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| 1 | Welcome/Attendees/  Apologies | To effectively track attendance and input, commitments and actions of the committee and its members. | The Committee meeting was opened at 18.30pm by Gary Wood | **Present:**  Gary Wood  John Roach  Jeff Bradley  Steve Thompson  Dave Tulip  **Apologies:**  BC Brian Connell  Andy Morton  Terry Burton  Jeff Minns  Ged White | Paul Simms  Peter Findlay  Derek Edwards  Dave Bone  Simon Bottomley  Dave Dennis | N/A |  |

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| 2 | MINUTES OF PREVIOUS MEETINGS |  |  |  |  |  |
| 2.1 |  | To cover off any opportunities, risks and issues previously identified. | Previous Meeting minutes. | The Minutes from the prior meeting were approved as presented by JR. | Agreed |  |

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| 03 | BUSINESS ARISING FROM THE PREVIOUS MEETING |  |  |  |  |  |
| 3.1 | Action Sheet Update | To effectively track action items arising from each Committee meeting. | Action Sheet | Action Sheet not used. | N/A |  |

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| 04 | Finance |  |  |  |  |  |
| 4.1 | Treasurers Report and Cost Control | To provide the Committee with an update on current income planned costs and current financial position. | Membership info | JR/JB agreed to work on a Treasurers Report for the AGM - 13th June 12.00 hours. | JB/DB | Next meeting |
| 4.2 | 2014/15 Budget | To provide the Committee with an update on the timing and requirements for budget submissions for 2014/15 funding. And to track forecast against actual Budget. | Management reporting | JB stated that financially the club is not in a strong position and we need to focus on organising a number of events through the summer in order to enter next season in a strong financial position.  JR suggested we need to have a full and frank discussion concerning club finances at the next meeting in preparation for the AGM. We need to look at tighter financial control for next season and monitor outgoings.  PS said he will speak to Samurai regarding any incentives for kit sales. He suggested we utilise the £1500 incentive fund to purchase new kit for sale and then the first team shirts could be funded from those sales, thereby doubling the incentive monies.PS is exploring a 3 year deal.  JB said he will send an email to DT and PS regarding outstanding youth membership and subscription monies. | JB/JR to present feedback at the next committee meeting.  JR/JB to report back  PS to report back  JB to report back | Carried Over Next Meeting  Next meeting  Next meeting  Next meeting |
| 4.3 | 2015/16 Budget | To provide the Committee with an update on the forecast budget required for 2015/16 ~ what if scenarios. |  | The committee briefly discussed budgets for next season, but decided to wait pending the outcome of; AGM, Sponsorship and grant projects.  GW/JB/DE/PS to discuss team kits and Sponsorship logos for next season.  JB suggested that next season we fully implement a no pay no play policy for ALL teams in the club. Deadline as agreed in the constitution of the club 31st October 2015.  CASC | Ongoing.  GW/JB/DE/PS.  JB  JR to chase CASC see section 6.5. | Carried Over.  Next meeting.  31/10/2015. |

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| 05.05 | SPORT |  |  |  |  |  |
| 5.1 | Senior Team | To provide the Committee with an update on how the senior teams are performing. To explore any opportunities, risks and issues that may need senior management support. |  | GW congratulated all of the sides on a fantastic season for all the Senior teams in the club. | Ongoing | Next meeting. |
| 5.2 | Junior Team | To provide the Committee with an update on how the junior teams are performing. To explore any opportunities, risks and issues that may need senior management support. | Unregistered players  Youth training | As above PS Juniors unable to play unless they are registered by 31st October 2015.  Kit ordering is still ongoing. Aiming for a full kit supply by start of the next season. September 2015. Also to look at the existing contract which runs to 30th June with a 12 month option.  PS asked if first team players can be encouraged to support the Youth teams. GW play a more active role in supporting the Youth teams.  PS suggested Blackheath want to play us next season. Under 19’s won their festival event and the girls had a fantastic result in their last game.  JR asked whether it would be worth running the festival next year, we need to consider splitting and having an earlier date, first aid tent, and peripheral activities ( bouncy castle). | 31st October 2015.  PS to report back  GW to ask Ben Thomas  Discuss after AGM | Ongoing  Next Meeting  Next Meeting. |

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| 06 | FUND RASING GRANTS & SPONSORSHIP |  |  |  |  |  |
| 6.1 | Forthcoming Events and General Fundraising | To provide the Committee with an update on forthcoming events and general fundraising activity. To explore any opportunities, risks and issues that may need senior management support. | Club dinner. | The following sub-committees were agreed:  1 Events and Entertainment (TBA)  2 Sponsorship (IE/JR)  3 Grants (PF)  4 International Tickets (JR)  5 CASC (JR)  6 Rugby World Cup (AM/DD)  Date needs to be pushed back to allow IE to attend should we gain promotion. Agreed change of date to 12th June.  PS would like to organise and 7’s tournament during the summer (September?) JB advised PS needs to check with RFU regarding out of season dates.  GW said the club was booked for most of June, July and August JR suggested that we have a pre-season event to include; Senior warm up games, beer festival and a live band (Terry Burton’s nephew?) | JB to check with IE.    PS to report back  JR to check with Jamie/ Ged first team warm up game. | Next Meeting.  Next Meeting  Next Meeting. |
| 6.2 | Sponsorship Opportunities | To provide the Committee with an update on all sponsorship opportunities. To explore any opportunities, risks and issues that may need senior management support. | 1st team Sponsors  Club Sponsors | ST announced that Rod, Andy Butler, IE (representing first team) and Helen would form the nucleus of the sub-committee to represent the whole club.GW suggested we set up another club account for sponsorship. JR suggested we need to wait for the CASC outcome. JB said we could set up a third account for sponsorship.  JR suggested he ask Mickey Fennings, John Hibberd and Paul Keeling to offer their input as well.  PF suggested we need a professional and tailored invitation pack.  JR suggested that Mickey Fennings, John Hibberd and Paul Keeling would be able to offer invaluable commercial expertise and all willing to support the sub-committee. | ST/GW/JR/JB to update at next meeting.  JR to report  PF to talk to? About a presentation. | Update by Next meeting  Next Meeting  Next Meeting. |
| 6.3 | Grant Opportunities | To provide the Committee with an update on any identified grant opportunities. To explore any opportunities, risks and issues that may need senior management support. |  | Committee agreed to put on hold all Grant seeking projects until the situation around central funding issues (CASC/Business rates, Mobile masts and storage containers) are resolve. In the background PF would continue to work on a Grant programme and plan.  PF has identified that big grants up to 75k are available for clubhouse extensions underfloor heating/ new kitchen pitch lighting and drainage but need to be applied for by 8th June for grants in October/ November. BC is happy to put grant applications together and JR offered to help, we need to focus on how the rugby club AND the local community benefit. BC stated that Cobham were seeking in excess of £1 million pounds worth of grants and would be willing to help on request.  Patrick Allen, GW/PF and JR to form a grants sub-committee to report to the Executive/ General committee and compile a grant template library. JR stated that the recent RFU accreditation and seal of approval would help with any grant requests. Committee agreed to look at renewing the flood lights.  BC suggested that we consult with the membership to which grants we should work on next season. | PF report back by next meeting  PF/ JM/ JR to report back.  BC to check with Cobham.  PF/PA to report back.  See above. | Ongoing  Next Meeting  Next Meeting.  Next meeting. |
| 6.4 | International Tickets |  | Tradition  Tickets for Members | JR agreed to order tickets for the QBE RWC Internationals on a cash up front basis plus 2 for the last game raffle and 4 for the club dinner. | JR to report back. | Next Meeting. |
| 6.5 | CASC |  | Moving CASC application forward | JR has arranged for JR, JB, PF, BA (Accountant) to attend RFU CASC meetings on 15 May at Twickenham and 19 June at Brentwood. | JR to report back by next meeting. | Next Meeting |
| 6.6 | RWC |  |  | GW said we need to form an RWC sub-committee to ensure we fully exploit the opportunities available. | GW/AM/DD to report to committee by next meeting | Next Meeting. |
| 07 | INFRASTUCTURE ~ Club Grounds/Facilities |  |  |  |  |  |
|  | 7.1 Floodlights | To repair and enhance the floodlight facilities to increase range of use for all teams. To increase revenue from floodlight mid-week games. |  | GW stated that all lights apart from the near right hand corner are now working. Luigi is working out what we need to do to repair the floodlight, and will provide costs to complete the work asap. GW looking at repairing broken first team flood lights and has asked for a quote for complete refurbishment of the entire flood light set up. See 6.3 | GW report to committee by next meeting | Next Meeting |
|  | 7.2 Mobile Mast | To look at opportunities to increase the revenues attained from mobile operators for use of the clubs facilities. |  | GW stated that and he, BO and PF were still having detailed discussions with Vodafone and things were progressing and moving towards a conclusion. | BC to report back next meeting. | Next Meeting |
|  | 7.3 Pitches | To look at opportunities identified by further enhancement to the pitches and training areas. To explore any risks and issues that need mitigating due to the site being on a flood plain. | Condition | On hold pending PF’s initial investigations see 6.3  JR has received a reply from the environment agency who could not offer any professional help. They did however stress that as we are on the floodplain we would need planning permission for any flood prevention initiatives we may undertake.  GW working with the pitch maintenance team to see what level of additional drainage and pitch maintenance work we need to do during the summer. | PF to report back  Noted  GW to report back. | Ongoing  Next Meeting. |
|  | 7.4 Storage Facilities | To explore opportunities for the commercial development of storage facilities on site. | Containers | PF stated the container project was moving forward and only the ground work needs to be completed. So far 2 are already occupied with a promise of 6 others being reserved. PF wants to give club members first refusal before looking for alternative customers. PF still looking to rent containers to club members on a first come first served basis circa £1500 pounds per unit per year. | DB and PF to work to move containers ASAP. | ASAP |
|  | 7.5 Buildings and Extensions | To explore opportunities to develop and add to the buildings on the site. | Kitchen Extension | On hold pending PF’s initial investigations see 6.3 | PF to report back. | Next meeting. |

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| 08 | CLUB CODE OF CONDUCT AND DISCIPLINE ISSUES |  |  |  |  |  |
| 8.1 | Seniors | To ensure all player, members and supporters of EMRFC adhere to the RFU Code of Conduct. | 8.1.1 SG | All members should follow Eton Manor Code of practice which is on the Website and will be in the match day programmes.  Disciplinary committee is:  Gary Wood  John Roach  Pau Simms  Stephen Thompson  Code of conduct must be adhered by all members.  JR was pleased to report that there have been no disciplinary issues so far this year. |  |  |
| 8.2 | Juniors | To ensure all player, members and supporters of EMRFC adhere to the RFU Code of Conduct. |  | As above  DI issue now resolved. |  |  |
| 8.3 | Club Members and Supporters | To ensure all player, members and supporters of EMRFC adhere to the RFU Code of Conduct. |  | As Above |  |  |

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| 09 | GENERAL BUSINESS |  |  |  |  |  |
| 9.1 | Any Other Business | Any other items that the committee may wish to address now or at future meetings. | RFU Support and Update Information.  Open Meeting for members  A.O.B | London 2nd Team League.  PF said we have been nominated to compete in a Green King 7’s tournament at Twickenham on 21st May.  PF suggested we needed an Assistant Treasurer to shadow the Treasurer.  JB suggested Kevin Pearman would like to volunteer to become Social Secretary to lead the events sub-committee. | JR to discuss with Ged/ Jamie.  PF to discuss.  JB to request.  JB to contact KP. | ASAP  Next Meeting  Next Meeting. |
| 9.2 | Date of Next Meeting | Scheduled monthly. | Meeting Closed. | The meeting was closed at 21.15 pm by G Wood  Next meeting Tuesday 2nd June 2015. |  |  |

**Appendix 1 ~ CASC Update**

After a long – and at times arduous – process, the Government has finally published the new rules for the Community Amateur Sports Club (CASC) scheme.

The CASC scheme was launched in 2002 to recognise grassroots sports clubs in the tax system and from the outset has had some great benefits for sports clubs – including 80% mandatory business rate relief for clubs and up to 100% discretionary relief amongst others. However as time went by it became apparent that many aspects of the scheme were causing issues for clubs and deterring others from joining. Until now.

The announcement is a significant boost to grassroots sport in this country and represents the culmination of a nearly three years of hard work by the CASC Alliance of sports clubs, working closely with government officials throughout a very lengthy period. Whilst sports governing bodies and their clubs may not have got absolutely everything that they asked for, the new rules are a marked improvement on what was originally mooted by the Government in the consultation that ran over the summer and present significant opportunities for a number of clubs to benefit from the scheme. Following a long period of close engagement with officials in HMRC which culminated in our formal response to a public consultation over the summer and a further period of working behind closed doors with HMRC, the new arrangements now provide workable solutions to some of the problems that were hampering the scheme.

In terms of tax breaks, registered clubs will now be able to **generate greater levels of trading and rental income (up to £50k and £30k respectively)** without triggering a corporation tax charge. Furthermore, the extension **of corporate Gift Aid will encourage more local businesses to donate to sports clubs and larger clubs with a trading subsidiary can donate more of their profits back to their main club tax free**. There is also **expanded scope for clubs wishing to reimburse players and officials for subsistence and travel costs** – while there is also more flexibility for clubs wishing to make small payments to some of their players. Thankfully the new rules also offer more clarity about how a club can prove that it **is ‘open to the whole community’** as there are now limits on membership fees. Any club that charges more than £10 per week (£520 per year) in membership costs will have to offer alternatives such **as special discounts** for those who can’t afford it. No club will be able to charge a membership fee of more than £31 per week and get the relief. This changes mean that clubs can still remain in the scheme provided that they make the necessary adjustments where necessary to prove that they are truly accessible to the local community. Finally, HMRC has confirmed that there will be **no limit on the amount of non-sporting income that clubs can generate from members, although there will be a cap of £100,000 from non-member**s. Clubs exceeding this will need to set up a **trading subsidiary** which – while being a bit of a bureaucratic hurdle initially – could pay huge dividends in the long run. So overall really positive stuff.

The next step is for HMRC to publish draft regulations which will be shared with the Alliance and other sports bodies for comment. After the new regulations have been agreed, they will be laid before Parliament in the New Year. Once they have received support from MP’s, new draft guidance will be published and clubs will have 12 months to make any necessary changes. There is still more work to do, and we’ll be working to make sure that the guidance is as clear and accessible as possible. Hopefully the new changes will encourage more clubs to join the scheme to take advantage of the scheme which has already seen over 6,200 clubs save a total of more than £100 million in business rates and £12 million in Gift Aid. More information about the qualifying criteria for the scheme can be found on the CASC info website which will be updated in the coming weeks to reflect the new changes.

**Summary of the new rules that will be brought forward as a result of the consultation.**

* Clubs that charge more than £520 a year must make special provisions for members on a low or modest income to participate for £520 or less, subject to an upper membership fee threshold of £1,612.
* Clubs will be able to pay any number of players to play up to a total limit per club of **£10,000** a year (including the cost of any benefits).
* Clubs will be able to pay reasonable subsistence expenses and club tours subject to limits that will be set out in HMRC guidance.
* At least 50 per cent of a club’s members must be participating (sporting) members.
* A participating member will be defined as a person who participates in the sport at least 12 times a year.
* Clubs will be able to generate unlimited income from their members.
* Clubs will be able to generate up to £100,000 turnover (receipts) from trading and other miscellaneous transactions with non-members.
* The threshold on the exemption from corporation tax on trading income will be increased from £30,000 to £50,000. Clubs will pay no tax on trading income so long as the turnover from non-members is no more than £50,000.
* The threshold on the exemption from corporation tax on income from property will be increased from £20,000 to £30,000. Clubs will pay no tax on income from property so long as the receipts from non-members are no more than £30,000.
* All companies will be able to obtain tax relief on qualifying donations to a CASC under corporate Gift Aid.

**Appendix 2 ~ AGM**

**EM RFC Proposed Agenda for the AGM 13th June 2015**

1. Apologies for absence

2. Minutes of previous meeting

3. Officers reports

a. Senior Rugby Chairman ~ GW/JR?

b. Youth / Mini Chairman ~ PS

d. Treasurer ~ JB

4. Election of Officers

5. Annual Subscriptions for 2015/16

6. Nominations for Honorary Life Membership/VP/RFU Awards

7. Resolutions

* CASC resolution (tbc)
* Change of Constitution to Reflect CASC
* Charity Account for Affordability

8. Any other business

9. Date and time of next AGM meeting (11th June 2016 at 11.30 for 12.00)