

## Minutes of Meeting

**Subject:** Ashford Rugby Club Committee

**Date (Time):** 10-July-2017 (19:10)

**Minutes:** John Heaver

Meeting Attendees		Distribution
John Norman	Grant Wilson	Committee
Bob Jones	Ian Foinette	Web
Vicky Norman	Barbara Henderson	
Charlie Vavasour	Allan Ferries	
Grant Burdon	John Heaver	
Mark Bowes		

### 1.1 Committee Minutes

Item	Date raised	Action	Owner
10/07/17.01	10-July-17	Apologies	John Norman
Neil Crossley-Roberts			
10/07/17.02	10-July-17	Matters Arising	John Norman
No matters arising. Nothing else to report on matters arising.			
10/07/17.03	10-July-17	Administration	John Heaver
Southern Water have asked permission to undertake the spraying of the grounds to keep the Japanese Knotweed.  JH had communication from a company regarding the replacement of more cost-effective lights in the club. JH will call them back to make an appointment.  Nothing else to report on administration.			

<b>10/07/17.04</b>	<b>10-July-17</b>	<b>Subscriptions</b>	<b>Barbara Henderson</b>
<p>RFU GMS system fully up to date with the exception of the senior men.</p> <p>BH has amended the club registration form to reflect the order of questions on the CMS system.</p> <p>GB has suggested looking into an online automated registration system – he will report back.</p> <p>RFU registration will remain the same with Donna.</p> <p>Nothing else to report on subscription.</p>			
<b>10/07/17.05</b>	<b>10-July-17</b>	<b>Games Reports</b>	<b>Allan Ferries</b>
<p>AF to meet with Martin, Matt and Grant W to discuss the fixtures and getting them on the web site.</p> <p>One thing we need to ensure this season is the supply of referees.</p> <p>Pre-season has started and we have good numbers.</p> <p>The Rugby festival on the bank holiday weekend in Aug 2017 (26<sup>th</sup>/27<sup>th</sup> and 28<sup>th</sup>) minis are not permitted to play contact rugby but instead will undertake drills and some fun activities. Juniors are permitted to undertake 7's rugby.</p> <p>Nothing else to report on Games.</p>			
<b>10/07/17.06</b>	<b>10-July-17</b>	<b>Bar / Kitchen Report</b>	<b>Julie Cromwell</b>
<p>Nothing to report on bar.</p> <p>JN would like to thank everyone involved in the tidy up and works undertaken post the breaking to the club on Saturday 1<sup>st</sup> July. A special thanks to Julie Cromwell and Dave Henderson.</p> <p>Nothing else to report on Bar.</p>			

<b>10/07/17.07</b>	<b>10-July-17</b>	<b>Welfare</b>	<b>Neil Crosslet-Roberts</b>
<p>Issues Neil would like to bring up at the meeting, some of this may have to go to Games.</p> <p>All coaches must have a DBS, no DBS and they MUST not coach</p> <ul style="list-style-type: none"> <li>All Coaches should hold or be booked to attend a Rugby Ready course at a minimum, lead coaches should be Level 1 minimum, if this is not the case they must be stopped from coaching</li> <li>The policies all need to be accessible from the front page of the club web page, they can not be hidden, easy open access is a must.</li> <li>Can these be checked for accuracy please, I would suggest reference to persons by name be removed and just use job titles</li> <li>The welcome pack needs to be issued at registration day and further copies available as required</li> <li>A meeting to be held with coaches preseason to clarify situation on any of the above and the permission to tour requirements regardless of which country it is in, this is for all teams senior and youth, Male and Female.</li> </ul> <p>Nothing else to report on Welfare.</p>			
<b>10/07/17.08</b>	<b>10-July-17</b>	<b>VP's</b>	<b>Dylan Tomkins</b>
<p>No VP's Report.</p>			
<b>10/07/17.09</b>	<b>10-July-17</b>	<b>Development</b>	<b>Charlie Vavasour</b>
<p>Date to be confirmed on the footings and extension installation.</p> <p>New carparking options under review.</p> <p>Nothing else to report on Development.</p>			
<b>10/07/17.10</b>	<b>10-July-17</b>	<b>Communication</b>	<b>Grant Burdon</b>
<p>Good social media activity. New updates going on very soon.</p> <p>NCR has asked if the safeguarding and H&amp;S policies be bought to the front page of the web site.</p> <p>Nothing else to report on Communications.</p>			

<b>10/07/17.11</b>	<b>10-July-17</b>	<b>Finances</b>	<b>Bob Jones</b>
<p><b>Web Version – Full version available on request from Hon Sec or behind the bar to all paid up members.</b></p> <p>Accountants statement to be published at the AGM on the 13<sup>th</sup> July.</p> <p>Nothing else to report on Finance</p>			
<b>10/07/17.12</b>	<b>10-July-17</b>	<b>100 Club</b>	<b>Mark Bowes</b>
<p><b>Web Version – Full version available on request from Hon Sec or behind the bar to all paid up members.</b></p> <p>100 Club have funded the following,</p> <ul style="list-style-type: none"> <li>• The new kitchen setup.</li> <li>• The minis and juniors end of season awards</li> <li>• The cost of the painting for the club house</li> </ul> <p>Nothing else to report on 100 Club.</p>			
<b>10/07/17.13</b>	<b>10-July-17</b>	<b>House</b>	<b>John Norman</b>
<p>Nothing to report on House.</p>			
<b>10/07/17.14</b>	<b>10-July-17</b>	<b>Sponsorship</b>	<b>TBC</b>
<p>Ladies team have received an offer of sponsorship from Stagecoach, final arrangements still to be confirmed.</p> <p>Sponsorship dispersal to be discussed with the new sponsorship security on appointment post AGM</p> <p>Nothing else to report on Sponsorship.</p>			

<b>10/07/17.15</b>	<b>10-July-17</b>	<b>AoB</b>	<b>All</b>
<p>AOB</p> <p>JH – Incident with last seasons under 9’s coach. JN and BJ to address. JH to call frizbee’s ref flags.</p> <p>VN – Has requested a meeting for the rugby festival be set as soon as possible after the AGM.</p> <p>IF – Kent AGM went very well. Comments on the good food. An invitation to the Kent chairman to be extended once dates are set for VP’s lunches in the 2017/18 season. Ashford looking to assist with the sponsorship of the UK wheelchair rugby organisation.</p> <p>MB – Has asked about a full social and fixtures list be added to the web site. AF stated the current database has a column where the social events can be added then the database extracted to form a web page.</p> <p>JN – Weekly bar takings can be provided to see how the club is doing. Discussion on the Jim Flowers award for the AGM. Committee will award it to Lloyd Stokes.</p> <p>Nothing else to report on AoB</p>			
<b>10/07/17.16</b>	<b>10-July-17</b>	<b>Meeting Complete: 20:40</b>	<b>Sign:</b>