



Registered Charity 1179794

Aldwinians Trustee & Guests Committee Meeting – 31/3/2021

Minutes

Meeting started 7:41pm

Present:

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

Attendees/Guests: Dan Hardy, Yvonne McGuire, Stephen Marrow, Jayne Ganley, Nathan Webb

Apologies for absence:

Robert Palmer, Ian Spivey, Gina Hardy, Mark Grimley.

Previous minutes:

Accepted as accurate.

Correspondence

- RFU Community Game Update, and Return to Rugby received and been handed to relevant persons.
- The Lancashire new league structures. It was briefly discussed that the new structures, whilst not yet fully reviewed, require a lot of travelling across a large area. It was felt that this is potentially unrealistic and that we may need to try and stay in the ADM leagues.
- First team have been drawn against West Park in the cup in October.
- Moorside Primary School have requested to use our facilities for their sports day in June or July. All were happy for them to proceed.
- IS has received an email to say that he is on the North of England Age Range Review.
- KTH had 2 enquiries that had come through Pitchero, looking for use of our pitches – 1 from a military fitness group, the other from a softball team. Both groups were told that we have some available space on Saturday mornings, but we are very limited to be able to offer anything beyond this as our pitches are almost at capacity with rugby.
- IW read out a letter formally sent to KTH from Danny Lyons stating his wish to resign as Director of Rugby, mainly due to needing to spend more time with his family and other commitments. He would like to end his tenure in May, but he is prepared to step-in whilst a replacement is found and he does intend to continue coaching the under 14s. DL also explicitly stated his appreciation of the support of the Trustees and the club during his time as DoR.

The general feeling amongst the meeting was that DL had done an excellent job as DoR and there was appreciation of his commitment and in particular with respect to not leaving the club without a DoR, as had happened in the past. KTH stated that he was not aware of

anyone currently within the club that could fill the role and was wondering if it may be possible to keep DL on next season with someone to help him, though it was fully accepted that we would still need to look for someone to replace him. There was brief discussion about the paid nature of the role and how that may be beneficial in finding a successor. All present were asked to assist in trying to find a replacement.

Finance Report - CR

- CR has received an email from RP regarding PHS, and this has basically bounced back to CR as RP has not got anywhere further. CR's thoughts are to inform PHS that we do not want to continue with them, get another provision, pull-out, and then argue afterwards about the cancellation costs. He does not want to spend time on this as it will detract from other responsibilities. CR has a letter that states we owe them approximately £4k, with the p.a. cost at about £3.5k. LB offered DB's assistance to look over the contract. CR will forward the information to LB.
- CR has received a Business Rates Letter for 100% discount, though we have to apply for this every year. CR commented that the set-up of the shared drive is a massive help in getting all the information for this, and any other, grant application. On checking with members present it became apparent that not everyone that needs it has access to the drive. Anyone with out access should request it via Mick Murphy. MM has backed everything up so far and there are 3 separate drives; Charity Drive, TC Drive, and Unincorporated Club Drive.
DH to add membership data to Charity Drive.
PL to add contact data to Charity Drive.
CS to add coaches' data to Charity Drive.
- Russell has sent the VAT reclaim. The bar takings alone will be about £8k, though Russell will take a commission. If the next VAT return is under £10k then we can add it to that and should receive it straight away.
- The £50k RFU Winter Fund has been received.
- Accounts: Main account, £57,194; 200-club, £1592; Club-shop, £11,331.
- Based on the account balances and the extra £8k to come from the VAT along with the fact that we are getting 0% interest and that we also have access to contingency funding (via [redacted] member's offer of a loan), CR suggested that the proposal from the previous meeting to split £24k across three projects (bar, gym and paying back loans) should increase the loan repayments to £15k. CR also suggested that we cancel the overdraft facility that we pay £33 pm for, whether we use it or not. All agreed.
- DS1, change on the land and buildings. CR is unable to do any more without the use of solicitors. Marston's solicitors will do it for £170 + VAT. However, due to Marston's current restructuring, it is proving difficult to get Andy Kitchen to do anything unless beer is actually being sold and CR requested that we do not buy anything from them until the DS1 is removed.
- CR requested that no "grand designs" be pushed forward for the time being as the amount of work being done is huge, and although he feels we are about 95% of the way there, there is still a lot to do and the finance team need to be able to deploy all their energies into the current efforts.
- New Bank Accounts – PL reported on the difficulties of getting these set-up. The Charity account has had the information sent off, but the TC needs to be re-applied for following a technicality on the form regarding the 'Ltd' nature of the TC, and that this takes many hours.

PL is still expecting to be able to get 2 separate accounts. The split date cannot be given until the accounts are in place.

Trading Company Report

- KTH stated that PH has put forward an opening plan. Re-opening on 16th April (Friday) for outside sales only. There will be a one-way system in-out and there will be no furniture inside. There was a brief discussion about where to purchase beer with JG stating that LWC would be reliable with delivery and we can use the same rep we have done before. PL requested JG check the address on the bill from LWC. No sail/tarpaulin has been ordered as they are too small. There is a need to deep-clean the bar and KTH was looking to organise a working party to do this – there was a brief discussion about the possibility of getting a professional company in to do it, but this was not accepted.
- Transitioning stage – There was discussion about costs/need for new fridges and repairs/replacement of the bar, kitchen and cellar floors and this led to brief discussion about the responsibility of the TC to be organising all aspects of the bar. As there has been no formal split yet, it was accepted that the Charity is in the role of the unincorporated club and the TC would run the bar from now with KTH to be the point of contact between JG & the TC.

Agenda Items

- Funding: Allianz bid – PL has done the submission but had no response yet. Application is for £2k with £1,790 for a scrummage sled, and the rest for a projector. SM stated that there already was a projector and would look further into what was available.
Blue Spark – YM reported that they have run out of money and that this potential funding has gone.
Suez bid – RJ is still dealing with this.
Kadent - LB confirmed that we had received £1,600.
There was some brief discussion of the £700 from Phil Clarke for going into schools for coaching etc. As we have previously not been able to staff this, it was considered a no-goer.
- Replacement for RJ – RJ has stepped down from the position of fundraising coordinator. YM still gets the emails and was reluctantly willing to act as focal point for the group that there had been of YM, LB, DB and Emma Sandbach.
There was discussion around using the bid writer, Tom, that RJ had used in combination with Mark the bookkeeper. It may be that, for a percentage, Tom would be willing to keep a look-out for potential bids for us; CR was positive that as our heating is one of our largest costs, it would be likely that there will be potential bids available in the future with respect to insulation/reducing carbon-footprint etc. YM was asked to approach Tom to see if he would keep a look out for us.
- Membership and 200-club: The 200-club draw for payments made in February had been made, and there was brief discussion about what to do about the remaining members that had not yet cancelled and were still paying by standing order. CR believed it to be around 20 members paid in March, with only around 10 with payments still likely to come in April. DH will complete the draw for March payments and this will be the last one. CR will attempt to contact any remaining members and keep records of any payments from April onwards, any members requiring refunds from over-payments can then be accounted for.
GH will get signed up members lists out to coaches. It was agreed to wait until teams had been back training 3-4 weeks before sending out details or starting to enforce membership.

DH requested the ability of GH and DH to make membership fee decisions for members in unique circumstances (there were a couple of examples given). This was agreed provided all Trustees are emailed with the details to ensure openness and understanding should any decisions be questioned later.

- RFU Winter Fund: already discussed in Treasurer's Report.
- Function Room Upgrade: Windows for the Alan Moss room will be fitted after the Easter weekend. The bi-fold doors to be fitted 12th April (estimated to take 2-3 days). The floor will be fitted straight after the bi-fold doors have been completed. The new "funky" (colour changing) lights are now fitted above the dancefloor.
- SSE Contract: YM requires the previous gas and electricity bills to give to her contact, by Friday if possible as YM will be seeing him then.
- PHS Contract: already discussed in Treasurer's Report.
- Website/email: SM reported that the email is now set-up (info@aldwinians.co.uk) at £5 pm (SM has paid for the year). We can have any re-direct @aldwinians.co.uk we require and anyone needing one to ask SM to set this up. The TC will have a folder within the mailbox. The free drives have a 15Gb limit, whereas this one has 700Gb and is auto-backed-up to Google Cloud. SM & Mike Marrow to have a look at the router and potentially streamline the office set-up. PL raised a concern that one of the PCs in the office may be on lease in conjunction with the tills, and that it has TeamViewer on it for remote access.

The website renew is now due in July, will be £200(+).

Mail-Chimp can now mail all current members in a single mailshot. There was a concern raised about having explicit permission from members to email them, this may be in the Pitchero sign-up but is not currently in ours. There is a need to review our entire membership sign-up system. DH to speak with SM about this in detail.

There was a brief discussion around using a re-direct on the BT line instead of using the answerphone. We now have a new BT deal with 1 phonenumber, a 2x faster broadband speed, and the BT/Sky suspended. It was decided to unleash SM on to getting the answerphone message correctly set-up.

- Next AGM: KTH had been asked by some members to bring this forward as an agenda item. It was discussed and agreed that there would be no point in trying to hold one until we are fully able to re-open under government regulations, and that as 6 weeks' notice is required, we may serve notice at the beginning of May, but no sooner. The only known item for the AGM being re-election of Trustees, with CS and IS up for re-election. There was also a brief discussion about potential changes to the constitution following the difficulties experienced in calling a General Meeting in October. It was suggested that Mike Murphy had stated that the constitution could only be amended after the split had occurred, and the discussion ended with the assumption that any relevant parties would review the situation well before the AGM.

Action Tracker

- This is now on the Google Drive and nothing has been actioned. CR has looked a few times and although a few items have been completed (function room updates for example) nothing has been updated on the tracker. It was agreed that it needed to be significantly reviewed with all actions given a specific priority number, so that the most important items can be tackled without being forgotten.

AOB

- Mini-Winnies: SM wants to get this back up and running as soon as possible. With the current government restrictions this would have to be after 17th May if inside, so the hope is to get it going sooner but outside, weather permitting. SM intends to get a newsletter done for the mini-Winnies with a specific view to targeting membership; £4 pw / £10 pm, and is looking to incorporate a booking system which will cost £7 pm. The meeting was strongly encouraging of getting the mini's back up again.
- Roadriders: IW will approach Barry Turner regarding raising their rent. There was brief discussion about their current payment (PL to forward the actual figures of their historical payments to IW), what they use at the club and how that differs to that paid by Dave Hudson. SM offered to give them a page on the website as part of the deal if necessary. It was agreed that they should be paying the new rate from June/July.
- CS brought attention to a lack of response from coaches regarding emails sent out about exactly who is involved with each team. It is important this correspondence is responded to as we need to ensure we are fully compliant with all safeguarding requirements. CS is trying to budget for all required courses, and so far, there is a need for £2,700 but this is only an estimated figure due to the apathy shown by coaches. KD raised that some members had been unable to access GMS for a significant time – CS has been in contact with GMS about this but will chase again. IW will push for responses on the coaches' forum. CS also noted the need to push for more referees – we are short of referees and we need to ensure we can address this, as they cannot be associated with the teams they are refereeing.
CS also stated that currently we are missing a few age group teams for next season; U7, U9 and U16. This is slightly concerning as we have not been missing 3 age groups previously. There are lots of learning resources for coaches on the RFU website and CS wants to ensure that coaches have received all the relevant information.
PL suggested, and it was agreed, that it is part of the committee's job to ensure that coaches respond to all correspondence and that CS should bring forward the names of anyone that has not responded to future meetings.
- As a safety measure CS asked KTH to check that all cut-down branches have been removed from around the pitch-sides before we return to training. KTH said that he had been given a price for a chipper, but it was suggested that IW approach John Larrigan to see if he could supply one cheaper.
- CS was checking that it was ok that Marchstream had access to international tickets as they had in the past. PL tried to confirm the process for applying for international tickets. Due to current circumstances, CS was asked to replace GH as the contact for this.
- YM stated that 19 schools had been approached in terms of player recruitment. One had responded immediately that they were happy to send out our information with their newsletter to parents.
- Following last week's training, YM has only had 2 signatures back from the Directors and Trustees. Although she does not require signatures, she does need confirmation that they have read and understood the Constitution, the C3 and C35 documents.
- YM will be meeting with her uncle who has previously been heavily involved in Leigh (as their main sponsor). 15 months ago he gave £400 for Lewis's team at Oldham, and may be up for putting some money up for us and YM was wondering what incentives could be offered in return for his support. LB stated that he was working on a rate card, but that it

would not be ready before Friday. YM asked that any ideas be sent to her by email before Friday.

- CS asked that the tackle cabin be emptied and all equipment cleaned before use as there has been a rodent infestation. Players and coaches to be reminded to regularly “dunk your balls” and follow all other covid-safety guidelines for sanitising equipment.
- KTH reminded everyone of the request for help after the Easter weekend to get the club ready for opening – any dates can be accommodated for anyone willing to help. There was also a brief discussion about keeping an eye out for function room tables, approximately 30 required, but there was also a feeling that we were in danger of “paralysis by analysis” when viewing different tables as some had already been seen at approximately £40 per table, and this was considered by several members to be more than reasonable.
- CR asked CS if the electrics had been completed. CS stated that IS had not chased this up due to current ill-health.

Next meeting to be held 14th April 2021.

Meeting closed 21:51 p.m.