

**Bridport Rugby Club**

**Minutes of the Meeting held on Monday 12<sup>th</sup> September 2022 at Bridport Rugby Club at 7.00pm**

Present: Peter Brook, Louis Brown, Dan Butler, Ayo Fraser, Noel Gregory, Kevin Harte, Julian Hussey  
Guy Livingstone, Allan Staerck (minutes taken by Karen Hussey)

*Bridport Rugby Club stood in silence for HM the Queen and in recognition of the King Charles.*

Apologies: Kathy and Stuart Briggs, Jed Gravelle, Simon Hussey, Sam Petchey.

	Action															
<p><b>Minutes of the Previous Meeting</b> Having been previously circulated, the minutes were approved (pro. Allan, 2<sup>nd</sup> Louis - all in favour).</p>																
<p><b>Matters Arising</b> JH will chase Simon about the handbook, as the shirt description needs updating. Allan pointed out that previous shirt colour changes had been proposed and voted on at the AGM.</p> <p>Allan has keys to bollards. He needs a copy of fixtures to forward to Will. Kevin will provide. Peter reported that the fixture cards will be printed in the next two days.</p> <p>Louis asked if we could have a key for the referee changing room. Key to be kept in kit cupboard.</p>	<p>Simon</p> <p>Kevin</p> <p>Allan</p>															
<p><b>Chairman’s Report</b> (Julian) Julian joined in with the huddle on Monday 5<sup>th</sup> which was worthwhile. Safeguarding self audit needs completing online. In Touch course 21<sup>st</sup> September and 5<sup>th</sup> October. Julie Boddington (Fisher) will organise Play it Safe courses (which will be held in Bridport).</p> <p>Charlie to be asked to allocate two clear Sundays for coach’s days so that designated days are clear for courses (safeguarding, first aid etc.)</p> <p>At the Junior meeting, Charlie and Jesse attended and now have details of the minimum courses that their helpers need to attend.</p> <p>17s playing up (in adult team) must have forms submitted to Julie Boddington (Fisher) ASAP, as she is not able to turn these around quickly.</p> <p>JH asked Louis what level of play is required to receive a £750 travel allowance = level 6.</p> <p>Julian Kevin confirmed that the end of season blank spaces have been left for Cup competitions, which are open for entry in February. It seems we will be able to pick which ones we wish to enter.</p> <p><b>Constitution</b> The constitution had been sent out for everyone to look at. EGM on second Monday in October. Only feedback received was from Allan and Stuart. Long discussion took place over types of membership, membership rights etc. Noel was keen for coaches (with relevant qualification) to have a membership with voting rights.</p> <table border="0"> <tr> <td>Noel proposed</td> <td>Coaching Membership</td> <td>Free of charge with voting rights.</td> </tr> <tr> <td></td> <td>2<sup>nd</sup> Allan</td> <td>Can attend meetings.</td> </tr> <tr> <td></td> <td></td> <td>Must have ER or age-related qualification.</td> </tr> <tr> <td></td> <td></td> <td>Requires Committee approval</td> </tr> <tr> <td></td> <td></td> <td><b>All in favour</b></td> </tr> </table>	Noel proposed	Coaching Membership	Free of charge with voting rights.		2 <sup>nd</sup> Allan	Can attend meetings.			Must have ER or age-related qualification.			Requires Committee approval			<b>All in favour</b>	<p>Noel</p> <p>Charlie / Noel</p>
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Noel Proposed	Social Membership:	£20 per person	2 <sup>nd</sup> Allan	
Ayo Proposed	Social Membership	£25 per person	2 <sup>nd</sup> Julian	
<b>Vote</b>	£20 = 3	£25 = 4	<b>£25 carried</b>	
Guy proposed	Coaching Membership	as above but including social membership.		
	2 <sup>nd</sup> Peter			
Noel withdrew his proposal and Guy's proposal gained a unanimous vote.				
<b>Membership proposals for EGM (on payment of subscription, where applicable)</b>				
Junior Membership	No voting rights for child or parent.			
Playing Membership	Have voting rights and club bar prices (where available).			
Coaching Membership	Have voting rights and club bar prices (where available). **			
Honorary and Life Members	Have voting rights and club bar prices (where available).			
VP Membership	Have voting rights and club bar prices (where available).			
Social Membership	No voting rights but club bar prices (where available).			
Volunteer Membership	No voting rights nor club bar prices. **			
** Must be approved by the committee				
Different memberships to be included in constitution and renewed annually.				
<b>Constitution (Allan)</b>				
Allan raised the following questions				
4.10	Providing pension, insurance and benefits for employees. No one employed by BRFC.			
9.3.1/4.1	Suggests that fiscal year closes on 30 <sup>th</sup> April which makes it ready for the AGM. To stand.			
<b>Query over every member having a £1 share – believed to be over 18s only but we need to check</b>				Julian & Stuart
26.21	Annual returns on website	Allan was concerned open publicity of accounts but this is common practice now.		
8.7	Proxy voting	is it included meeting did not want to include.		
<b>Addition to Constitution</b>		<b>All committee members to be DBS checked.</b>		Julian & Stuart
<b>Business Development</b>				
<b>Till Prices</b>				
A list of till prices is needed ASAP so that these can be updated.				
Club and non-club prices required.				
Bar discounts need to be applied to all drinks, not just pints.				
<b>Directors' Insurance to be purchased.</b> Julian has subsequently checked the RFU Insurance as this is covered.				
<b>Treasurer's Report (Ayo)</b>				
Since the last meeting, Bridport Bar Enterprises Limited has been incorporated.				
Ayo, Julian and Stuart are Directors.				
In discussion with Simon Hartley BBEL to become VAT registered and set up software due.				
Natwest account being set up for new company.				
Ayo has end of year accounts etc. for Simon to sign.				
Current Club balance = £57,254.12.				

<p><b>Secretary's Report</b> (given by Julian in Simon's absence)  Simon is working on this with Tom.  Booking for 29<sup>th</sup> October for Emily Foote (max 80 people) clashes with game.  Barracudas cancelled but will rearrange a date in the near future.  Jane Howe (Woodroffe School) – wants to offer more opportunities to offer girls' rugby and asked for people to attend to train etc. JH will reply inviting them to join our young ladies at training.</p>	<p>Simon &amp; Tom</p> <p>Julian</p>
<p><b>Correspondence</b>  Julian read a letter from Kitson &amp; Trotman regarding the Estate of Mrs. Diana Matthews (wife of the late Trevor). She has kindly left a 3% share of her residuary Estate to BRFC. There are no figures at the moment, as a property needs to be sold etc.</p> <p>Allan received a chaser for insurance from the Leisure Centre – this has been paid.</p>	
<p><b>VPs (Peter)</b>  Peter has letters ready to go once fixture books are received. It was agreed to ask people to pay by BACS if they can but felt important to still accept cheques from those who prefer to pay that way,</p>	
<p><b>Fixtures (Kevin)</b>  Kevin reported that the first three were somewhat on and off.  Bournemouth 3rds at home on 24<sup>th</sup> September. Louis will oversee contact beforehand, as Kevin is away.</p>	
<p><b>Team Management Report &amp; Coaching(Ayo)</b>  Adult player membership: 30 asking for kit and 22 paid at the moment, others are in the process of paying (some in stages).</p> <p>Adult and junior kit orders will be placed now that Junior rugby has commenced.</p> <p>Numbers have been varied for a few weeks but had 24 for the last match, the result of which was discussed. Bridport is looking to bounce back against Bournemouth.</p> <p>Julian and George met with the U17s, U18s and parents. He was sad to announce that we will not have a Colts team this year, due to lack of commitment/numbers.  The U17s have chosen to play alongside the U16s with Pete Dacey.  U18s have been offered a pathway to playing senior rugby but need to get signed off with Julie Boddington for playing ASAP..  Guy raised concern that they would get games and asked if gaps in fixtures could be used to put out a second team. Ayo is keen to do so.</p> <p>Game on (12 aside) – we are not eligible for league games but are for friendlies and can play out of county.  Louis explained the regulations. Submission of numbers has to be made 48 hours before and cannot be changed on the day.</p>	<p>Ayo</p>
<p><b>Junior Report (Noel)</b>  Junior numbers looking encouraging with a good number of volunteers as well as girls rugby.  Bags and rucksacks not ordered yet. Holdalls = £25 plus VAT and rucksacks = £23.50 plus VAT.  Sponsorship = £600 from Battens plus a possible £600/£800 possibly from The Log Store.  Noel feels we need more sponsorship.</p> <p>School Liaison is going well.  Tag Festival - Saturday 1<sup>st</sup> October – organised but going to be dependent on full cooperation of coaches and parents.  Allan AS managed to get the old balls into schools</p>	

<p><b>Twinning</b>  Julian and Noel would like to move quickly before Xmas with a mail out etc.  The plan is to leave from Bristol on Thursday 13<sup>th</sup> April and return late on Sunday 15<sup>th</sup>.  Noel is keen for the Club not to put any money down for the seats until parents have committed.  Figures due this week so will get details out quickly.  It will require a large amount of money of which some will come from Morrisons but parents will have to hold two or three events to fundraise.  All games will take place on Saturday 14<sup>th</sup> April in the big stadium at Cap Feret.</p> <p><b>Banners</b>  Most of the poles that went into the banners have broken.  Noel has purchased new rods for those age groups and Bridport Banners has sewn on the ones they have. Please encourage coaches to bring rods back (as we get a refund) and use the stainless spike.</p>	<p>Noel &amp; Julian</p>
<p><b>Grounds Maintenance (Guy)</b>  Guy has fixed the tractor.  Ayo asked if the grass could be cut shorter – Guy had that day.  An estimate had been submitted for rabbit fencing of £3,200.80 (4ft high netting but buried into the ground to stop rabbits burrowing under).  Ferreting was suggested. Louis had explored this locally but there were no takers  Discussion took place – it seems rabbits are cleverer than we thought.  Guy suggested using an electric fence – to be investigated and discussed with the Leisure Centre.</p>	<p>Allan</p>
<p><b>Business Development</b>  Allan mentioned that the bottle bins outside were overflowing and had mentioned this to the Leisure Centre. Nathan also chased. Julian that we have a contract with Bottlemann which seems to now be sorted. Shaun can get recyclable bins.  Cardboard seems to be building up, which Will has agreed to sort. We need to put our cardboard in the Leisure Centre cardboard bin in the top carpark.</p> <p>Guy stated that the cellar had been cleaned, we had got through a barrel of IPA and now have plastic containers for sale.  Guy offering to look after sorting float / change etc.  Rachel had requested crisps, peanuts and pork scratchings which Guy will get from Bookers</p>	<p>Noel</p>
<p><b>Safeguarding</b>  Noel expressed concern for next year as no one in place – watching brief.</p>	<p>Everyone</p>
<p><b>Volunteers</b>  We are still looking for a Safeguarding Officer.  Noel has three people taking over his role but an overseer is needed.</p>	<p>Everyone</p>
<p><b>Development Plan (Allan)</b>  Allan wrote to Chris Burton, who has retired and Lizzie has moved on. Ben Smith is currently holding the fort awaiting replacements. Ben is happy to set up a zoom.</p>	<p>Allan</p>
<p><b>Any Other Business</b></p> <p>Transport      Club needs need to agree on away match transport so that this can be booked (club pays for them).</p> <p>Booking form:    Needs finalising and decision on security.</p> <p>Gig Club:        Was an agreement reached with them for the Christmas do (as they want to use kitchen?).</p>	<p>Julian, Stuart &amp; Ayo</p> <p>Simon</p> <p>Simon</p>

Catering:	An advert went out on FB - no replies received. Discussion took place regarding wider advertising. How and where? Noel reported that Morrisons can now order lasagne in better number and proposed we leave things as they are. The meeting was not keen to, especially as this leaves a gap for Saturday. Guy will use his contacts to see if people available.	Everyone
Premier 15s:	Charlie had sent details asking if this was still relevant. It was agreed to bow out.	Charlie
Gift Aid:	Peter raised the query of VPS who Gift Aid not being allowed to be members. Ayo confirmed that this does not apply unless the amount paid is substantial enough to influence the club (which it is not).	
Guy's email:	If anyone is using Guy's Mole Valley email – please don't - use the Yahoo one.	
Fireworks	<p>During a meeting with Will, he said that one of the most successful nights financially for the bar was firework night. Round Table no longer holds a display at the Leisure Centre and the local big display is on the 29<sup>th</sup> October, leaving Saturday 5<sup>th</sup> November clear, following the home match v Puddletown. Julian has many years' experience of the former event and suggested that the Club take this on but it will require both senior and junior support. We would be able to run the bar, take entrance money, run the BBQ, sell glow sticks and sparklers etc. It would be vital to get good cancellation insurance though.</p> <p>Noel raised a concern over level of volunteers but an incentive could be money going to the tour – it was subsequently suggested to go to both tours.</p> <p>Guy suggested we would need security.</p> <p>Ayo felt first team would stay and help.</p> <p>The meeting agreed to investigate, after speaking to the Leisure Centre.</p>	Everyone