

BPFC Management Committee

Minutes of the meeting held on 3rd December 2018

Present: Jim Rochford (JimR) in the Chair; Barry Allen (BA);Christine Barber (CB); Adrian Curtis (AC) Minutes; Mark Lloyd (ML); Rob Loveday (RL); Alan Marsland (AMar); Bryn Morgan (BM); Jon Rooke (JonR).

Apologies: Dave Hanby; Graham Higginbotham; Alan McGown; Dave Poppitt; Pippa Ranson; Bill Seddon; Louise Sinclair; Andy Stripe.

The **Minutes** of the previous meeting on 6th November had been circulated.

Correction: Re Finance, the accounts for 2016-17 were almost ready, and those for 2017-18 would follow.

1. Director of Rugby's Report (AMar)

- Joe Noone, who had been seriously injured the previous Saturday was understood to be out of hospital. His fibula had been broken in three places and a plate had been inserted. He had also suffered torn ligaments. It was estimated that recovery would take at least six months. It was understood that he was individually insured. (There was some discussion of the possibility of negotiating a Club deal with an insurance company.
- The 2nd XV had won three games in a row. At present team management was on an ad hoc basis and a regular manager was needed.
- Player numbers continued to be a problem for the 3rd and 4th XVs. This problem was not unique to BPFC.
- Rather than incur the expense of hiring a coach for the 2nd XV's trip to Kirby Lonsdale, it was suggested that the club should contribute to petrol costs.
- Arrangements for the away trip to the Isle of Man needed to be finalised, with careful consideration given to who should be paid for by the club. The possibility of travelling there and back in a day was mentioned, but AMar indicated that flights had already been booked.
- JimR reported that he had received information about damage to a coach, and that there might be a claim for compensation from the coach hirers. He had made enquiries within the club, and also requested further details from the company which were still awaited. It was agreed that the players need to be reminded of their responsibilities, and AMar would raise this at a meeting with the players.

2. Finance /Fundraising (JimR)

- Provisional arrangements for management of the facilities reported to the November meeting could no longer be put into practice because Cameron Flavell had to return to New Zealand for an operation. A meeting had been held to consider the situation, and it had been agreed that arrangements for management of the bar was largely in order, but more support was needed. With regard to other aspects, it was felt that two roles could be identified, one primarily 'janitorial' involving the building and grounds (including oversight of cleaning, pitch marking, kit washing etc) and one dealing with such matters as invoicing, quotations for hire of facilities. It was envisaged that the latter might involve a limited number of hours per week, and suit someone looking for a small part-time job. It would be advertised within the club. Lawrence Stansfield had expressed interest in the janitorial post, and it was agreed that a protocol of responsibilities should be drawn up, and the post monitored.
- In response to a question, it was confirmed that all employees are on the payroll, which is appropriately managed and accounted.
- It was necessary to check with Biffa about keys to gain access for the emptying of bins.
- Night staff might be able to do some jobs while on the premises.
- Gillian Harrison had agreed to help with transitional arrangements for a couple of days per month.
- Dave Hanby had agreed to become club treasurer, and would handle the introduction of EPOS.
- An enquiry had been received from the Christie about the use of the BPFC car park again, commencing in April for a year. A meeting would be held to discuss arrangements, but this was agreed in principle.

3. Ladies XV

- On behalf of the Ladies XV, AMar raised the issue of bar prices and a concern that players were going into Chorlton rather than staying longer in the clubhouse. It was noted that with the introduction of EPOS there would be a discount for members showing their membership card. Suggestions included the holding of a 'happy hour' from e.g. 7.00-8.00 pm to encourage people to stay, and CG agreed to consider possibilities. But it was stressed that special offers/rates should apply to all club members.
- AMar was confident of securing sponsorship for the Ladies XV.

4. **Minis and Youth (RL)**
 - A successful Curry Night had been held.
 - There were now teams throughout the age range.
 - Raffi Quirke had signed professional forms. It was anticipated that there should be some compensation for BPFC.
5. **Safeguarding**
 - JimR welcomed Jon Rooke to the meeting, and indicated that in his capacity as Safeguarding Officer for the whole club, he would be come a member of the Management Committee.
 - JonR then outlined his role: the aim was to ensure best practice, and some development was needed in such areas as record keeping. As an RFU Play it safe educator, he was considering the putting on of courses at BPFC.
6. **Ground**
 - JimR gave an update on plans for two new pitches beyond, and at right angles to, pitch 2. The posts would be removed from pitch 5, and 2 new sets of posts would be required. The area would be fenced in due course.
 - BA reported that new sponges were needed for the water-removing machines. It was agreed that these should be purchased.
7. **Match Day Arrangements**
 - Plans for December 15th included a players' reunion, attractions for children (e.g. a bouncy castle), and a 250 Club draw. There were would be an Under 9s curtain raises, and the Under 13 Girls would play at half-time of the match with Blackburn.
8. **Gala Ball**
 - JimR reported that contracts were about to be signed, but expressed concern that no tables had yet been taken. AMar said that the Fairhome marketing department would push the event, and that he would speak to John Russell about arrangements.
9. **AOB**
 - It was noted that there was no laptop in the office. JimR would obtain one.
 - The club PC was running very slowly and would need upgrading or replacing.
 - AMar reported that the new signage at the gate would be finalised in the near future.
 - RL noted that there had already been 3 players sent off this season (1 from the 1st XV, one from the 3rd XV and one Colt). This was a matter of concern.
 - There were plans for a game against a team from Ruthin on 22 December, but this would depend on bar staff being available.
 - The possibility of a Boxing Day game was mentioned.

Next Meeting: Monday 7th January 2019 pm (provisional).