

Aldwinians Trustee & Guests Committee Meeting – 6/1/2021

Minutes

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

Meeting started 7:32pm

Present:

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

Attendees/Guests: Dan Hardy, Ryan Jennings, Paul Lyons, Yvonne McGuire, Gina Hardy

Apologies for absence:

Mark Grimley, Tyler Gibson.

KTH advised that Tyler Gibson has stepped down as a Trustee with immediate effect & that the impact of this will be returned to later in the meeting.

Correspondence

- Query about the 200-Club received from Malcolm Cooper through Pitchero, querying the outcomes of the draws since October. Member has had a response from DH with respect of the draws and subsequent need for 200-Club members to take action due to the closing down of the 200-Club.
- Received message from a prospective new player – this was passed onto RJ who contacted him
- CS has sent out covid-related information
- Email received from the Trading Company (TC) confirming new directors – this to be discussed in matters arising.

Matters Arising & Agenda Items

- Mike Murphy has sent a letter proposing an increase in the number of directors within the TC from 5 to 7 – with the new proposed directors being YM & MG. There was subsequent discussion about positions & titles within the TC – it became apparent that the only specified title (as recognised by Companies House) is TC Secretary [MM], and titles such as chairman actually have no official meaning, and that there had been some confusion due to the stepping down of William Thorpe as “bar chairman”, and Trevor Hulmes as Treasurer; with KTH and CR taking WT’s and TH’s positions within the TC. There was further concern, raised by RP & IW, about potential conflict of interest with having Charity Trustees as Directors within the TC, regardless of official title. Due to the size of the organisation as a whole, it was likely (& recognised & accepted by the Charities Commission) that there would be cross-over of roles between the 2 arms, and that it was recognised that the Trustees were in the minority of 5 to 2 in the Directors of the TC, so their influence for conflict of interest would be very limited; however it was generally accepted that if both arms could be totally separate that would be the better option, with no Trustees as Directors of the TC. The discussion ended with the acceptance of KTH and CR to replace WT & TH, and for YM & MG to be accepted as Directors – it was also proposed & accepted that MG should carry the title of Chairman of the TC.

- Trustees: As TG has stepped down as a Trustee, KTH proposed PL to become a temporary Trustee due to the vote at the last meeting that had placed PL 3rd in the election of two temporary Trustees. All agreed the proposal. Responsibility for all playing issues is to be shared amongst LB & RP.
- 100-day Plans: KTH proposed that we should be documenting longer-term plans from each group within the club to try & avoid a shotgun approach to progress (examples of sorting out function room, ensuring full membership, training of coaches, where do we get beer from once out of the brewery loan, etc, were given). It was suggested that there should be 100, 300 and 1,000 day plans from within each group and that suggestions from members should be welcomed and encouraged. It was recognised that there is a significant restriction on finances until we are back to “normal” (post-Covid) and that this does need to be taken into account when making future suggestions. CS stated that, under current conditions, all RFU courses including DBS checks, are suspended. It was agreed that PL would centralise the Action Tracker after “Group/Discipline” and “100/300/1000-day” target columns have been added. There was a brief discussion about whether it would be more efficient to use a Monday.com or Trello type app, but this suggested to be reviewed once the Action Tracker has been updated & used in updated form for a while.
- Roof repairs: scaffolding is going up tomorrow with work to start on Monday. We should get news of this out to members as a lot of effort with fundraising was related to the roof repairs.
- Fundraising & grants: There have been a lot of emails recently, including some from Phil Clarke about potential additional funding due to covid lockdown. CR & PL had been in discussion about grants that were related to rates payments with PL under the impression that these would be automatic if the previous ones were received (which they had been). PL will contact TMBC Business Rates Service Team if these have not been received. LB had been looking into another grant that may be available in 3 different brackets (£3k, £6k & £9k – based on rates, so £9k would be well above our bracket, but £6k possible) – CR was under the impression that that will come our way due to rates, but if not he will chase it up.
 RJ has been speaking to his “bid-man” [Tom Bailey – TB] who had suggested that we may be able to get £38k to do the roof, but as the work was starting imminently we should wait until next year & try & claim £26k for the additional work that needs doing, as it would take 3-4 months to get the bids (& funding) in place. In April there should be up to £10k grants available for sports clubs to improve their facilities. RJ suggested that we go ahead with the 1st phase of the roof repairs, then borrow the money offered from [anonymous] member to sort the heating & LED lighting etc, and if there’s any money left over look at doing the windows & entrance doors etc; then use the £10k in April for the bi-fold doors & flooring etc. CR stated that it was very unlikely that there would be any money “left over” at any point, as we are just about breaking even at the moment. There was discussion about TB being able to prove his worth, and how our current Suez bid was likely to fail – it was suggested that RJ contact Suez about the possibility of us retracting our current bid & re-applying for the windows/carbon-footprint on heating based on the use of the function room by different groups from the gym. It was suggested that TB, working on no win-no fee basis be asked to look into Suez bid further. YM was interested to see what TB was going to be adding to the bid already for the commission he would be charging. There was further discussion about beginning to plan how the £10k in April

may be spent, with a brief discussion about replacing the carpet with Kardean that would cost in the region of £5k. The discussion was left with an action for RJ to speak to Suez about the possibility of changing our current application.

- Furlough of staff: As, when the club went into lockdown last March, staff were furloughed at 80%, but had subsequently been raised back to 100% in August, it was asked of the meeting what the feeling was about the level to which staff should be paid during the current situation. There was much discussion about the financial ability of the club to operate with the current income, as well as the club's responsibility to the community (of which its employees are a significant aspect). It was recognised that January's wages have already been paid. A compromise of 90% for February and March was proposed and accepted, to be reviewed if the Covid-tier restrictions are likely to be held above tier-1 beyond March.
- Finances: CR expressed concern about potential caveats on insurance with the club being not open/vacant (for example a frozen-burst-pipe potentially not being covered due to no occupancy). CS & IS assured CR that their presence on a daily basis, putting the heating on for at least an hour would negate this concern. CR reported the balances as: £1,300 in 200-Club; £32k in main account; £47.2k in club shop account; last month we received £2.8k in furlough payments and a grant of £2k – which we expect to get again this month. We are just about breaking even at the moment, and CR felt we are very fortunate to be in this position. CR reported on correspondence he'd had since the last meeting with Russell Moore and Richard Baldwin with regard to sorting out the historical financial situation with respect to VAT & Gift-aid. RM will not invoice us upfront for his work with the VAT, and RB's fees will be £500. The advice from RM is that the Charity & TC become a single VAT group with the TC as ancillary to the Charity – as it takes about 6 weeks to apply, we need everything in place for the separation of the Charity & TC (Resource Sharing Agreement, lease agreements, bank accounts, etc) RM suggested we look to make the official change on 1st April. There was discussion about how this would impact on us given that the traditional end of financial year for the unincorporated club is 31st January – CR would have liked to have done it at this time, but didn't feel that the 3-week timescale (from today) was likely. CR emphasised how reasonable he thought he £500 fees were, as he was expecting much higher fees than this originally. There is a priority to get the Directors registered with Companies House so that the bank accounts can get sorted. CR also brought up issues around leases & contracts – the coffee machine appears to be being leased at £1k pa, and still has £2.3k to pay on a 5-year deal (no-one is quite sure why we ever agreed to such an expensive agreement for a coffee machine). Another contract CR was unsure about included a Google prominence at £50pm, which was agreed to end. There was also a detailed discussion about the contract with PHS regarding sanitation, in which there was confusion about whether IS was in negotiation with them and how long the contract had been in place and what it included (having been put in place by Mandy). Overall it was determined that no-one appeared to be in control of this contract. RP & KD agreed to look over this contract & enter into negotiations with PHS, and others, about getting a better deal. Regarding the electricity contract, LB requires historic payment information from CR in order to pursue this further as to whether the contract that TH signed was a good deal or not – it is clearly more expensive than previously, but currently LB has been unable to determine if this is in line with normal utility price rises. CR will provide LB with all of the information from the file on this. Bins were being handled by LB; we have stopped paying Tameside, and the Viridor contract is ready to go but not going to be signed whilst we are not still open. Slight concern about bins not being emptied at all at the moment. Road Riders; discussion about whether or not they had a contract and what it involved – the

understanding was that they should be paying about £3k pa for use of the car park, and that they had also negotiated £160pm for use of the office, so there should be £410pm. CR needed to check what was actually being paid into the bank & this was returned to later in the meeting: CR determined that since October there had been 4 payments (£150, £180, £200 & £200) so it appears that they have not been paying enough – CS stated that she had taken cheques from them in the past that were more than that (£100+, and ~£600 – though she couldn't certain), though CS was not sure what periods these covered. There was discussion about having formal renegotiations with Road Riders; LB agreed to carry this out when we are re-open, bearing in mind that Dave Hudson pays £450pm without access to the car park or internal office. CR will look into the historical account records in the meantime.

Action Tracker

(only “delayed” items to be discussed – though since the last meeting the AT had been updated to show delayed on anything that had no target date)

Action Number	Details
62	U10's sponsor to be put on hold until we start playing again
95	LB on Marston's contract – CR has spoken to Marston's rep about removing the charge on our property, shouldn't be a big expense but it would be nice to have Dawn Bradley to have a quick look over the agreement. Item can be closed.
110	GMS updating (CS/GH/DH) to be put on hold until we know when we might be playing again. CS has had an email from RFU to check that data is up to date (golden roles & club info etc).
111	Flags – to be put on hold until playing again
123	IS to go through government grant £300 for air-conditioning; this wasn't a grant, it was a reduced cost for moving them. As we're moving the air-conditioner units anyway this item can be closed.
126	On-going – roof work is to start tomorrow. KTH will keep up with this.
127	IS to meet with electrical surveyor for final checks – reported that he has been difficult to get hold of due to covid. Update target date to 20/1/21
128	IS to ask surveyor to ring CR - Same as 126
129	IS to revert with electrical recommendations – same as 126
130	RJ and YM are the bids team at the moment – there are others available to help, but that wouldn't be for a while and the action can be resurrected if required; item can be closed
137	WT & RP on premises licence; WT wants to come off the licence (WT & JG are now the licensees). There is the understanding that the licence will change to the TC, but WT wants to step back from it all. KTH to take responsibility for this action.
138	PL to create the Resource Sharing Agreement; PL sent it out for review and got no response, so complete in draft. PL assumed that it was going to be sent to those acting as consultants for us (Russel & Richard, CR also mentioned Dave Stubley). CR stated that the consultants would do no more than cast an eye over it until they were officially appointed by us. Trustees voted unanimously to instruct CR to appoint them. Action date to moved forward one month.

Item 104 (not delayed) – Phil Hopwood was looking at containers; the ones he was looking at have gone, but he potentially has access to an industrial building free of charge that he will be looking at tomorrow; it is slightly smaller than a container but is robust and needs checking it meets our criteria and what sort of foundation it would need. RP mentioned that there was still a container available in Oldham for £800 delivered – KTH suggested we would look at that after PH's report about the other building tomorrow.

AOB

CS – asked about having a designated smoking area. KTH gave the current thoughts behind this, and that a decision will be made once we know what is happening regarding the updating of the entrance (smoking area is already on the jobs list, with approximate estimated cost of £500 against it).

Next meeting to be held 20th January 2021 (RJ to set-up on the Zoom account used for today's meeting).

Meeting closed 9:28 p.m.