

## MINUTES

MEETING OF:	Chelmsford City Walking Football Club - Committee Meeting
DATE:	12 April 2022
TIME:	1pm to 3.45pm
VENUE:	CCFC, Salerno Way, Chelmsford

PARTICIPANTS:	Chris Jullings, Peter Osborne, Bob Willis, Steve Shoosmith, David Gregory, Terry Buck (telephone)
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ITEM No.	DESCRIPTION
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1.	<b>Apologies for absence:</b> Spencer Pratten
2.	<b>Minutes of meeting 01 March 2022</b> Agreed Proposer – Bob Willis Seconder – David Gregory
3.	<b>Action Points from previous meetings</b> - See Annex A.
4.	<b>Club finances</b>  Terry provided an update. <ul style="list-style-type: none"> <li>• <b>Financial status (at 31 March, year end)</b> <ul style="list-style-type: none"> <li>➤ As at 31 March, cash at bank stood at £1,900 .</li> <li>➤ The Club's net asset value (allowing for pitch hire and other accruals) was £3,764.</li> <li>➤ Net income for the year was £1,335.</li> <li>➤ At year end, only 6 members had not extinguished their 21/22 debts. (At 12 April this had reduced to only one).</li> <li>➤ The Financial Statements for 2021/22 have been prepared and forwarded to David Clarke for independent examination.</li> </ul> </li> <li>• <b>Financial status 2022/23</b> <ul style="list-style-type: none"> <li>➤ Forecast net income of around £1,300. This assumes no increase in pitch hire costs (the Club's largest expenditure head) and a similar spend on kit and equipment as for 2021/22.</li> <li>➤ The Committee were satisfied with this projection and proposed no change to the current operating model.</li> </ul> </li> </ul> <p>On a related matter, Terry raised for debate the potential for the Club to offer free sessions to those members who, in the current climate, may be financially challenged and therefore unable to attend sessions on a regular basis. It was noted that at the Club's AGM 2021, Ray Barry had suggested the creation of a welfare fund to support those members who may be struggling financially. (This proposal was rejected on the basis that it would be extremely</p>

	<p>difficult to administer and that, historically, the Club has managed cases of hardship on an informal basis). The Committee thanked Terry for his caring proposal but agreed that administratively it was not practical. It would continue to provide support to members on an informal basis where appropriate.</p>
5.	<p><b>Social Secretary update</b></p> <ul style="list-style-type: none"> <li>• <b>Quiz night, 8<sup>th</sup> April</b> – Was very successful. Spencer and Vince did a great job. The event raised £530 in aid of Prostate cancer UK.</li> <li>• <b>Gunrunner, 14<sup>th</sup> October</b> – All booked!</li> </ul>
6.	<p><b>Welfare update</b></p> <ul style="list-style-type: none"> <li>• <b>Members</b> <ul style="list-style-type: none"> <li>➤ Chris has contacted a number of injured/unwell members and will continue to keep in touch with them.</li> </ul> </li> <li>• <b>Defibrillator</b> <ul style="list-style-type: none"> <li>➤ The Committee agreed that it will be stored in a purpose made bag (on order), which itself will be stored in a waterproof bag in the CCWFC shed. It will need to be retrieved from the shed at every training session.</li> <li>➤ The subject of insurance was discussed. If it was stolen from the shed it may be covered by CCFC's insurance but this will need to be checked. If necessary, the Club will need to purchase its own insurance.</li> </ul> </li> </ul> <p><b>AP1/0422. Chris to explore with CCFC whether or not theft of the defibrillator from the shed would be covered by the main club's insurance.</b></p>
7.	<p><b>Competitions and Tournaments</b></p> <ul style="list-style-type: none"> <li>• <b>Pitchero</b> <ul style="list-style-type: none"> <li>➤ The Committee agreed that Pitchero, as a tool for advertising events and inviting players to indicate their availability, is very inflexible. By way of example, it will only allow one event per day to be advertised. This is not helpful when training and EWFL events days coincide.</li> <li>➤ Terry has explored alternatives and shared with Committee members his analysis of two other options – Spond and Team Stack. To inform the Committee's decision, Terry will set up the Committee members on both and carry out testing.</li> </ul> </li> </ul> <p><b>AP2/0422. Terry to set up Committee members on Spond and Team Stack to enable testing of the apps., to help inform the Committee's decision on app. selection.</b></p> <ul style="list-style-type: none"> <li>• <b>EWFL events</b> <ul style="list-style-type: none"> <li>➤ Although CCWFC are not involved in the Over 50s league competition, the future for that age group within the Club is looking much brighter.</li> <li>➤ The first Over 60s league event will take place on 26 April.</li> <li>➤ For the Over 65s, Both Clarets and Blues have made a good start to the season. The Clarets are currently topping the league table. It was noted that the Blues have an extremely good team spirit and dynamics.</li> </ul> </li> </ul>

	<p>➤ The first 2022 Over 70s non-league tournament will take place at Chelmsford on 19 May. Ray Rouse and Tony Escott are taking the lead on this.</p> <ul style="list-style-type: none"> <li>• <b>WFA Cup competitions</b></li> <li>➤ The Over 50s were defeated in their first-round cup match but showed great promise given that the squad does not play together on a regular basis.</li> <li>➤ No details of the Over 60s and Over 65s cup matches are available yet.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Other tournaments</b></li> </ul> <p>Chris has received an invitation from Bournemouth WFC to participate in a tournament they are hosting. The Committee agreed that it would be helpful to canvass members as to whether they would be interested in being part of a 'weekend of football on the South coast' involving spouses/partners.</p> <p><b>AP3/0422. Chris to canvass members as to whether they would be interested in being part of a weekend of football on the South coast involving spouses/partners.</b></p>
8.	<p><b>Marketing</b></p> <p>David reported as follows:</p> <ul style="list-style-type: none"> <li>• Leaflet drops have continued. Leaflets were also distributed at the recent CCFC family fun-day.</li> <li>• He has approached Essex County FA for advice as to how they may be able to help, for example by targeted advertising at veterans clubs. Their response is awaited.</li> </ul>
9.	<p><b>AoB</b></p> <ul style="list-style-type: none"> <li>• <b>Steve</b></li> </ul> <p>Noted the receipt of an enquiry from a potential female player. Peter will be writing to her. The Committee noted that over the past couple of years the Club has received a few enquiries from females but, unfortunately, the enquirers have probably been reluctant to attend the Club's sessions because it currently has no female members.</p> <ul style="list-style-type: none"> <li>• <b>Bob</b></li> </ul> <ul style="list-style-type: none"> <li>➤ Enquired about the stock-holding of bibs. It was noted that we have around 50 in stock. Chris still has 3 kits to hand out to team players.</li> <li>➤ Will remind CMs of the shed padlock code.</li> <li>➤ Suggested that it would be nice to create a Club 'photobook'. The Committee agreed. Bob will work on this.</li> </ul> <p><b>Chris</b></p> <p>Suggested that the Club's AGM be staged during August (aim for 16<sup>th</sup>). He will check that the CCFC hall is available. Members will be notified in advance of Peter's formal communication.</p> <p><b>AP4/0422. Chris to check with CCFC the availability of the hall on 16 August to stage the Club's AGM.</b></p>

10.	<p><b>Date/time of next Committee meeting</b></p> <p>17 May 2022. 12.40pm to 2.30pm</p> <p>To be held at CCFC.</p>
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## ACTION POINTS

AP No.	DESCRIPTION	OWNER	UPDATE	STATUS
4/0721	Chris to explore with Gerry the mounting of an approach to Chelmsford Council to have a defibrillator affixed to the Melbourne Park changing rooms.	Chris	<p><u>08/21</u> Chris and Peter will be meeting with Sarah Adkins (Chelmsford City Council) on 10<sup>th</sup> August to discuss this and a number of service issues.</p> <p><u>09/21</u> The case for acquiring a defibrillator to be sited within the changing rooms adjacent to the 3G pitch at Melbourne Park has been submitted to Chelmsford City Council. A response is awaited.</p> <p><u>10/21</u> Chris has made a further approach to CCC following a response that did not address the suggestion. (The unfavourable response was predicated on an AED device being located on the external wall of the changing rooms (where it would be at risk from malicious attack) rather than within them.</p> <p><u>11/21</u> Reply from CCC awaited. Will be pursued.</p> <p><u>12/21</u> McCarthy Stone have committed to purchase an AED. CCFC are happy to mount the device outside, not within, the changing rooms. Chris has approached McCarthy Stone to supply a portable AED. They are working through the details.</p>	Closed

			<p><u>01/22</u> Chris has approached McCann again. Response awaited.</p> <p><u>02/22</u> Chris has chased McCann. McCarthy Stone have given the green light to proceed with the AED purchase. Chris and Gerry will determine the purchase options.</p> <p><u>03/22</u> Chris has had further exchanges with McCarthy Stone (MS). They have requested a handover presentation (probably during a Tuesday training session). Sophie at CCFC is in direct contact with MS regarding the company's advertising.</p> <p><u>04/22</u> The AED has now been received. There will probably be a formal presentation by MS in the near future.</p>	
2/1121	Chris to liaise with Vicky George regarding the timing of the proposed 'Steve George memorial tournament'.	Chris	<p><u>12/21</u> A provisional date of Thursday 31 March has been set for the Steve George memorial tournament. Chris is in discussion with Vicky George (Steve's widow) about finalising arrangements.</p> <p><u>01/22</u> Following further discussions with Vicky, the tournament date has been brought forward to 24 March. The family wishes to enter its own team. Chris will notify Club members.</p>	Closed

			<p>Competition format to be determined in due course.</p> <p><u>02/22</u> CF to next meeting.</p> <p><u>03/22</u> Chris has had further exchanges with Vicky George. She will be providing the names of their players. Bob will prepare a small programme for the event which will reflect the names of the participating players. After the tournament, a social get-together will be held at the CCFC main site.</p> <p><u>04/22</u> The event was a great success. Vicky and her family were extremely complimentary.</p>	
8/1121	Steve to develop proposals for the selection of team managers and assistants for the 2022 season.	Steve	<p><u>12/21</u> Work in progress.</p> <p><u>01/22</u> Managers are already in place. Need to consider assistants and their roles. This will be actioned when the position re. squads for the 2022 season is clearer.</p> <p><u>02/22</u> Two offers of non-playing managers/assistants have been received.</p> <p><u>03/22</u> David Turner will assist the Over 65s Blues. Peter will contact Geoff Stockley regarding assisting with the Over 60s Clarets.</p> <p><u>04/22</u> Geoff has readily agreed to serve as Assistant Manager for the Over 60s.</p>	Closed

10/1121	Chris and Steve to compile a kit/equipment inventory.	Chris Steve	<u>12/21</u> An inventory for Club kits has been completed. An equipment inventory will be completed in due course. It was agreed that the stock of bibs needs to be replenished. <u>01/22</u> CF to next meeting. <u>02/22</u> CF to next meeting. <u>03/22</u> Kit number allocations to be confirmed and distributed accordingly. <u>04/22</u> Actions completed.	Closed
1/0122	Chris to organise an invitation to group leaders and approach Steve Shore (CCFC) regarding the potential to use the main pitch.	Chris	<u>02/22</u> The Committee reflected upon the disappointing response from some Group Leaders to the invitation to attend a 'coach the coaches' session planned by Spencer. Chris and Spencer will agree a communication to widen the net, which will be circulated by 04 February. <u>03/22</u> 'Coaching the coaches' initiative to be postponed until the EWFL season has started. <u>04/22</u> On hold.	Open
1/0222	Peter to canvass members to ensure that their personal details, as reflected in the Membership Register, are extant.	Peter	<u>03/22</u> CF to next meeting. <u>04/22</u> In progress.	Open



1/0322	Peter to advise the EWFL that, following a security review, the storage of EWFL equipment at the CCFC site will no longer be possible.	Peter	<u>04/22</u> Actioned. The EWFL have removed their equipment.	Closed
2/0322	David and Chris to develop an incentive-based invitation to members to seek their active engagement on attracting new members.	David Chris	<u>04/22</u> CF to next meeting	Open
3/0322	Chris to invite members to join a pool to undertake training session selections.	Chris	<u>04/22</u> Only one response received. Chris will issue another request, emphasising the need for help.	Open
4/0322	Chris to approach CCWFC members to seek their support at the proposed CCFC family fun-day on 26 <sup>th</sup> March.	Chris	<u>04/22</u> Actioned. Bob was accorded praise for his work on this.	Closed