**CLARBESTON ROAD AFC**

**(Charity number 1163455)**

**Minutes of Annual General Meeting held on 17th July 2024 at Clarbeston Road AFC Club Room, Knock Field.**

**Attendees:** Steve Brown, Jenny Lewis, Owen Roberts, Kevin Morris, Matthew Davies, Ian Eynon, Steve Stretch, Emma O’Sullivan, Matthew Ellis,

**Apologies:** Jason Wall, Kelly Hamid, Gemma Constable, Matthew Fox, Matthew Freeman

1. **Chair’s address**

The Chair welcomed everyone to the meeting and provided a brief summary of the key events and developments over the past year, another very successful one for the club, in particular the successes of the men’s and women’s teams with their trophies for the Senior Cup and Pembrokeshire Women’s League respectively. The club had retained Platinum Accreditation and had achieved the Insport Silver standard, the only football club in the county to hold this award. The club had hosted and organised a number of successful community events and had continued outreach to local schools with after school clubs at Ysgol Maenclochog and Spittal VC School. The club had adopted a new membership scheme that prioritises children from the local catchments and had introduced membership fees to make future funding more sustainable. He referred members to the more comprehensive Trustees Report contained in the Annual Accounts and Return circulated ahead of the meeting.

The Club faces some challenges. Despite having a healthy volunteer base, the lack of succession arrangements for key governance roles and the difficulty in engaging new volunteers in tasks beyond their immediate team interests is a growing concern, particularly with longstanding holders of key roles having stepped down or indicating the intention to in the near future. Displacement of tasks from recently retired trustees has prevented any further progress with facilities developments, which is a concern with the ongoing growth of the club. This is to be addressed by a special meeting of trustees in the autumn. The Chair also expressed concern about the impact of increased incidents of poor conduct by some visiting teams and spectators at mini football matches, a problem being experienced across all areas. The Club is taking measures to reinforce the codes of conduct with its own members and volunteers to help mitigate this.

The Chair concluded by thanking the trustees and all club volunteers for their considerable commitment and contributions to the running of the club.

1. **Minutes of previous AGM**

The minutes of the 2023 AGM were approved as accurate. Proposed by Ian, and seconded by Jenny.

1. **Statement of Accounts and Annual Return**

This combined document, produced by our accountants Llewellyn Davies, had been circulated in advance and placed on the Club’s website more than 2 weeks prior to the meeting and copies were circulated at the meeting. Jenny presented a summary financial report for the year with headline figures for income and expenditure for key activities.

The financial performance of the club has continued to be satisfactory with ongoing healthy balances, despite increasing costs across the board, some expensive equipment purchases and considerably increased costs for pitch restoration work. The accounts indicate a loss of £11,895 for the year but when depreciation figures for assets and equipment are discounted, this leaves a small profit on the year of £2781. Jenny commented that if we had not implemented the membership fee system from last July, the club would be facing a considerable deficit. Care needs to be taken in dismissing depreciation figures as at some point the assets included (eg the tractor and mower) will need replacement and ideally we should have sinking funds to make provision for future replacements. We cannot rely on fundraising alone to cover these future liabilities.

Jenny’s report also drew attention to the reduced income from the Bonus Ball competition and from general fundraising from events and the tuck shop. The poor weather throughout the past year was a factor with some cancelled events but we need to keep our fundraising going as it supports improvement projects. Discussion took place on engaging teams to each run fundraising initiatives for the wider club, given this is what supports their individual team activities. It was also agreed to run a campaign to recruit more Bonus Ball competition members at the start of the season.

Ian proposed that trustees accept the Accounts and Return. This was seconded by Owen and agreed by all present.

1. **Appointment to trustee vacancies.**

The Chair reported that there were 3 trustee vacancies to fill. No nominations were received ahead of the meeting although one vacancy was for a trustee retiring on rotation, Jason Wall, who had indicated he wished to stand for re-election. His re-appointment was agreed by all present.

A vacancy will be created by the retirement of Steve Stretch who is reluctantly stepping down as a trustee and Secretary for health reasons but will continue with the roles during a short transitional period while we recruit a successor. The Chair thanked Steve for his service as committee member and trustee for the last 12 years and more recently as Club Secretary. He is a key volunteer in the running of the Club and the Chair expressed relief that he will continue as Groundsman, Advisor and volunteer.

The Chair also confirmed that Kevin Morris had offered to step down as trustee to assist the club’s efforts to recruit new trustees to support future succession. Kevin too will remain as a key volunteer for the club. The Chair thanked Kevin for his contributions as a trustee since 2017 although he has been volunteer for much longer than this, dating back to the late 1990s! His wisdom in meetings will be missed.

Efforts will now be made to recruit 2 new trustees. Emma stressed that we need to target candidates with the skills we need to support succession to the Secretary and Treasurer roles as Jenny has indicated that she will be looking to stand down within the next 2 years. This was agreed by all present.

1. **Officer Nominations**

A list of Officer nominations was tabled for information on the agenda and any comments were invited on the proposed allocation of roles.

The Chair read out a letter from Delwyn Lewis, Club President, tendering his resignation. This was reluctantly accepted and Delwyn was thanked for his service in the role. It was unanimously agreed that Delwyn should be invited to become a Life President, given his long period of commitment and service to the Club. A discussion then took place on the role of President and its current relevance given the evolving practices and delegation of presentation responsibilities within the Club. There appears to be no mandatory requirement for the role within the constitution or FAW governance requirements. It was therefore agreed that, with an active group of Life Presidents acting as ambassadors for the Club, no further appointment will be made.

Owen indicated that his other commitments made it difficult for him to offer more support as Vice Chairman and he has requested that a successor be sought as part of the trustee succession and appointment plan. He agreed to continue with role during an interim period.

The Chair advised the meeting that 2 new roles have been appointed, as required to meet FAW accreditation criteria. These are the PAWB Equality Champion, which has evolved from the Equality Officer role performed by Ian. Ian will attend the required training events to confirm his qualification for this role. Also, we need a FOR HER Champion, a role that Emma is already performing.

All other roles were confirmed. Matthew Ellis agreed to continue as web site support and it was agreed that we need to consider building a new web site during the coming year.

1. **Appointment of coaches/managers**

The Chair had reviewed the list of registered coaches and helpers, confirming that most teams were well supported by volunteers. We will need to appoint coaches and helpers for the new Under 6s group and further support will be needed for the girls teams. Following information provided by Emma and discussion, it looks as though there will be sufficient new volunteers for the girls teams to meet the accreditation criteria, providing we can get them registered and trained soon. A full list of all volunteers will be shared with trustees for information.

1. **Appointment of accountants**

It was proposed by Ian and seconded by Jenny that we should continue to use Llewellyn Davies. This was unanimously agreed. There were no concerns about their performance this year and the accounts were produced to the required standard and timetable.

1. **Kit washing**

It was agreed that arrangements should stay the same, with no increase in kit washing payments as most teams now just issue shirts, making the task less onerous. It was noted that many coaches donated the money they were entitled to for kit washing back to the club. The club was very appreciative of this.

1. **Groundsman**

It was unanimously agreed that Steve Stretch should continue in this role and he was thanked for his work. A contractor has now been engaged for pitch mowing, freeing up volunteer time for other tasks, and Steve will oversee the contract.

1. **Training Kit/Equipment**

Matthew will liaise will coaches over team kits and equipment needs for the coming season. Emma stressed the need to aim for consistency in kits for the girls and womens teams as part of the FOR HER plan for the club.

1. **Food venue**

It was agreed we should continue to use the Cross Inn under existing arrangements.

1. **Membership fees**

A paper covering a review of membership contributions was circulated with the agenda ahead of the meeting. A discussion had taken place on the club’s finances under agenda item 3 and it was agreed that the proposed increases in membership fees were both reasonable and necessary for operational expenditure to be balanced by income, leaving fundraising income to support improvement projects. Further, it was agreed not to give members a free week in August, meaning that payments commencing with effect from 1st August will be 1 month in arrears.

It was agreed to move collection of membership fees to Spond to address the excessive administrative burden of the current arrangements. This will need to be concluded before the end of August.

It was agreed to continue to treat the Warriors team as a special case and Ian’s proposal to charge them £10 for every 3 training sessions was endorsed. A suggestion was made that Senior player fees were increased to cater for the extra indoor session that some participate in. Not all players are able to attend and Matthew’s preference to have individual payments for those that do attend was accepted. The rate will be determined when the hire rate is confirmed and will be set based on typical numbers of attendees to ensure costs are covered. A SumUp unit will be provided to Matthew to assist with collection of contributions.

The proposal not to move players from APPROVED to CONFIRMED on Comet until outstanding payments were received was supported and agreed. It was also agreed to support coaches with short meetings with the teams/parents in the first week of September to help brief parents on the changed arrangements and to cover other issues such as the Code of Conduct and recruitment to volunteer roles. These will be preceded by meetings between Coaches and Trustees.

1. **Any Other Business**

Matthew requested provision of a waste bin between the coach shelters. This was agreed.

Meeting ended at 9.12 pm