MINUTES OF BERKHAMSTED RAIDERS C F C

**ANNUAL GENERAL MEETING 2018/19**

**Held on Monday 2nd September, 8pm**

**Officers present:**

**Chairman** Keith Pollard

**Vice-Chair** Andy Grindrod

**Treasurer** Steve Bird

**Charity Secretary** Julia Bastiman

**Secretary** Claire Roger

1. **Meeting Opened**

The Chairman welcomed everyone to the 2019 Annual General Meeting and declared a quorum was present and the meeting could therefore proceed.

1. **Approval of Minutes of Previous Meeting**

It was agreed that the minutes of the 2018 AGM were a true and accurate record of the proceedings.

1. **Chairman’s Report**

The Chairman gave a summary to the meeting of 2018/19 season, giving the objectives of the Charity. Anticipate there being 99 teams and 1180 + players in 19/20 Season.

During 2018/19 the club: -

* Provided sport for around 1,200 boys and girls.
* Increased the participation in girls’ football
* Provided Walking Football, Inclusive, Ladies, Veterans, Senior Football and Futsal.
* Selected as one of 25 “Super Clubs” by the FA
* Funded Arsenal Ladies Partnership Programmes.
* Supported CRY and defibrillator in place at all locations.
* Taken 400 Raiders on tour, 200+ to Watford Match Day and held a boys and girls tournament.
* Shared out knowledge with others which includes UK Clubs and the Norwegian FA.
* Pursuit of new facilities and pitches.
* Strengthened the “management team”.

The Chairman then announced Club Awards:

* Team of the Year – U12 Red: Danny Oliver, Mark Knight.
* Martin Rogers Trophy – Mark Lawlor
* Club Person of the Year – Mark Walter

The Chairman also thanked the committee for all their work throughout the season and the highly valued contribution from volunteers and parents.

The Chairman also thanked Carol Preedy who had decided to step down this year as Trustee for all she had done for the club and handed her some flowers.

1. **Treasurer’s Report**

Steve Bird presented the Treasurers Report in which he stated the following and took questions.

* The foundation of good financial management is to keep it simple. We are complaint to Charity Commission recommendations.
  + We keep good accounting records with regular bank reconciliations and quarterly management accounts.
  + We manage cash and have dual authorisation on any payment.
* INCOME We generated £9,042 less than we budgeted (3%)
  + Donations and Sponsorships were less than budgeted
  + Tour and Watford Match Day generated less than budgeted.
* EXPENDITURE We spent £4,514 more than we budgeted (1.5%) as
  + Pitch hire cost us more.
  + Medals and trophies cost us more than we planned.
  + Referee costs were higher than budgeted.
  + WE spend £5,500 on finding a home for Raiders.
* OVERALL
  + We budget to break even or make a surplus to bolster reserves. This year we made a small loss due to 2 core events. Firstly, we overspent on pitches and referees and secondly on finding a home for Raiders.

Going forward we intend to

* Build an investment fund
  + We need to gently increase our annual subscriptions to bridge the gap between income and costs.
* New ways of generating a revenue are
  + We are exploring a way of using gift aid on expenses to help raise funds.
  + We are considering registering for VAT to reclaim some lost expenditure.
  + We now have a volunteer who is focused on Sponsorship.
* With regards to financial responsibility we intend to
  + Update financial governance.
  + Have quarterly management reports.
  + Use Sage online more and more.

The accounts were voted on by those present and accepted unanimously.

1. **Amendments to the Constitution**

To increase maximum number of trustees from 9 to 12 (Article 2.9(3))

**Show of hands- all in agreement**

1. **Election of Trustees and Officers**

The following Trustees were elected unopposed: -

* Chair of Charity - Keith Pollard
* Charity Treasurer – Steve Bird
* Charity Secretary – Julia Bastiman
* New Trustee – Alison Spencer

The following Football Management Committee were elected unopposed: -

* Chairperson – Andrew Smith
* Vice Chairperson – Andrew Grindrod
* Club Secretary (Administrator) – Claire Roger
* Finance Officer – Matt Williams
* Purchasing Officer – Mark Lawlor
* Development Officer – Paul Russell

1. **Chairman’s Plans for 2019/20**

* Pursue development of new facilities and pitches.
* Grow girls’ football and hold boy’s participation.
* Grow Futsal.
* Develop our pathway for the talented player.

1. **Any Other Business**

**Berkhamsted Community Stadium/Velvet Lawn**

It was confirmed that we are no longer going ahead with the Broadwater Project at Berkhamsted FC but are no looking to Velvet Lawn, which looks to be a more viable.

We are meeting with the Football Foundation in the next couple of weeks to discuss our options.