



TAMESIDE SPORT & PHYSICAL
ACTIVITY NETWORK
AFFILIATE MEMBER 2021-2022

Registered Charity 1179794

Aldwinians Rugby Union Football Club

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Committee meeting Wednesday 8th December 2021

Meeting started 8:00pm

Present:

Trustees: Kevin Tuner-Hague (Chairman) [KTH], Chris Rushworth (Treasurer) [CR], Dan Hardy (Secretary) [DH], Lee Bradley (President) [LB], Ian Wilson [IW], Katy Davies [KD], Stephen Marrow [SM]

Apologies for absence: Robert Palmer [RP], Paul Lyons [PL], Mark Grimley [MG], Yvonne McGuire [YM]

1. Minutes from last meeting

Accepted as accurate. No matters arising.

2. Correspondence

RFU – Lower XVs; proposal from RFU – forwarded to Trustees, DoR and Senior Coaches. Returned suggestion that we do accept the proposal.

3. Safeguarding – DH [email sent prior to meeting reproduced below – meeting comments added at the end]

The last month has been very significant with respect of safeguarding and events from this will require action by Trustees and changes to procedures in the club.

First of all, the existing Club Safeguarding Officer [CSO] had to resign their post due to work commitments. Alex Boateng, the Assistant CSO stepped up to CSO, and Jacqueline Gray agreed to become the Assistant CSO.

The previous CSO had been sent a safeguarding audit to be completed from Lancs RFU, which again due to the CSO's work commitments, was not discovered until 2 weeks after the date on which the return was due.

A meeting was convened of AB, JG, MD (RugbySafe Lead), RJ, DH and CR, where the club's safeguarding policy and procedures were discussed in relation to the safeguarding audit. The meeting determined that the current policy and procedures were not fit for purpose, and that several actions of the previous CSO had not been carried out.

Actions for members of the safeguarding team from the meeting include:

- Creating a completed club hierarchy; including all coaches, Trustees, managers etc, so that a display board can be created making the safeguarding process very clear for all visitors to the club including who to speak to.



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- *Determining levels of training for all volunteers, and creating a plan to fill gaps*
- *Creating a new safeguarding policy and procedure*
- *Creating a complaints procedure separate to safeguarding concerns*
- *Creating a code of conduct*
- *Amending registers to include contact/medical details of non-members attending sessions (adults as well as M&J)*

Following the meeting I also contacted the Constituent Body Safeguarding Lead, Carol Baker, regarding the changes at the club and the audit that needed to be completed for Lancs, as well as the "standard" RFU audit that is also due. The conversation was very positive, with the overall view being that we are doing the right things in general, but there are a lot of things being highlighted by the audit that we need to improve. Carol will be visiting the club in the New Year to hold a meeting with the Safeguarding Team and is looking to help us ensure that we meet the requirements without creating lots of extra work – for example, she told us to hold off creating any new policies for safeguarding until her visit (though we should still look at updating our procedures).

From the meeting, audit, and call with Carol, there are actions for the Trustees:

- *we must have safeguarding as a standing agenda item at every committee meeting*
- *all Trustees need to be involved in the safeguarding process – the suggestion from our safeguarding team is for each Trustee to oversee a couple of teams and be in a position to offer support and guidance to the coaches/managers for safeguarding issues – effectively as their line manager in respect of safeguarding.*
- *we must have a Trustee with responsibility for safeguarding. This is similar to the above where this Trustee would be the line manager to the Safeguarding Team (CSO, Assistant CSO, and RugbySafe Lead).*

Following a couple of safeguarding incidents in the last month (to be reported verbally at the meeting to maintain confidentiality), including one that needed to be reported to the police, there are procedures that are being recommended by the Safeguarding Team that we must give full support to; this would include using the authority of Trustees against any coach/manager/member who ignores/refuses to follow procedures laid down by the team (e.g. not following correct reporting procedures for 1st-aid/registers etc).

With this in mind, there are concerns as to how new information, procedures, training, and training requirements (of a safeguarding nature or not), are communicated within the club. There is a feeling that there needs to be formal meetings scheduled throughout the year for coaches/managers/volunteers.

The meeting discussed what the role and time commitment of Trustees would be with respect of overseeing various teams. There was concern from several Trustees that they neither had the skill, nor the time, to benefit teams ahead of what would be available from the safeguarding team, and that involvement in this way would basically dilute the quality of the safeguarding provision the club could offer.



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IW was propositioned to be Trustee with responsibility for safeguarding, and he stated that he would consider accepting the role but would also like more detail on what would be expected in this role from the safeguarding team.

As the safeguarding team is due to meet, with Carol Baker, before the next Trustees meeting DH will return the comments to the team and look to see if more specific details of what would be expected of Trustees could be obtained to make a better-informed decision.

Confidential details were discussed about recent incidents. Following on from these incidents it became clear that there may be children of playing adults were present during training sessions or match days, and if the player is a non-member in a trial period we have no information and could face issues if the player were to be injured. An outcome that we must take non-member's details (emergency contact, medical issues etc) before any training session, or match, for all players in the club (adults and M&J) for safeguarding reasons was outlined and accepted. DH will provide an electronic form that can be completed on a phone, as well as paper copies to be held at the bar. All coaches will be informed of the necessity for its use for any non-member before they take part in any rugby activity at the club.

Actions:

- **DH to produce non-member's details forms in electronic and paper format**
- **DH to speak with safeguarding team to confirm details of Trustees' responsibilities**

4. Conflicts of interest

Though not present at the meeting a conflict of interest for RP, having given proxy voting to LB on his behalf, was identified in relation to any decision to be made about the quote for windows and doors due to RP having family members in companies that might be asked to quote.

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

The clubs' finances are holding up ok. We have had quite a bit of expense recently with a balancing electric bill of £1300 to settle before we move to Total Power. We are on a five-year deal with them now and with the Russians cutting off the gas (that generates our electricity), Mr Hulmes has done us a favour.

The BB loan of £800 comes out from next week and beers costs to us are going up 3% from 3rd Jan. To cover extra costs going up and inflation at 5% the TC is considering a 5% increase on drinks to keep up with our costs. The income from membership and lotto is just short of £6K per month. So allowing for prizes, I would put income from membership and Lotto at £65k PA. Could you please confirm this is a reasonably accurate figure, Dan?



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The balances are shown, allowing for opening up costs and getting back to rugby, we seem to be running at a slight surplus. As the season progresses these costs should reduce and the surplus increase. MB is doing a set of accounts for the quarter that just ended, that will have an allocation of costs as per the resource sharing agreement. From that, we can see how each arm of the club is doing in real terms. I hope to present this at the next trustees' meeting.

I have moved all the income and expenditure now from the UC to the TC /CIO bank accounts. MN is now a director of the TC and I am actively trying to get him as a signatory on the TC bank account.

Bellway is up to date as are Robertsons and Road Riders.

I am actively updating the clubs' suppliers database and relevant contacts/links for VAT and TAX etc. Once I have the new CIO email, I will get the relevant invoices and accounts changed (as I am doing for the TC). Once this is completed it won't have to change again irrespective of who is in office. This leads on to who will be the next treasurer. We need to advertise the post now, rather than leave it to just before the AGM, hopefully, a suitable candidate will come forward, but we need to discuss if we wish to proceed as we have or look to employ someone to take some weight off the volunteer.

The club night on the 18th got me looking at how a charity can reward its volunteers, below is an extract of some guidance;

What rewards are ok?

Rewarding volunteers as a group (e.g. by paying for outings, parties, or ceremonies) is allowed as long as the cost is reasonable in proportion to the organisation's total income and the scale of the contribution to its work made by the volunteers.

Small in-kind gifts to individual volunteers as a "thank-you" (e.g. vouchers, tickets to events, flowers, chocolates) are permitted as long as the cost is reasonable in proportion to the organisation's total income and to the volunteer's contribution to the organisation's work.

From the above, we can go ahead, as the proportion is relevant to the work done and savings made.

The outstanding Jobs on the finance tracker are attached for your information.

Accounts:

[Redacted]

KTH was investigating the reason why the transfer of funds from the old M&J account



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had not gone through. It was apparent that the cheque may not have been written out for the exact amount. KTH will determine more detail from the bank.

CR discussed a small discrepancy on accounting cash from the stalls on firework night. CR will check the cash amounts again and speak further to LB about the floats and takings on each of the 3 stalls.

CR reported that MN is now onboard with the TC, and is being more jobs to do. Whilst PL is away he is able to work remotely, and CR can always double up on any job for PL if required, so there should be no obvious change whilst PL is away.

Later this week there should be separate finance email addresses for treasury for the CIO and the TC that remove the ownership to any individual's email, allowing treasury duties to be passed on in future more seamlessly.

MN will act between orders and O'Neills from now on. O'Neills have provided the club £5k credit so that we are not having to pay proforma.

Actions:

- **KTH to investigate issue in transferring M&J funds**
- **CR and LB to discuss discrepancy on firework night stalls**

6. **Trading Company report – MG** [email sent prior to meeting reproduced below – meeting comments added at the end]

I have not been too involved in the past few weeks due to a number of different issues but I have put together a brief summary of some key aspects we have been looking at:

Function Room

This is proving extremely popular at the minute there are lots of bookings coming in and the diary is looking very full for the foreseeable future. We are looking at ways of getting the diary of events online so that it can be viewed by everyone as opposed to relying on Jaynes book.

Pre-Match Meals

We have been looking at these for a few weeks now and discussed it with several people. However I am pleased to say that as per the Facebook post this week they have now started again, and we hope to do more of these in the future.

Kitchen & Appliances

As part of the above process it has been brought to our attention that various items of the kitchen equipment needed to be refurbished. These have all now been sorted.

Pie Warmer



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I am pleased to say that the pie warmer has now been sorted so we are now looking to introduce a £5 pie and pint option at the bar.

Members Thank You

As you may all know we have a members thank you planned for the 18th December. This has mainly been organised by the events team but everything is coming together including entertainment, 3 drinks token and a food token.

New Year's Eve

We are going to be discussing with the events team the possibility of a New Years eve party or event. I know the club has run them in the past and they have ranged from family nights to fancy dress parties. A few of the junior members parents have already been asking so we will be discussing this further with the events team, to see what is possible.

Christmas Closing Times

It has been proposed that due to the quiet period between Christmas and New Years eve that the club will remain close to allow our staff to spend time with their families over the festive period. Historically it has been very quiet during this period anyway.

The next TC meeting is scheduled for next Wednesday 15th December, so not doubt some of these points will be firmed up then.

CR added that turnover from September to March was approximately £70k, and that the end of November was the end of the VAT quarter, so next month the TC will hopefully be able to report profit/loss.

Wholesale beer prices are increasing by 3% and subsequently, the bar prices will also have to be raised.

It was also confirmed, by CR, that it was legitimate to provide beer tokens for the members' thank-you as small in-kind gifts to members as a "thank-you" similarly to how flowers were being given to the accountant.

7. **Membership Report – GH** [email sent prior to meeting reproduced below – meeting comments added at the end]

Total members as at 30/11/2021 – 578

of which:

M&J – 258

Seniors – 320

Social – 204

Playing - 117 (of which 28 are ladies)

New in Nov:

M&J - 16 (9 with parents)



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Social – 12

Players - 4 (2x male; 2x ladies)

Cancelled in Nov:

3 seniors (all social)

2 M&J

Unpaid:

5 seniors (all players - J. Peters & D. Slack who have since paid)

1 M&J

It was noted that the work done by GH for the increase in membership was phenomenal. CR asked if there were figures to accompany these numbers – these had not been prepared, but it was determined that it was very close to £5.3k pm, or £64k pa.

8. Rugby Report – RP

A mixed November with a win vs Oldham in the league, West Park in the cup, which made it 5 wins in a row, followed by 3 losses in a row. Lack of continuity through injury and unavailability has meant that that between 7 and 9 changes have been made in these games.

The 1st team are in 5th place in the league and now out of the cup.

The second team are still unbeaten following impressive wins vs title rivals Widnes 29 nil at home and away against LSH 2's who hadn't lost at home for over 2 years. Mooney and Mike Marrow have had conversations on next season as it is felt that the gap between the levels our 1;'s and 2's are playing is too vast. The preference is for the 2's to be promoted to play against Dukinfield and Ashton 1's into the division 1 of the ADM league with second choice to move over to the RFU merit leagues, The 2's have played and beaten Eccles in a friendly who are 4th in that league. Mooney has spoke to Alan Whalley about the possibility of moving up to mirror the proposal from the RFU that allows teams 2nd and 3rd teams to join the league at level 7. This notion has been forwarded to Mooney but is not actually applicable as we don't have a team playing in the RFU structure and s more aimed at the Sedgley Parks et al.

The 3's are top of the league and have back to back league games on 11th and 18th December. Mooney will continue to feed players back from injury/ unavailability to Matt Birch where possible. November saw club captain Connor Prendergast make his return for the 3's which sets a precedent to other players in the club.

Facilities

Major issues with the floodlights on the training pitch- 2 of the 4 lights are out on the far side. Can I have a clear deadline for when this will be sorted please? Mooney has



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contacted the RFU for assistance on this. Mossley Football Club were given a partial grant for some new energy efficient eco floodlights to replace theirs on their stadium. The RFU facility team have been contacted to see if they do a similar programme.

Racking in the kit room- I have trialled the metal cages and feel the racking would be better and more secure moving forward- there is a proposal for Micky Singleton Sr to rack them out. This has been costed at £150 per day plus materials. This would move away from the expectation of coaches carrying kit around permanently and constant access to kits, balls, bibs and cones being easier plus if a coach had a covid case balls etc would not be unavailable.

Cleaning issues- The changing rooms need pressure washing. There is ingrained mud on the floor and this is way beyond what Oscar and Steven should be sweeping up.

Wages for the Saturday lads- Can this be increased by £5 due to new job roles being required of them. These include ensuring the changing rooms are clean on Friday nights after junior training so they are fit/ clean for Saturday. If this is completed then the full amount of £25 should be split between the lads.

End of season do

Friday 7th May- Mooney and Mike Marrow have agreed a simple format with maybe a comedian. No guest speaker as not worth the money. Keep the cost to a minimum and get the place busy.

Senior teams plus the women's teams all inside the club. No marquees or anything lavish has been muted.

Mini and Junior report

Membership – please refer to Gina Hardy's report.

Games

The majority of games have been played, unfortunately Sunday 28th November were cancelled across the board due to frozen pitches. An early inspection enabled us to inform visiting teams before they set off, and the kitchen before they cooked any food. Fixtures on Sunday 5th December were also affected due to the deluge of snow and rain in the week proceeding. The U14.s game at home was cancelled. The U12 and U11 games moved to the training pitch which was fine, and the U9's used the quad.

Pitches and lighting on the training pitch

We have kept the U14's, U15's, and colts training at the club for player retention. We have seen a drop off of numbers training at the different AstroTurf venues, however it is unclear if this has been down to bad weather, and the time of the year with families at Christmas parties and works doo's etc. The U13's, the U12's and the U11's have asked to be at the club on a 3 week rotation to enable them to do a proper contact session which has been allowed.



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As of Monday (when I wrote this) I am speaking to Barry Ross about the pitches, but more concerning is the generator not working, meaning that training on Wednesday and Friday had to take place on the second XV pitch last week.

UPDATE: Generator now fixed; pitches however are unusable RM looking for alternative venues for seniors.

I have contacted two companies to visit us to provide us with a quote for a new flood light installation which I have found a pot of money to bid for. Hopefully we will know more once it has been fully costed.

I have diarised a reminder to set up a meeting with Audenshaw's chair/vice of governors regarding hiring their 4G facility for next winter.

School links

I had a really productive meeting with Audenshaw regarding the creation of a more meaningful partnership between the school and the club.

I would like to invite the staff from Audenshaw (4 of them), plus the new Head Master, and the governors to join junior coaches for a pre match meal in the New Year to move relationships forward. I will send in a separate proposal for this.

We have managed to move school training nights around which will benefit the club after Christmas. Both myself and Ady (DOR) will also sit down to discuss playing styles and shapes ready for the new season in September.

I will also be going into Audenshaw to help with their pre-season during the summer and I will encourage other coaches to do the same. We will then invite Audenshaw to train with us.

I have made initial contact with the Deputy Head from Larus Rycroft, and Wright Robinson to further secure links with our local community schools. Martin Long (U13's) has agreed to coach at Droylsden Academy again, we hope to secure links with them.

RFU Funding

Despite not claiming the money in August, I have sent a grovelling email to the RFU and they have agreed to release £300 to send a coach in to Larus and St Thomas Moor. I have made contact with Paul Arnold ex RDO, but I have yet to get a response. The money should land in the new Year. Can the treasury team please ring fence this for when I can find a coach.

Questionnaires and parent meetings

I am running a consultation period over Christmas and New Year. I would like all parents to fill out a questionnaire to look for areas of strength and weakness. I also want to canvass coaches to see what we can do better which will enable us to plan for next season.

I want to meet with all parents in age groups once the questionnaires have been completed to discuss some of the findings. There will then be an end of season meeting



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with parents regarding changes that are to be made going into the new season in September.

Safeguarding

Dan Hardy might want to fill you in further but unfortunately [Redacted] has had to step down, and Alex Boateng has stepped up alongside Jacky Grey. The team are working hard behind the scenes with photos for coaches and prominent officials taken last Sunday, and policies and procedures being tailored to Aldwinians.

Equipment storage.

I am still awaiting a quote from Mike Singleton senior. He said he would batten out and make wooden storage cupboards for each team. Some coaches have raised concerns about the metal cages not being big enough or robust enough. If anyone else knows of any joiners, could we get quotes from them too?

Ties

I have asked Tim Spears to price up club ties. He said they are around £7 per tie and a minimum order of 100. Could trustees discuss the value of giving these to our U15's/U14's and U13's to enable them to wear them on a Sunday after games. If we were to give them away, I think it would be nice to do it as part of a ceremony over lunch before a senior game.

Flag Baring

I would like to order these flags as per my proposal last meeting. They cost IRO £13 each (screen shot below of a quote), I just need permission to proceed. We now have the ability to provide pre match meals so I would like to invite the parents of the U7's/8's and nines to the 1st XV game on 15th January. Parents to pay for their meal. Coaches of those age groups (4 of them) dine for free; I will coach the kids for an hour whilst the parents are eating. I would then like to feed the children as we would on a Sunday (I have checked with Whitney and she is happy to do this) after they have done the flag baring. I will then reunite the children with their parents.

I want to get the information and payment of lunches out to parents asap.

There followed a discussion about the lights – we have a spare head and IS has a mate with a cherry picker, but the ground is too soft currently to get that up; there was also discussion about other alternatives to getting the head on without the cherry picker. The discussion also ranged across RJ currently looking to access grants that would enable us to replace the lights completely and run them as a spur off the 415V from the 2nd team pitch lights (we already have stanchions by the cabins). Total replacement might be in the region of £60k, but this is not a currently well-established figure. It was agreed that the short-term plan is to get the head-up as soon as possible.

There was brief mention of the upcoming pre-match meal for 13 members and 2 guests.



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SM opened a discussion around the girls needing more input from the club, with the Greater Manchester Girls event recently not being known about in advance, and that fixtures, etc, need putting on the website.

The discussion then led into the later agenda item of ladies changing facilities. There was extended discussion around whether it would be beneficial to look to secure funding to construct additional changing rooms for ladies, or whether it was better to put in an isolating door for the changing rooms we already have. Estimated costs are around £1k per m², and that we would probably need around £40k in total. There were discussions around potential revenue streams available; SM to approach Tameside, and to also look at recruitment of girls and ladies to the teams; CR to approach the bid-writer (Tom) with specific question of finding pots of money for this purpose; KD to pursue Fran and Daryl to see what might be available.

Actions:

- *IW to speak to IS about urgency of getting the floodlight head replaced*
- *SM to contact Tameside about recruitment and grants for female rugby*
- *CR to contact bid writer about potential monies for female changing rooms*
- *KD to speak with Fran and Daryl about potential monies for female changing rooms*

9. Matters Arising:

a. Trustee decision making procedure for decisions taken outside of formal meetings

Following recent events, one of the significant issues Trustees experienced was requiring time between proposals being submitted and decisions being made. After considerable discussion, it was agreed that only in exceptional circumstances would any decisions on proposals be taken outside of Trustees meetings, and that all proposals should be presented in plenty of time to be given due consideration.

b. Ladies/girls changing facilities

Already discussed in Rugby Playing Report

c. Finance team succession planning & AGM

AGM will be 25th March 2022.

CR reported that MN is responding quickly to all requests, and once he has bank access he will be taking over many of the TC finance responsibilities such as paying wages and bills. However, in CR's opinion, MN won't have the time to do the TC accounts on his own. As PL currently does about 1.5 days a week, and CR does 2.5 days a week, it may be that MN might be able to cope if a paid assistant comes in for the TC.

There exists a job description for the Treasurer of the TC, and CR will create one for the Treasurer for the Charity

CR suggested there might be benefit in asking the bookkeeper to expand his existing role, or look to get someone to take on professional role and responsibility. CR was asked to speak to him to see if he would be willing to combine roles for the TC and CIO and an estimate of what this might cost.

There was discussion about the amount of admin and snag chasing time that was



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required, and the potential cost of paying someone to perform these tasks. There was also discussion around the necessity for the Treasurer to be a Trustee, and that there was still some confusion as to who should be due for election at the AGM. DH has been in discussion with M Murphy, and KTH, and using the minutes of previous meetings to try and determine exactly which positions are due for election, but is unable at this moment to say with absolute clarity which positions are due. It is known that CR's and LB's tenures are due.

Actions:

- CR to speak to bookkeeper about potential to take on extra work
- CR to create job description for CIO Treasurer
- DH to confirm dates of all Trustees tenures

d. Club ties

It was agreed that we should have a standard template tie that can be embellished for the different purposes. KTH has a template which he will forward on.

Actions:

- KTH to forward on club tie template

e. Replacement entrance hall and windows

KTH reported that the price exceeds the money that will come from the Suez bid. The work entails entrance hall in aluminium and quarry tile area, with panels on the bottom half and windows at the top; 2 windows in the Eric Evans lounge; high level windows above the dance floor and windows above (committee rooms); all in uPVC except the entrance in aluminium, with a low/no-threshold to be discussed. There is approximately £11k from Suez (with the bid writers cut removed), and the total for all the work will be approximately £15k. As it was stated that we currently had the funds available, all were in agreement to proceed. KTH will place the order tomorrow.

Actions:

- KTH to place order for works

AOB

a. Drainage inspection

RP had sent out a quote for camera inspection which had come back at approximately £1,700 in total; £695 + VAT for camera inspection and £730 + VAT for rodding and jetting. It was discussed that it was just the survey that was required, and that if the rodding and jetting must be included that other quotes for just a survey should be obtained.

b. Post protectors

IW brought up the issue of requiring new post protectors, with the current ones not being fit for purpose, being approximately 20 years old (from Commonwealth games).



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Actions:

- IW to speak with MN about contact with O'Neills.

c. McDonald's sponsorship

DH asked for someone with experience of obtaining sponsorship to chase up the manager at the McDonald's at Snipe (Johnathan) regarding his promise to sponsor the club.

Actions:

- LB and IW to visit McDonald's and speak with manager

d. Secure locker storage

KTH reported that logistic people were coming to the site on Friday to survey for the possibility of siting lockers on site. This is a survey only at this point and further discussion will be had before any agreement is made.

e. Pot holes in car-park/driveway

KTH will speak with Belway about potentially filling them for us. SM will also speak to one of the mini-Winnies parents who may be able to do it also.

Meeting closed 10:12pm

Next meeting scheduled for 12th January.