



Wigton RFU - Directors Meeting (Summary)

9th November 2021

Present: A Miller, A Leader, A Smith, G Huxtable, S Murdock, S Benson, C Crawford, D Thompson, M Gilroy & I Tallo

Apologies: D Warwick & A Stevens

1. Previous Minutes

Reviewed and agreed

2. Welcome

I Tallo (General Manager) and S Benson (President) were welcomed to their new positions.

3. Site

<u>Staffing</u>	Bar Gym	Outstanding vacancies. These need to be flexible to cover kitchen work. I Tallo to meet with staff to identify ways to improve moral and seek a short-term development plan using a SWOT analysis.
<u>EPOS</u>		I Tallo presented the case to upgrade the current Till Platform, including the Gym to provide a enhanced data management process. We are currently reviewing a platform presented by RMS for three networked Tills. Specification documents to be shared.
<u>Kitchen</u>		Now fully functional but requires additional storage facilities. A Miller to arrange. A Smith to review the current hygiene policies in place and draw up a Risk Assessment and HACCP analysis.

4. Finance

No update this month as we await completion of the current VAT Quarter. However, the Statutory Accounts are available for signature. A Miller and A Smith to complete after this meeting.

Fundraising – Iain presented the committee with a document identifying potential sponsorship and fundraising options. These offered a number of exciting options and he was thanked for the document.

5. Members Draw

D Thompson briefed the committee on the current status of the fund and draw process. It was agreed to review the current setup to ensure compliance under current regulations within the framework of the club. Allocation of current reserves to be agreed.

A request was made for the Affiliated Directors to actively assist in the collection of fees in future.

6. Rugby Safe

<u>Safeguarding</u>	New Safeguarding Officer now in place.
<u>H & S Manual</u>	I Tallo is now in receipt of the manual along with some additional key documents for review and implementation.
<u>First Aid Course</u>	A Smith to set up early in 2022 with the RFU. Defib training to be reviewed. I Tallo has taken on the role of monitoring the Defib and will order some new spares.
<u>Fire Risk Assessment</u>	Outstanding. A Smith to follow up with I Tallo.

7. Affiliated Clubs

<u>Cricket</u>	The club are planning on replacing the current cricket nets early in the spring of 2022.
<u>Hockey</u>	<p>The Astroturf player shelters are due to be painted in the near future and the nets are now chained to prevent misuse.</p> <p>There is an issue with surface water drainage at present from the service road. S Benson will follow up with the maintenance team.</p>
<u>Gym</u>	<p>C Crawford expressed concern about the current provision of facilities and equipment. Whilst the planned developments form a key part of our long term business plan, some short term solutions may well be necessary. A Miller and I Tallo will work with C Crawford to identify some cost effective options for evaluation.</p>

8. Any Other business

<u>Player Registration (Junior)</u>	A Miller to speak to the junior coaches about taking on board the registration process for the players under their care. This will reduce the impact on A Leader and allow her to focus on the role of Treasurer.
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The date of the next meeting was set for Monday 13th December.

A Smith
Club Secretary

A Miller
Chairman