



AGM MINUTES

Location: Eagle Sports
Date: 16/07/23
Time: 19:00
Facilitator: Dave Smith & Serena Phillips

Agenda items

1. Rollcall

- Representatives from u6 Development, u7 Hawks, u7 storms, u8 Cosmos, u8 Supernovas, u9 Galaxy, u9 Hurricanes, u9 Rockets, u11 Barca girls, , u11 Wizard, u12 Lions, u12 Madrid (girls), u12 Sharks (girls), u12 Warriors, u13 Coyotes (girls), u15 Rangers (girls), u16 Phoenix (girls), u17 Knights and open age Whittle Hall FC teams were in attendance.
- Dave Smith, Serena Phillips, Stephen Pennington, Andrea Johnson, Louise Bentley, James Clipstone and Lynn Clipstone
- No apologies were received from teams not represented above

2. Opening Comments (DS/SP)

- SP opened the meeting with the background of the prior AGM and EGM timings
- Thanks given for support for her appointment at the EGM

3. Report of the Acting Club Secretary. (DS)

- The club is now accredited as a Tier 3 club
- Every team is individually affiliated, this number is unique to the team. This number, and that of your opposition team, is needed to request a friendly to be sanctioned.
- Thanks to those completing their safeguarding and first aid qualifications
- If you have not done these, you cannot be assigned to a team and added to a team sheet
- Each team must have at least 1 level 1 coach
- 231 registration forms (google forms) have been completed so far
- Parents will receive an email to register the player, which lasts for 5 years. This gives them access to FA education and priority emails for England football events
- This is Dave's last ever AGM to lead – thanks given to all volunteers at the club. Dave will stay on to coach the u6 Dev group.

4. Report of the Head of the Girls Section (AJ)

- 2 teams won their cup finals, with 2 other runners up. We also saw league winners and runners up.
- The club ran tournaments
- Bruce arranged for a defib to be awarded to the club via the Oliver King foundation (we will reconsider our rental defibs at a future meeting, possible a target for fund raising efforts, as the technology has moved on making rental not really necessary). Livewire will be moving under Council control, making it a possibility to have a defib cabinet installed at their premises.
- Great to see the development of the girls teams within the club

5. Report of the Club Treasurer (SP/MRN/BW)

- We are now a large club. Post covid, we had built a large war chest, which was necessary to fund restarting football needs such as purchasing new kit.
- Increasing subs was considered but felt not to be necessary in the current economic climate.
- VOTE: propose reg fees remain at £30 and monthly subs at £20, vote carried
- Need to ensure parents don't take a payment holiday over the summer – we continue to provide training, friendlies and tournament attendance, all of which has associated costs.
- ACTION: Please ensure reg fees are paid by September for players continuing to the new season
- We have very few parents not paying regular subs
- Question: any issue with the Council taking over Livewire? None foreseen

6. CWO update (LC/SP) DBS.

- LC encouraged coaches to remind their teams parents to complete the reg forms early and accurately.
- Numbers of player registered will be provided upon request to allow you to chase those remaining
- Medical issues and permissions will be shared with a coach once the full team has completed the form
- Warning added to the form that it is parents responsibility to stop the standing order for players not continuing, please remind any leavers from your teams of this. Ensure references on the standing order reflect the players current team to allow matching of funds with players for financial reconciliation
- In good shape for DBS applications with a minimal number outstanding for verification, thank you for your support

7. Committee Structure 23/24: Confirmed roles

Role	Description of Role	Additional Notes	Proposed Name(s) of Post Holder	
1	Club Chairperson (CC)	To be the first point of contact between the Club and external bodies. To work with the Vice Chair and the Club (inc. Girls Section) Secretary/Assistant Secretaries to ensure the smooth operation of the Club.	Chair WHJFC Meetings. Attend WJFL/ LCFA meetings as required.	Serena Phillips
2	Club Vice Chairperson (CVC)	As above when required	As above when required	Stephen Pennington
3	Club Secretary (CS)	To be the official named recipient of correspondence from the WJFL and LCFA. To complete the annual England Accreditation (ex. FA charter status) return. To work closely with the Chair and Vice Chair to maintain the integrity of the club within WJFL and LCFA.	To make notes of monthly meetings and publish them. To make a statement at the AGM To attend League meetings and act as the nominated club vote or send a club nominee	Serena Phillips
4	Girls Section Secretary (GSS)	To be the official recipient of correspondence from the WJFL and LCFA	Involvement in the running of the Girls section, including arranging	Andrea Johnson

		<p>To complete the annual FA charter status return for the Girls Section.</p> <p>To work closely with the Chair and Vice Chair to maintain the integrity of the club.</p>		
5	<p>Club Assistant Secretary (Fixtures/ Training) (ASFT)</p>	<p>To be responsible for the weekly coordination of fixtures at Livewire (GS)</p> <p>Livewire (Orford), Barrow Hall Lane, Dakota Park (WBC)Penketh HS and any other venues WHJFC uses.</p>		Lloyd Berry
6	<p>Club Assistant Secretary (WJF League and Liverpool County) (ASLC)</p>	<p>To assist the Club Secretary in expediting written requests from WJFL and LCFA. To attend WJFL meetings as required.</p>	<p>Minute taking at GM and AGM</p>	Vacancy
7	<p>Assistant Secretary (Training and Manager Welfare coordinator) (ASTW)</p>	<p>To arrange for Assistant Secretary team to interview prospective managers. To present an explanation as to the running of the club/teams.</p>	<p>To monitor on FA WGS the training of Managers and Coaches and move towards every team having a L1 qualified coach as a minimum.</p>	Richard Gaskell (MS)

8	Club Treasurer (CT)	<p>To keep a monthly analysis of income/outcome. To present this to the monthly meeting.</p> <p>To initiate payment of invoices with the two assistant treasurers(1of2) confirming the transaction.</p> <p>To prepare a statement of Accounts for the Club.</p>	<p>To keep a monthly analysis of income/outcome. To present this to the monthly meeting.</p> <p>To initiate payment of invoices with the two assistant treasurers(1of2) confirming the transaction.</p> <p>To prepare a statement of Accounts for the Club.</p>	Steve Pennington
9	Club Assistant Treasurer (CAT)	<p>To work with the Club Treasurer and the Assistant Treasurer (Girls Section) in ensuring the smooth financial running of the Club.</p>	<p>Joint signatory for the Bank Account.</p> <p>Monitor income from Subscriptions. Seek reimbursement from lapsed payments of current players.</p> <p>To coordinate fine payments to LCFA.</p> <p>To coordinate trophies and medals for Club teams along with AT(GS).</p>	Mary Rose Noble

10	Assistant Treasurer (Girls Section) (GSAT)	To work with the Club Treasurer and Club Assistant Treasurer in ensuring the smooth financial of the club.	<p>Joint signatory for the Bank Account. Monitor income from Subscriptions (Girls Section). Seek reimbursement from lapsed payments of current players.</p> <p>To coordinate trophies and medals for Club teams along with CAT.</p>	Bruce Wilson
11	Club CWO U 6-12 (CCW1)	<p>To establish with new Managers/Coaches a DBS Check.</p> <p>To deal with complaints made against adults within the age groups 6-12</p> <p>To establish an informal reconciliation/ disciplinary investigation/ disciplinary hearing to resolve the formal complaint.</p>	<p>To work closely with the other CWO's to ensure the fair running of all child welfare matters and to share knowledge and experience.</p> <p>To work with LCFA regarding CW matters.</p> <p>To coordinate the use of a Club complaints form.</p>	Vacancy

12	Club CWO U13-18 (CCW2)	<p>To establish with new Managers/Coaches a DBS Check.</p> <p>To deal with complaints made against adults within the age groups 13-18.</p> <p>To establish an informal reconciliation/ disciplinary investigation/ disciplinary hearing to resolve the formal complaint.</p>	<p>To work closely with the other CWO's to ensure the fair running of all child welfare matters and to share knowledge and experience.</p> <p>To work with LCFA regarding CW matters.</p> <p>To coordinate the use of a Club complaints form.</p>	Serena Phillips
13	Club CWO (Girls' Section) (U6-U16) (CCW3)	<p>To establish with new Managers/Coaches a DBS Check.</p> <p>To deal with complaints made against adults within the Girls age groups 6-16.</p> <p>To establish a disciplinary investigation/ disciplinary hearing to resolve the complaint.</p>	<p>To work closely with the other CWO's to ensure the fair running of all child welfare matters and to share knowledge and experience.</p> <p>To work with LCFA regarding CW matters. To coordinate the use of a Club complaints form.</p>	Lynn Clipstone

14	Club Kit and equipment Coordinator. (CKC)	<p>To coordinate with Managers/ Coaches regarding the purchase of kit and equipment.</p> <p>To coordinate with the Treasurer the costings of proposed purchases prior to the order being made.</p>	To maintain the two-year plan as to kit renewal.	Louise and Carl Bentley
15	Club Quarter Master. (CQM)	<p>To work with the equipment coordinator to ensure that shared equipment is held centrally at the Container and is replaced when required.</p> <p>Maintain order within the container.</p>	<p>To have an inventory of shared stock.</p> <p>To keep a stock book for the container.</p>	Lloyd Berry/Mark Giblin
16	Club Fund raising and events Officer. (CFRO)	To arrange meetings of interested club members to plan, organise, carry out and review events for the Club.	To coordinate with the Treasurer costings for planned events	Graham Noble

17	Club social media and Cyber Officer. (CSMO)	To belong to and monitor the WhatsApp and other social media sites that operate under the name of WHJFC.	To understand along with the Assistant Secretaries the GDPR responsibilities of the club.	Lisa Kemp
18	Club Website and IT Officer. (CWIO)	To maintain the Club Website and plan changes required to keep up to date.	To advise as to future IT needs.	James Clipstone
19	Club recruitment coordinator (CRC)	To coordinate expressions of interest raised through the website with Managers. To keep an up-to-date list of players wanting to play for the Club.	To coordinate with the Secretary/ assistant Secretary to monitor applications.	Louise Bentley
20	Club Coach mentor. (CCM)	To support new Managers and Coaches in gaining FA L1 and visit training sessions.	Organise CPD for Coaches where appropriate. Liaise with CWO.	Richard Gaskell (With support of a team of 4 experienced Managers- Mentors)

21	Committee (Co-opted) (CCM)	To support the Club Coach mentor new Managers and Coaches in gaining FA L1 and visit training sessions.	Invited to contribute to GM when required.	Richard Jones (By invitation, to be extended)
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It is customary to make the retiring chair an honorary president of the club. Steve Pennington proposed that Dave Smith be granted this honour – VOTE: vote passed unanimous

8. Events report from Events Co-ordinator (GN)

- 5 tournaments were run over the summer
- 25th Anniversary planned events
 - o 2nd Sept – Dave Hughes memorial tournament, 9v9 teams, shield to be awarded annually. Teams currently include vets, male coaches, female coaches, open age team
 - o 29th Sept – Sportsperson dinner, MC and Steve Kindon booked. Hotpot dinner, raffle/auction. £25 a ticket, with half of proceeds to go to Papyrus, a local charity for prevention of suicide in young people. 220 tickets to be released
 - o 22nd Oct – Halloween party for children with entertainer
 - o 2nd Feb – Bedlam Bingo, Pete Pinnington booked to run
 - o Date TBC – coaches Christmas drinks

9. Website (JC) / Social media update (LK)

- Website up to date, ideas or help contact JC
- LK will pin recruitment post on social media

- Handbook complete, to be added to website
- Recruitment working well, continue to reach out to LB for vacancies
- Website to have open age details added

10. Coach mentor update – (RG)

- Work in progress
- Shared notes on prevention of injury in women's football with girls coaches
- Session plans to be added to website for quick reference

11. A.O.B :

- Bushes to be cut further back on GSPF, Steve Pennington to speak with Council
- LC raised need for additional CWOs given the size of the club and Serena's move to Chair/Secretary role. Gave a brief outline of the role and ways we support teams. Contact LC for more details if interested
- Trophies – Steve shared the proposed participation and specials trophies for 2023/2024 season. VOTE: agreed the participation trophy to allow for early price guarantee, specials to be discussed
- Winter slots, confirmed? Can club take more teams, is there another plan on locations etc. The club is always open to additional locations, raise to committee. Details of the funding being looked at for GSPF but this will not be a quick outcome. This will address drainage issues.

	Future Meetings: Date Proposed	Agreed Date	Main Themes
1	Sunday 13 th August		
2	Sunday 17 th September		
3	Sunday 15 th October		
4	Sunday 12 th November		
5	Sunday 10 th December		

NOTES:

Non-competitive medals Please collect your teams medals from the container