



## Harpenden Colts FC – AGM Minutes

**The Annual General Meeting of Harpenden Colts FC Limited**  
**Sunday 22<sup>nd</sup> May 2022**  
**Park Hall, Harpenden - 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	<b>Apologies and agree Minutes of 2021 AGM</b>  Apologies: Jo Bayne, James Izzard, Alex Miller, Chris Gregory, Sarah Ball, Paul Wright	Minutes agreed
2	<b>Matters Arising from 2021 AGM</b>	No matters arising
3	<b>To receive Officers' reports:</b> <ul style="list-style-type: none"><li>• <b>Club Report – Richard Bandell (Chair)</b></li></ul> Few words of thanks to everyone involved in Club. Amazing set of volunteers without whom Club couldn't function. Made huge progress this season with record numbers of both girls & boys joining.	



<p>We have surpassed 100,000 player hours of football being delivered by our volunteers (number of members multiplied by 2 and a quarter hours of football across a week, roughly speaking). That is a vital resource for the town in helping the mental &amp; physical well-being of young people of Harpenden.</p> <p>Playing football at this age sets down fundamental foundations for their adult life – memories, physical, emotional, mental, making friends for life into adulthood – it is so formative. Important for us as adults to remember that.</p> <p>We do all of this irrespective of ability – all children can visualise something they want to do and strive for it. Fact that we are a mixed ability club is so important – helping people to realise their full potential.</p> <p>We are able to do it because have we consistently invested in facilities, coaching, and equipment. Would like to thank John Philips of PPA, our sponsor, whose support makes a big difference to the Club's finances.</p> <p>Continue to use our resources sensibly. Look like a much more professional club now as a result of the new website – RB thanked Ryan Hockley (Secretary) for his efforts on that.</p> <p>Wherever our volunteers lie (whether it be welfare, facilities, equipment...), they come together to make something greater than the sum of the parts.</p> <p>Coming to point where we need to make the Colts operation more commercial, and would be doing our young people and volunteers a disservice if we didn't do that going forward.</p> <p>Having to stand down as Chair for health reasons after 4 years as Chair. It has been an amazing 4 years and a privilege to be involved. Will stay on in nominal capacity for continuity in relationships involved in Rothamsted Park development with Harpenden Town Council and Harpenden Town FC. Will continue to attend monthly meetings. Expects pitch to be available for beginning of 2023/24 season.</p>	
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Waiting for final design of pitch to be signed off (includes clubhouse) and then planning application will go in very soon. Should get Football Foundation approval in October. When it is built, should be able to absorb the majority of almost 450 boys & girls on current waiting lists. Pitch will give us c.155 extra quarter-pitch sessions per week.

Future of Club is very exciting, and know that Club is in very strong and capable hands.

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

Overview of 2021/22:

Budgeted conservatively in terms of player numbers – 1,100. Have seen growth to over 1,300 players. Therefore had more subs income than have ever received before.

Expenses continue to grow as Club continues to grow – broke £200k barrier for first time for expenses; £213k expenses, £230k income. Excess income will be ploughed straight back into Club.

Big commitment coming up is £100,00 we will pay as part of Rothamsted project. Good position to be in, in that we can find that from cash reserves. But will halve our cash reserves to £100-£110,000. Recommendation from accountant is to have at least 50% of annual turnover held as reserves as a grassroots football club, so around £100k is where we want to be.

If do continue to grow and see another 400 members joining (when Rothamsted pitch comes online), will see subs income growth accordingly.

Subscription collection has been good – 98% across all sections. There is a small percentage of players that haven't paid and haven't approached us for an instalment plan. Don't want to stop people from playing football, but will focus in on that income ahead of next season's subs request.



	<p>Expenses next year are going to grow significantly. Main reasons for that are: Commercial &amp; Ops Manager c.£28k Extension of playing &amp; training facilities formally to end of April. Traditionally stopped provision of 3G training facilities at Easter hols. Rothamsted project - £100,000 capital commitment, or £12,500 annual premium. More 3G match facilities. Wood End &amp; Sauncey Wood pitches haven't held up well during winter. Comes at additional cost. Need to have reserves to make sure Club is in strong financial position.</p> <p>Forecasting £290k of expenses in 2022/23 season.</p> <p>Going to look for new C&amp;O Manager to be far more proactive on sponsorship and fundraising, to diversify income stream away from subs income (with exception of PPA sponsorship). Whilst will be cost to C&amp;O Manager, will be able to generate income to offset.</p>	
4	<b>To receive and adopt the Statement of Accounts</b>	Adopted
5	<b>Safeguarding &amp; Training report – Liz Attenborough (Club Welfare Officer)</b>  LA thanked everyone for being sensitive and vigilant over Covid. Steve Chapman, Sallyann Boschetti & LA stepping down. LA thank whole Welfare team, including Ellie Nicholas & Sara Bresler for their support. LA will be supporting new Welfare team next season as Asst Welfare Officer. There are now over 390 coaches, so DBS'ing is a lot of work.  Incidents – several in first half of season. Used a lot of club-to-club liaison this season – talking to other club directly about poor behaviour that may have occurred and asking them to speak to offenders. No middle ground on reporting with Herts FA – witness statements required, etc.	



<p>Relationship-based approach works well. Getting to know Welfare teams of other clubs is helpful.</p> <p>Frustration that don't hear back on incidents (from Herts FA). But good safeguarding reason for that. Not necessarily our business to know outcomes of reports. Have to trust in the process. Shouldn't be disheartened - is still definitely a point to reporting poor behaviour and providing statements. LA thanked Sharon Wyper &amp; Ryan Hockley for their help with incidents.</p> <p>Welfare have worked with George Lappas to support learning areas for certain sections/year groups; good to link up with technical coaching team for their input.</p> <p>Also been focusing on recruitment – have got people in pipeline for in-year Welfare officers, but need more people in overall Welfare team.</p> <p>391 coaches in total: 293 coaches Boys, Girls 95, 3 in Inclusive. 162 L1 – 41% of coaches. Lower than previous year 129/293 L1 in Boys (44%), 31/95 L1 in Girls (33%). Inclusive 2/3. Only 4 coaches across whole Club with L2 – something to focus on?</p> <p>Safeguarding &amp; Emergency Aid qualifications: Really important when coaches are interchanging week on week that all coaches have both of these. Thanked coaches for meeting deadline on that earlier in the season.</p> <p>Please keep looking at your own record on WGS and encourage squad coaching teams to do so, because less work for Welfare team to chase. Same goes for DBS renewals; please be pro-active.</p> <p>Herts FA have seen Sam Carey depart, who was an excellent Safeguarding Officer. No one in post yet to replace her.</p> <p>Thank you – have enjoyed years at Club and have made some great friends.</p>	
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	<p>JW – We have been successful for using waiting lists to enlist coaches. Should we be doing same for welfare officers? LA – Yes, have done a lot of work on waiting list policy to assist in this, so should continue. Importance of Youth Forum – player voice will really assist with welfare. VC – Ref courses? LA – SB asked recently about whether we could run ref course. Joe Karram has recently moved within Herts FA to oversee refs, so good point of contact.</p>	
6	<p><b>To agree Subscriptions for the 2022/23 Season – Iain Wyper (Treasurer)</b></p> <p>Recommendation to increase 2022/23 subscriptions to £195 per member, budgeted at 1,250 players. Want to improve playing experience and increase pro coaching provision. If in agreement, with parental donations and some additional sponsorship, forecast this will generate £265k of income. Being conservative on sponsorship income currently (£10k). Expenses potentially £290k in 2022/23; even at higher level of subs at £195, this won't generate enough income. May still run at a £20-25k deficit.</p> <p>JW – still very competitive compared to other Clubs, but times are tight. How much more capacity is there for members to apply to James Marshall Foundation? RB – have had excellent relationship with JMF over last few years. We also offer instalment payment and opportunity for people to talk to us about what they can afford to pay. KL – the more we increase subs, we also increase expectation. As volunteer organisation, worth noting that expectations will be higher – especially at Year Group Admin level. The more people pay, the less likely they might be to volunteer their time. RB – Berkhamsted £260, Kings Langley £240 (including season ticket for KLFC, but had to pay for kit on top). So still good value even at £195. IW – appointment of new Commercial &amp; Operations Manager will make life easier for volunteers. e.g. creating template documents to save volunteers' time. VC – does budget for next season include CRY session? IW – Yes - £8.5k.</p>	



	<p>VC – would be happy to organise CRY session. Did get a lot of additional contributions when said it was to pay for CRY in past.</p> <p>RH – cost of living pinch is wider risk for population of Harpenden than Covid, because if kept job during Covid actually had more money (no commuting costs, etc).</p> <p>RB – if accept £195, still passing a budget with a deficit of £25k. Still not enough to cover costs.</p> <p>VC – new pitch won't reduce facilities costs – will increase it because will have to pay for all slots we're given whether using them or not, and will be all season usage, unlike RPS. Discussions happening about sub-letting and wider community use. But do get some economies of scale from having more players.</p> <p>KL – cost of extending training facilities after Easter? - £3.5-£4k.</p> <p>CG – budget is worst case scenario.</p> <p>RB – what is break even subs figure? £220-ish per season?</p> <p>JW – if in years' time the £28k for Commercial &amp; Operations Manager hasn't brought any additional income, will we consider whether it's worth paying that money again?</p> <p>RH – fixed term 9 month contract for first season. Have got several potential sponsors at the moment but need the person to unlock all of that, manage kit orders, etc.</p>	<p>2022/23 season Subscription proposal passed by majority vote</p>
7	<p><b>To elect Club Officers to existing FMC Officer roles and directorships of Harpenden Colts FC Limited:</b></p> <ul style="list-style-type: none"> <li>• Chair – Chris Gregory is standing for election, currently unopposed</li> <li>• Vice Chair – Ian Holden is standing for re-election, currently unopposed</li> <li>• Secretary – Ryan Hockley is standing for re-election, currently unopposed</li> <li>• Girls' Section Secretary – Alex Miller is standing for election, currently unopposed</li> <li>• Treasurer – Iain Wyper is standing for re-election, currently unopposed</li> <li>• Director of Inclusive Football – Jos Sharp is standing for re-election, currently unopposed</li> <li>• Procurement Officer – Alan James is standing for re-election, currently unopposed</li> <li>• Club Welfare Officer – Anna Hamilton-Watson is standing for election, currently unopposed</li> <li>• Club Training Officer – Lee Stewart is standing for election, currently unopposed</li> </ul>	<p>Elected Elected Elected Elected Elected Elected Elected Elected Elected</p>



	<ul style="list-style-type: none"><li>• Facilities Officer – Tim Lawrie is standing for election, currently unopposed</li><li>• Adult Football Liaison Officer – Rob Edwards is standing for re-election, currently unopposed</li><li>• Head of Girls' and Women's Section – Emma Whiteford is standing for re-election, currently unopposed</li><li>• Girls' Football Development Officer – Paul Wright is standing for re-election, currently unopposed</li></ul>	Elected Elected  Elected  Elected
8	<p><b>Thank you to departing Officers (Directors):</b></p> <ul style="list-style-type: none"><li>• Richard Bandell – Chair</li><li>• Kirsty Light – Vice Chair</li><li>• Sharon Wyper – Girls' Section Secretary</li><li>• Vicky Clark – Facilities Officer</li><li>• Liz Attenborough – Club Welfare Officer</li><li>• Dan Walker – Procurement Officer</li><li>• Chris Gregory – Club Training Officer</li><li>• David Clarke – Communications Officer</li></ul> <p>KL staying on as U13 YGA – continues to do an amazing job, thank you. SW – done an incredible job in Girls' Section Secretary role. Seen section go from strength to strength. Girls section have also said thank you to you separately. VC – prior to Secretary, was YGL in her son Greg's year group. Incredibly well run year group from parent and player point of view. Served club with professionalism and enthusiasm. Also as a qualified lawyer was formidable with League and other clubs. Thank you so much for everything you have done for the Club. LA – Liz is amazing. Welfare is a difficult subject to deal with and her help has been invaluable. DW – thanks in absentia to him for his Equipment role.</p>	





CG – will go on to strengthen football club enormously in new role as Chair, and have already done so much.  
DC – has been powerhouse for Club and continues to be – will be taking over as U17s YGL from Martin Harris.

Thank you to other volunteers who are leaving their roles:

- Sarah Ball – Facilities Officer
- Steve Chapman – Welfare Officer
- Sallyann Boschetti – Welfare Officer
- Laura Wong – U8s Year Group Admin
- Martin Harris – U16s Year Group Lead

SB – another absolute stalwart for Club. Isn't a function of the Club that Sarah hasn't affected in some way – always available for help and advice.

SC – Club Welfare Officer previously and referee mentor, as well as coach. His passion for the Club has never waned.

SAB – Girls Welfare Officer, really valuable asset to the Welfare team.

LW – U8s YGA – also stepping down, succeeded by Liz Deakin.

MH – U16s YGL. Has always taken a lot of care about individual players' development. One of few year groups that has continued to run non-league playing squad – down to his passion.

Thank you to outgoing U18s coaches:

- U18 Boys Year Group Lead – Rob Edwards. Staying on in Adult Liaison role and running Colts' first adult team. Has put in huge level of time and commitment.
- U18 Boys Squad Leads – Rob Binns (Cobras), Rob Edwards (Eagles) & Chris Renwick (Hawks)
- Plus 6 other U18 Boys coaches (Tim Coleman, Andy Poulter, Craig Redford, Nick Bentham, Andy Gardner & Paul Nicol)
- U18 Bobcats (Girls) Squad Lead – Travers Symons



	<ul style="list-style-type: none"><li>• Plus U18 Bobcats coaches Andy Poulter &amp; Tom Moody</li></ul> <p>RH – no chance we’d be on verge of getting our own pitch in centre of Harpenden without RB. Brokering deals, building relationships with the Council, resolving conflict within the Club – a calm head to bring to any disciplinary matter. Conversations with Chairs of other clubs to promote a good outcome. Hugely impressive work on the 3G pitch with St Albans District Council, Harpenden Town Council and Harpenden Town FC. RB will really have left a mark on this Club, and will be a very tough act to follow.</p>	
9	<b>To confirm Herts FA affiliation for 2022/23 season</b>	Confirmed
10	<b>Any other business, of which prior written notice has been received by the Club Secretary:</b>  Summer Party – please buy more tickets!  RH - Ukrainian players? Discussion required? RB – JMF have offered to pay for subs of any players in area. GM – training-only players easy to fit in. Matches more difficult if going ahead of waiting list. KL – U14s haven’t got huge waiting lists, so if had one or two, may be able to accommodate. Worth having consistent approach to entry for refugees. VC – Adrian King said could come and train for free with KSS (younger kids). EW – could we guarantee training place and then match place if possible later in season? CG – question for FA/Leagues about how register them? RB – case by case basis, training only. Scope to bring players in to match squad on case by case basis.	

Meeting closed at 8.55pm