



Registered Charity 1179794

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

Minutes

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

Meeting started 7:35pm

Present:

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

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

Apologies for absence:

Ian Spivey, Katy Davies, Gina Hardy

Previous minutes:

Accepted as accurate.

Correspondence

- Nothing specific – some generic RFU information received & sent out by CS (workshops etc).
- Waiting for UTR code that CR needs – KTH will check the post in the morning.

Finance Report - CR

- Russel now has all he needs for the VAT reclaim.
- Unique Tax Reference number is still needed for completion of VAT group. CR has tried to do the VAT quarter return with Mark, but there is difficulty with SAGE data moving across platforms. CR spent time on the phone for support, and has confirmed his desire to stop using SAGE in the future as there is a package that Mark has suggested that will cost next to nothing; this will save us about £100 pm.
- Charity Submission – YM has done this, and Trustees need to return. CR & PL have been through it and The Munch will go through it (version 4), after that it will be sent. Once that has been done PL can open the bank accounts; there has been a sticking point as we have supposedly been open 18 months but have nothing to show that there is a separation.
- Bank Accounts - £11.5k in main account, £1.6k in 200-club and £7.2k in club shop. There is a VAT rebate of £1.8k due. We are currently in the black and with a surplus. We may have to buy out of the PHS contract. There may also be something to pay for the bins, that have now gone. A lot of the surplus currently is due to grants and furlough and CR is mindful that we may get taxed on those at some point. The extended furlough will go to “unworked” portion of hours; JG’s contract is 49 hours, so furlough payments will depend on how much we are open.

Trading Company Report - MG

- Still plugging along towards the 1st April split date. Employee agreement next draft sent out yesterday.
- PH is working on a supplier for ale (speaking to seven suppliers – LWC, Marstons, Same Day, Peddlar's Wholesale, and others). He has been looking at prices and what other services they offer (same-day delivery, cellar services etc). So far, he has been given list prices from LWC; Marstons have come back really cheap (which was considered ironic by the meeting); NW Drinks in Ashton has stated that they will beat the cheapest quote, but as it's a small outfit, it was felt we would need guarantees on services. Barry's has suggested a "member's pump", essentially a guest-ale/specialist beer pump. The Facebook polls have returned information about the most favoured ales to sell, and this has been passed to PH. Once PH has all the quotes he will put the data into a spreadsheet and send it through to all. There were questions about extra's, sponsorship, cellar care, pumps etc. These queries will be passed back to PH. It became apparent that there has never been a straight answer from Marstons about the price of a barrel, and so it can be difficult to consider price per pint precisely. CR is expecting that gross margins will be 50-60% and is expecting to be looking at it on a monthly basis and believes that we will be ok as we have cut costs a lot. There was a discussion around the volume of ale we sell (and how that might mean we can't get a good price from suppliers) and the cost of ale to members and non-members; RP was strongly of the opinion that we need to pass any savings on to members, and was querying who amongst the directors has experience of running a bar/dealing with beer suppliers; KTH emphasised that we still have £80k debt that will need to be paid back, and IW also included that once we get back to playing most of the money coming in from memberships will be spent on expenses; PL stated that the price of beer is a TC issue, and that we will eventually need a policy on what discount members get – there was a brief discussion about the size of the members discount, but it was agreed that we need figures before any sensible agreement on this can be made.

Agenda Items

- Policies – YM asked if the policies were finalised that IW & CS had looked at. They are, but CS stated that will all need revising again next season, and IW stated that they needed signatures and review dates. YM needs exactly this information for the Charities Annual Return document as we need to be able to demonstrate that policies are in place and regularly reviewed. We will also need a policies on grant making, social investment, and fundraising. CR added that over the last few months that grants have been coming in thick and fast, and that he only has remittances for 2 or 3 of them, but has no detailed trail for several – PL asked that we have a spreadsheet with all the details on when grants are applied for, that would include who the grant is from and specifically what the money is expected to be used for; PL & RJ to work together to track payments already received (Sport England, RFU return to play) – CR concerned that we may have tax liability on these grants, and that we may have to put money aside for that.
- Contracts – MG had a few queries about the cleaners and the areas of cross over between the TC & Charity. First area is the kitchen, which is used by all aspects across the club and there is currently an unwritten rule that if you used it, you clean it. MG felt there was a requirement for someone to have responsibility to overlook this so that if it is left uncleaned at any time this can be chased up officially. IW agreed to be "Trustee responsible for kitchen matters". Second area is the patio and whether this is the responsibility of the TC or the Charity; there was a significant discussion around the cleaning of the Charity, including

changing rooms and how they might need to be cleaned with respect to pre and post Covid regulations – it was generally agreed that, due to the seasonal nature of the work, with Covid regulations it would be prudent to get a contract cleaner, and return to volunteers when regulations relax – it was also agreed that the patio is the responsibility of the TC as it was felt it was more to do with the bar and functions than it was to do with rugby.

- Funding bids – RJ reported that Tameside Active were looking to pilot over Easter the ideas for running a summer camp using funding for free school meals kids (FSM), focusing on specific minority groups (girls, BAME, etc). RJ had already spoken to DL, as Director of Rugby. Funding would come into the club, and the people running it would be paid a wage from that. If this works as a pilot it may lead to extra funding. We would get as many FSM kids as possible but would be limited to a maximum of 15 per age group – RJ suggested 4 age groups. There would be minimal cost implications to the club (use of changing rooms, dining area, etc). The funding to the club would be £50 per day per player for FSM and another £60 to pay for meals for non-FSM kids – RJ would then submit an invoice to the club to pay for the coaches. CR was concerned that if this involved Trustees and fundraisers of the Charity being paid then there would be a conflict of interest and potentially not be allowed under the constitution. YM quoted aspects of the constitution that stated it was allowed for less than 50% of the Trustees to be paid less than market rate provided it was in the best interests of the Charity. RJ said it was certainly in for the good of the kids primarily, but also for the good of the club as it would provide free activities for FSM kids and potentially bring more people into the club on a longer-term basis.
- Finance Team Support – CR stated that more support was required for the bids coming through, as the preparation and information gathering required for bids was very time consuming given that all the volunteers also have full-time jobs. There was a long discussion about the usefulness of using people like Tom for bid-writing due to the changing and privileged nature of a lot of the data required would always require time from the current Treasury Team; the discussion also ranged around the number and nature of bids available now and in the future due to the changing situations with Covid and the state of the club. CR has asked Mark (Bookkeeper) if he would be able to access the information required, and he would be able to with a rate of £21ph, now that PL had built up an understanding of the accounts over the last 4 years, though this is far from complete through no fault of PL's: CR added information that Trevor Hulmes had provided 4 years of accounts from SAGE but that 3 years of them were compressed meaning that we are unable to access any information from them – CR has asked TH for the uncompressed accounts several times and he has not provided them, this has been a significant hinderance and has meant that we are unable to gather a lot of the information we require to gain a full understanding of the finances. It was agreed that the most viable and preferable option would be to use Mark for the bids in future. CR will monitor how much it costs in terms of time and finances.
- 200-Club and Membership – DH needs standing order information from CR/PL for the 200-club. RP has spoken to the majority of people on the list that there were at the start of January. How to switch to the President's Lotto has also been put out on all social media platforms.
Membership – there has been a couple of cancellations, and we are running at about 4.5% of direct-debits going unpaid at the moment. Members are still not being chased about cancellations/non-payments due to the current Covid circumstances and difficulties that members are likely to be facing – though it does amount to about £200 pm loss to the club.
- Website and email addresses – MG has spoken to the company that was offering 20 addresses for £4.99pm and it turned out that it is not that good a deal. They want £5pm per

address. Having any addresses for aldwinians.co.uk will cost approximately £5 pm no matter which provider we use. It was suggested and accepted that we have one aldwinians.co.uk email address, and that relevant emails can be forwarded from there.

- Container – We have secured one, but it is built “like a Russian tank”, and not suitable for conversion into a kiosk. It is a 20ft container and we will use it for storage with the bin-store, and barrel store.
- Function Room upgrade – The floor sanding has been done, will need varnishing. Before the carpeted area can be done, one of the bi-folds and the Alan Moss Room windows need to be done. The windows are on a 3-week delivery, and the flooring on a 4-week delivery. KTH suggested that this gets ordered now as the emergency fund from the RFU needs to be spent before the end of March, although this cuts across the Suez bid we can’t afford to wait or we risk losing the RFU money. KTH stated that he had 2 quotes for the flooring - £4k and £4.2k. There was a discussion about the colour of the poly-flooring as it was agreed that we don’t want carpet – KTH will send out a photo of the samples. It was agreed to place the order for the bi-fold and Alan Moss windows. It was agreed to go with DVB £4.2k for the flooring – KTH confirmed CR query that the quotes are free of VAT.
- SSE contract – No significant movement on this yet; PL needs several more weeks, and YM will continue support.
- Utility efficiency/improvements – CS took a gas reading and we are about 75% down due to timers that CR has put on, and lower usage due to being shut. CR still expects savings to be about 50% on previous usage even when we are open again, and we will also save on wear and tear on pumps, boilers etc. CR questioned whether we had breakdown/maintenance cover – CR was aware of the £350 pa that we pay, but that is only for the gas safe certificate; it was suggested that Dean Benson may be able to recommend someone for maintenance cover, and RP will also approach RND.

CS was asked what is happening with the electrical testing/certificates – CS reported that the engineer, Ben, wants to upgrade the circuit breakers and will need to do another day, stating that this will not be cheap. It was asked if the engineer had a list of equipment required so that we could see if someone in the club could get the breakers cheaper – CS stated that Ben had provided a quote and IS had also got a quote – CS will get a full list tomorrow, once IS has spoken to Ben, and she will email it around.

Questions around fitting LED lights in the function room led to a discussion about the order of work that needs to be done to complete the refurbishment of the function room. It was suggested that we should ask for volunteers to come down at the weekend to help. It was also agreed to carry on with the plan to complete the repairs to the ceiling over the carpeted area before completing the ceiling over the dance floor area before we re-open fully in May. RP will look to get quotes on LED panels.

CR stated that with the expenses we have going out we will not have much money left and sees that the LED replacement can be done piecemeal rather than all in one go so we can budget for it – for example, approximately £250 to do the 12 LED panels over the dance floor. Other efficiencies from the double-glazing will be beneficial in the meantime and we can look over the next 2-3 years about fitting LEDs to the whole club, and also look to change the heating away from electric to gas.

RP is currently working for Zanussi Solar and asked if it was worth pursuing the idea of installing solar panels to try and see if we can become carbon neutral (there had previously been talk of us trying to become the first carbon neutral rugby club). There was a brief discussion about the directional face of the roof, costs to be recouped through feed-in

tariffs, and whether they are still available, storage of power, and costs of replacing roof tiles. It was felt that it might be viable and needs further investigation.

- Organisation Chart – YM stated that Mick Murphy has agreed to do it, but every Trustee and director needs a specific role. CR, KTH and CS can be done without further input, but all other Trustees need to come up with their roles and responsibilities within the Charity and pass these, either by email or phone, to YM by 17th March. Shared roles were determined to be ok, for example LB & RP with responsibility for playing rugby.

Action Tracker

- SM demonstrated the Asana app to replace the Action Tracker. KTH suggested it is played with/used over the next 2 weeks to evaluate its use and then review it at the next meeting. CR was concerned about the time and effort needed to learn a new system, especially at this exceptionally busy time with the split of the TC & Charity. It was agreed that the AT & Asana app be run in sync for now.

AOB

- Discussion around meeting at the club against continuing via Zoom. RP proposed, and IW seconded, that future meetings be at the club. 6 Trustees voted in favour of the proposal – proposal carried.
- RJ suggested that we need to start planning a re-opening event, though this was proposed to be discussed at the next meeting. There followed a discussion about how the decision-making process for events would happen, and whether this re-opening event would be in the remit of the Trustees or Directors. The discussion included whether there was a conflict of interest in having Trustees as Directors. It was determined that the RSA makes it clear that an event like re-opening event would be for the Trustees to determine as there would be a cost to the club in terms of discount to members, and that this would be agreed by Trustees and then negotiated with the TC in the same way as any other event being booked in the club through the TC.
- PL asked KTH to look more into a sail/tarpaulin to put over the patio area. KTH agreed.
- DH wanted to check that Colts that had expressed an interest in coaching were actually signed up members before they were to be given any places on coaching courses. RJ stated that due to low numbers he was not exactly sure what was going to be happening with this, but that he wanted to ensure that we get as many into coaching as we can without alienating them but ensuring that they are members. CS enquired as to whether it can be extended in the coaching program already available as coaching badge can be done at 16, though they would need a DBS and Safeguarding certificate – CS indicated that some of Andy Popoola's team have already done some of the CPD. RJ & CS agreed to discuss this further out of the meeting.
- YM asked CS about the cost of the workshops that CS had forwarded through email as they could be used to help with the club structure. CS confirmed that they were free of charge, but RJ stated that he had already looked, and they appeared to be booked up as they were limited to 22 places and these had all gone very quickly. CS to send YM the link directly anyway.

Next meeting to be held 17th March 2021.

Meeting closed 22:18 p.m.