



Leighton United Football Club

ANNUAL GENERAL MEETING MINUTES: JUNE 2022

Meeting Date: Thursday 09 June 2022

Venue: Leighton United clubhouse

Present: Current Management Committee members: Craig Wells (CW), Michelle Hibbert (MH), Jo Baggaley (JB), Laura Redrup (LR), Paul Redsull (PR), Mark Longman (ML), Trevor Bromley (TB), Alan Redrup (AR) (Chair)

1. Introduction

Alan Redrup opened the AGM by thanking all for attending. The agenda had been previously circulated along with the minutes of the 2021 AGM and an invitation for questions from the parent base (via the website). Agenda as prescribed in the Club Constitution and Club Rules.

Actions in these minutes are in bold type.

2. Apologies

Received from Chris Haybittle (CH), Corry Voo (CV), Tom Andrews (TA), Paul Fynn (PF) - all Management Committee

3. Minutes of the 2021 AGM held via a conference call on 02 December 2021

It was agreed that all actions had been completed.

- MH thanked for circulating copies of the accounts.
- A small group had met to review sponsorship.
- TB and PF had been invited to join the Management Committee as Bedfordshire Mini Soccer League Secretary and Kit Manager respectively.
- No nominations received so far for a parent voice role.
- A proposal to reduce the number of policies and procedures has been agreed by the Management Committee.
- ML has set up a list of players known to be interested in joining the club.
- At the time, the coaching group was messaged about no friendlies home and away.

4. Chairman's Report - AR

- As usual, huge thanks to all volunteers for helping and supporting the club.
- We ran 27 teams last season, 17 boys and 10 girls. About the same as previously for boys with growth in girl's teams. There were currently 51 coaches, assistants and helpers.

- Encouraging that volunteers continue to come forward to help run teams. Important they are aware of how the club operates, including in terms of team management (remembering players are children up to 18th birthdays), fixture scheduling, kit provision, playing fees etc.
- Great to see Wildcats and mini soccer continuing.
- Disappointed that the recent club practical first aid course was poorly supported.
- Looking forward, until now we have been fortunate to have bucked an apparent national trend in a fall off of older age group teams, but it now looks like we will be affected. Look to continued growth in younger age groups that will hopefully work through the ages, in effect rebuild. A reduction in 11 aside teams will impact club finances.
- Need to transition from FA Charter Standard to the England Football Accredited scheme. Deadline is November this year.
- Finally, very many thanks to the Management Committee for all their hard work, help, support and commitment.

5. Secretary's Report - CH

- CH was unable to attend the meeting but sent a report via email.
- The new affiliation window has opened and a submission for 22 teams will be made, down from the 27 for last season.
- Applications will be entered for teams in the Milton Keynes and District Development League.
- CH attended the Milton Keynes and District Development League AGM.
- Chiltern Youth Football League AGM on 13 June – assumed PR had it covered.
- Beds FA AGM on 22 June but attendance not mandatory.
- Beds FA Girls Football League entries coincide with the affiliation so no need to register separately.
- 11 club disciplinary cases recorded on the FA Whole Game System for the 2021 – 2022 season, down from 25 the previous season.
- Player registration will be available once affiliation is confirmed by the Beds FA. Not grappling with a new system this time so should be easier to complete.

6. Receive the Treasurer's Report and End of Financial Year Accounts for 2021 – 2022 - MH

- As it stands a deficit of just over £5k is forecast. Includes a budget of £3.5k for roadway repairs which will be taken out if works can be free of charge.
- There have been substantial investments in necessary building refurbishments, taking full advantage of grants available.
- Over £14k spent on playing kit and another £2k on football equipment.
- **Once actuals for 2021 – 2022 have been finalised, MH will produce a forecast budget for next year.**
- The overall financial position was accepted.

7. Review of Management Committee Structure

Currently President; Vice-President; Chairperson; Vice-Chairperson; Treasurer; Club Secretary; Head Coach; Coach Representative; Club League Secretaries – Chiltern Youth Football League, Bedfordshire Mini Soccer Football League, Bedfordshire FA Girls Football League, Milton Keynes and District Development League; Club Welfare Officers; Facilities Manager; Events Manager (including tea bar); Sponsorship and Communications Coordinator (including website); Charter Standard Club Co-Ordinator

In practice the Milton Keynes and District Development League secretary role was covered by the Club Secretary.

The current committee structure is in line with suggestions for youth football in the current FA Handbook.

Where people have multiple roles (including non-Management Committee), it was considered unnecessary to appoint deputies to help out.

The recruitment of someone for the parent voice role remains an objective - Management Committee.

8. Election of Club Officers to Serve on the Management Committee for 2021 - 2022

Ash Hartwig had recently resigned as the Bedfordshire FA Girls League Secretary.

In accordance with the Club Constitution and Club Rules, the Chair had emailed all other existing committee members in advance of the AGM asking if any proposed to stand down. There were no replies, which indicated that all committee members were willing to be reappointed.

There were no other nominations. Management Committee appointments are therefore confirmed as:

President – Carl Pickard	Vice-president – Chris Haybittle
Chair – Alan Redrup	Vice-Chair – Craig Wells
Club Secretary – Chris Haybittle	Treasurer – Michelle Hibbert
Head Coach – Craig Wells	Coach Representative – Mark Longman
Facilities Manager – Tom Andrews	Kit Manager – Paul Fynn
Club Welfare Officers – Laura Redrup and Jo Baggaley, assisted by Michelle Hibbert and Alan Redrup	
Events Manager (including tea bar) – Jo Baggaley	
Sponsorship and Communications Co-Ordinator (including website) – Correy Voo	
Charter Standard Coordinator – Alan Redrup	
Chiltern Youth League Secretary and Player Registration – Paul Redsull	
Bedfordshire Mini-Soccer League Secretary – Trevor Bromley	
Bedfordshire FA Girls League Secretary – Vacant	

The Milton Keynes and District Development League will continue to be covered by the Club Secretary.

A new secretary for the Bedfordshire FA Girls League will be sought - Management Committee.

Other club league secretaries will help with girl's player registration for the new season – PR will centralise.

Find out about club attendance at the Bedfordshire FA Girls League AGM - AR

There was discussion about forthcoming player registration arrangements for the new season.

9. Confirm Playing Fees for the 2021 – 2022 Season

The Management Committee proposal for fees for the forthcoming season was unanimously ratified. Fees will be:

Format	League	Playing Fee
5 aside and 7 aside (boys and girls)	Bedfordshire Mini Soccer League, Bedfordshire FA Girls League, Milton Keynes & District Development League	£135
9 aside and 11 aside (boys and girls)	Bedfordshire FA Girls League, Chiltern Youth Football League, Bedfordshire Youth Saturday League, Milton Keynes & District Development League	£185

These were the first rises for four years. Changes to discounts and payment arrangements include:

- Where a player has younger siblings playing at the club the younger ones are eligible for a sibling reduction of £30 each, but only if the siblings register as players before the start of the season. Siblings joining later in the season will not be eligible for the discount.
- A playing fee will not be charged for children of lead coaches who are named as the coach/manager for the team on the Football Association (FA) Whole Game System database, provided these coaches have at least an FA Level 1 (or equivalent) coaching qualification (not just the online FA Playmaker), have current FA safeguarding, FA first aid and FA Disclosure and Barring Service (DBS) check credentials, attend twice yearly coach's meetings organised by the Head Coach (usually at the start and end of the season) and be fully aware and compliant with all club policies and procedures, including agreeing the Coach/Team Manager and Assistant Coach Code of Conduct.
Maximum of two discounts per team.
- A no payment – no play policy continues to be implemented – confirmed on the player registration form completed by parents/carers. Fees must be paid either in full at the time of pre-season player registration, before the start of the league season or by two equal instalments, half pre-season and the remaining half by the following 30 September.
Any non-payment of full fees by the end of September or failure to agree a financial hardship plan will result in player registrations being pulled, with players unable to play until full payment is made or a plan agreed by the club.
- Players joining after season start and before 31 December will be charged the full fee. Those joining between 1 January and the end of the season will be charged half the full fee.

Since the AGM the Playing Fees Policy and the Playing Fees & Financials FAQ have been revised and reissued.

10. Review of the Club Constitution and Club Rules and Club Policies and Procedures

AR apologised that the review has still not been completed **but that it will be done**. There are thought to be few further changes required beyond what has already been agreed.

11. Resolutions

None received.

12. External Questions

After the AGM, the following questions were received via the website, addressed to the Chair, from an anonymous correspondent, with replies in red:

1. Our subscription fees have increased substantially this year. Can you please advise what the subs are for each age group and if they are the same price for girls and boys at each age group?

See attached playing fees policy. We have held fees at the same level for the past four years but now need to increase to help cover substantial increases in costs.

2. Can you provide a breakdown of how the money the club receives is spent and on what, specifically?

See attached playing fees policy.

3. The driveway into the cub is horrendous and is only a matter of time until a car, or worse yet, a person, is damaged/injured. Can you advise when this will be made safe?

A key problem is there is no proper sub-base. Consequently, during adverse weather, the driveway deteriorates, exacerbated by visitors speeding after repairs have been done. It has been estimated that to lay a new sub-base and surface will cost more than £100k, money that we simply do not have. Negotiations with a specialist contractor are ongoing, with the hope they will carry out improvement work at much lower cost in the not-too-distant future.

4. Other clubs, such as Flitwick, have much improved facilities compared to LUFC. Is there scope to improve our facilities or to obtain grants/monies/sponsorship to improve our own club to similar levels?

Our circumstances are known to be different to Flitwick's. If you were at our recent presentation day you would have heard of the extensive refurbishments that have recently been completed, with the help of grants from varying sources. If you know of potential sources of funding, we would be happy to follow up.

5. Some talented local children are unable to access LUFC due to the subscription costs, particularly now living costs are rising. Is there any funding or support available to help?

We are not aware of any such cases. As described in the playing fees policy, we have a measure available for financial hardship situations. If you have evidence, then we would welcome an informal meeting to discuss.

13. Any Other Business

- **Club Welfare Officers will review options for seeking feedback directly from the parent base and from players and put proposals to the Management Committee.**
- Management Committee meetings: It seems there is no weekday evening that suits all Management Committee members. The FA stipulate at least four meetings per season. Therefore, meetings will be planned for September, December, February and May, with contingency for an additional one in April specifically to review playing fees and to plan for summer events.

Date of next meeting will be a standard agenda item.

The first Management Committee meeting of the new season is scheduled for Monday 05 September 2022, starting at 19.30.