



# WIGTON RUGBY UNION FOOTBALL CLUB

## AGM 16<sup>th</sup> September 2021

- Present:

A Miller, A Leader, A Smith, G Huxtable, A Stevens, D Thompson, D Warwick, C Crawford, G Stephens, N Foster, T Richardson, G Smith, D Leeson, J Leeson and A Johnston (Dodd & Co)

- Apologies for absence

G Morton, S Murdoch and M Gilroy

- Review of minutes of the AGM held 28<sup>th</sup> September 2020

Copies of the minutes were issued and reviewed. These were accepted and signed

- Matters arising from the minutes:

There were no matters arising

- Finance

A Johnston (Dodd & Co) gave an overview of the published accounts and reminded the Directors about the rules under CASK regarding the proportion of Turnover that needs to be attributable to members. A brief discussion followed regarding the changes to the proposed membership structure which should increase the numbers and strengthen the member ratio.

The current year is dominated by the impact of the COVID pandemic with revenues and costs down, but Grants inflated as a result of the support predominantly from the RFU and Allerdale Borough Council.

Additional assistance was provided from a vat refund we received regarding fundraising income over the last few years, as a result of some work undertaken by the RFU on our behalf. A short debate followed regarding the complex VAT rules applicable to ourselves and in particular those around fundraising events.

Overall, the Financial position is improved from the previous year, showing a reasonable surplus. This has increased our cash reserves, but clearly we need to remain prudent, as going forward, the club will continue to require support until revenues have a chance to return to normal.

Thanks were given to Alison for her and her teams time and support and the accounts accepted.

- **Secretary's Report.** (The report is accessible via the website, but a summary was read out as below)

#### **Primary Objectives from last year AGM**

- **Club Structure** – The club have now restructured as proposed (see attached)
- **Development Plan** – See AGM agenda item
- **Finance** – Significant progress throughout pandemic – See accounts
- **Role of General Manager** – Role is still outstanding as a result of pandemic. However, we are currently shortlisting pending interview
- **Communication & Website** – Some changes made, but further work required to improve communications to members
- **Subscriptions** – Major restructure now proposed to cover all affiliated clubs.
- **Seal of Approval** – RFU suspended accreditation process in last year, but club remains committed to maintain the standard as required.

#### **Brief overview of actions within year**

- Covid -** Club continues to evolve and follow RFU guidelines and implement relevant Risk assessments.
- Committee -** Major restructure undertaken to better reflect the changing landscape and to incorporate the main affiliated clubs (see attached document). Gym, Squash, Cricket and Hockey have representation on the main Director body.
- Finances -** Club has taken opportunity to strengthen financial resilience (see accounts)  
Current financial reserves are much improved, but will require prudent management
- Site -** Majority of site mothballed throughout pandemic, but opportunity taken to finally redevelop the kitchen area, increasing footprint and updating equipment and utilities. This will allow us to provide a more flexible offering in the future, creating opportunities for diverse fundraising events.  
Site and pitch maintenance, currently being undertaken by a group of volunteers.
- Gym -** We have maintained the facilities as restrictions have allowed, constantly adapting the risk assessments to offer access when feasible.  
Facilities are now largely back to normal
- Social -** We were able to reopen the bar facilities in a controlled manner in recent months. This was thanks to a dedicated group of volunteers, including, but not limited to, D Warwick, A Miller and D Thompson. This succeeded in attracting numerous customers, new to the club, whilst generating some much needed revenues.
- Rugby -** A new senior Rugby committee has been set up comprising of: D Warwick, G Morton, A Brown, G Smith, D Reed, D Hanabury & E Armstrong  
The Junior rugby committee is currently being reconstructed following the pandemic.  
We have restarted an u17 team with local clubs to provide appropriate games at their own age groups to ease transition into senior rugby.  
Currently in the process of creating a Rugby Development Plan utilising a recent SWOT analysis. This will feed into the club development plan (see agenda point)  
We hope to restart our own Colts team within the next 2 seasons

#### **Acknowledgement;**

We need to acknowledge the passing of A Lynch, a staunch servant of the club, holding the position of secretary and then president for many years.

Also, Greg Morton, another long standing and dedicated member, former captain and Director, who lost his partner in the last few months.

Other thanks to;

The volunteer group who are currently maintaining our site and pitches

H.Tuke for her essential Safeguarding role.

L Twentyman & J Speakman for their commitment to ensure that the Gym/squash adapt to the changing COVID restrictions

D. Allison for confirming fixtures and referees

P.Conyors for his constant checking and improvements to the site.

M.Tickner for continuing to register adult players and match day support.

P.Morrison and A Stevens for redeveloping and updating the website.

**Once again, a huge thankyou to all the volunteers who continue in their support for the club.  
Too many to name everyone personally but your efforts are genuinely appreciated.**

A discussion followed and a request was made for an accessible list of active Directors, perhaps via the website. A formal list is included at the end of this set of minutes. It was suggested however, that all formal interactions should be made via the new General Manager once they are in position.

- Business Plan

G Huxtable updated the meeting about the current status of the Business Plan currently in development. This is the culmination of a lot of hard work, for which Guy was thanked.

It will not be formalized until after the new General Manager has some input. This role will be essential to the club as we exit the pandemic and will incorporate key commercial aspects and marketing initiatives alongside the general site management.

In principal it will be used to create a road map and work plan for the club to follow over several years. Key aspects include:

- Better utilization of Assets
- Increases to membership footprint across a broader spectrum
- Improved Financial controls, including budgeting and cash forecasting
- Efficiency opportunities including automated access and controls
- Future Branding changes
- Improved communication structures

Copies are available, but due to the size of the document will need to be provided electronically. Any members requiring a copy should provide their email to Guy and he will distribute.

There followed an open floor to respond to any questions that the members had:

**Facilities** – A number of site changes were discussed including opening up an old window to improve the ability to observe sports from within the bar. Likewise, a conservatory extension may also be desirable. Options for financing will be investigated by A Johnston.

**Site access** – Concern was expressed regarding site access abuse, in particular around dog fouling. The Directors remain committed to opening up access to make all welcome, but acknowledged further work supported by increased vigilance was required to ensure dogs remain off the pitches. It is felt that controlled access to the perimeter is beneficial.

**Kitchen** – An update was requested regarding the plans for the kitchen. Opportunities around ‘themed nights’ and ‘pop up kitchens’ are a key plan going forward. The Directors believe these will be key drivers to opening up our facilities to new customers (and members). These will be a key part of the new General Managers brief.

**Current Customer Base** – A question was raised about retaining current customers and plans to encourage people to stay at the club following events e.g. Rugby Games. It was explained that plans are underway to increase the number of ancillary events e.g. Live music shortly after games alongside a better Bar and Food offering.

**Sponsorship** – Concern was expressed about the current sponsorship position. This was accepted and is proving very difficult, as a number of previous sponsors are reluctant to commit at present whilst we are still experiencing COVID outbreaks. The directors remain positive that most games will be sponsored after September. In addition, the Rugby Committee are looking at opportunities to play friendlies with comparable NE Teams in the game windows provided by the fixture list.

**U17 and Colts Rugby** – We are not in a position to run a Colts Team at present but are supporting a program with other clubs to run a U17 squad. This will involve some Wigton players and we will host 2 games in the season

- Election of Officers for 2021/22

Chairman: A Miller

Proposed: D Warwick

Seconded: T Richardson

Treasurer - A Leader

Proposed: A Miller

Seconded: G Huxtable

Secretary: A Smith

Proposed: D Warwick

Seconded: D Thompson

Ongoing work is underway to fill the position of President

**All positions accepted and agreed.**

## Election of Rugby Officials 21/22 (in blue needed for GMS)

- Chairman of Rugby – D Warwick/G Morton
- **Adult Male Contact (19+)** - A Brown
- **Mini Contact (5-11years)** - D Warwick
- **Youth Contact (12-18 years)** - D Warwick
- 1<sup>st</sup> Team Captain – R Moffatt
- 2<sup>nd</sup> Team Captain / Manager – To be confirmed
- County representative - D Warwick, pending guidance regarding A Brown
- **Fixtures Secretary** – D Allison (To confirm)
- **Referee Co-ordinator** – D Allison (To confirm)
- **Rugby safe lead** – A Smith
- **Safeguarding** – To be confirmed
- Ground Maintenance Coordinator- G Stephens
- Player Registration Officer – M Tickner
- Youth Registration Officer – A Leader
- **Volunteer Co-ordinator** – G Smith
- **Coaching Co-ordinator** – D Warwick
- **Women and girls Contact (over 13)** – N/A
- **Chairman** – A Miller
- **Hon Secretary** – A Smith
- **Hon Treasurer** – A Leader
- **Data Officer** – Paul Morrison
- **President** – To be confirmed
- **International Ticket Contact** – P Morrison
- **Discipline Secretary** – To be confirmed

The meeting was closed with thanks to all those for attending