



# Leighton United Football Club

## MANAGEMENT COMMITTEE MEETING ON 09 SEPTEMBER 2019

Present: Carl Pickard (CP), Craig Wells (CW), Matt Collins (MC), Chris Haybittle (CH), Jo Baggaley (JB), Michelle Hibbert (MH), Joe Levien (JLV), Tom Andrew (TA), Paul Redsull (PR), Correy Voo (CV), Michelle Taylor (MT), Adam Raspass (AR), Alan Redrup (ARP)

### AGENDA

Following a trawl for items, the following agenda was sent via email in advance of the meeting:

- Introduction – ARP
- Review progress on actions from the previous Management Committee meeting on 20 May 2019 (record attached and see below)
- Review progress on actions from the annual general meeting on 10 June 2019 (record attached and see below)
- FA affiliation 2019 - 2020 - CH
- Football matters, including exit routes to open age football and logistics for U17 teams - CW
- Wildcats update - MC
- Football Foundation Grow the Game Scheme award - ARP
- Kit & equipment - JLV (including Wildcat goals)
- Site security - CCTV, lighting, key-holders
- Facilities - compliance, task list, priorities, sewage system, defibrillator
- Communications, including website update - CV
- Events and dates - JB
- Any other business

### Introduction

ARP welcomed committee members to the first meeting of the new season. A schedule of meetings similar to previous seasons is planned, i.e.:

Monday 09 December 2019

Monday 10 February 2020

Monday 23 March 2020 – specifically to plan for summer events

Monday 11 May 2020

Additional meetings may be arranged as considered necessary.

The meeting agenda includes items specifically requested by members.

ARP welcomed Tom as our new Facilities Manager.

### Apologies

Received from Peter Mansell (PM)

### Actions from the 20 May 2019 meeting:

- Kitchen refurbishment - AR advised that an electrical survey by an appropriately qualified electrician is required before any work commences. **MC to trawl the parent database and advise potential electrician contacts.**

- Player registration payment methods – MH advised credit card payments can be done but not direct debits.
- Forward two-year business plan - MH & CW – **Still to do.**
- Parent aggregate material offer – MC advised the offer was still open. **MC will find out the aggregate type and transport costs.** Could stockpile for future use.

### Actions from the June 2019 AGM:

- Revision of player registration fee hardship criteria – MC had circulated a reduced playing fee application form setting out hardship criteria. It was agreed the club should offer discounted rates for proven hardship cases, that hardship judgments should be made by Club Welfare Officers in consultation with the Treasurer and that the form is for internal use. Important to ensure consistency. There have only been a few cases in recent years.
- Facilities sub-group - management of priorities. No sub-group formed. Priorities remain the same, with the addition of CCTV.
- Annual Constitution and Club Rules, policies and procedures review – ARP will do the annual review and reissue. Anticipate changes will primarily be minor updating.
- McDonalds match funding grant scheme – CP advised the scheme is still open to support infrastructure projects with funding up to £2.5k. It was agreed replacing the decking is a candidate project – **JB will obtain quotes.**

### FA affiliation 2019 – 2020

- CH reported a new affiliation number had not yet been obtained, due to DBS checks for two coaches not yet having passed through the FA system. Teams still have public liability insurance cover.
- Renewing affiliation has been very difficult this year due to delays in getting DBS checks completed. Need much better forward planning next year, e.g. identification of potential new coaches in February and subsequent completion of DBS checks by May, to minimize the risks of a repeat situation.
- Teams must be registered on the FA Whole Game System with a registered coach.
- All affiliation and WGS data correspondence with the FA to be done by CH.

### Football matters

- CW reported that six teams from last season had not continued but that five new teams (including U7 and U8s) have been formed. The net loss of one team is known to be a better situation than at many clubs.
- A well-attended pre-season coaches meeting was held on Wednesday 4 September.
- Mid-week training due to start at Cedars on 10 and 11 September and then during school terms through to the end of March 2020.
- Arrangements have been made for U16 and older teams to play at Cedars (due to pitch capacity constraints at Tilsworth).
- One of the club's unique selling points is not to mix youth and adult football.
- An exit route link with Pitstone FC for U17 boys is being trialed this season.
- Overall the club is in a really good position.
- ARP reminded that the success of the club is ultimately a Management Committee responsibility and proposed a brainstorming session at the December committee meeting to tease out ideas to grow the club/number of teams.

### Wildcats update

- MC reported that 34 girls had attended Wildcat sessions during 2019, from which new teams had evolved. There were two new coaches and two new helpers.
- It was agreed that a bid to continue with Wildcats (age groups 6 – 11) should be submitted to the Beds FA in October. **Action MC.**

## Football Foundation Grow the Game Scheme award

- ARP advised an award of £3k from the Football Foundation over the next two seasons to support the establishment of new U9 girls teams had been accepted.
- The award cannot be used for any other age groups.
- It will be important to retain receipts and paid invoices to support grant claims (next claim due for submission at the end of this season).

## Kit and equipment

- JLV reported that all teams would start the season in the same style club kit.
- Sufficient kit is in stock.
- The current kit will cease to be available in 2 – 3 years' time, so a change strategy will need to be developed nearer the time.
- Pitches are in good shape – credit to the ground contractor.
- Better care of goals is needed - replacing wheels costs £300/goal.
- Plans are in place to store goals in shipping containers or to keep them off the ground to reduce damage to nets by rabbits.
- A new stock of corner poles and flags has been obtained.
- A new rabbit control contractor is operational. Concerns were raised about lamping and use of shotguns – **JLV to follow up with the contractor.**

## Site security

- Examples continue to be reported when the entrance gates are open with the site apparently deserted.
- There had been a recent incident when the alarm system had been triggered by someone who had been lent keys. This had caused considerable stress and hassle for those left to sort it out, and possible involvement of the police. As a consequence, it was agreed that the lending of keys should be banned. The current five keyholders (who are on the alarm company's database) should be sufficient. Others known to have keys of any type will be asked to return them – **Action ARP.**
- It was agreed that a CCTV system should be installed. **TA, CV and ARP to meet to compare quotations and decide the best option.**
- An electrician has recently repaired the external security lighting.
- Concerns continue about the risk of invasion and occupation by travelers. ARP has been in contact with Sportsguard who have confirmed that willful damage to playing surfaces by third parties is an insurable risk. A quotation is being sought. For pitch reinstatement, our ground contractor has advised that in his experience the minimum cost would be for a skim over and reseed at around £10,400 per full size pitch and for a complete replacement around £18,500/full size pitch. In addition, there would be legal costs to obtain a court injunction to evict and inevitable clean-up costs.

## Facilities

- As agreed at the recent AGM, priorities are (in no particular order) the hot water and heating system, kitchen refurbishment, decking replacement, sewage system maintenance and car park and driveway resurfacing.
- CCTV to now be added to the priorities.
- ARP is following up sewage system maintenance (no maintenance since installation some 12 years ago and failure would be a showstopper). Cost of maintenance engineer initial inspection likely to be around £250.00 + VAT.
- It was agreed the decking area now needs to be roped off when wet because of the slip hazard.
- CV has produced a facilities task list. **CV, TA and ARP to meet to review and progress** (liaising with other committee members as necessary).
- **TA and ARP to meet to review facility compliance.**

## **Communications**

- CV advised that changes by Pitchero (website provider) will be kept under review.
- Need to get more teams involved in generating news items.
- Will be publicising the Management Committee, so that people know who does what.
- Will be developing sponsorship packs.
- Facebook has been really interactive and generates more responses than email.
- The club's broadband contract (with BT) has been unchanged since the clubhouse opened some 12 years ago. It is considered that retaining broadband is desirable and alternative packages will be reviewed and the best option obtained.

## **Events and dates**

- Dates proposed by JB and agreed:  
In-house Mini World Cup tournament – Saturday 30 May 2020  
Presentation Day – Saturday 13 June 2020
- AGM – Monday 8 June 2020
- Catering at Chiltern Youth League cup finals at Barton – If invited this would be on Sunday 10 May 2020.
- Trials dates to be confirmed.
- Leighton-Linslade School Sports Partnership will be using the ground for a football event on Thursday 26 September 2019.
- Luton Town FC have asked to use the ground for a soccer school on 21 – 23 October 2019 (Leighton United players get discount rate).
- A proposal for our own pre-season tournament in 2020 was mentioned. To be followed up at the December committee meeting.
- The ground contractor wants to close the ground as soon as possible in 2020 (preferably by the end of March) so that the top area can be reseeded.

## **AOB**

- JLV – A company called Oglove, a supplier of waterproof gloves, operate a brand ambassador scheme whereby sports clubs can receive financial rewards for products sold using their specific discount code. It was agreed to sign up.
- CV – Plan to resurrect Easyfundraising.
- ARP – The defibrillator battery is due for renewal in November (could cost several hundred pounds).
- ARP – Concern about the Recreation Ground car park being used by club visitors. 26 cars seen on a recent Sunday morning when there were no footballing or community hall activities over there. We have repeatedly asked our own people not to park there but cannot do anything about visitors from other clubs. Probably only a matter of time before a complaint is received.

## **Date of Next Management Committee Meeting**

**Scheduled for Monday 9 December 2019 starting at 19.30.**

**Alan Redrup  
Chairman**