Fairford Rugby Club Committee Meeting 26th May 2021

Present (Via ZOOM) – Committee members – **Beamer Chambers (BCh), Steve Darley (SD), Danny Briggs (DB), Katherine Buchanan (KB) by phone.**

Agenda	Discussion / Decisions	Actions
1. Welcome, Introductions, Apologies	Welcome and Introductions to the committee meeting from the Chairman. Non attendees: Scott Cohoon (SC), Dave Jackson (DJ), George Ellis (GE), Debbie Rees Jones (DRJ), Kenny Robins (KR), Lindsey Thurlow (LT), Chris Jackson (CJ), Laura Stitt (LS), Lorna Pugh (LP), Kurt Eyre (KE).	
2. Actions from last meeting	Covered	
3. Chairman	Actions outstanding from previous meetings. AGM – post Covid Roadmap change – 28 Jun 21 hopefully at Jenners Barn. KB - requested that a slide at the start of the AGM uses the 'Be Kind' hashtag, reminding all of the pressures that everyone has been under this year and to encourage all to be respectful to others at all times. All volunteers at the end of the day. Prime Practise Physios - Costing needs to be ascertained for Seniors and Vixens games next year in order to factor this into the required income from Membership.	BCh will sit down with AS and provide TORs for England International tickets. Membership cards for next season. Advertise for volunteer for Wellbeing lead role in next Newsletter. SD - Changes to Club Constitution (Exec Committee roles) to be voted on at AGM AGM date to be promulgated across all Media outlets and GMS. BCh – Ensure the first presentation slide is 'Be Kind'

4. Club Development (RDO, funding, CC)	Actions outstanding from previous meetings. Clubhouse Options: A sub -committee meeting was held to discuss and formalise all options, and attempt to prioritise the most advantageous. KE will take the lead. CJ will produce a document highlighting the pros and cons of each option. **This sub-committee to report to membership regularly – via the Newsletter.** FCC Leafield Road – joint venture new build. FCC Leafield Road – Improvement/extension to existing Cricket pavilion. FYFC Horcott Road – Conversion/extension of existing changing rooms. Initial plans drawn up of phase 1 of development to go alongside the Premises Licence application. No info regarding application from FYFC yet. Coln House – New build allied with developers and FTC (Community facility 'managed ' by FRFC). Known issues with building on the site (Saxon burials). LATEST INTERACTION WITH FYFC GE has met with the new Chair. She is very busy at this early stage but is still keen for a joint venture. They have had their AGM. No news yet regarding License application.	Committee – If and When we get control of CHOP, agreement will be required between FRFC and FYFC regarding a fair share of costs of grounds, maintenance work and changing room use etc. CJ to produce Pros and Cons Options doc

	SC – TORs/Guide required for Team captains and Coaches. BCh has passed some info to LS to assist with her pre match prep. SD – Role descriptors provided to all when the Club 'tree' was produced could form the basis of a handbook for all. Also when new coaches join us they should be given a time line – laying out what is required of them (DBS, courses etc) and our expectations of when each course should be done by. DB – new cabin will be delivered to CHOP on 7 Jun 21, it will be inspected immediately and as long as it is satisfactory the remaining money will need to be paid. Total cost £4,090. DB and GE meeting tomorrow to decide positioning of new cabin. Working party from seniors may be needed to prepare the ground. Funding agreed by majority of committee on Whatsapp group page.	SD - TORs Booklet and New Coaches expectations and timeline doc to be produced before next season.
5. Finance	Actions outstanding from previous meetings Cheque Sent to Lloyds account. KB will pay in the cheque to Barclays, hopefully tomorrow. SC questioned level of Directors Liability Insurance with the RFU - £2 million automatically. KB – would like to propose that we go back to 1 Dev account, 1 active account and 1 Events account . She sees no benefit of having separate accounts for Seniors, Juniors and Vixens. In fact the perceived difference between them can be divisive. All present agreed that as the Treasurer KB should manage the accounts as she sees fit. BCh – Company accounts are due in a month. He has been trying to contact HR. The accountant needs the Excel spreadsheet for the period and an asset register to complete the accounts.	SC - VPs to be emailed to update them on the current situation and ensure that they don't 'forget' us. With a view for them to support us for the 2021/22 season. BCh – Pass Excel spreadsheet and Asset register to Accountant and attempt to get an extension with companies house.

	KB – will ensure that she is available on the delivery date for the new Container. She will transfer money and send a screen shot as proof. Youth £17,101.94 Main £484.98 Development £25,337.08 Seniors £1,795.17 Cheque from Lloyds £5,959 Fairfest £0	
6. Youth Section	Actions outstanding from previous meetings. KB – From last Junior meeting – DJ has stood down as Coach Co-ordinator and Junior Chair. He will continue as a coach. Next season starts 5 Sep 21 – 1 taster session.	SD - Youth Membership to be discussed prior to AGM taking into account the disruption to this season.
7. Senior Section	Rugby has returned to stage D2 of the Covid 19 road map. Played two, lost two. Stow – a good game, they are of a high standard. We played well. Minchinhampton lost 28-21 – they were poor, we were worse! Last fixture V RWB next Friday evening. All games have been played with a much reduced squad. Training numbers dropping due to Cricket etc. £165 in subs collected so far. Total of £270 ish expected after last game. DB will transfer to KB then. Return towards the end of July. 2nd XV - unsure that we will have sufficient players, however there are players that are not of the standard required for our 1st XV. Stay in the league at this stage.	SD – ensure Entry to the League is confirmed with GRFU

8. Ladies	Rugby has returned to stage D2 of the Covid 19 road map. Have played 3 games Trowbridge twice, 1 loss, 1 win. Lost to Ashley Down very narrowly. Starting again from 4 Aug 21. Awards – Players player, Most improved, Coaches player. Girls – Inner Warrior Camp around 8 girls and 4 new ladies attended. Girls are now training on Monday nights alongside Youth. LS - Will Girls team come under governance of Vixens or Youth? Safeguarding means that the girls must come under the Youth section. Membership for Vixens and girls – will be discussed at meeting prior to the AGM. LS – Plenty of funding for Ladies Rugby out there – is there anyone who can help with this? SD – from conversation with LS she will be standing down as Vixens manager/captain. She is preparing a handover (with BCh help) for the next incumbent. All present commented on the incredible rise of the Vixens over the last year plus, under the restrictions of the pandemic, and that LS has been the drive behind it.	Tell LS - Presentation night 24 Jul 21. LT has a contact for physical trophies (Reusable).
9. Coaching	NFTR	
10. Fixtures	NTR.	
11. Social	GE - FairFest – 20-22 Aug 21.	

	12 hour rugby day – 3 July 21 at Leafield Road. Advertise from 1 Jun 21 – rotas required for Butty van, referees, etc. The Button's have sponsored crates of water. Prime Practise will support. Sports Charity day for Crohns and FRFC, Lions 1st Test and presentation evening – 24 Jul 21 at Jenners barn. (Exclusive use) Camping available. Jim Keir will play. Pay for own food/drinks. DB will sort out the Charity day. Needs someone to take on the Presentation evening.	GE to ensure a pitch is prepared at Leafield Road Presentation evening co-ordinator required. Get awards back. Arrange with LS for Vixens awards to be bought/produced.
12. Sponsorship	Actions outstanding from previous meetings. Vixens have been sponsored for 6x Subs suits. KB – Donation received for the FRFC Youth from Peter Rigby of £8,500. (10,000 Euros). Sponsorship packages have been prepared and are being advertised extensively. Lynwood and Co are the latest company to come on board.	Manor Farm Pre-school – Josh – sponsorship Opportunity Dave James' company – sponsorship opportunity
13. Courses	LT – Has applied for a First Aid Course to be held at Fairford.	
14. Communications & Media	Actions outstanding from previous meetings. LT – KS always needs input for the newsletter. To remain monthly if possible.	BCh – Take over as Admin is of the FRFC Supporters public FB page from Alex Paton.

15. AOB	**Next meeting TBC. Joint meeting will be required.** LT – All minutes from all meetings to be sent to all committee members. LT and SD to arrange. DB – Membership costs and payments for Seniors, and 'stash' needs to be decided at meeting prior to the AGM. LT - Half term camp – any senior helpers appreciated – feedback from the Easter camp was very positive. (6 senior players attended). LT – Kevan will be doing Club artwork and posters going forward. His opinion is that Social Media platforms should be streamlined for maximum effect. Some discussion and disagreement amongst those present. Each site should be cross tagging each other. LT – Any and all accident/injury needs to be reported to the Rugby Safe lead (LT). same for any perceived Safeguarding issues. (to LT). LT – standard letter available for any Sponsorship possibilities. LT and DRJ are co-ordinating this. DRJ – Gold level sponsorship now includes access to the International tickets. DRJ – Membership rules across the club needs to be standardised. DB has alternative payment methods in mind for the seniors. KB – Club income including membership needs to match outgoings. This needs to be decided at the next meeting. SD – Club outgoings need to be presented at the AGM so that all see where their money goes and why it is required. DRJ – Ladies socks – Vixens have had 48 pairs of socks. Seniors pay for their own – disparity here.	AS needs to be given an up to date list of VPs and Gold sponsors for next year. KB to produce a 'slide' showing costs for the AGM. Decision required as to whether Ladies are provided with socks or buy their own as the men do.

	Request has come in for the Minutes to be published for easy access by membership.	SD to arrange for minutes to be placed in Club Information area on FRFC website.