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| **Item** | **Topic** | Discussions and Decisions | Action |
|  | **Agenda Items** | Held at The Pavilion |  |
|  | **Attendance and Apologies for Absence** | **Attendees:**  Jamie Fitzroy (JF)  Alan Erskine (AE)  Kevin Niblock (KN)  Tom Read (TR)  **Apologies:**  Matt Rees (MR)  Dom Mitchell (DM) |  |
| **1** | **Approve minutes** | The September minutes were approved |  |
| **2** | **Matters arising** | KN to chase Martin Leach of Edenbridge Town Council regarding outstanding matter (Lobby Ceiling, Repairs to roof vents, new doors and windows (2019/20)  Ambition Sports have confirmed our commision stands at c £300 and we have the option of a cash rebate or credit on the account  Ex speedy hire lights have been delivered but one set requires servicing as currently not functioning (was ok on delivery). LPB to be contacted  New actions refer to Action list attached | KN  JF |
| **3** | **Finance** | JF stated that it was suggested by Pete Lacey that an invoice should be sent to Allenbuild for their sponsorship as soon as possible. Accompanying letter should also be sent  Membership reconciliation is required against Bank Account for direct payments. MR to provide statement for AE to reconcile  Proposal from Mini and Youth committee to procure flyers etc for recruitment as well as advertising in Manic Monsters. Costs to be firmed up and formally proposed but this is agreed in principle | JF/MR  MR  KN to liaise |
| **4** | **Rugby** | See attached minutes from Minis and Youth meeting by way of an update.  School / Club clashes need to be dealt with by RFU bodies but need to be reported.  Recruitment needs to be pushed throughout sections |  |
| **5** | **Equipment and Kit** | Kit all provided to teams.  Playing shirts for minis still to be procured. Looking for Sponsor. AE suggested we approach Harwoods for some or all. KN to approach. Board agreed that shirts will be procured but would prefer at least some of the cost to be defrayed by sponsorship.  Again it was reiterated that all playing shirts need to be consistent and need to be approved by the board.  TR stated that KSRFUR are providing Gilbert kit via Ambition SPorts at prices lower that our unbranded kit (in some instances) DM to review when speaking to Ambition.  Old Electric lights need to be fixed (fuse?) Richard Crittenden to be contacted  See note above on new set of lights currently not working.  Decision needs to be made as to what to do with the container (Racking etc) KN stated that Champions would be able to provide timber etc for free if approached. | KN  AE  DM  JF/KN |
| **6** | **Club Communication** | Great work being done by some teams as to website content and some if this is being pushed on social media.  ERFC Festival to be resurrected for 2020 but needs organiser  Results from Survey need to be published. AE to put up in Clubhouse  Promo video to be collated during early season for production of the next summer. Drone footage and video footage to be send to DM  Long discussions were had regarding the method of sending emails based on conversations had in mini and Youth meeting. The point was made that without a comprehensive list of members and up to date details the website cannot work but that with the information everything can be done via the website as is being proved by the UNder 13’s and Under 15’s. Members cannot receive emails if they do not verify their email address but the website will provide surety of GDPR compliance whereas many separate lists of email addresses will not.  Until membership list is up to date (and until website training is undertaken the Status Quo will continue. | AE |
| **7** | **Membership** | Electronic membership live and being used. Paper Reg forms are to be issued to managers for ALL members to complete as part of GDPR checking. |  |
|  |  | It was decided that a current report from GMS re Safeguarding and Coaching should be reviewed each month with Safeguarding team invited to meeting each quarter | AE |
| **8** | **Maintenance** | Oxted School pupils undertaking the True Adventure challenge have painted the football posts in return for a donation to their fundraising. Account details to be provided.  A round table has been broken and has been removed. No replacement was thought to be required.  Fixed wiring test has failed. KN to chase up ETC  Food Hygiene certificate needs to be put up and helpers put through online course | AE  KN  AE |
| **AOB** |  | Hoffmeister have approached us regarding our sponsorship request. Whilst no money is yet available free beer could be an option. AE to discuss with Richard  DM requested that we limit the number of guests being signed in on Bonfire night by members and that we should push for social membership on the night. Door cover is required | AE |
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|  |  | Succession plan is required for Mini’s and Youth Chair, Volunteer co-ordinator, Safeguarding officer and Treasurer  Quiz night has been booked for 09/11/18 at the Bar to be manned by AE and JF as Jo cannot work that night. | JF/AE |



# Action List

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| **RAG** | **Action** | **Owner** | **Notes** |
|  | Replace Windows and Doors | ETC | ETC budget 2019 |
|  | Fix damaged roof vent | ETC | ETC budget 2018 KN to chase |
|  | Merranti meeting | AE/JF | Negotiations ongoing |
|  | Defib training | TW | To be organised when all teams are at home (September 2018) |
|  | 1st Aid refresher Course | TW | Ditto |
|  | Scoreboard | DM/AE | Replacement numbers to be procured and fixed mounting to be put in flowerbed by pavilion |
|  | Membership List | AE/MR | To be reconciled following receipt of membership forms |
|  | Captain and Chairman board | JF/AE | Names and years needed |
|  | New minis playing shirt sponsor to be found | KN | Ongoing |
|  | Promotional video to be investigated | AE | Footage to be collated over season |
|  | Website content from minis to be encouraged | KN | ongoing |
|  | Broadband bill to be settled with Merranti as previous years | MR |  |
|  | Invoice to Allenbuild | MR via JF | To be issued |
|  | Full details of survey to be analysed and published in clubhouse and on website for beginning of the season | AE | To be put up in clubhouse |
|  | Paper Reg forms are to be issued to managers for ALL members to complete as part of GDPR checking. | AE |  |
|  | Key dates list to be produced and held by Secretary – GRW to forward to AE | GEW |  |
|  | Succession plan is required for Volunteer co-ordinator, Safeguarding officer, Mini/Youth Chair and Treasurer | JF/AE |  |
|  | Retro fitting of old with LED to be investigated | AE | One new set of lights to be serviced |
|  | Electric Lights to be fixed | JF | Liaise with Richard Crittenden |
|  | Proposal for Wheelie bin storage for team kit to be put forward | AE |  |
|  | Oxted School pupils undertaking the True Adventure challenge Account details to be provided. | AE |  |
|  | CCTV has been installed. | AE | Encryption password to be provided by Spy Alarms to KN/JF |
|  | Fixed wiring test has failed. KN to chase up ETC | KN |  |
|  | Food Hygiene certificate needs to be put up and helpers put through online course | AE |  |
|  | Hoffmeister have approached us regarding our sponsorship request. Whilst no money is yet available free beer could be an option. AE to discuss with Richard | AE |  |