



Registered Charity 1179794

## **Aldwinians Trustee & Guests Committee Meeting – 9/6/2021**

### **Minutes**

Meeting started 7:33pm

#### **Present:**

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

Attendees/Guests: Dan Hardy, Mark Grimley, Gina Hardy, Phil Hopwood, Yvonne McGuire .

#### **Apologies for absence:**

Ryan Jennings, Stephen Marrow.

#### **Previous minutes:**

Accepted as accurate.

#### **Correspondence**

- CS has already sent out to relevant parties any emails received from RFU.
- An email has been received from the fireworks company – agenda item
- DH had received email requesting updates on the Job-Club to go out through email for members not on social media. It was agreed that from now on, as the minutes will be sent out via email too, that we will include Job-Club and any club updates in the same email. DH to liaise with KTH regarding information to be added.

#### **Finance Report – CR**

- Main account £42,779  
200-club £578  
Club-shop £22,046
- The TC accounts needed to be submitted at the end of May and have now gone in. Mark has done the final set of accounts for the UC – done for the months to the end of March. This tallies with the VAT return, which will be approximately £12k (£8k from the return, and £4k from not trading). There will be a bill from Russell for his commission, which CR recalls being in the region of 15%.
- 200-club: There is one member remaining (who is unable to close their account). CR has sent final payment information to DH for the draw to be done. Once the draw has been paid out CR will close the account.
- CR will call a meeting with all of the people involved on all finances. We need to agree on how we move forward with the two organisations.
- New bank accounts – PL has been chasing what we have received cards for and has confirmed that this is for the Charity account. PL also received a confirmation email today for the TC. We need to register all signatories on the account (PL, CR & KTH). We can now

request paying-in books etc. We have an account number and sort code for the Charity now and expect same for the TC tomorrow. The UC now doesn't exist, and it is therefore imperative that to have the new accounts. Road-Riders/Dave Hudson etc will need invoices from these accounts.

- CR stated that when he agreed to be Treasurer he didn't realise the extent to which he would have to get involved and effectively project manage the transition into becoming a Charity that had been started in February 2019, and been stalled for a long time; coupled with the hand-over that CR didn't get from TH, CR feels that he has been burning the candle at both ends for about 14 months.

CR has discussed with PL whether he could manage the treasury account in future (as this was originally discussed) and given how it has evolved now it is not going to be the case. CR believes that there is too much work involved for PL given his current circumstances, and that the Treasury position needs someone that is available during the day.

CR stated that he will not be standing as Treasurer again at the AGM in 2022, and that we need to put a plan in place to find someone that can manage the Charity account. CR believes that he will probably stay on as the finance director of the TC and this is maybe 80% of the work.

CR also believes that someone having responsibility for both the TC & Charity is too much responsibility for one person, and we need to look at how to make the position less onerous and manage the expectations of the person taking over. Though he did state that most processes were now in place and there will clearly be less work to do in future.

KTH stated that we were all fully appreciative of the work that CR has done. Also that a succession plan is needed for key roles. CR can put a job description and the time commitment required; which CR emphasised, requires someone with time during the day.

RP asked CR for his reasoning behind this decision. CR stated that he wasn't willing to discuss this at this time, but when pushed did state that he hadn't felt fully supported and that there wasn't a team environment; having asked for support and consideration and not having received it. MG stated that he understood CR's position having observed CR from the TC side, where about 90% of the Action Tracker had been in CR's name.

#### Trading Company Report - MG

- MG reported that since opening doors everything appeared to be going ok. The 10% discount code on the app doesn't appear to be being abused, and that had also been shared with parents, giving them the 10% discount too until September.
- Most significant development in the TC is MM deciding to step-down for personal reasons – though is happy that everything is in an ok position. MM will still be available for advice. The TC will be one director down. Until restrictions are lifted and the split embedded there will only be six directors. The TC doesn't need a dedicated secretary, but it does need a data protection officer.

#### Funding Bids

- PL has picked up one from Peter Doherty during the week.
- Still waiting on the Suez notification
- PL reported that we have been accepted for the Co-Op loyalty member's scheme. We need to push our membership to use the Co-Op in Audenshaw and sign up to the loyalty scheme as well if possible.

## Membership

- DH stated that he had been on contact with Bottom Line and that it was possible to have a variable direct debit without any issue. This meant that we wouldn't be constrained by trying to keep all direct debits to multiples of £2.50 as previously proposed. DH proposed two amendments to the change to membership agreed at the last meeting:
  - (1) keep all playing memberships at their current level for individuals (i.e. keep the match/training fees at £8.50pm for male players, and £2.50pm for Female, Warriors, Vets/Infrequent players).
  - (2) Have a capped maximum household membership of £35 (currently a family membership is £32.50) – ensuring no significant increases for any members.Both amendments were accepted unopposed.

Due to these accepted amendments, DH stated that approximately 70 memberships will need to be changed, and felt that this was manageable to carry out during July/August. DH stated that there will be a new protocol for new membership creation: form(s) received and processed by membership team; phone call made from membership team to create DD mandate over the phone and check/set-up GMS registration over the phone. We also want to (eventually) send-out welcome pack – to include agreements about behaviour & club-rules, photography, safeguarding information, car-sticker etc. CS stated that there are changes coming to GMS and these would be discussed later in the meeting.

## Agenda Items

- Communication Protocols – GH wanted to ensure that any messages passed through team WhatsApp, or Facebook groups from the club's committees or Trustees should be communicated only via committee members, Trustees, or managers. It was explained that there had been a parent, who herself was not a member, had been posting messages in the colts' WhatsApp group asking players to register with GMS, and whilst it was accepted that this is important it was uncoordinated with the club's approach of ensuring membership ahead of anything else, but primarily concerning that players appeared to be getting instruction from non-members of the club.

After a short discussion PL suggested that, as these groups are not controlled by the club the best option for any similar message in the future, would be for a club official in the group to post a response along the lines of, "Thank-you for bringing that to our attention. We will deal with it through the club's official channels and issue a response/further instruction as soon as possible". This was accepted as a satisfactory protocol to use.

The message that had caused this discussion in the first instance, caused several members of the meeting to ask questions around the origins of the message. After a few minutes it became apparent that this followed a potentially serious disciplinary issue during the colts' game on Sunday 30<sup>th</sup> May that had been reported to Lancashire RFU, and that nothing further had been done as the referee's (Mike Marrow) report had not been officially received as it had not been completed on the correct paperwork at this moment. There followed a charged discussion about whether there was a requirement to have reported the incident to Lancashire by CS on the club's behalf. RP and PL strongly argued that without the referees' report the club was under no obligation to act, and from their own previous experiences reporting a situation to Lancashire like this was detrimental to the club and it would have been far better for the club to handle the situation internally. CS argued that due to it being a cross-county fixture, and because it was an age-grade game, the club had

an obligation within the rules to report the incident within 24 hours; KTH supported CS's action as appropriate within the rules the club was required to follow. The exchange continued with RP and PL standing by their position that without the referee's report the club had nothing to report to Lancashire, and that they felt that CS had not acted in the club's best interest. CS stood by her position, stating that the rules had changed, and any red-card or serious disciplinary issue must now be reported by the club within 24 hours. CS stated that she felt RP's comments were not acceptable and left the meeting. KTH attempted to prevent CS leaving by confirming that she had done the right thing. Once CS had left, the discussion continued, with the majority of the meeting of the opinion that the issue should have been passed to the Trustees responsible for playing matters, RP and LB, to decide how to handle the situation rather than CS having made the decision to submit a report without discussion with anyone else first. The discussion started trailing into potential protocols for disciplinary matters, but was brought to a close by KTH as too much time had already been applied to this matter this meeting.

- Feathered Flags – YM has been in touch with Eddie regarding the logo, and has obtained a quote for: 2.5m poles, on spikes, to include; the age-group, our logo and Eddie's logo. For 10 flags, it would be £75ea but there is a 30% discount if ordered before the end of the month to give a total cost of £525. A sample will be sent. As EL put in £450, £75 would need to be spent by the club. This was agreed by all and YM was instructed to proceed with the purchase.
- Summer Camp – KTH reported that this has now gone back to Andy for more information. Will probably be multi-sports, not just rugby, as we're limited to 70 minutes a day of rugby by the RFU. PL stated that we should be doing these camps to help kids in the community, but we should not think that it will generate membership revenue. LB agreed, but did state that it will give us increased exposure to the community in general.
- PHS Contract – LB had done extensive work on this, and done a full cost projection of the available options. There were 3 main options available: (i) stay with contract as is and give notice in August as per terms. (ii) cancel the contract immediately. (iii) take a new 2 year contract on all services with PHS and cancel within the terms at the end of that period. For option (ii) LB also provided quotes for 2 year services from 2 alternative companies. The minimum total liability to the club for the options would be: (i) £7,623.04 (ii) £8,515.62 (iii) £6,028.76.

There was significant feeling among the majority of the meeting that if this was a personal matter, many would look to immediately remove themselves from the PHS contract despite the extra cost as it was felt that the actions of PHS have been very underhand and bullying in nature. However, it was accepted by all that in the financial best interest of the Charity, we should seek to find the smallest cost to the club. LB proposed we follow option (iii) and ensure that we send notice to cancel in 21 months. This was accepted by all. LB was thanked for the significant amount of work he had done in getting to this stage.

- DOR and Coaching Applications – RP reported that the closing date was tomorrow and that there had been a few applications but wanted to cast the net wider. RP proposed to put it out to GMS on the 28<sup>th</sup> for a month and defer making any decisions until the end of July. This was accepted and agreed. There was brief discussion as to whether the remuneration should be included in the advert, but it was agreed that this was not usual practice and could potentially be less than beneficial.
- Gym and Club Security – KTH reported that on several occasions the gym door had been left wedged open with the light on, and that this was an obvious and serious security risk. PL outlined some options: 1) install a camera in the gym. 2) state to members that sign in and

sign out is required. Option 2, sign-in, is already required but not well completed – DH requested to see if we could tighten up the card access door entry system, as it appeared that some expired cards could be used to access the gym. PL and DH to work with the door system.

The original CCTV system as also discussed – it was determined that there was no access to the system (IS and CS are the only key-holders to the room) and that the system is ineffective anyway. KTH to determine cost to install a camera for the gym door.

- Firework Night – There was a brief discussion as to whether we felt we would be in a position to carry this out. There was uncertainty about this, but LB proposed that we put a deposit down for the date to secure it and come back to the discussion when we know more about lifting Covid restrictions.
- AGM – to take place on 9<sup>th</sup> July. The meeting will be quick. CR will give a very quick overview of the switch to a Charity from the UC. RP stated that there needs to be a strong message to emphasise the major changes that have occurred and the work that has been done. There are 3 positions for election; Chairman, Secretary and one Elected Trustee. KTH intends to stand as Chairman; and was nominated by IW, with PL seconding this. It was stated that it was apparently CS's intention to stand again as Secretary for another 12 months. There followed a long discussion about the benefit of CS in this role and having a 12-month hand-over period. Due to the events earlier in the meeting that culminated with CS's departure, there followed a significant discussion about DH taking on the role, and whether this could be achieved successfully with or without a full hand-over from CS. The discussion also included the separation of duties of Secretary and Safeguarding Officer, and how we might accommodate this if CS decided to leave; it was stated that there was a member of the club with significant professional experience that would be able to take the safeguarding role who had previously expressed interest in doing so. The discussion ended with a brief outline of the procedure within the constitution for nominating Trustees for election, be they named positions or not. DH to check constitution for named positions, but confirmed that any member can nominate any other member unlike in previous years.

#### AOB

- IW inquired about the club opening during the "Euro" football tournament. MG had the schedule and was planning on opening as usual, and as the England games fell on days we would normally be open (Wednesday, Friday-Sunday) there would be no need to do anything further, except some marketing online.
- IW inquired about kits for next year. From the M&J meeting recently, CS was going to be doing an audit but it was unknown if this had been carried out. It had been agreed to get 28 shirts of varying sizes for each team. RJ was also going to get some information from O'Neills.
- Pitches – the work will be starting on 2<sup>nd</sup> July, taking about 2 weeks and everyone will need to stay off them for at least 2 weeks. LB stated that the Walking Rugby will be able to continue on the quadrant.
- GH relayed a couple of messages from RJ - Suez bid has been received and processed. RJ has put in for £2.2k for 43 places in the summer. £55 per child for those paying and ask them to bring their own lunch. Tuesday-Friday 10<sup>th</sup> – 13<sup>th</sup> August for 7s to 11s, and 16<sup>th</sup> to 19<sup>th</sup> (Monday-Thursday) for 12s to 15s. Maximum 80 kids per week.
- GH reported that the WiFi had been made publicly available – Network: AldwiniansRUFC Password: Aldwinians1936 – posters have been put up around the club with this.

- Yellow Buses – YM reported that there was a simple bid process that has now gone in. If we do get it, we have to pick it up and then agree to never drive it on the roads.
- Gas and Electric Bills – There was a discussion about getting the bills and what this actually involved for the finance team, CR stating that this was a clear example of members of the committee proposing projects that involved work for CR and PL when they had stated that they could take on no more work. PL talked through the way that information was handed over from TH, and how this meant it was virtually impossible for him to get the information requested. CR added the full history of what TH had signed up for, and the contacts that CR had made since (mainly with a broker that TH had used that have since gone bust). The folder of stuff will be passed to YM and if necessary permission can be given for her to contact the companies directly on the club's behalf.
- Trustee and Director Training – YM reported that this was now all done except for one Trustee (KD). When the Charity return goes in next year this will go on as an improvement. It was agreed that all Trustees and Directors to have role descriptions, and policies need updating; and KTH noted that we were missing a Drug and Alcohol Policy, and a Disciplinary Policy.
- Girls Team – KD reported that Connor Clegg is coming on Wednesday 7-8pm with a girls team for training for the first time, and hoping to make this a regular thing. KD requested that we hold off from membership with this group to get them settled in. It was stated that whilst CC has a DBS through school, for coaching at the club this will need to be specifically updated.
- RP wanted to commend the work that has been done by CR and PL over the last 12 months – not only in terms of the time they have committed, but also in the quality of their work. CR reciprocated, thanking RP for his kind words and stating that RP also deserves recognition for his work in turning the club around.
- TC/Charity Split – MG stated that now the split is 'semi-official', the lease and the RSA need signing; there is a TC meeting next week and they need signing by all concerned.
- MG reported having seen JG's office and that it was a Health and Safety hazard. It is not safe and needs urgent action. After a brief discussion about the PCs and objects that were in there, MG and PL agreed to take action to rationalise the area before the next meeting. MG will speak to Mike Marrow about what is known regarding the requirements for software on certain PCs.
- KTH reported that the industrial chipper will be arriving tomorrow and be with us for a week. Volunteers were very welcome to come and help shift the several tonnes of foliage into it.

Next meeting to be held 7<sup>th</sup> July 2021.

Meeting closed 22:04 p.m.