place (bank accounts, Resource Sharing Agreement, contracts of employment, etc); as well as sorting contracts currently with the unincorporated club (some with 2-3 years left to run). The amount of administration between this and the everyday running of the accounts is too much for CR to handle on his own and he asked the meeting if they thought it would be viable to get an Admin Assistant to give 10-20 hours a week help. KD & MG offered their services, but there was concern from them and others about a combination of their existing skills, and ability to commit time to deadlines. Phil Hopwood has also apparently volunteered his wife's help, but nothing concrete has been agreed. Several members of the meeting suggested that members be canvassed for volunteers with CR to create a job specification expecting the role to last until about a month after the split in April. It was suggested that if no members are forthcoming

to volunteer we will have to find the funds to pay for assistance – with the added benefit that a paid assistant can be held more stringently to deadlines.

- Club position – CR was very pleased to report that “The Munch” (David Nolan) was very much now onboard with helping out with the transition; he had been concerned about a conflict of interest with his employer but had since cleared his position with them. DN doesn’t want to be a director of the TC and has helped put together the engagement letter as well as improving the RSA – overall he has been of great help.
Richard & Russell have been helping in generating accounts from the last 2 years and believe that if we submit to the Charities Commission that the grounds and buildings have been moved into the Charities ownership (as this is something that we’ll have to file in the accounts). We will be able to recover the VAT on various charity events but Richard Baldwin was under the impression that we wouldn’t be able claim Gift Aid historically, though PL has sent an email to HMRC (after discussion with Richard) and is waiting on a response (PL may need a “gateway i.d.”, which it may be worth asking Mike Murphy about).
- Funding & Grants – RJ reported that Tom Bailey had been given the job sheet & had looked into what we can put together (e.g all windows and doors together). With this in mind, the Suez bid has been revised for the windows, bi-fold doors, front entrance, lighting & roof tiles as a single bid. The other 2 phases of the roof & the flooring in the function room can be bid for later for another £30k.
Another Sport England grant will be available up to £10k on costs to get going again after Covid; CR has forwarded RJ email from the bookkeeper regarding our outgoings since February 2020 to help with information towards this bid.
This puts the total amount of current bids to £60k, and TB’s charges (ranging from between 9.5% to 19.5% depending on amount won on bid) probably close to £7k will need to be found; though it was agreed this was ok as we would have been spending more than this on essential repairs anyway, and TB’s charges are no win-no fee.
The only remaining potential bid item RJ was uncertain of was heating as he has been told several different things by different people – CR reported that the electricity bill for the last quarter was £3.2k and that our direct debit from today is £700 electricity with £200 gas, although this is based on the last 12 months whilst we have barely been open. There followed discussion about the efficiency of the current system and it was agreed that it wasn’t worth changing this until the windows had been sorted to increase the insulation of the building to a worthwhile level.
“Letters of support” – RJ stated that these are needed to help support bids, including the current Suez bid & we need them from as many diverse sources as we can that use or support the club; netball, ‘Time of your life’, community payback, Road Riders, Dave Hudson, local councillors etc – RJ to provide “gold standard” support letters (used by TB with bids for the cricket club) for as many people to use as possible. There followed a discussion about the possibility of approaching local primary school in the current situation, with IW agreeing to contact Moorside & St. Mary’s. There was also discussion about IS potentially using contacts at the RFU, Howard Hughes or Ken Andrews as possibilities. CS volunteered to make a list of all those that have used the club in the last 18 months or so that we could approach. RJ will email out the letter tomorrow.
- CR has spoken with the brewery about potentially paying off the loan before mid-March, to try and avoid paying the £100+ pm interest whilst also avoiding the early repayment charges. There was discussion about whether this would mean we go into overdraft to achieve this; CR reported £15k raised from members, £50k from the Bounce Back Loan, £25k from BBL from [REDACTED] member, which would leave us about £9k short: bank balance is

£31k, with £49k in the club shop account (so currently about £80k in the bank, with the £25k BBL from member still to come in) – once the roof repairs and other bills paid we would be left with about £7k. Concern was raised about the potential for lockdown continuing & being very low on funds – we have about £4k pm coming in from memberships.

At this point there was a concern raised about a couple members having cancelled memberships due to letters received from the club regarding an historic issue over non-payments of tour money and the potential knock-on effect of the negative feelings this had incurred amongst the members concerned and their associates. It was accepted that the club has been owed money by these members regarding this tour for over 3 years, and that there had been previous discussions and motions to recover the money by the previous Treasurer – though these motions had never been enacted by TH and so the issue had continued to exist. The issue was exacerbated by the fact that KTH had not been reimbursed approximately £700 he personally paid out on this tour, due to the club not having been paid this debt for the 3 year period. There followed a long discussion about how several members of the meeting felt the timing of this action to recover the money to be a significant issue in the feeling generated amongst the members concerned given memberships continuing to be paid during this current lockdown period – there was complete agreement that KTH should be re-imbursed the money he is owed, and that members should be asked to re-pay debts to the club. There was significant discussion about the potential for incorrect accounts having been kept for the payments made on this tour due to cash payments made to several different people and how this had been recorded at the time, and that this was also a potential problem to finding a solution agreeable to all parties. A compromise was suggested that the members concerned be contacted again with the offer that they pay half the amount alleged owed and re-start their membership direct-debits with immediate effect; and the club will re-imburse KTH the full amount he is owed. This compromise was agreed by all. KTH to contact members directly.

- Bins – LB reported that the contract is good to go, not being signed up to yet whilst we're still closed. Will need to get Tameside to collect the current bin that is at the club.
- Roof repairs – approximately 50% done so far, though the weather is obviously having an influence on the speed with which the work can be completed at the moment and had caused some issues with an ingress yesterday (that has subsequently been sorted).
- Belway Holmes - KTH has been in discussion and will be sending a contract to them regarding them placing their welfare facilities in our grounds, in the bottom corner, whilst work is done on the new housing estate (estimated to be between April and September) – this will bring in £800 pm. Dawn Bradley will cast an eye over the contract. RJ raised a question about asking them to put a pedestrian gate and extended path from the 1st team pitch. This has already been considered and LB & KTH added that we would be interested in them also connecting (or leaving in situ) electricity and water supplies to that area of the ground.
- Trading company – next meeting tomorrow & then 3 weeks after (with subsequent meetings to be fortnightly) so that the meetings fall on the weeks in-between the Trustees/committee meetings
- Trustee changes – confirmation was sought that the (temporary) changes of Trustees have been registered with the Charities Commission; PL & LB have received their confirmation emails, RP has not – RP to check junk mail etc as his was put through at the same time as LB's & before PL's.

- Finance (a.o.b.) – CR noted that there is a BT account to landline number 370 1717 that we are paying £20+ pm for that was an unknown line – discussion about whether this related to an old line used either in the kitchens or outside was ended with the agreement that it was ok for CR to cancel the contract on this, provided he check with the alarm company first that it was not a dedicated line for this purpose. The other contract with BT we are tied in with until April and it has been decided to let this run until then & then re-appraise the deal or look for a better one (currently paying £150pm). Brief discussion was held about the previously muted proposal to forward the club number to JG’s number when the club was closed (assumed from previous discussion that JG was ok with this proposal) – CR to investigate this further.
- 100-day plans – KTH & RJ’s plans have now been added to the Action Tracker. LB is part-way through his list, but as they’re a combination of corporate/fund-raising he will liaise with RJ before adding them to the Action Tracker. MG has nothing to add as, due to lock-down, there is not a lot to be adding at the moment. YM wondered about getting to the M&J involved in some form of competitions to keep them interested; IW suggested putting these on a fitness footing & SM stated that there were various ideas coming from England Rugby about these. GH volunteered to put ideas through the M&J WhatsApp groups.
- Questionnaire – RJ & KTH raised the idea of eliciting ideas from the membership through a questionnaire; potentially using a template taken from Macclesfield. This was considered a good idea, especially with the timing of being closed currently & being able to engage members & parents of M&J with ideas about the future of the club that they’d like to see on re-opening. SM agreed to try & extract a Aldwinians-version of the questionnaire from Macclesfield one.

Action Tracker

Action Number	Action Description	Update
42	CS and DR to sit down together and go through handover of development/courses etc	On target – no change to report
48	To be discussed next couple of meetings loan terms/flexibility of loan scheme	This action can now be closed given what CR is doing with respect of the brewery loan.
55	Further discussion required re remainder of £500 from Natwest ie decorating function room. Update 15/10/20, £360 left to spend, hopefully get people in to help	KTH to give invoices to CR if KTH can get hold of ‘Banksy’
61	KTH to provide joblist by email to Trustees re inhouse improvement group	This item can now be closed
63	Update BT account	As discussed earlier in the meeting, CR suggests the current contract be allowed to run its course to April then be reviewed. In the meantime SM to look into 3 rd party providers in terms of email forwarding options. General consensus was to find a solution that doesn’t tie us in with a phone provider.

78	Raise one club, one pot, no more m&J tour funds/separate accounts to next M&J Committee meeting	This item can now be closed – as discussed at previous meetings.
81	PL to send out report (action point 3) to all	PL to give recommendations at the next meeting (3/2/21). Date to be updated.
82	CR to provide monthly overheads to keep club running. Should be ongoing	As this action has significantly evolved since CR's inception as Trustee and there is a financial report at each meeting, this action can now be closed.
90	DH to arrange 200 club draw in between President's lotto (dependant upon action point 84 being passed over) following vote at action point 89	November's and December's draws have been completed & winners paid. Arranged for last 200-club draw to take place in January. Only way to guarantee stopping standing orders is to close the account – CR to do this 31/1/21 & forward information of payments received to DH to do the draw. Suggested that all 200-club members not already transferred to President's Lotto be contacted before the last draw.
99	Treasury team to set a budget	PL requires 2 years of records electronically which might not be available from the bank directly. CR to find out if Joanne can get them from SAGE – but suggested that this wait until after the end of March to allow other more pressing accounting matters to be dealt with first. PL requested DH assist in querying the records once received.
100	Treasury team to provide projection of budgets and revert back to Trustees on a monthly basis, how/where we've spent, what needs to be spent, balance (dependant upon action 99 being completed)	Action to be merged with 99 & closed.
103	LB to ask SM whether we can put answerphone on club no	Action closed (to be dealt with under other actions regarding BT contract)
104	Vote: KTH proposes to buy container for outside, lengthy discussion - wait till bank accounts accessible and discuss again next meeting	CR went to see the building suggested by PH at previous meeting – this is a no-go as it requires too much work (has no base etc). KTH been contacted about Suez having some containers going free - going to enquire about getting at least one from them.
107	Set up re-registering workshop for M&J GMS.	This is on-hold until we are playing again ...and may not even be necessary for this season given how little will be left when we return to playing
121	CS & IW to review & update existing policies & pass to S Marrow to allow for collation on to website	CS has collated all policies – IW to look over them before SM puts them on website.
127	IS due to meet electrical survey next week to go	IS has been in touch with surveyor - there are a few minor aspects of work outstanding and was expecting

	through final checks for certificate	him in the next 2 weeks. Action merged & combined with 128 & 129
128	IS to ask survey to ring CR to meet up on final visit	Action merged with 127 & closed
129	IS to revert with what electric survey reveals re recommendations	Action merged with 127 & closed
134	Identify each "dept" within club and each "dept head" needs to provide the Treasury team with their forecast budget and broken down into specifics.	Action merged with 99 & closed
137	RP/WT to look at Premises Licence for Tameside and complete and submit for TH to be replaced with WT and RP	WT is going to be sending all documentation to KTH. Licence will come under the TC in April. This action can be closed.
138	PL to create Resource Share Agreement between the Charity & Trading Company	PL has created draft which has been reviewed & commented on by Mick Murphy. CR to speak to Richard tomorrow about this. As this is one of the most important aspects of the Treasurer's work at the moment it can be closed from this Action Tracker as it won't be missed by CR.
139	YM to create loan agreement for [REDACTED] lender's Bounce-back Loan of £25K	Action to be changed to PL – CR has an example agreement from Chris Andrews that he will send to PL; RP also has an example that he will forward to PL. Revised target date 3/2/21
140	YM to produce letter for IW to use to encourage local primary schools to use facilities	Given current circumstances revise target date to 28/2/21
141	Apply for Blue Spark funding for Mini-Winnies	Revise target date to 14/2/21

AOB

- MG raised question about potential changes to the constitution required after struggles to secure funding bids due to incorrectly named Treasurer. DH confirmed that any changes to the constitution can only be done at a General Meeting and suggested that the AGM be the obvious time to make required changes. It was assumed that the AGM will be held as soon as practically possible given the current Covid-lockdown situation.
- YM wanted to clarify the position that the money raised from Eddie Leonard for the feathered flags (£450) has already be paid into the club via the crowd-funding exercise and that the club will need to pay for the flags, as well as other benefits pledged as part of the fundraising. There was a brief discussion about the potential cost for 2 'corporate days' yet to be re-deemed from this scheme.
- CS has been working on tidying up the GMS data and may "throw some names out" to check the validity of information on there.
- CR queried if IW had spoken to Road Riders about their payments. This hasn't happened as there is nothing happening whilst in lockdown, though KTH observed that there had been

some presence at the club. CR was concerned about the almost random nature of their payments that he had uncovered and that they had not paid on their commitment to rent the upstairs room. KTH will speak to them if they're at the club in the next few weeks. Otherwise we will have to wait until after lockdown to secure a formal contract.

- SM thanked the meeting for welcoming him to the meetings and requested to attend future meetings – this was unanimously welcomed.
- CR suggested that RJ extend the Zoom contract for another 2 months as we are unlikely to be able to have physical meetings for some time yet. Agreed.

Next meeting to be held 3rd February 2021 (RJ to set-up on the Zoom account used for today's meeting).

Meeting closed 10:07 p.m.