



Wigton RFU - Directors Meeting

28th March 2022

Present: A Miller, A Leader, A Smith, G Huxtable, C Crawford, S Benson & D Steel

Apologies: G Smith, M Gilroy, A Stevens, E Armstrong & D Warwick

1. Previous Minutes

The previous minutes were agreed and signed.

2. Director & other Club roles

It was agreed to document key elements of the Chair and Secretary roles to assist in identifying additional volunteers to take on aspects of the functions. Additionally, the role of Youth Registrar needs to be filled from September. It is important to review these areas now to make the relevant changes at the upcoming AGM.

For reference, updated summary of committee's are:

Rugby Senior (As required over season)	Rugby Junior (As required over season)	Finance (Monthly)
Chair - D Warwick (Rugby Director) S Benson (President) R Moffat (Captain) G Smith E Armstrong (Cricket Director)	Chair - D Warwick (Rugby Director) M Bedford (Safeguarding Lead) A Leader (Youth Registrar) Lead Youth Coaches	Chair - A Leader (Club Treasurer) A Miller (Club Chairman) A Smith (Club Secretary) G Huxtable (Squash Director) D Steel (Clubhouse Manager) G Smith
Health, Safety & Safeguarding (Quarterly)	Commercial & Communications (Quarterly)	Site Management (Quarterly)
Chair - A Smith (Club Secretary) D Warwick (Rugby Director) M Bedford (Safeguarding Lead) J Irving Clubhouse Manager H Tuke (Lead First Aid)	Chair - A Miller (Club Chairman) E Armstrong (Cricket Director) M Gilroy (Hockey Director) G Coultard J Irving R Kennon D Steel (Clubhouse Manager)	Chair - A Stevens (Director) A Smith (Club secretary) G Huxtable (Squash Director) E Armstrong (Cricket Director) M Gilroy (Hockey Director) T Richardson/G Stevens/D Dewis D Steel (Clubhouse Manager)

3. Finance

A Leader provided the meeting with a update on our current financial position. The financial year 21/22 will show a significant cash deficit as the club excised the COVID period without all our usual inflow options. However, the current balance remains ok, but further work is required to our Cash Flow forecasting to ensure that we maintain our current liquidity.

Allerdale Grant Agreement

It was agreed to accept the £6,380 Grant offer from Allerdale. This will be made up of a payment of £5,742 plus £638 on receipt of a project completion report. This will form part of the funding towards our Fob and Access project, presented as £11,320 plus £1,440 licencing costs. Further works are expected to increase the costings of this project.

A Leader and A Smith to sign on behalf of the club.

Public Liability Insurance

The RFU brokers have requested some additional information to ensure all club activities are inclusive within the Policy. A Miller to supply.

Cumberland Building Society

It was agreed that the club will close the Cumberland Building Society Account and transfer the funds to Barclays Bank to allow better integration with Quickbooks. This will give greater flexibility to the club financial activities.

A Smith to arrange with A Evans to facilitate this transaction.

It was also agreed to add D Steel to the Barclay signatories to improve our business processes. A Leader to implement with the bank.

4. Site

Fob Entry System

Ongoing – We are currently awaiting updated quotes to ensure all costings remain in line with expectations.
Software is currently being evaluated before going live.
Site works are due to start w/e 22/7.

Kitchen

Electrical changes agreed and cooker ordered for delivery in early August.

5. Rugby

1st team fixtures are now available starting with a home game against Egremont on a Friday evening. 2nd team structures still under discussions.

We have relaunched our Colts team, who are currently training (non contact) with the senior squads. They are currently attempting to raise funds towards travel, which the club has promised to underwrite to ensure we can fulfil fixtures. This is a key area of focus this year.

The club has received notification that a number of Clubs have requested permission to approach N Whitehead and M Trow.

6. Affiliated Clubs

Cricket No update

Hockey No update

Gym/Classes No update

Squash No update

7. Any Other business

G Coulthard has been asked to review the clubs communication processes alongside a small working group including E Armstrong, J Fitt, J Irving and a hockey representative yet to be agreed.

TASKS

Task	Date	Progress	Complete
Abbey Electrical Debt	18.2.21	A Miller to agree payment plan with Sandy	
Fob System	11.6.21	Software under test and electrical works to start	
First Aid	8.7.21	A Smith to arrange a new first aid course on site if possible and liaise with the Rugby Committee to ensure compliance with RFU regulation 9.	
Members Draw	9.11.21	D Thompson and A Leader to review the process of incorporating the fundraising procedure under the club structure	
Fire RA/Alarm	9.11.21	A Smith to undertake Gym Risk Assessment once Fire alarm installed	
Player Registration	9.11.21	A Miller to review process with stakeholders – GMS preferred solution New Junior Registrar to identify	
Flooring	15.2.22	Quotes to seek once Fob works complete	
Fire Alarm (Gym)	28.3.22	Full site survey required before final costings available – A Smith	
PAT Testing	28.3.22	Outstanding – A Smith to resolve	
Changing Room Access	28.3.22	M Gilroy to source access keys via L Twentyman	
Cumberland BS	12.7.22	A Smith/A Evans to close account and transfer funds to Barclays	
Barclays signatories	12.7.22	A Leader to arrange with Barclays to add D Steel to mandate.	
Public Liability Insurance	12.7.22	A Miller to respond to Insurance Brokers information request.	

The date of the next meeting was not agreed.

A Smith
Club Secretary

A Miller
Chairman