



Harpenden Colts FC – AGM Minutes

The Annual General Meeting of Harpenden Colts FC Limited
Thursday 23rd May 2024
Bennet's, Leyton Road, Harpenden - 8.00pm

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	<p>Apologies and agree Minutes of 2023 AGM</p> <p>Apologies: James Izzard (Boys U09 YGL), Tim Swales (incoming Treasurer), Jon Wood, Anna Hamilton-Watson</p>	Minutes agreed
2	Matters Arising from 2023 AGM	No matters arising
3	<p>To receive Officers' reports:</p> <ul style="list-style-type: none"> • Club Report – Chris Gregory (Chair) ○ Opening of Rothamsted Community Stadium & 3G Pitch: Not its' official name – have been asked to make some name suggestions. The Chair thanked everyone involved in the project. 	



- Growth of the Girls' Section:
40-50 U7s intake, 2 teams 2016/17 vs 35 teams 2024/25.
 - Maintenance of the Boys' Section:
Paused growth due to constraints on size and capacity of infrastructure.
 - Launch of Player Development Centre:
250 players (Autumn/Spring)-550 players (Summer). Growing 30+ of our own young coaches (Colts players).
At least 50% of that is waiting list members, who get priority booking.
 - Progress with the Curriculum:
Rolled out up to U11s. Strength & depth in those YGs is noticeable, along with technical ability.
 - Charity Partner: Youth Talk - raised £3,500 so far and raised awareness of support.
 - Presentation Day changes and growth in 2023.
- Adult team:
Harpenden Colts Men's First Team more sustainable. Fulfilled all fixtures.
Thanks to Rob Edwards & Chris Morris.
Harpenden Colts Women's Rec sessions growth – 20+ coaches & parents.
- Partnership with Harpenden Town - EJA, U18s, Development & First team.
Great support of HTFC matches from Colts players/parents.



- Increased rainfall and cancelled Saturday grass games / access to 3G on school sites. This has meant Girls have fared far worse than Boys due to 3G access issues on a Saturday morning. Trying to address this for next season.
- Behaviour of supporters and coaches on match days is a concern: Have had FA hearings this year that have taken up a lot of time for the Chair, Secretary & Welfare Officer. Zero tolerance of poor behaviour. Need to keep reiterating message in younger years – never challenge referees, whether a coach or parent.

2024/25 season priorities:

- Switch from Love Admin to 360Player admin system. Early signs are good – far more user friendly.
- Increased access to local 3G pitches
By 8-10 hours/week, two thirds of which is on a Saturday morning, benefitting Girls section.
- Redbourn 3G - Winter 2024?
- Rothamsted Pavilion - Spring 2025
Dependent on planning & consultation, hoping to open Pavilion early next year.
- Football Foundation Grass pitch improvement fund for Rothamsted and Redbourn. HTC have submitted application on our behalf. £50-100k investment potential at Rothamsted. Redbourn application early 2025.
- Focus on adult behaviour at games – both parents and coaches



- Create consistent Club and Coach communication
Consistency of Club messaging being shared to parents & coaches

- **Safeguarding & Training report – Anna Hamilton-Watson (Club Welfare Officer)**

Secretary thanked Welfare Officer for all her work to manage issues raised during the season.

The past season has been a busy one for Welfare!

With the introduction of the PDC, there has been an increase in the DBS workload. Ensuring that all volunteers, coaches, and staff have up-to-date DBS checks has been a priority, including our young helpers.

I have not managed to get new volunteers trained up to help with verifying and organising DBS checks. It is going to be my priority over the summer to write training material and make sure that there is more help by September.

This season, we have encountered what feels like a high number of behaviour-related challenges. There have been multiple incidents involving both parents and coaches that required intervention.

Where possible, we have tried to deal with these incidents club to club, rather than through the league/FA and have found this approach to be much more effective in reaching a prompt outcome which both clubs are happy with.

I will keep working on improving relations with other welfare officers next season. On the plus side, we have had fewer player incidents this season which has been good to see.

In light of recent incidents, we will be updating our Codes of Conduct. These updates will provide clearer expectations and guidelines for behaviour for all club members, including players, parents, coaches, and volunteers. The revised Codes of Conduct will be shared with all members at the start of the next season.

Lastly, I'd like to say a huge thank you to Jes, Chris and Rachel for their support this season. It has been much appreciated.



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

The enormous growth in budget and facilities spend since I started in the role in 2018 shows the level of investment the Club has made in enabling more children in Harpenden & surrounding areas to play football.

We have spent more time than ever this season at FMC meetings discussing the financials and subscription fee proposals.

This years' budget was a transition year, with Rothamsted 3G coming on board – a lot of uncertainty about when the pitch would come onstream at last years' AGM.

Income and expenses are largely break-even – surplus of around £2,000-3,000.

Received more subs than budgeted for – helped to offset some of additional expense.

Budgeted for 1,400 players and ended up with 1,500.

PDC has been huge success. Forecast £12k of profit this year, but has been in excess of £20k, and will be higher next season.

Training & match venues are largely responsible for growth in expenses.

Tim Swales – incoming Treasurer – has already had a lot of input into next season' s budget.

Tim is intending to work on 3 & 5 year financial plans and communicate those clearly to members.

Expecting another year of record growth in income next season – both from subscription fees and PDC income. Will be around £500k turnover next year, including £100k gross income for PDC.

As Club and income grows, so do expenses – driven by training & match venues.

Need to be in financial position where we can move quickly to secure 3G space when it becomes available e.g. Redbourn.



	<p>Budget next year is £180k for training/match facilities alone – could get closer to £200k as and when Redbourn comes onstream. Therefore, increase in subscription fees is needed to cover projected expenses.</p>	
4	<p>To agree Subscriptions for the 2024/25 Season</p> <ul style="list-style-type: none">• Membership fees for 2024/25 will be:<ul style="list-style-type: none">○ £240 Full Membership (instalments and grants available)○ £210 U7s and Training Only members/squads Testing out this model this year, and will review at the end of next season• This represents a year-on-year increase of 14%, albeit does hold flat fees for training only members. 3 month instalments will be offered as standard again. JMF will continue to support, but won't fund whole subscription any more (£150 of £240)• The main reasons for the increase are:<ul style="list-style-type: none">○ More access to local 3G facilities (Rothamsted, RPS, STAGS & Redbourn = 8 to 10 hrs extra)<ul style="list-style-type: none">▪ Season 2022/23 showed annual facility costs at £116k;▪ Season 2023/24 is showing £147,500; and▪ Season 2024/25 is forecast to be £185,000 (with a possibility of that going closer to £200k if and when Redbourn 3G becomes available).○ Price increases driven by inflation for Facilities, Kit, Equipment etc.○ Actual cost per member to run the club is £271; we are able to defray some of this incremental cost with record sponsorship and initiatives such as the PDC.○ All local clubs are in the same situation re inflation, but our increase in 3G space and space we have a long-term license on means our increase is slightly larger.	



	<p>We still believe this represents great value for members in the context of the facility improvement and when benchmarking against other local comparator clubs.</p> <p>Membership Renewal Changes:</p> <ul style="list-style-type: none"> • Membership renewals to be issued to all members during week commencing 10th June • Payment plan decisions to be agreed by 31st July • Full payment (or 1st instalment) due by 31st July • Any overdue payments at the end of October will be highlighted to the YGA/YGL and SL during November to follow up. • Any payments still overdue in December will be contacted by the Secretary informing that we require payment or an agreed payment plan and if not finalised by the end of December then we will have to stop their child from training and playing. • Communications on these dates and process, including support options such as JMF, will be sent to parents when we issue the membership requests. 	<p>Proposed subscription fees of £240 for full membership and £210 for training only membership carried by majority vote</p>
5	<p>To receive and adopt the Statement of Accounts</p> <p>The Treasurer explained the accounting of the Rothamsted pitch contribution & pitch premium (£149,000), which will be amortised over the initial period of our licence to occupy with Harpenden Town Council (20 years and 8 months).</p>	<p>Adopted</p>
6	<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 – Chris Gregory is standing for re-election, currently unopposed • Vice Chair – Ian Holden is standing for re-election, currently unopposed • Vice Chair – Richard Bandell is standing for re-election, currently unopposed 	<p>Elected Elected Elected</p>



	<ul style="list-style-type: none"> • Secretary – Jes Reilly is standing for re-election, currently unopposed • Treasurer – Tim Swales is standing for election, currently unopposed • Director of Inclusive Football – Jos Sharp is standing for re-election, currently unopposed • Club Welfare Officer – Anna Hamilton-Watson is standing for re-election, currently unopposed • Club Facilities Officer – Alex Lever is standing election, currently unopposed • Adult Pathway Officer – Rob Edwards is standing for re-election, currently unopposed • Girls' and Women's Development Officer – Sara Crute-Mussell standing for re-election, currently unopposed • Girls' Football Lead – Paul Wright is standing for re-election, currently unopposed • Boys' Football Lead – Stuart Dawson is standing for re-election, currently unopposed • Kit and Equipment Officer – Jane Hurst is standing for election, currently unopposed • Communications Officer – Toby Parker is standing for re-election, currently unopposed • Disputes and Complaints Officer - Ian Cater is standing for election, currently unopposed 	<p>Elected Elected Elected Elected</p> <p>Elected Elected Elected</p> <p>Elected Elected Elected Elected Elected</p>
7	<p>Thank you to departing Officers (Directors):</p> <ul style="list-style-type: none"> • Iain Wyper – Treasurer <p>The Chair thanked the Treasurer personally, and on behalf of the Club. Iain started coaching in Girls' Section in 2016, up until 2022 when his last daughter left the Club. He also did Kit & Equipment role, but has been Treasurer since 2018 and has stayed on even when had no children left at the Club.</p> <p>Also departing:</p> <ul style="list-style-type: none"> • Tim Lawrie - Club Facilities Officer • Tania Roach – Procurement Officer 	



Thank you to our outgoing coaches and YGAs & YGLs:

Boys:

U18 Harriers Squad Lead David Clarke

U18 Harriers Coach Darren Screen

U18 Harriers Coach Jonathon Griggs

U18 Harriers Coach Jeremy Thomas

U18 Hornets Squad Lead Paul Hammett

U18 Hornets Coach Martin Harris

U18 Hornets Coach Alan Robinson (staying on as Girls U12 YGL)

U18 Hornets Coach Simon Winder (staying on as Girls U13 coach)

U18 Hornets Coach Philip Pearce

U18 Hawks Squad Lead Richie Clark

U18 Hawks Coach John Cavill

U18 Hawks Coach Daniel Gaskin

U18 YEAR GROUP Year Group Lead David Clarke

U18 YEAR GROUP Year Group Admin Stefanie Kuepper

and Stephen Bird, one of our U16 Boys coaches who is leaving having coached since U7s.

Girls:

Gareth Lloyd (U18 Hawks Squad Lead)

Adrian Chester (U18 Hawks)

Stuart Wall (U18 Cobras)

The Chair thanked all of the above coaches for their time and support of Club, and for providing so many hours of football for local children over the years.

And thank you to the following Cobras coaches and admin, who are staying on in the Girls U18s year group for a third successive year!:



	<p>Scott Martin (Squad Lead) Andrew Head (coach) Susan Stevens (Squad Admin)</p> <p>Thank you to other age group volunteers who are leaving:</p> <p>Boys: Praveen Jeevaratnam (Boys U12 Yellow) Steven Jallport (Boys U12 Orange) David Jackson (Boys U13 Chargers) Ross Martin (Boys U14 Cowboys) Paul Bromage (Boys U14 Rhinos)</p> <p>Girls: Fiona Fettes (U11 Year Group Admin) Pascal Culverhouse (U13 Lightning) Richard Anthony Smith (U14 Panthers) Gillian Wright (U14 Panthers)</p> <p>Thank you to those coaches for the time they have dedicated to the Club.</p>	
9	<p>To confirm Herts FA affiliation for 2024/25 season</p> <ul style="list-style-type: none">• Girls will be entered into the HGFPL• Boys will be entered into the WHYL• Adult team will be entered into the HSCL (Herts Senior County League)• Note: EJA teams are registered and entered by HTFC	Confirmed



10	<p>Any other business, of which prior written notice has been received by the Club Secretary</p> <p>Club Structure:</p> <ul style="list-style-type: none">• As we have grown as a Club, we have revisited our structure to ensure we have appropriate governance, decision making and support:• Directors - Chair, Treasurer & Secretary, Boys' and Girls' Section Leads, and Independent Director:• Accountable for our formal accounts, club strategy and vision, and three-year plan and sign off key decisions such as new venues we wish to invest money into.• Accountable for any agreements or partnerships we may seek with other clubs or organisations in support of our club strategy and vision.• Accountable for our relationship with The FA.• Meets every six months.• Note: Ian Holden (Vice Chair) will be our Independent Director.• Exec - All directors, CWO, Admin Lead, Communications Lead, Commercial & Operations Lead and Disputes/Complaint Lead:• Accountable for key annual decisions such as membership fees, match day and training venues and sponsors.• Accountable for agreeing new systems we need to operate the Club's operations.• Accountable for key decisions around football matters such as new leagues we wish to enter or move to, changes to our coaching methodology or programs and changes to the set-up of our squad management policies.• Review any key or major welfare, complaints or dispute matters.• Meets every three months.	
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- **FMC - All the above plus at least one YGL or YGA representative at each FMC, Adult Liaison Officer, Director of Football, Inclusive Section Officer, Girls Development Lead, Facilities Officer and Kit & Procurement Officer:**
- Consulted on annual decisions such as membership fees, match day and training venues and sponsors and key decisions around football matters such as new leagues we wish to enter or move to, changes to our coaching methodology or programs and changes to the set-up of our squad management policies.
- Informed on formal accounts, Club strategy and vision, and three-year plan and sign off key decisions such as new venues we wish to invest our own finances in.
- Informed on any agreements or partnerships we may seek with other clubs or organisations in support of our Club strategy and vision
- Meets three times a year.

- **We will update and share the formal Club policy document with the FMC**

The Chair thanked the Club Administrator and Commercial & Operations Manager for all their work throughout the season.

The Chair thanked all AGM attendees for coming to the meeting and also for all the work they have done for the Club throughout the season.

Meeting closed at 9.00pm