



Tarleton Rugby Union Football Club

Minutes of Annual General Meeting

Held at Tarleton Bowling Club on 8 May 2006

1. Apologies for Absence. Apologies were received from Ian Mountfield.
2. Minutes of Last Years AGM. The minutes of last years meeting were approved.
3. Chairman's Report. The Chairman, Hugh Paterson presented his report for the year (Attached as Appendix 1.) In his position of acting Playing Co-ordinator he also presented a report on the on field achievements for the year (Attached as Appendix 2.)
4. Finance Report. Nick Wetherall presented the financial report for the club for the previous year. The financial summary for the year was accepted (Attached as Appendix 3.)
5. Child Welfare. Jon Skofic presented his proposals for revising the processes and procedures for dealing with Child Welfare Issues. At this stage Terry Little requested permission to address the meeting. Terry expressed concerns at some aspects of the proposals. There followed some discussion on the subject. It was then decided to vote on Jon Skofic's proposals, which were passed. Revised proposals for Child Welfare are posted on the club website.
6. Constitutional Change. Chris Walmsley put forward a proposal to amend the constitution of the club to clarify membership of the club. It was proposed to create a new membership class of Associate Member. The proposal was accepted. A membership form will be created and placed on the club web site.
7. Election of Officers. The following officers of the club were proposed and voted into office:

Hugh Paterson	Chairman
Nick Wetherall	Treasurer
Barry Cook	Secretary
Jon Skofic	Vice Chairman
John Parton	House and Grounds
Chris Walmsley	Commercial Manager

8. List of attendees. (Attached as Appendix 4.)
9. There being no further business the meeting was closed.

Barry Cook
Secretary

May 2006



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Appendix 1 Chairman's Report

Season 2005/06 has been an eventful year with much to reflect upon. Our achievements on the field will be documented elsewhere on this agenda. I propose, therefore, to focus on the work of the executive committee and the various sub-groups and individuals who provide a wide range of voluntary skills and effort in support of this club.

House and Grounds did an excellent job renovating our playing facilities and training area in preparation for the new season. Over £5,000 was expended on sand dressing, seeding, verti-draining and herbicide operations. Generous support was received from 'Vitagrow' in the form of bags of grass seed and fertiliser. Gary Seddon once again donated his labour and machinery.

The changing rooms and key holding service worked well throughout the season under the experienced eye of John Parton and his extended family network. Our changing rooms have got to be the best maintained in the North West and our thanks to Doug and Thelma Wilkes for their conscientious efforts over the last couple of seasons. I am advised that they are hanging up their brush and scrapers at the end of May and so, on your behalf, I extend our thanks best wishes for their latest retirement.

With increasing costs and income to manage it became imperative that we developed and improved our budget management systems and Nick Wetherall responded magnificently with a computerised income and expenditure cash flow projection supported by monthly monitoring reports.

This regular check and control of our finances against estimated targets has worked well and with your help and co-operation we have generated a £13k surplus to assist with our facilities development plans.

We must also pay tribute to our membership secretary Sarah Pearce for her extraordinary effort in designing and enforcing a ground breaking direct debit subscription system. This is no ordinary lady! Our income target from subs was a formidable £22k and we actually achieved 24k.

The commercial sector once again secured considerable private sector sponsorship monies, which greatly assisted this season's kit replacement programme. Our thanks to Fran Turnbull for her efforts in this area and for running the merchandising service. Once again Steve Charters has provided an excellent web site service despite our best efforts to deny him information.

I would also like to acknowledge the newsletter produced by the vice-chairman this season. This was an example of what can be produced and we need to find someone with the time and skills to ferret and publish information on a more regular basis.

With regard to facilities development, I am sure everyone will be pleased with the rapid progress of the second phase of the clubhouse. The cost of this phase, taking account of



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professional design fees is £265,000 funded by an RFU grant (85k) Biffaward (50k) Sita (25k) and an RFU interest free loan of 100k. The loan is secured by 10 guarantors over a 15 year term, which the present management committee will be seeking to redeem on a shorter term if surpluses permit.

The membership should acknowledge the members who have made this commitment and this management committee and ones that follow have a duty of care to them. The new changing rooms, kitchen and refectory area should be completed by mid-September. We are also seeking additional funds to try and extend this contract of works into the first floor executive lounge area.

In response to the rapid growth of the club, we are currently in negotiations with the Lilford Estate in an effort to secure a further 6 acres of land for additional pitches and overflow car parking. We have commissioned a technical feasibility study to ascertain the layout options and costs of a further 2 x senior pitches and 1 x junior pitch.

There have been many other positives this season. The club received the RFU second stage Seal of Approval accreditation in respect of its club development plans. There are only a handful of clubs in the North West that have achieved this standard.

The social committee organised a number of highly successful and well attended events, most notably the Annual Ball and the Sportsman Dinner. Overall the events raised in excess of £10k.

The catering corps contributed a profit of over £3k from Sunday morning and afternoon food and drink sales, supervised by Sue Little.

A total of 41 coaches and volunteers were CRB checked through the RFU clearance system

Against this positive background, however, this year has also presented some formidable management challenges to the executive committee. There have been a number of events that have had a severely de-stabilising effect on the club. Two members of the executive committee have resigned as a result of those events. Whatever the circumstances, it is very regrettable when an organisation loses the services of two volunteers who have contributed a great deal to the club in different ways.

In my opinion there have been a number of contributing factors to those events and the resultant destabilisation but given that there are currently two inter-related legal processes in progress, it would not be legitimate or appropriate to debate these issues in a public forum.

However, I can inform the membership that the Executive Committee has instituted two management review processes to hopefully reduce the likelihood of similar events arising in future seasons.

A review of the management structure and processes the Club has in place to deal with child welfare issues in accordance with the RFU child welfare policy framework and guidelines



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(John Skofic will provide members with an update on current progress with this review and the emerging plans)

A review of the management and co-ordination of the playing sections of the club with regard to future roles, responsibilities and development plans. Those plans will include the relationship between colts and open age rugby over the next few seasons. (The review will be led by the Vice-Chairman and John Pearce, who has agreed to take on the role of playing co-ordinator next season)

The aim next season is to devolve the operational management of the club to the executive convenors and lead officers responsible for running the various management functions of the club. It would be the intention of the Executive Committee to retain a more strategic role as set out in the proposed restructure that is attached to this report. The future success of this proposed arrangement does depend on the ability of the convenors and lead officers to recruit and co-ordinate people with the requisite commitment and skills. This proposed new executive committee structure will form a proposed amendment to the constitution.

Finally, in what has been a successful but difficult year I would wish to record my thanks to the Vice-Chairman and Executive Committee colleagues for their loyalty and support. I should also wish to pay tribute to all the coaches, players, volunteers and parents for their contributions both on and off the field.

Hugh Paterson
Chairman



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Appendix 2 Acting Playing Convenor's Report

Introduction

Following the resignation of Steve Wood as playing convenor in January of this year, the executive committee took the decision to provide temporary cover to enable a management review of the playing side to take place at the end of the season. I and the vice-chairman agreed to share this role, albeit on a caretaker basis.

The Club has enjoyed a very successful season on the field of play with teams representing Tarleton competitively in every age group from under 7 to our two open age squads. The success and achievements of our mini and junior teams group will have been well documented at yesterday's presentation day. Suffice to say that all our mini and junior sides, irrespective of their strength and ability are highly valued and represent the foundation stones of this Club.

Junior Successes

I must, however, pay tribute to the achievement of our under 15 squad, who once again lifted the Lancashire Cup against old rivals Vale of Lune. Well done to the boys, their coaching staff and parents.

The under 16's also progressed to the final of the Lancashire Vase competition, which was a fantastic achievement. At the time of writing this report I do not know the result (7/05/06) but I know they will have contested the match with 100% effort.

Colts

For the first time Tarleton fielded both junior and senior colts sides in the Lancashire and Cheshire Colts League. The senior colts (under 19's) were runner-up in their league and progressed to the semi-final of the Lancashire and Cheshire Colts League Cup accounting for Altrincham Kersal and Chester along the way. The junior colts secured a highly commendable position in their under 17 league and as ever showed great team spirit. Both squads supported each other with players commencing an all important process of integration for the future.

Open age

The senior 1st XV has had a tremendous season and came close to securing promotion from the Powergen North Lancs Division 1, finishing one place outside the top two positions. A lack of consistency early on in the season proved costly but on their day, they accounted for the best with high scoring, highly impressive wins.

The seconds competed tremendously well in the Millar Homes North Division 5 finishing a highly creditable fourth. With senior colts now beginning to filter through to both senior sides, the future looks very bright with the possibility of a third XV not too far away.



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Our thanks and congratulations to Alex Donker and all the players.

Women and girls rugby

One of our development plan priorities is to develop women's rugby and in both open age and girls development work, significant progress has been made this season. The ladies team has trained and played a handful of competitive tag matches with one notable win over Ormskirk WRUC.

The ladies are now being coached by Paul Johnson and under the captaincy of Alex Pugh, next season will see further progress. In addition, our community sports coach, Jamie Albinson, has been running girls after schools clubs at both Bishop Rawthorne and Tarleton High School with a view to forming a girls development squad at the club in September.

Schools Development Work

With the benefit of an Award for All grant, a series of after school clubs were run at 6 local junior schools at both year 3 and 5/6 age groups. Coaches from the club went into these schools on an 8 week block and some new recruits to those age groups resulted. Sessions were also run at two secondary schools for years 7 & 8 boys and girls.

With Jamie Albinson's appointment as our P.T. community sports coach this work has been continued at both secondary and junior schools with our priority target age groups. A tag tourney with those schools at year 5/6 will take place at the club later this month with a similar event for year 3's later in the summer term.

Jamie has also been running sessions at King George V College, Southport and Burscough Priory.

Coach Development

This season a determined effort has been made to increase the number of qualified coaches across all age groups. 10 coaches qualified at the RFU level 1 standard and 2 coaches are awaiting an assessment. 2 coaches have been sponsored to take their level 2 course in the close season.

The seniors need to increase their coaching resources in support of the club coach and some progress has been made with 4 players gaining the level 1 qualification. We need to build on this next season.

It is also hoped to produce a Tarleton Rugby coach's manual next season and to run a series of coach development work shops. On May 17th and 24th an RFU first aid course will be run for our coaches delivered by Steve Macdonald as course tutor.



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As an emerging rugby club run by volunteers, a lot has been achieved this season and there is plenty for those with responsibility for the playing side to build upon next season.

Hugh Paterson
Jon Skofic
Acting Playing Co-ordinators



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Appendix 3 Treasurer's Report

This will be added when available.



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Appendix 4 List of Attendees

This will be added when available.