



**Wrexham Supporters Society Limited - Minutes of Board Meeting
(The Governing Body of Wrexham AFC)**

Held on: Tuesday 8th September 2015, commencing at 19.30

Venue: The Boardroom, The Racecourse Ground, Wrexham

Present: Peter Jones (PJ), Richard Ulrich (RU), Geoff Scott (GS), Mike Dean (MD), Robin Wiggs (RW), Spencer Harris (SH) Keith Roberts (KR), Gavin Jones (GJ), Dave Jones (DJ), Mark Williams (MW), Mark Roberts (MR)

Apologies: Anita Robinson (AR), Tom Stanford (TS), John Mills (JM), Alan Fox (AF), Stuart Roberts (SR)

Chair: Peter Jones

Prior to commencing the agenda, PJ introduced Mark Roberts to his first Board Meeting. Mark has been co-opted to work on the Financial Security & Revenue Generation sub group but due to his experience in Community work will provide a link between Fundraising and Community sub groups

1. Matters arising and approval of the minutes of 6th August 2015

The draft cash handling policy had been placed on the Forum but no comments had been forthcoming. A vote was undertaken to adopt this policy. The proposal was made by KR, Seconded by MW. The vote unanimously agreed to adopt the policy.

Cash in transit policy – KR questioned the need for this given that all cash is now dealt with through the club. It was agreed that for the likely minimal amount that an insurance policy would cost, it was worth purchasing. Action will be carried forward.

Action around considering the Trusts banking arrangements. It was stated that additional signatories are required on the account.

Vote: *Proposed by MW & seconded by RU it was resolved unanimously that the signatories should be MW, KR, PJ and GJ*

Vote: *Proposed by GS & seconded by MD it was resolved unanimously to approve the minutes, as amended, by those who had been present*

2. Chairmans Report

Ben Harrison from Tranmere had been in touch to arrange a meeting. The date he had proposed was not suitable, so PJ would get back to him to arrange an alternative date.

3. Financial Security & Revenue Generation Group

GS reported that the Mosaic was now completed and had been unveiled in the MRS. RW stated that questions had been asked around how fans situated in other parts of the ground can see the Mosaic. PJ stated that after the final whistle at home games, fans can come into the MRS to see it. RW also questioned whether the Mosaic and the plaque for the disabled platform and Mosaic should have been bilingual. There would be additional cost in producing this. RW would speak to the DSA around funding for a Welsh plaque. SH stated that in anything the club is involved with, bilingual should always be an important consideration.

GS stated that Paul Smith, as a volunteer has been given a target of £5k to raise through the sale of online raffle tickets and other various initiatives.

Forthcoming fundraising events are as follows:

25th Sept – Quiz at Saith Seren

30th October – Murder/Mystery night

20th November - Race Night in the Turf,

The Christmas raffle this year would be a £1 per ticket instead of £2. 1st Prize this year would be a Cruise rather than a car.

GS – Had been trying to get in touch with local band Neck Deep to see if they could do anything for the club.

4. Football Club Operations

SH had provided a written report prior to the meeting:

Key points were:

- 1st Team Performance was currently above the targeted points per game.
- Marketing campaigns for home games had been successful.
- Commercial Manager has left her appointment
- The Disabled platform had been opened
- A request from Gary Mills had been made to lock down the dressing room area on matchday at 1.30pm.
- The CoE were organising a Sportsman's dinner on the 22nd October.
- A marketing sub group formed. Some ideas for forthcoming events were: Halloween, Flag Day and Electric Racecourse. Sponsorship would be required for some of these activities.
- 110 Four game bundle tickets have been sold.
- MRS ticketing plan – 200 tickets were sold from the temporary booth on Mold Road for the Halifax Game.
- The Safety Advisory Group will meet in the coming week with regards the Tranmere game. Proposal to house the Tranmere fans in the current away section with additional stewarding. Will also allow, Tranmere family tickets in the bottom tier. The Yale Stand next to the Tranmere fans will only be available to season tickets.
- Arrangements for Chester game. We will be allocated 1200 tickets. First phase of sales will be to season ticket holders who went last season. Second phase will be to other Season Ticket holder (1 ticket per person). Third phase to Club Members and if there are any remaining General Sale thereafter. The intention is to close Membership leading up to the Chester game to avoid people joining just to obtain a ticket. In terms of the buses, the pickup points would be the same as last year.
- The frost covers costing £11610 need to be ordered very soon to enable them to arrive by the winter. £6k has been donated by the Supporters Federation. The balance will be paid for by WST, either through normal funds or through Community Shares. MW will place the order.
- MW stated that volunteers were needed for Saturday to help with ticket sales. In future, a plan is needed if we are to sell tickets for MRS at the Trust shop it will require it to be manned until 3.15pm. In AR's absence, RU will put post on Facebook group for volunteers and report back to MW.

5. Fans Ownership Group

DJ provided a report prior to the meeting. Key points are:

- Membership stands at 3126 which is approx. 600 up on the same point last season. There are 1000 members that have not renewed. We can target them through communications following the Chester game.
- All membership cards for season ticket holders and non-season ticket holders who have renewed up to the end of July have now been issued. Cards for those who have joined since July are still outstanding but the number of these is comparatively small.
- A complaint was received from a member who has had issues with his family's membership cards for 3 years in succession. Complaint based around membership and birthday cards not being received. As an apology we intend to invite his 3 children to be mascots in the near future.
- There are a few issues around the data in SABO where we are not able to easily identify Youth and Junior Members. Although Youth and Junior memberships are selected at the point of sale, SABO

allocates an adult attribute rather than the correct attribute. MW has written to SABO to try and resolve this but we have a potential workaround that we can use in the interim.

- An issue has been identified with a number of members (approx. 80) where in reconciliation of their payments, they do not appear to have paid anything to WST but are showing on SABO as members. What appears to have happened is that the fee has been added to their season ticket transaction and therefore the fee has gone to the club instead of WST. Not sure if there is a resolution to this issue and whether there is a need to transfer the money back to WST but the club would have been charged VAT on these.
- New members benefit from Huws Gray Builders. Details of a couple of other businesses willing to provide a benefit were passed to the Commercial manager. A meeting was requested with the Commercial manager as to how we work together to obtain sponsorship and benefits but this will now need to be deferred until a new Commercial manager is appointed.

6. Community Football Club

AR provided a report prior to the meeting. Key points were:

- Dragon and Youth Membership –
 - Birthday cards – delay in the printing – should arrive this week and all backlog will be sent out as soon as new cards arrive.
 - Member benefits – concerns raised at meeting as to what we offer the junior/youth dragons – sponsorship?
 - 4 events - discussed in brief (Halloween, Christmas, Easter, Away Day)
 - Half Term events – tours of the ground and tours of Colliers and watching the players train – date for October half term is the 29th.
 - Lee Holman (sub-group member) is looking into this, separate meeting to will be held to discuss and make some future plans.
 - Suggestion was made about a Fifa afternoon with some of the first team players in the Centenary Club
- Charitable Partners - All charities have been contacted by SR and contact details given. Quiz taking place 25th September at Saith Seren for Dynamic
- Community Newsletter - There has been a delay in getting produced, a new target date has yet to be decided but work in ongoing.
- DBS Checks and Volunteer Programme - IV clearance completed for AR another community member to have IV status in case of absence
- Volunteers - Progress is being made on the documentation for volunteers. This includes policies, agreements and job descriptions, Meetings to take place with groups of volunteers for DBS ID checks – date to be confirmed
- Bert Foster - The fundraising for this has been very successful with generous donations from fans and board members. A press release has been planned with a photograph at the headstone with Dixie McNeil

7. Secretary's Report

With AF absent on holiday, no secretary's report was available.

8. Stadium Update

- GJ stated that the Survey the club had commissioned revealed maintenance costs of approx. £1.5m over a number of years. The survey was considered by the Board and to ensure transparency the summary of that report is contained in these minutes as follows....

Brief Property Description

1.1 The Racecourse Ground is a football stadium near Wrexham town centre comprising four discrete stands with a total capacity of approximately 11,000 and parking for approximately 110 vehicles.

1.2 The Yale and Eric Roberts stands date from the 1970s and are of steel framed construction with pre-cast concrete terraces and profiled metal cladding to roofs and elevations. The Yale Stand includes hospitality areas, administration and players' facilities, while The Eric Roberts Stand is more basic with a ground level concourse of WCs and food outlets below the main seating terraces. The Kop is a standing-only terrace constructed circa 1950 and is derelict and disused.

1.3 The Mold Road Stand was completed in 1999 and includes executive boxes, hospitality suites and control room facilities over three floors above a ground level concourse. The stand is also of steel and pre-cast concrete construction, with a cantilevered roof with profiled steel covering.

1.4 Colliers Park is a 4 hectare training ground with grass and floodlit artificial turf training pitches and a 2 storey pavilion. The pavilion is of steel frame construction with brick and profiled steel cladding elevations and a pitched profiled steel roof, and provides changing rooms, gym, physiotherapy suite, office and meeting room facilities.

Key Findings

1.5 GVA have set out their key findings which these are a summary of GVA's principal observations categorised using the following risk rating/criticality indicator:

High Risk (critical issues relating to health and safety and property protection)

Medium Risk (non-critical statutory compliance issues and items of significant Expenditure)

Low Risk (for information /routine maintenance and repair)

Structure and Fabric Risk Rating

High Risk

1.6 Cladding sheets to the roofs of the Yale Stand, Eric Robert Stand and Colliers Park Pavillion are all suffering from cut edge corrosion which will require treatment in the medium term. The cladding sheets to the rear elevation of the Yale Stand also require repair and recoating.

1.7 The rainwater goods to the Yale Stand require complete overhaul and refurbishment.

1.8 The flat roofs to the single storey sections of the Yale Stand require immediate repair and recovering in the medium to long term.

1.9 External doors to the Yale and Eric Robert Stand are generally dilapidated with severe wet rot noted to numerous doors and a programme of phased replacement is recommended.

1.10 The stadium is suffering from pigeon infestation and current methods of bird control (the hawk) appear to be of limited effect. We recommend anti bird spikes and wires are installed.

1.11 Mineral fibre fire protection requires refitting to the structural steel frame of the Mold Road Stand in isolated locations.

1.12 Resealing is required around steelwork penetrations to the roof covering of the Mold Road Stand to address ongoing water ingress.

1.13 Repairs are required to the gutters and flashings over the stairwells to the Mold Road Stand.

1.14 The mastic seals around the spacer panels to the ribbon windows on the Mold Road Stand are perished and should be immediately renewed to address the risk of falling panels.

1.15 The third floor windows to the Mold Road Stand have a clear opening width in excess of 300mm and opening restrictors should be fitted.

1.16 Minor works are required to fire doors in the Mold Road Stand to restore the intended fire separation.

1.17 The Kop Stand is in very poor repair and has suffered from structural movement, which is ongoing. We note the club intends to redevelop the stand eventually, but minor ongoing repairs will be required in the interests of health and safety.

1.18 Gutters to the Colliers Park Pavillion are severely silted and overgrown with vegetation and should be cleared.

Medium Risk.

1.19 The steel frames to the Yale and Eric Robert Stands are suffering from surface corrosion which is severe in places and generally unsightly.

1.20 The fold up seats to the Yale and Eric Robert Stands are severely UV degraded and wholesale replacement of seating blocks will be required in the long term.

1.21 Hospitality areas of the Yale Stand have been partially refurbished however WC's and ceilings are in poor condition and more substantial refurbishment will be required in the medium term.

1.22 The exposed structural steel frame above the main Mold Road Stand roof requires redecoration.

1.23 Back of house areas in the Mold Road Stand are soiled and tired and require redecoration and partial renewal of floor finishes in the medium term.

1.24 Paint finishes to the floodlight towers are severely degraded and peeling.

1.25 Internal finishes to the Colliers Park Pavillion are generally tired and worn and the building would benefit from deep cleaning, redecoration and renewal of all floor finishes.

1.26 The access road and main car park areas to Colliers Park are heavily pot holed and require repair and works to address blocked drainage gullies.

1.27 Stadium seats are UV-degraded and replacement of large blocks of seating will be required in the long term.

Low Risk

1.28 Minor works will be required to external areas including patching of tarmacadam and repairs to boundary fences over the next 10 years.

1.29 Minor repairs are required to impact damaged cladding and glazed blockwork to the west elevation of the Mold Road Stand.

1.30 Remedial works are required to address impact damage and poor quality historic repairs to the Mold Road Stand roof bull noses.

1.31 Minor remedial works are required to the Colliers Park Pavillion to address broken external louvers and missing and displaced filler blocks between cladding panels.

1.32 Window ironmongery to the Colliers Park Pavillion is showing signs of age and a general overhaul is recommended.

Engineering Services

High Risk

1.33 The engineering services to the Yale and Eric Robert stand mostly date from the original construction and are reaching the end of their anticipated life expectancy. A full survey is recommended to establish the exact condition and likely future costs.

1.34 The stadium emergency lighting test dated 25 May 2015 notes some faults but we have not seen the corresponding report. We recommend any defects are repaired immediately.

1.35 Repairs are required to heating and rainwater pipework in the Colliers Park Pavillion to address isolated instances of water penetration.

Medium Risk

1.36 The air conditioning ventilation report dated 18 December 2014 notes various extract fans and ventilation units are not working. We have not seen confirmation that these have been repaired.

Low Risk

1.37 The isolation valve to the pitch sprinkler system in the Mold Road stand is leaking and should be repaired.

1.38 Electric wall heater provision in the Mold Road stand appears inadequate in places and should be supplemented with further heaters to replace ad hoc portable radiators.

1.39 Damaged insulation was noted to pipework in first floor voids of the Colliers Park Pavillion, which should be repaired.

Environmental Matters

High Risk

1.40 No asbestos management report is available for the Colliers Park Pavillion and we recommend a suitable survey is commissioned immediately.

Medium Risk

1.41 A discarded bulk storage container is located beneath the fire exits to the south end of the Yale Stand. We recommend this is tested for

hazardous materials and removed.

1.42 The asbestos management survey report indicates confirmed and/or likely asbestos in various locations, mostly in the Yale and Eric Robert stands. Monitoring insitu is recommended for all items.

Low Risk

1.43 Fuel oil is stored on site at both the Colliers Park Pavillion and the Yale Stand to supply the oil fired boilers. No significant spillages or contamination was noted. We would recommend checks to ensure the tanks are double skinned/bunded in case of spillage.

Legal Enquiries

High Risk

1.44 The fire risk assessment for the racecourse ground is out of date and should be updated.

1.45 The latest test dates for life safety systems recorded in the Fire Risk Assessment (FRA) are over 2 years out of date in some cases and should be retested and the FRA updated as soon as possible.

1.46 No FRA was available for the Colliers Park Pavillion and an FRA should be provided as a matter of urgency to comply with the Fire Safety (Regulatory Reform Order) Regulations.

Medium Risk

1.47 There is a stile on the north boundary of the Colliers Park site and your solicitor should check for any corresponding rights of way.

1.48 Various works were completed in response to the 2015 Barrier Load Testing Report, however some low and/or weak barriers remain in the Eric Roberts stand. The affected areas have been cordoned off but barriers will require corrective works if the areas are to be brought back into use.

1.49 Disabled parking provision is limited to 2 marked spaces in the Yale Stand car park and we recommend that provision is reassessed and additional bays marked out as necessary.

1.50 No Building Control Certificates were available for either the Racecourse Ground or Colliers Park Pavillion and we recommend these are requested from the University.

Low Risk

1.51 We have not seen Land Registry plans for the Colliers Park site and have assumed the boundaries are as shown on the plan in Section 3 of this report.

1.52 The freeholder must keep the access way to the student residencies clear and in good repair and assume this obligation will be transferred to the lessee.

1.53 Colliers Park is located in a designated green belt area, which will restrict future development or alteration of the site.

1.54 We recommend the University is asked to provide contract or manufacturers' warranties for the various recent refurbishment works to the Yale Stand.

Further Investigations and Information Required

1.55 We recommend a specialist mechanical and electrical survey is carried out to assess the condition of the building services, which are of varying ages and likely to be reaching the end of their life expectancy in some areas, particularly the Yale and Eric Roberts Stands. GVA are able to undertake this if required.

1.56 Further intrusive investigations are required to ceiling voids in The Mold Road Stand and the Colliers Park Pavilion to determine the source of water staining to ceiling tiles.

1.57 The retaining wall to the east end of the Kop has suffered structural movement which appears to be on-going and should be monitored.

1.58 The embankment between the Yale and Eric Roberts Stands has suffered from structural movement which appears to be historic but we recommend the area is monitored as a precautionary measure.

1.59 We have not carried out a Phase 1 Environmental Survey of either the Racecourse Ground or the Colliers Park site.

Estimated Repair Costs

	Immediate/Short term/1 year	Medium Term 2-5 years	Long Term 6-10 years	Totals
Structure and Fabric	114,500	819,000	418,000	1,351,500
Engineering Services	19,500	51,500	86,000	86,000
Totals	131,500	870,500	433,00	1,437,500

Budget costs only – we recommend that detailed specifications are prepared in order to obtain competitive prices from suitable contractors.

Engineering services costs subject to further investigation and pricing by a Specialist.

We recommend a programme of planned preventive maintenance (PPM) is put in place, in order to assist with financial planning and reduce overall repair costs in the long term. By combining work items into packages, a PPM schedule serves as a useful programming tool, minimising disruption and reducing costs by rationalising access for contractors.

Conclusions.

1.61 There is a significant backlog of maintenance work, and substantial expenditure is required in the short to medium term to prevent further deterioration of the building fabric. Nonetheless, the ground meets the required standards for a Category A stadium under the National League System.

GJ left the meeting at 9pm.

9. Co-opted Board position

PJ announced that Geoff Scott will be taking over as Commercial Manager following Rhiannon Roberts stepping down. As a result, he will have to step down as a WST Board member.

PJ stated it would be good to make the announcement on Dragonheart on Calon FM this week. Some publicity could be generated prior to the announcement.

Note: *Proposed by GS & seconded by PJ it was resolved unanimously to approach Paul Smith to be co-opted onto the board to replace GS*

10. North Wales Business Awards

RW to help TS draft an application, SH will review. It was agreed that the Football Club should be the applicant rather than the WST.

11. Strategic Plan

RW had not received any updates. RW will discuss updates to Community objectives with the Community Group.

12. Treasurers Report

KR submitted a full financial report ahead of the meeting. Key points are:

Working capital in WST currently stands at £200k
Concerns that membership income will be down this year.

13. Any other URGENT business

A Members Meeting needs to be held this month. A provisional date of Monday 28th September was agreed.

PJ to speak to Gary Mills about getting a couple of players as guests.

JD's Christmas Party will be held on Sunday 13th December at the Centenary Club

The meeting closed at 10pm.

Date & Venue of Next Meeting – Monday 5th October.

ACTIONS- from this meeting

No	Action	Who
1	Contact Ben Harrison from Tranmere re alternative date to meet	PJ
2.	Put request on Facebook group for volunteers to help with tickets.	RU
3.	Forward Fans Ownership objectives for Strategic Plan to RW	DJ

ACTIONS –

carried over from previous meetings

No	Action	Who
1.	To gather evidence for the community business awards	TS & RW
2.	To post details of cash in transit insurance on Forum	KR