

**OXFORDSHIRE RUGBY FOOTBALL UNION**

**Minutes of meeting held at Holiday Inn, Peartree on Tuesday 12th December at 7.30pm.   
(Chaired by Colin Baldwin)**

Present: Colin Baldwin, Rob Walsh, Karen East, Doug Bosley, Pete Bramley, Jamie Goddard, Gina Overton, Simon Matthews  
Apologies: Chris Skaife  
*Minutes taken by: Karen East*

*Meeting starts 19.30*

*Jamie Goddard and Simon Matthews were welcomed to the meeting.*

1. Approval of Minutes

Within Item 2 of October minutes change cashflow to Kashflow.

The minutes of October 10th 2017 are approved.

2. Matters Arising

Has the PFR now been approved? Need update from Chris but Dave Larham confirmed its moved forward. Also note that all memorial fund references need to be removed from PFR. **AP – Chris to provide update on whether PFR has been approved now.**

Colin – we will need to add container or two to PFR budget. 2 x 20ft containers. Gina to email Vincent as may be able to get some good container costs. Gina will follow up with costs.

Plaques have been ordered, club names have been clarified – in production and available to distribute in January,

Stash – Gina is dealing with Executive stash. Should have this for January. Simon needs to be added on.

Kevin advised approx. 100 ties for the AGM giving in container.

2. Finance Committee Arrangements   
  
Colin has seen an email from Chris regarding appointing new accountants. The Executive want to ensure that Simon is well prepared. Vincent / Colin - Any discussions for accountancy firms, should involve the finance committee. How have discussions taken place without finance committee approval?

Vincent gave invoice for the services of treasury £200 – approved. Proposed Doug, 2nd Rob

Vincent – had hoped that arrangements for the treasurer handover would be agreed prior to this meeting including proposal that Simon would start alongside Vincent as assistant treasurer and starting to get signatories in place. Vincent would also like to share some information with Simon now. January is Vincent’s busiest time so the next meeting availability will be February.

Vincent proposes that as soon as possible (by 1st week February) he will propose handover steps (first version) to Simon so that he knows what the role is.

Proposed that committee agree for Simon to start immediately as Assistant Treasurer so that we can start now – all agreed.

3. Kevin Robinson Presentation – Oxfordshire RFU Development Grant Project (PGP)

See Presentation from Kevin.

Belief is that this vehicle could do so much good for county members.  
  
Does overlap with RFU offerings.

This is not conflicting with PFR small grant section.

Application form will be included in the hardcopy folder provided to Executive Committee. Jason Bowers and Kevin have worked on this together including criteria.

Oxford Grant Giving Organisations – we have access to this – list of grants.

A Trust needs to be set up for the funding. Presentation contains first composition of proposal.

Funding would come from: Vice Presidents Association, Surplus funds under Unity (share with Gloucester), Player Development Fund Contribution – The hope is there would be a nice amount of money to kick start this off.

Kevin has sought advice on the plan and looked at other models – Berkshire have a similar trust fund for members of Berkshire RFU to draw on, Kevin has spoken with Jason Bowers, Hampshire – club development funding model, Middlesex RFU also have a grant finder. Kevin would like to thank Jason Bowers for his input.

FAGM requested demand for more detail. This presentation is the more detail from Kevin. We need to get the information out to clubs if this moves forward.

Q – Pete – scoring matrix – what criteria are we using and how will it work to know which requirements would take priority? A. Kevin - Within the application form it details this and Jason Bowers has a matrix, which we would hopefully adopt. – Pete – would be interesting to see how this would work.

Vincent – there are no grants, there are loans, which must be paid back in full, and clubs must have the ability to repay. We made a decision some time ago that ORFU would have rainy day reserve of 50k and what we would do is use some of that money. If ORFU needed the money they would have to be able to have it back. It is vital the ORFU have access to the money when it needs it. The aim is to try and make use of the reserves for the clubs. This may enable clubs to unlock further grants i.e. match funding.

It is vital we will not reduce the fund. It is just putting our funds to good use.

Q. Simon – what is the expected size of year one funds? A. Kevin – its subject to further discussion – ideally looking for 25k start up. Need to talk further with Vice Presidents. The Vice Presidents have a fund and they generally just buy and sell international tickets with the funds. We need approval from them at the moment.

Rob – Having a past president of the RFU involved is very good.

Gina – acronym – PGP what is it? A. Kevin – it will be DLP – Development Loan Project, we can come up with something more meaningful.

Gina – We would have the DLP, not grants? A. Kevin / Vincent – Grants would remain from RFF, this is loans – not grants. In addition, small grants in PFR are for clubs who would not otherwise have them awarded – through PFR (i.e. the £200).

Gina – a lot of clubs do not understand what is available from the RFU at the moment so we have to be very clear. A. Colin – a lot of clubs do understand but they say they do not. Clubs have been spoken to many times. Jason has spoken to the clubs. It obviously changes. Gina – Communication is not clear, clubs at last month’s representatives who attended the clubs meeting were not clear on what is available.

Kevin – Because the PFR has only recently been signed off. Obvious place to put this is on the website and also notification of the grants currently available through PFR. This can be communicated in the same way when finalized.

Vincent – information is available if people want the help and look for it. Clubs can contact the Executive for assistance.

Q. Colin – Who is drawing up the constitution of this? A. Kevin – Vincent said that Paddy Greigan may help, we will need a proper Trust deed. Colin – we cannot go out to the clubs until we have a trust document set up. Vincent – suggests we start a sub committee. Vincent will set this up with Paddy, Colin and someone else to get the ball rolling. Trust committee can be discussed. Further discussions to be held.

Colin – Keen that this is a medium for short-term loans for clubs in dire need of assistance and this should be written in to the document.

Simon is willing to be the treasurer for this.

Gina is happy to deal with the communication of this once it is approved by everyone.

It will need to come back to the committee for ongoing discussion.

4. Jamie Goddard - update

Rugby Safe.

Jamie is currently teaching emergency first aid courses to the clubs on behalf of the RFU. Jamie has a background in fire and rescue service so has good solid experience.

Jamie has been asked to represent the county as the rugby safe lead.

See presentation.

Regional workshops in Oxfordshire has been requested.

Jamie would like to include section on Rugby Safe in the newsletter.

Initiatives need to be pushed from minis right up – have to educate clubs. Currently pushing the First Aid courses.

Vincent – can we send video content to clubs on first aid as a supplement to the workshops? Jamie – yes, we will look at this.

Pete – need confidence that clubs have someone to take over if injuries. A lot of clubs rely on referees.

Graduated return protocols are in place and will need to be communicated further – communicated through first aid training etc.

Dave – we should ask all squads to watch the graduated return protocols etc. We need to come up with CB led protocols (accident books etc.).

Vincent / Dave – need rugby safe as a PFR item. Vincent – ORFU could perhaps consider subsidizing first aid kits.

5. Volunteer Recognition Programme (Gina)  
  
Newsletter is currently the main agenda for Gina. Please send pictures / content ASAP this week.  
Jamie – will send Rugby Safe info for newsletter  
Pete – Advisor radios photo and write up, referee radios this weekend.  
Henley launch – Henley Gazette / Aubrey – let’s see if we can get some photos.  
Gordon McMeekam– 18s team – maybe get update from them  
Chipping Norton – Frances – ask Frances if we can go on her mailing list.  
Festivals calendar – Pete to send.  
Calendar for anything else to be included – Karen to assist.  
Stow – weekly newsletter and Chinnor latest copy. Rob to send latest copy asap.  
  
Banner – all clubs will get one banner, personalised – these are no available for clubs to order and this will be in newsletter.  
  
Gina – had meeting with Jill Loader – have agreed in principle that volunteer recognition programme will link to RFU volunteer awards. Clubs will nominate through RFU site from 9th Jan to 23rd Feb and this will be sent to us.

Ginas need dates for Henley (Women’s) and Chinnor awards. 5th May – Chinnor. Henley required still.

Chinnor Event – RFU have asked us to combine it with RFU Mitsubishi event. RFU will put budget in to event. A Mitsubishi representative will also attend. We and RFU Oxfordshire volunteers will be invited.  
  
Stash has been ordered – due in January.  
  
6. CB Room   
  
Colin – there will be coming out to all CBs a note from Simon Winman about refurbishing the new club room. What we want it to do?  
  
View is that Executive can use the facility with a guest, there will be some upgrades, likely food available and make it special but need to know what CBs feel about it.   
  
Thoughts –   
Not very welcoming or special.   
Should be a good place to meet others, reasonably priced beer, better for CBs.   
Vincent – perhaps a small entrance fee but include a buffet inside. Should be seen as a perk restricted to members of the Executive and their guests.  
Colin – 290 spaces. Between 74-100 usually take it up. Not being used properly at the moment.  
Pete –good for Execs but caveat those tickets purchased through CB cannot be sold on. CB charging to go in to the bar may not be taken up.  
Vincent – If people pay for them they will go in; at the moment people have them and don’t go in.

Dave – what is budget to do this? Colin – approx. 250k to be agreed in April.

7. AOB   
Pete: Vets County – moving on at pace. Were due to have return game with Surrey in January which has fallen through. Looking to have it against RLC at Bicester now. Rob dealing with governance side. Looking at Vets BBO also, talking to other counties who are sharing an interest in that.  
Pete – Jenny / Doug – can they look at shield this year.  
Pete – festival dates have been pushed out. Bethan trying to pull it together. Pete and Bethan will make decisions on who hosts what by middle January. Dates for festivals between now and end season will be sent to Karen / Gina so that we can publish.  
RLC – looking at having them coopted as a club to play in the county. Rob checking governance angles.  
Pete – Vets county – we want more vets from county, names needed from across the county – call for players in newsletter? **AP Gina.**  
Dave – GAB – latest – Kidlington Parish Council used to run Stratfield Brake, Cherwell DC took the building running away from the KPC and have let it out to Legacy Leisure. RFU originally put money in for the floodlights there. Jason is contesting what has happened through RFU legal including rent, floodlights, floodlights use, tender process etc. Last week Legacy Leisure hired the facility to football under RFU lights. Not sure how this is going to go. We could end up with a club who cannot afford to pay or a very upset DC. GAB need every penny they can get at the moment. Dave continuing to monitor closely.

*Meeting closes at 9.20pm. Next meeting January 9th – Holiday Inn (7.30pm)*