



Harpenden Colts FC – AGM Minutes

The Annual General Meeting of Harpenden Colts FC Limited
Sunday 23rd May 2021
Via Zoom - 7.30pm

Our Mission:

To help young people in the Harpenden Area reach their full potential and achieve physical and mental well-being through football

Our Vision:

To instil a life-long love of football as a physical and social activity for our members and the whole community

#	Item	Action
1	Apologies and agree Minutes of 2020 AGM	Minutes agreed
2	Matters Arising from 2020 AGM	No matters arising
3	<p>To receive Officers reports:</p> <ul style="list-style-type: none">Club Report – Richard Bandell (Chair) <p>We exist as a Club for one thing; to deliver football and help our young players achieve their full potential through football. That was denied to us for a long time last year, which was extremely frustrating. But with one month to go, players, coaches & parents have all shown enormous flexibility to help us get the vast majority of a season in this year. We should be really proud of that. The season is ending on a positive note.</p>	



There are so many to thank but I can't single people out because there have been hundreds of volunteers involved - nearly 300 coaches and all the other people who make it possible for football to take place. They do it because they love the game and the Club. They love providing football and serving young people - which is the special thing about grassroots football right across the country. This goes across every section of the Club and every function; welfare, training & coaching, admin, facilities, etc. There is a huge amount that needs to get done to run a Club with 1,200 players. We've got ambitious plans to grow & improve - increasing facilities and broadening our ability to offer access to football to as many people as possible. We want to lead in Girls' & Women's football, and there are some exciting new developments in that section of the Club and its leadership team.

Football is a game that has the capacity to bring people together across all divides. When it's played in the right spirit, we're the best version of ourselves. We're encouraging over 1,200 children to be the best that they can be. The Chair would like that to be over 2,000 children in the future. While there are people who want to play football, we want to encourage them to do that - even those who don't know they want to play yet because they've never had the opportunity.

I hope you all have a sense of pride in being a part of it; one of the largest and best amateur youth football clubs in the country. A heartfelt thank you from me on behalf of the Club for all that you do.

- **Treasurer's Report – Iain Wyper (Treasurer)**

Covid-impacted season. As we budgeted for this season, there was a large element of unknowns from the number of members renewing subs; financial hardship; facilities, etc. - so we budgeted very conservatively.



<p>Reporting surplus of circa £50,000 - primarily due to £30,000 of additional income over budget, and £20,000 less paid out in expenses for match & training venues, ref fees, coaches' training, etc.</p> <p>Additional income - shirt sponsor (£8,000) and record number of players registered - 1,200. LoveAdmin platform which we invested in this time last year has had huge benefit – particularly in terms of reconciliation & collection of subs.</p> <p>Extended season by 3 months. So while traditional football season was disrupted, have invested in extending the season - circa £30,000 to provide additional match & training venues for this period Apr-June.</p> <p>Our retained earnings are standing at £169,000; significant percentage increase over last year. Leaves Club in healthy financial position, but intention is to invest vast majority of these funds into future of Club over next 12-24 months. Potentially got ability - through those reserves that have been built up slowly & surely over number of years - to fund initiatives without having to fundraise or reach out to parents for donations.</p> <p>With growth comes increased expenses. Match & training venues, kit costs, potentially more paid admin resource - forecasting increased expenses next year.</p> <p>Expect to see retained earnings reduced significantly.</p> <p>Should be looking to hold circa 50% of annual turnover as retained earnings. This is advisable and prudent for a non-for-profit entity of our nature.</p> <p>Turned over just over £220,000 last year - means should be holding about £110,000 as reserves as advised by our accountant.</p> <p>RB thanked IW for his work in the background to keep control of finances. IW thanked REB for her assistance with finances. RH thanked RB for all his efforts as Chair, coach, ref, and for driving forward the project for future of Club.</p>	
--	--



4	To receive and adopt the Statement of Accounts	Adopted
5	<p>Safeguarding & Training report – Liz Attenborough (Club Welfare Officer)</p> <p><u>2020-21:</u> Tough year and thanks to all members for making it possible for our young players to have access to football - both training and matches - under unprecedented restrictions and circumstances. Shortened match playing season resulting in less incidents:</p> <ul style="list-style-type: none">- x2 incidents involving Colts player conduct – dealt with internally- x2 incidents involving Colts parent conduct – dealt with internally- x2 incidents referred to Herts FA – one resulted in a club receiving a parent conduct charge. One incident not dealt with by Herts FA so have been reported to the Club CWO at the club concerned. <p>DBS update for this season:</p> <ul style="list-style-type: none">- Extended DBS checks that we were unable to renew during the pandemic period had expiry dates extended to 4 years by FA. For nearly all coaches who have had an extension, (around 40) we have managed to renew the DBS check before the extended expiry date to bring us nearer to every 3 years as per industry standard by running covid secure DBS verification sessions in the park.- U7s for next season – 40+ coaches and volunteers will be DBS'd in the same process by the Welfare Team. <p>Mandatory FA Training update for this season:</p> <ul style="list-style-type: none">- In the absence of face-to-face FA training, the only available courses have been online FA Playmaker and various Safeguarding (SG)and First aid online modules. Coaches and volunteers have been very receptive to online learning and we have very few qualifications outstanding.	



Welfare Team Recruitment:

- The recruitment drive before Christmas has resulted in us being able to recruit x3 new welfare Officers - Keith, Sara and Ellie who will start their roles next season. They have completed 3 online SG and Welfare courses and will spend some time training up at the U7s verification event so thank you to them for the efforts they are making to join the team and help.

2021-22:

As the club grows even more, we hope to support all members with a larger Welfare Team and details of who will cover what year groups will follow as per the below:

- Internal guidelines for managing incidents and reporting incidents so we can ensure we head in the right direction to get help and resolutions.
- Club mandatory FA training plan – based on new FA courses. It's clear that the FA only really promotes one pathway – Playmaker and Introduction to Coaching Football. We know that with the number of volunteers we have we need to be practical and safe so suggest those that are keen to commit to that pathway do complete New Safeguarding Children (online) and First Aid in Coaching Football (online) modules.
- Coaches' email to explain training plan.
- FA Respect Campaign – start as we mean to go on. Scheduled message pre-season and throughout via email, newsletters, website, social media.

RB thanked LA, SC & SAB for all their work. A huge amount of unseen work - highly sensitive and difficult issues that they have to deal with. Team do an amazing job of solving intricate problems.

Chair welcomes Keith Ormondroyd, Sara Bresler & Ellie Nicholas to Welfare team.

LA extremely diligent in holding us to highest possible standards - so we haven't taken advantage of FA relaxation of timescales during Covid.



6

Outline of plans for the future of Harpenden Colts/Rothamsted Park – Richard Bandell (Chair)

For last 3 years, we have been working with Harpenden Town Council (HTC) to persuade them to make some land & funding available to build another 3G pitch in centre of town. Members may have seen that Rothamsted Park has switched ownership from St Albans District Council to HTC. That has made it possible to make available not far short of £750k to fund building of 3G pitch and clubhouse in centre of park. Harpenden Town FC (HTFC) site to be converted into 3G football pitch. Grade D pitch - allows HTFC to play at current level plus one level above should they get promoted. We will be HTFC's partner youth FC, and Colts will get priority usage rights over pitches.

Current clubhouse will remain & be upgraded and be preserve of HTFC – who will run it & use as changing facility.

New clubhouse will be run & managed by HTC - will become our home and serve both 3G and grass pitches.

Contract in final draft. 3-way agreement between us, HTC & HTFC - subject to Football Foundation's (FF) usage agreement - gives us rights to use pitch for 25 years.

Will require us to contribute £100,000 of our reserves as capital contribution to building of 3G pitch.

2nd agreement - still being drawn up but terms been agreed. Gives us exclusive usage of grass pitches in Rothamsted Park. Bookings managed by HTC, not John O'Conner. HTC will apply to FF for grass improvement funding. Includes reinstatement of senior 11 pitch, installation of number of small-sided pitches and conversion of one of junior 9s to junior 11. We will get input on configuration of pitches.

We've committed to premium of £12,500 per annum for 10 years to have exclusive use of Rothamsted pitches, with extension clause for further 10 years. But at the point at which we contribute £100,000 for 3G, our liability for that £12,500 per annum premium falls away.



	<p>That deal was required to have Council approve transfer of park from St Albans DC because there was a lease premium liability from Council to HTFC which nobody was prepared to pay for. So we found a way to get exclusivity whilst underwriting that liability – with support of many town councillors including Lib Dem councillors who were exceptionally supportive throughout.</p> <p>Planning to kick off next week with FF funding feasibility study - exact location of pitch, siting of Clubhouse - will go through to planning application. If all goes well, pitch will be complete by Sept 2022. Pavilion may be same time, or may be later. Council are committed to trying to make it same time. Will be an amazing achievement for us as a Club to be able to represent the community in that way. After nearly 50 years, the Club will finally have a home.</p> <p>RH - Involves two different councils, another football club, Football Foundation, £1.5 million of cash; we are incredibly lucky to have RB steering it forward.</p>	
7	<p>To agree Subscriptions for the 2021/22 Season (IW):</p> <p>IW thanked RB for all his efforts in getting us to this point. Need to look at what that means for us in terms of subscription income, which is our main income source. Haven't got bandwidth to do more fundraising, so have to look at subs income to fund our increasing expenses in enabling football for as many children in Harpenden as possible.</p> <p>Proposal for subs, with one eye on last season. We benefitted from a surplus last season. That surplus, plus other surplus built up over number of years, will be reinvested in Club's growth.</p> <p>Expenses expected to increase by £30-40,000 next season. Having to factor in potential £12,500 annual payment for Rothamsted, plus more paid admin resource needed to be able to run Club of this size and complexity.</p>	



	<p>£227,000 annual expense budget next season. Didn't increase subs last season - has been at £170 per member for last 2 seasons. Includes high quality Nike kit which costs about £40 per player. We've renewed Nike deal for another 3 years. Benefits of Nike deal include bursary of circa £7,500 for coaches' training.</p> <p>Having listened to feedback from FMC, we recognise that last year was disrupted and we weren't able to provide a normal season of football. But we also have to look to the future and generate the right level of income to sustain the Club going forward.</p> <p>Proposing increasing subs from £170 to £185 for all new members joining Club next season.</p> <p>For existing members there will be the option for current members to pay existing subs of £170. Felt this was right thing to do to take into consideration disrupted season last year. With background to investment we're making, we hope that many existing members will opt to pay £185.</p> <p>Even if every member paid £185, we would be several £000 short of projected expenses. No sponsor factored in, so there might be some additional income, but not guaranteed. Looking for support from AGM attendees to put this into action.</p> <p>RH thanked IW for work on this - will strike really fair tone with membership.</p>	<p>2021/22 season Subscription proposal passed by majority vote</p>
8	<p>To elect Club Officers to existing FMC Officer roles and directorships of Harpenden Colts FC Limited:</p> <ul style="list-style-type: none"> • Chair – Richard Bandell is standing for re-election, currently unopposed • Vice Chair (Joint) – Ian Holden and Kirsty Light are standing for re-election, currently unopposed • Secretary – Ryan Hockley is standing for re-election, currently unopposed • Girls' Section Secretary – Sharon Wyper is standing for re-election, currently unopposed • Treasurer – Iain Wyper is standing for re-election, currently unopposed 	<p>Elected</p> <p>Both elected</p> <p>Elected</p> <p>Elected</p> <p>Elected</p>



	<ul style="list-style-type: none"> • Director of Inclusive Football – Jos Sharp is standing for re-election, currently unopposed • Communications Officer – David Clarke is standing for re-election, currently unopposed • Procurement Officer (Joint) – Alan James and Dan Walker are standing for re-election, currently unopposed • Club Welfare Officer – Liz Attenborough is standing for re-election, currently unopposed • Club Training Officer – Chris Gregory is standing for re-election, currently unopposed • Club Facilities Officer (Joint) – Vicky Clark and Sarah Ball are standing for re-election, currently unopposed • Adult Football Liaison Officer - Rob Edwards is standing for election, currently unopposed 	<p>Elected Elected</p> <p>Both elected Elected Elected</p> <p>Both elected Elected</p>
9	<p>To elect Club Officers to new FMC Officer roles and directorships of Harpenden Colts FC Limited:</p> <ul style="list-style-type: none"> • Head of Girls' and Women's Section. This role was previously known as Girls' Section Officer and will now be known as Head of Girls' and Women's Section. Emma Whiteford is standing for election, currently unopposed • Girls' Football Development Officer – Paul Wright is standing for election, currently unopposed 	<p>Elected</p> <p>Elected</p>
10	<p>Thank you to departing Officers (Directors):</p> <ul style="list-style-type: none"> • Simon King – Girls' Section Officer <p>Simon has made a huge contribution to the Club; not just in relation to the Girls Section that he's championed for so many years. When he started, the number of girls playing was nascent. Has laid foundations that are a solid base to build towards as many girls playing as boys. Huge thanks to Simon for what an amazing servant to the Club he has been.</p>	



	<p>Thank you's to other volunteers who are leaving their roles: Each person will have their service recognised by the Club, and the Chair will be writing to each of them to thank them for all that they have done.</p> <p>Peter Edney - both Squad Lead coach & Year Group Lead in U18s. Has gone from U7s right the way through. Large number of players & squads he's managed to get through to U18s. Squad Leads - Adam Godwin and Alan James, although Alan staying on as Procurement Officer. Alan has had such an influence over so many young people, and done so much for the Club. Steve Chapman finishing U18s at coaching level but will be staying on as Asst Welfare Officer and Referee Mentor. RB thanked all other U18s coaches & squad admins.</p> <p>Guy Turner has stood down as U16 YGL and Jes Reilly will be stepping up. Gareth Kalyan no longer involved in Adult Pathway role – thanks to Rob Edwards for taking this on.</p> <p>Welcome to new Welfare Officers: Keith Ormondroyd, Sara Bresler and Ellie Nicholas.</p> <p>Huge welcome to Emma Whiteford and Paul Wright in the Girls' Section leadership team. Great energy, enthusiasm, commitment and passion for girls' football to take us forward.</p>	
11	To confirm Herts FA affiliation for 2021/22 season	Confirmed
12	Any other business, of which prior written notice has been received by the Club Secretary	No other business notified

Meeting closed at 8.30pm