

CARLISLE RUGBY FOOTBALL CLUB

Minutes of a meeting of the HOUSE & GROUNDS COMMITTEE
held on at 7.30 PM.

PRESENT:

Messrs Atkinson, Burnett (chairman), Gibson, Layock, Morton (secretary), Scott, Swarbrick with Ms Carol Barnes and Belinda Lloyd. P.Grealish was present as an observer. (The chairman welcomed new members to the committee and indicated that there were others who were absent for this meeting.)
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AGENDA ITEM	ACTION / ATTN
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1. APOLOGIES FOR ABSENCE:

A.Hodgson (treasurer).	
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2. MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting held on 12 th May 2008 and having been previously circulated, were taken as read and approved. Subsequent scheduled meetings had been cancelled as there was no relevant business.	
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3. MATTERS ARISING:

3.1. DA / WAS reported that stillages had been installed in the cellar and there were indications that there would be savings and that the equipment would 'pay for itself' over a twelve month period. 3.2. WAS reported on remedial work to take place in the changing room complex to deal with dampness issues. 3.3. WAS reported that the treasurer was arranging for transfer of some funds to an high interest bearing account. 3.4. WAS reported that foundations had been extended for 'dug - outs' and that the shelters would be installed in time for the league season commencing.	
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4. HOUSE MATTERS:

4.1. DA (house manager) was concerned about litter around the clubhouse and wanted to know if the groundsman was responsible for clearing it up! NL (grounds manager) & WAS would speak with the groundsman to reach an accomodation. 4.2. WAS reported on installation of 'dado' rails in the lounges. 4.3. WAS reported that he was progressing the provision of a 'sales unit' for use by the youth and junior section on their match / training days. It would be dual purpose so that it could be used as a unit in the dining area at other times. 4.4. IS reported on the purchase of trophy cabinets for youth and junior trophies to be installed in the dining area. 4.5. DA reported the answering machine was installed and ready for use but appropriate messages needed preparation.	4.1. NL & WAS for attention in liaison with DA to resolve. 4.2. WAS to action. 4.3. WAS & IS to action. 4.4. IS for action. 4.5. DDM to arrange.
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5. GROUND MATTERS:

5.1. Fields: NL reported on pitch preparations for the new season. Concern expressed regarding increase in used plastic bottles being	5.1. NL to monitor and liaise with MP.
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<p>left around the field with resultant damage to machinery. There was need to vary the area used for training to avoid damage to any particular area of the fields.</p> <p>NL sought permission to order a supply of 'white lining' mixture. Agreed.</p> <p>5.2. Buildings. NL reported on changes to the timing systems on the gas water boiler in the changing rooms in an effort to reduce costs.</p> <p>He expressed concern about changing rooms being left open at night after use.</p>	
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6. BOOKINGS:

<p>DDM reported on the apparent increase in applications for 18th birthday parties. These were from bona fide members. There was need to monitor these carefully because, by definition, a percentage of those attending would be under 18. Sales of alcohol to those under 18 was prohibited and staff should be reminded to be vigilant. There should always be adults responsible for the conduct of guests and in future they should be named on the application forms.</p>	<p>DA to advise bar staff accordingly please.</p>
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7. FUND RAISING / SPONSORSHIP:

<p>DDM reported that terms of reference had been drawn up for this sub committee and that in future they would report to the General Committee.</p>	
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8. FINANCIAL REPORT:

<p>WAS commented on the budget situation to date and explained the new accounting system that was now operating effectively. Copies would be made available to committee members on a regular basis.</p> <p>PLEASE NOTE: IT SHOULD HAVE BEEN MENTIONED BUT WAS OVERLOOKED: ALL PURCHASES (OF WHATEVER VALUE) MUST BE SUPPORTED BY AN OFFICIAL PURCHASE ORDER FORM, SIGNED BY AN AUTHORISED SIGNATORY. The authorised signatories are the Chairman, Secretary, Treasurer, the Chairmen of the Rugby and House and Grounds Committees and the Chairman of the Youth & Junior Rugby Section. If purchases are made unsupported by an official order then the invoice will be passed to the individual responsible for payment.</p>	
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9. NEW COMMITTEE MEMBERS - RESPONSIBILITIES:

<p>DIRB, WAS and others outlined some of the functions and needs of the club, particularly for match days. Members were asked to consider what they may be particularly interested in and let DIRB know. DDM to prepare a pro forma for match day duty needs.</p>	<p>DIRB & DDM</p>
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10. 'DUG - OUTS':

<p>WAS reported that the shelters for the 1st XV pitch technical area were on order and delivery was imminent.</p>	
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13. CORRESPONDENCE:

None relevant.	
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14. ANY OTHER BUSINESS:

DDM reported that the club website was being actively redeveloped and would be going 'live' within a few days. Updating proicedures would be circulated in due course.	
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15. DATE OF NEXT MEETING:

MONDAY, 8TH SEPTEMBER 2008 AT 7.30 PM	
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Please note this a standard template and not all items may be completed.