**CLARBESTON ROAD AFC**

**(Charity number 1163455)**

**Minutes of Annual General Meeting held on 17th July 2025 at Clarbeston Road AFC Club Room, Knock Field.**

**Attendees:** Steve Brown, Jenny Lewis, Owen Roberts, Jason Wall, Ian Eynon, Steve Stretch, Gemma Constable

**Apologies:** Matthew Davies, Emma O’Sullivan, Matthew Ellis, Travis Jones, Rachel Settatree

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, as contained in the Report of Trustees and Financial Statement for the year ended 30th April 2025.

 It had been another successful year for the club on the playing field, in particular the successes of the women’s team having won both the Pembrokeshire Women’s League and the Cup and being undefeated for the season. The club had fielded 25 teams with around 370 registered players. Two Warriors players had represented Wales in the Mencap Home Nations Competition.

We had retained Platinum Accreditation for the sixth year in succession. The Spond app had been adopted for membership payments, improving the mechanism for collection of fees. Operational expenditure had been balanced with membership income for the first time, freeing up fundraising income for improvements. The club had hosted and organised a number of successful community events and had run an after-school club at Spittal VC School. We have recently signed up to FAW Green Charter and are a featured club for the Welsh Government Climate Action Plan

Progress has been made in planning for improvements at Graham Roberts Field, which is being part funded by a grant of £20,250 received from the Postcode Community Trust last December. Further grant support will be required. It is hoped to receive planning consent in September. A new PA system had been purchased using funds raised from hosting the annual sports day and carnival.

The Club continues to face the challenge of lack of sufficiently robust succession arrangements for key governance roles and the difficulty in engaging new volunteers in tasks beyond their immediate team interests. Trustees suggested that should this situation continue, consideration be given to creation of a paid role, on a contract basis for administration and financial services.

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

1. **Minutes of previous AGM**

The minutes of the 2024 AGM were approved as accurate. Proposed by Ian, and seconded by Jenny.

1. **Report of the Trustees and Unaudited Financial Statements for the year ended 30 April 2025**

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 with copies available at the meeting. It was proposed by Ian, seconded by Jason and agreed by all present that the document be accepted as a true record.

Jenny had previously circulated 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. As reported in the Chair’s address, it has been confirmed by our accountant that the club is now achieving its target of balancing operational expenditure with membership fee income, freeing up fundraising and sponsorship income for improvement projects.

1. **Appointment to trustee vacancies.**

The Chair reported that there were 8 trustee vacancies to fill. Four of these were for trustees retiring after 3 years on rotation who were nominated for re-election. One trustee was retiring (Owen Roberts) although he will remain as a trustee until such time as a new Safeguarding Officer is in place. A further trustee who had previously indicated that he will step down once a replacement is found (Steve Stretch) confirmed that he was willing to further continue in post pending a replacement trustee appointment. One new nomination was received ahead of the meeting (Rachel Settatree). The full list of nominations was:

Paul Bromley

Matthew Davies

Steve Brown

Steve Stretch

Rachel Settatree

Jenny Lewis (Jenny has served notice of an intention to step down on 31st October 2025)

It was proposed by Jason, seconded by Gemma and agreed by those present that the above candidates be confirmed as trustees. Rachel was welcomed as a new trustee to the club.

Efforts will now be made to recruit to the 2 trustee vacancies with candidates who have the skills we need to support succession to the Secretary and Treasurer roles.

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 stressed the need to make an appointment to the Vice Chair role given that Owen, who currently performs this role, will step down imminently. It was proposed by Jenny, seconded by Gemma and agreed by all present that Jason should be appointed to this role.

It was proposed by Jason, seconded by Ian and agreed by all present that Rachel should be appointed as Club Safeguarding Officer. Rachel will take up this role once her DBS application is processed and she is registered accordingly on Comet with a completed Safeguarding certificate. At that point, Owen will step down as a trustee and Safeguarding Officer.

Gemma offered to take on the role of Volunteer Co-ordinator. This was proposed by Jason, seconded by Ian and agreed by all present.

The roles of Junior/Mini teams and Senior teams representative were discussed and it was agreed that these should form part of the Coaching Co-ordinator role. Matthew Davies has taken on this role following the departure of Matthew Fox from the club.

All other roles were confirmed and the full list is appended to these notes. It was agreed that we need to urgently appoint to the Junior and Mini Secretary roles and the Chair asked all trustees to help find new volunteers.

1. **Appointment of coaches/managers**

The Chair advised the meeting that the allocation of coaches and helpers to teams was currently being reviewed as part of the re-accreditation process. Several new volunteers are awaiting DBS clearance and completion of their coaching qualifications. We will need to appoint coaches and helpers for the new Under 6s group and further support will be needed for the girls teams. A full list of all volunteers will be shared with trustees for information in due course.

1. **Appointment of accountants**

It was unanimously agreed that we should continue to use Llewellyn Davies. There were no concerns about their performance 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. The club was very appreciative of those coaches who had not claimed this expense or who had donated it back to the club.

1. **Groundsman**

It was unanimously agreed that Steve Stretch should continue in this role and he was thanked for his work. It was noted that the contractor who had been engaged for pitch mowing has been doing a very good job of mowing and had taken on some other grounds maintenance tasks.

1. **Training Kit/Equipment**

Matthew will liaise will coaches over team kits and equipment needs for the coming season.

1. **Food venue**

It was agreed we should continue to use the Cross Inn under existing arrangements. Steve offered to write a letter of thanks and this was agreed.

1. **Membership fees**

A paper covering a review of membership contributions and proposals for consideration for 2025-26 was circulated with the agenda ahead of the meeting. After discussion the following were agreed;

1. Membership fees will remain at 2024-25 levels for 2025-26. A review of costs will take place at the end of the year and any required increases to balance operational expenditure will be recommended to the 2026 AGM. (By that time we may have extra costs to find for any administration/financial services contracts).
2. It was agreed to ask members to make annual lump sum payments where they are able to but to offer monthly instalments spread over 10 months from 1st September if they require this facility (a change from the 12 monthly payments during 2024-25).
3. It was agreed that any members who fail to make payments for 2 successive months (without an agreed arrangement or justification) will be given 7 days to pay any arrears, in default of which they will be de-registered
4. No players with arrears from the 2024-25 season will be moved from APPROVED to CONFIRMED on Comet for the 2025-26 season until any arrears they have are paid in full.
5. Monthly reviews of payments made will be put in place by the trustees to facilitate management of arrears and interventions
6. There will be no provisions for casual membership or pay as you play arrangements (except for the Warriors group for which there is a documented justification)
7. Coaches will be asked to cover the above points in their pre-season meetings with parents/players.
8. **Any Other Business**

It was agreed that the Chair would write to Matthew Fox on behalf of the trustees to thank him for his service with the club.

Meeting ended at 9.08pm

**Appendix: Officer Roles**

- Chair: Steve Brown

- Vice-Chair: Jason Wall

- Treasurer: Jenny Lewis

- Secretary: Steve Stretch\*

- Registrations Secretary: Jason Wall

- Senior Fixture Secretary: Mattthew Ellis

- Girls Fixture Secretary: Emma O’Sullivan

- Junior Fixture Secretary: Vacancy

- Mini Fixture Secretary: Vacancy

- Pan-Disability lead: Ian Eynon

- Safeguarding and DBS Officer: Owen Roberts (Rachel Settatree in due course)

- Volunteer Coordinator: Gemma Constable

- COMET lead (Seniors): Travis Jones

- COMET lead (Women/Girls) Emma O’Sullivan

- COMET lead (Mini teams): Jason Wall

- Kit and equipment manager: Matthew Davies

- PAWB Equality Champion: Ian Eynon

- FOR HER Champion: Emma O’Sullivan

* Coaching Coordinator: Matthew Davies
* Groundsman: Steve Stretch
* Web site/IT support: Matthew Ellis