

MINUTES

MEETING OF:	Chelmsford City Walking Football Club - Committee Meeting
DATE:	05 January 2021
TIME:	2.00pm to 3.55pm
VENUE:	Videoconference

PARTICIPANTS:	Terry Buck, Peter Osborne, Chris Jullings, Bob Willis, Gary Murphy
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ITEM No.	DESCRIPTION
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1.	Apologies for absence: None – All present
2.	Minutes of meeting 01 December 2020 Agreed Proposer – Chris Jullings Seconder – Bob Willis
3.	Action Points from previous meetings - See Annex A.
4.	Club finances <ul style="list-style-type: none"> Current financial status The accounts indicate that as at 01 January, income exceeds expenditure by over £521. Cash at bank stands at over £3,296 and cash-in-hand £40. Debtors stand at £140. Net assets = £3,451 Forecast for 2021 A net deficit of around £100 is predicted for 2020/21. This is due to the COVID lockdown, the result of which is that we are not now generating any income from our training sessions. However, this does not take into account Club kits purchased for resale that are currently in stock, total value £275.
5.	Social Secretary update <ul style="list-style-type: none"> Chris provided a review of Houseparty 6 that was held on 18 December. On the night a total of 26 people participated. The Committee agreed that, as has become tradition, it had been a great success. The contributions of Chris, Bob, Spencer and Bill H. were very much appreciated. Attentions are now turning to Houseparty 7, which is planned for 22 January. Although a face-to-face social event in April had been an aspiration, the current COVID status makes this unrealistic. The focus has now turned to an event for autumn. Chris updated the Committee on the conversations he had had with 'vulnerable' members.

6.	<p>COVID-19/Training sessions</p> <ul style="list-style-type: none"> • The Committee noted that the timing of a WF restart is very unclear at the moment. Members will undoubtedly feel more comfortable after they have received their vaccinations. • The Committee discussed the possibility of providing members with their own training bibs, picking up on a proposal that Peter had made some time ago and an approach made to him recently by Peter Orford. It was agreed that Gary would explore options and costs. <p>AP1/0121. Gary to explore options for and costs of providing a personal training bib for members.</p>
7.	<p>Team managers 2021 and EWFL update</p> <ul style="list-style-type: none"> • Team managers 2021 Terry has decided to stand down as manager of the over 65s. The opportunity for members to be appointed as team managers will be offered to others. The Committee will discuss further at a future meeting. • EWFL 2021 <ul style="list-style-type: none"> ➢ As at 05 January, the number of CCWFC members expressing an interest in representing the Club in EWFL competitions is sufficient to enter 1 x over 60s and 1 x over 65s team. It is anticipated that in the coming couple of weeks, numbers will swell sufficiently to support two teams in each of these age groups. The over 50s position is very unclear. ➢ The EWFL's working assumption is that their league competitions will start on 01 May, but this will be influenced by government/FA directions on COVID.
8.	<p>Processing new member applications</p> <p>The receipt of an application to join CCWFC had prompted opinions as to how these should be processed in the future. Hitherto such applications had just been processed without further enquiry but Peter highlighted that the soon to be launched 'Club Constitution' required the decision to support membership to be one for the Committee as a whole.</p> <p>In future, applications will be referred to the Committee for approval and will be refused if a CM is aware of anything that casts doubt over the ability of the prospective member to observe the standard of conduct expected. If, when membership has been approved, it becomes clear that a new member's behaviour does not meet expected standards of conduct, membership will be revoked.</p>
9.	<p>AoB</p> <p>Gary – Solicited views of CMs as to the quality of the new footballs he had purchased. Although it was early days, impressions are very favourable and at £6 each they appear to represent good VFM. After the training sessions restart consideration will be given to purchasing more.</p>

10.	Date/time of next Committee meeting (video conference) 03 February 2021. 2.00pm to 4.00pm
	Videoconference ended at 3.55pm

ACTION POINTS

AP No.	DESCRIPTION	OWNER	UPDATE	STATUS
1/1019	Chris and Peter to discuss RWF next steps.	Chris Peter	<p><u>11/19</u> Chris Jullings has ordered another 1000 leaflets. John Green is distributing in Chelmsford and at City match days. Chris is in contact with provide and a group of doctor's surgeries. Chris is collecting names; he has had 3 responses so far. 1 player came last week. 1 is waiting. 1 said it was not for him after a talk with Chris. Gary is concerned that players should not be allowed to come too early, Chris is managing responses to try and manage.</p> <p><u>12/19</u> John Green has been publicising the RF proposal. He will make further contact with parties who may be interested. Five people have expressed an interest thus far. Some have joined the current Tuesday/Thursday sessions already.</p> <p><u>01/20</u> Chris has had a conversation with John Green. The view is that we are nearly ready to commence the initiative. Today's session was attended by 31 players. Some of these were newcomers. If the newcomers, most of whom may be better suited to RWF, continue to participate the RWF team will</p>	On hold

			<p>set up the RWF sessions. Further review of the situation to take place next month.</p> <p><u>02/20</u></p> <p>No further change since last meeting.</p> <p>It was acknowledged that the influx of new members, some of whom are less capable, may have eroded the standard of football being played at the moment. Some of these newer members may prefer RWF. No further action for the time being.</p> <p>The Committee acknowledged John Green's efforts to promote RWF.</p> <p><u>03/20</u></p> <p>Chris and John have been replenishing stocks of leaflets at various locations (libraries, GP surgeries). A number of expressions of interest have been received via libraries.</p> <p><u>04/20</u></p> <p>On hold at the moment due to Covid-19 restrictions.</p> <p><u>05/20</u></p> <p>As for 04/20. CF to next meeting.</p> <p><u>06/20</u></p> <p>As for 05/20. CF to next meeting.</p> <p><u>08/20</u></p> <p>CF to next meeting.</p> <p><u>10/20</u></p> <p>The current training only sessions have enabled the Committee to review its approach to its operating model. Views were expressed that post-COVID, the Tuesday/Thursday sessions will include training regimes as well as matchplay. It is also possible that some members may prefer not to engage in matchplay in the future. Nearer</p>	
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			the time members will be canvassed for their views. <u>11/20</u> CF to a future meeting.	
5/1019	Peter to revisit the draft of the Club's potential Code of Conduct in due course.	Peter	<u>11/19</u> CF to next meeting. <u>12/19</u> Peter will upload a copy of the draft 'Rules for Club Members' and 'Club Constitution' into Dropbox. <u>01/20</u> Carried forward until after the start of the EWFL 2020 season. <u>04/20</u> CF to next meeting <u>05/20</u> Peter had circulated to CMs the update 'Club Constitution' and 'Rules for Club members' documents. He will update further to take into account observations provided by Chas Eaton to the first draft and share with CMs. <u>06/20</u> See Item No. 4 in Minutes. <u>08/20</u> CF to next meeting. <u>10/20</u> Peter reminded the Committee that circulation of the draft documents 'Club Constitution and Procedures' and 'Rules for Club Members' had been postponed due to the need to re-direct his efforts onto the Committee election process. The election process and the restrictions brought about by COVID-19 had also highlighted the	Open

			<p>need to make further changes to the drafts. Bob agreed to undertake a critique and feedback to Peter before final circulation to members for comment.</p> <p><u>11/20</u> Bob and Joanne have reviewed the re-drafted documents. Observations have been addressed. The documents will now be circulated to members for comment</p> <p><u>12/20</u> Comments on the circulated drafts have been received from a handful of members. Peter will now consolidate these and circulate a review document, signposting changes required, to Committee members for agreement.</p> <p><u>01/21</u> The Committee has signed-off the changes to the Constitution and Member Rules that were brought about by member responses to the drafts. Peter will now consolidate the 'Club Vision', 'Constitution', 'Rules for Club Members', and 'Laws of the Game' documents and circulate the final version to members. Peter will also write to those members who had taken the time to comment on the drafts and share with them the Committee's response to their observations.</p>	
1/0320	Chris to revisit the Club's marketing material with a view to attracting players of a higher standard.	Chris	<p><u>04/20</u> Chris has drafted some material but no further action to be taken during Covid-19 restrictions.</p>	On hold

			<p><u>05/20</u> Chris has nearly finished the re-draft, which reflects a change of emphasis. He will circulate to CMs for sign-off.</p> <p><u>06/20</u> CF to next meeting.</p> <p><u>08/20</u> CF to next meeting.</p> <p><u>10/20</u> On hold. CF to a future, post-COVID meeting.</p>	
5/0320	Peter to advertise for a volunteer to take over the Membership Secretary role.	Peter	<p><u>04/20</u> Peter explained that he had further thoughts about this role. He advised that he would be content to continue to maintain the Membership Register and updating Pltchero but others need to take responsibility for issuing blank membership application forms (MAFs) to new members, pursuing their return and passing to Peter to update the register. It was also agreed that an appointed member(s) need to maintain the Attendance Register for both Tuesday and Thursday as that helps to identify new members and monitor the return of completed MAFs. That person (or persons) would be ideally placed to issue the blank MAFs.</p> <p>Following a debate it was agreed that Chris would approach John Green to determine if that role would interest him.</p> <p>ACTION: Chris to approach John Green to determine if he would like to take on the role of managing the Attendance Register, issuing blank</p>	On hold

			<p>MAFs to new members, checking their correct completion and handing over to Peter to update the Membership Register and Pitchero.</p> <p><u>05/20</u> Chris has not yet had a conversation with John Green; reminders to him have not been answered. He will follow up.</p> <p><u>06/20</u> Chris and John have discussed the proposal. John was attracted to the idea but would like to wait until normal services have been resumed before taking a decision.</p> <p><u>08/20</u> CF to next meeting.</p> <p><u>10/20</u> CF to next meeting.</p> <p><u>11/20</u> CF to a post-COVID meeting</p>	
1/0620	Gary to write to Bluefin and ECFA to determine how CCWFC can take advantage of the 50% grant being offered by ECFA to cover PAI for 20/21.	Gary	<p><u>08/20</u> Peter has made enquiries of ECFA. They agreed that Bluefin's quote did not reflect the ECFA grant. ECFA have agreed to refund CCWFC in due course.</p> <p><u>10/20</u> ACTION: Terry to make enquiries of Rob Craven at ECFA.</p> <p><u>11/20</u> Terry has contacted Rob Craven. The FA will be making the appropriate refund.</p> <p><u>12/20</u> ECFA have emailed Terry to advise that they are processing the refund.</p>	Closed

			<u>01/21</u> Refund of £60 received.	
9/1020	Bob to explore with CCFC (Steve Shore) details of the proposed sponsorship offer.	Bob	<u>11/20</u> Bob updated the Committee re. his conversations with Steve Shore (CCFC Chairman) about sponsorship of CCWFC. We are formulating a sponsorship brief which will set out how we see the relationships working and what the mutual benefits might be. As a flavour we are considering a range of possibilities including kit; equipment; support for 3G training costs; CCWFC promotion/advertising at the 3G pitch and/or CCFC ground. This is work in progress but rapidly taking shape. <u>12/20</u> No developments since last meeting. <u>01/21</u> No developments since last meeting.	Open
1/1120	First aiders to check their kits to determine what replenishments are necessary.	All First Aiders	<u>12/20</u> Bob has checked his kit. Work in progress for others. <u>01/21</u> CF	Open
2/1120	Chris to purchase specialised PPE.	Chris	<u>12/20</u> Chris will be collecting the PPE on 02 December. <u>01/21</u> Chris has collected the PPE that will be used as necessary in the case of an emergency. This will be held by training session managers.	Closed

1/1220	Chris and Peter to produce a first draft of an Action Plan to deliver the 'Direction of Travel' document and share with the Committee at the next meeting.	Chris Peter	<u>01/21</u> CF to next meeting.	Open
2/1220	Peter, Chris and Bob to consider Terry's suggestion that it might be preferable if one of them succeed him as Chair.	Peter Chris Bob	<u>01/21</u> The Committee agreed unanimously that Chris would take up the role of Chair. This appointment would need to be ratified at the next AGM, in accordance with the Club's Constitution (unless there were other contenders in which case a full election process will be invoked). Members will now be advised of the appointment. The roles of Membership Secretary and Fixture Secretary will also be advertised as part of a wider review of Committee/non-Committee roles.	Open