



**Leicestershire & Rutland County FA
Council Meeting
Agenda**

Meeting to be held via Teams

**Tuesday 28th July 2020
Commencing at 7pm**

LEICESTERSHIRE & RUTLAND COUNTY FOOTBALL ASSOCIATION
MEETING OF COUNCIL
AGENDA OF A MEETING TO BE HELD
ON 28TH July 2020
COMMENCING AT 7PM

Members: D Jamieson (Chair); J Ball (President); S Abson; B Alman; C Atkinson; C Banks; L Batchelor; J Bennet; M Brady; K Clayton; A Colin; M Cornes, R Crane; T Deacon; J Dean, N Garner; P Gibson; P Grange, B Johnson, K Johnson, D Jones; D Kay; A Kent, H Lillystone; A Littlejohn, G Naphthine; C Palmer; D Pegg; C Smith; C Tissington, D Wapples, J Waldron, L Ward, P Whateley; G Wells

Attendees: K Ellis (CEO), J Dunmore (Head of Football Operations), L Jones (Board Advisor), R Cader (Independent Director), S Sharma (Non-Executive Director & IAG Chair)

Part A: 7.00-8.15pm

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| 1 | Chairman's Welcome and Introductions |
| 2 | Apologies for absence. |
| 3 | Minutes |
| 3.1 | LRCFA Council - To receive the minutes from the meeting held on 15th January 2020. |
| 4 | Matters Arising |
| 4.1 | Matters Arising from the meeting held on 15 th January 2020. |
| 5 | To receive a Presentation on the current position of the LRCFA Delivered by the LRCFA Chief Executive Officer –Kelly Ellis. |
| 6 | Presentation Q&A |

Part B: 8.15-8.30pm

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| 7 | To note the Minutes of the Board of Directors Meeting's, |
| 7.1 | 17 th March 2020 |
| 7.2 | 1 st April 2020 |
| 7.3 | 22 nd April 2020 |
| 7.4 | 13 th May 2020 |
| 7.5 | 3 rd June 2020 |
| 7.6 | 23 rd June 2020 |

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| 7.7 | 14 th July 2020 |
| 8. | <p>To receive the reports of the following Standing Committees,</p> <p>Competitions Committee – 09th January 2020</p> <p>Competitions Committee – 06th February 2020</p> <p>Referees Committee – 13th January 2020</p> |
| 9. | Chief Executive Report. |
| 10. | FA Delegate Report. |
| 11. | Any Other Business. |
| 12. | <p>Dates of Council Meeting's 2020-21</p> <ul style="list-style-type: none"> • Council & Standing Committee Dates & Membership for 2020-21 to be communicated from August. |



LEICESTERSHIRE & RUTLAND COUNTY FOOTBALL ASSOCIATION LIMITED

**Minutes of the Council meeting held on 15th January 2020
7:00pm at Holmes Park**

1. Attendance

D Jamieson (Chairman); J Ball (President); J Bennet; M Brady; M Cornes; T Deacon; D Frost; P Grange; B Johnson; K Johnson; H Lillystone, A Markley; W McDermott; G Naphthine; C Palmer; C Smith; J Waldron; D Wapples; L Ward; G Wells; K Ellis (Secretary), J Dunmore (LRCFA Head of Football Operations), R Gallop (Designated Safeguarding Officer).

2. Apologies

B Alman; C Banks, M Cornes, R Crane; N Gardner, D Jones, D Kay, C Tissington, S Walker, P Whateley, G Wright.

3. Chairman's Opening Remarks

- 3.1 DJ welcomed all members to the first meeting of 2020. DJ informed Council Members of the sad passing of Graeme Digby. Council stood to reflect.
- 3.2 DJ provided Council with a verbal update of the challenges that the Association is presented with. These include the Associations Corporate Governance, the emergency nature of the Associations finances and cashflow and the ongoing operational and financial challenges of the LRCFA headquarters, Holmes Park.
- 3.3 DJ informed Council that there was an immediate need to address the outcomes of the Independent Board Skills Diagnostic which recommended that the Association widen the skills set of the Directors. DJ announced that the Association would look to recruit independent, specialist Directors as part of the existing Articles of the Association. Initially, this will include a Non-executive Director and Inclusion Advisory Group Chair. Other roles to explore will include a HR Director and support with a feasibility study of Holmes Park. DJ proposed that an EGM will be called in March/April to move forwards.
- 3.3 DJ outlined the impending publication of The FA's County FA Code of Governance. The code will be the blueprint for County FA's to work towards. Council members will receive an electronic of the Code when available in the forthcoming weeks.
- 3.4 DJ informed Council that the partnership with LCFC will conclude at the end of June 2020. The costs of operating Holmes Park have been significant increased during the time of the partnership. There is an urgent need to carry out a feasibility study of the financial and operational management of Holmes Park. It will be important to explore and consider all options available to the Association which could include, leasing, selling or refurbishing.

4. To receive the Minutes of Meeting of Council held on Tuesday 08th October 2019.

- 4.1 The minutes were a true and accurate account.

5. Matters arising from Minutes

- 5.1 There were no matters arising.

6. To receive the reports of the following Standing Committees: -

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| 6.1 | Competitions Committee – 10.10.19 | The minutes were moved. |
| 6.2 | Competitions Committee – 07.11.19 | The minutes were moved. |
| 6.3 | Competitions Committee – 11/12/19 | The minutes were moved. |
| 6.4 | Referee Committee – 11.11.19 | The minutes were moved. |

7. To note the minutes of the Board of Directors

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| 7.1 | Board Meeting – 29.10.19 | The minutes were moved. |
| 7.2 | Board Meeting – 26.11.19 | The minutes were moved. |
| 7.3 | G Wells asked for further clarification on why the private loan was not taken by the Board in September 2019. DJ explained that the Board did not feel it would be able to meet the terms and conditions of the loan requirements with regards to a full payback within 12 months and a 9% interest rate with no specific business plan in place to support this. | |
| 7.4 | G Wells questioned the involvement of The FA with regards to the Associations finances and the position he suggested that this placed the LRCFA Finance Director in. DJ outlined that the FA are regularly in receipt of all CFA finances so that support and guidance can be offered where applicable. The FA worked with the LRCFA executive to produce a detailed cashflow forecast given the emergency nature of the financial situation of the Association and the absence (due to ill health) of the LRCFA Finance Director at this time. This was confirmed by the Finance Director, K Johnson. | |
| 7.5 | G Wells questioned the involvement of L Jones. DJ highlighted that L Jones had joined the Board as an Advisor. This support was particularly welcomed at this particularly challenging time. | |
| 7.6 | G Wells questioned the role and purpose of Council and the need to establish clarity between Board & Council responsibilities. | |
| 7.7 | M Brady queried the 60k sinking fund. KJ – Finance Director stated that this was money not in available cash. | |

8. To receive a presentation on the Safeguarding Operating Standards 2019-21 by Rachael Gallop, LRCFA Designated Safeguarding Officer.

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| 8.1 | R Gallop provide members with the annual safeguarding briefing and the 2019-21 Safeguarding Operating Standards. The key changes or additions to the Standards were summarised including the need for requirement for coaches of adult teams with an U18 player requiring a DBS check from next season. | |
| 8.2 | R Gallop highlighted the importance of safeguarding being everyone's responsibility and reminded members of their LRCFA Council specific responsibilities which includes having an in date signed Code of Conduct, Cascade Training, Safeguarding Children Workshop and the Online Safeguarding for Committee Members Course. | |
| 8.3 | R Gallop advised members to contact here as the LRCFA DSO if they had any queries regarding safeguarding or training requirements or the 2019-21 SOS. A copy of the presentation would be circulated to members after the meeting. | |

9. To receive the Chief Executive Report

9.1 Council noted the report.

10. To receive the FA Delegate Report

10.1 Council noted the Report.

11. Any Other Business

11.1 M Brady asked the Chair how decisions would be made upon the future of Holmes Park. DJ said that it was imperative that Council were aware of and part of the decision-making process for options for Holmes Park. Council will be further briefed as the feasibility work begins in the forthcoming months.

12. Dates of Council Meeting 2019-20

- Tuesday 31st March 2020
- Tuesday 23rd June 2020



Board of Directors

17th March 2020

Virtual Meeting

Attendance: David Jamieson (DJ), John Ball (JB), Rasheed Cader (RC), Bruce Johnson (BJ), Keith Johnson (KJ), Laurence Jones (LJ), Dawn Wapples (DW), Kelly Ellis (KE).

Apologies: None

1. Welcome

DJ welcomed all to the special virtual meeting of the Board of Directors.

2. NatWest Bank Loan

On Friday 13th March 2020, KE received a letter from Salusbury Harding & Barlow Solicitors and Notaries, please see the attached paperwork.

To proceed with the NatWest Bank Loan, LRCFA are required to,

- Provide a copy of our appropriate insurance policy.
- Have two directors sign the Legal Charge (Director & Company Secretary) once the Board have agreed to the following,

"After due consideration of all circumstances and on being satisfied that it is for the benefit of the Company and in the interests of the Company for the purpose of carrying on its business to create a legal charge in the form now produced ("the Legal Charge") to secure all the liabilities of the Company, as specified in the Legal Charge, to National Westminster Bank PLC it was resolved that the Legal Charge be executed as a deed by the Company and that it be duly registered in the books of the Company and with the Registrar of Companies."

The Board of Directors unanimously agreed with the above statement and requested that the Finance Director (KJ) and Company Secretary (KE) sign the Legal Charge on behalf of the Association.

3. Any Other Business

No other business was discussed at the meeting.

4. Date of Next Meeting

Dates to be confirmed.



Board of Directors

01st April 2020

Virtual Meeting Via Teams

Attendance: David Jamieson (DJ), John Ball (JB), Rasheed Cader (RC), Bruce Johnson (BJ), Keith Johnson (KJ), Dawn Wapples (DW), Kelly Ellis (KE), Laurence Jones (LJ) Board Advisor.

Apologies: None

1. Welcome

DJ welcomed all to the meeting of the Board of Directors.

2. Finance

- a) NatWest Bank Loan – The loan has been processed and is available to be transferred from the solicitor across to the LRCFA Santander account.
- b) 2 x cashflow forecasts have been produced by KJ to illustrate different financial modelling. The Board agreed to access the governments Job Retention Scheme (Furlough) to reduce the monthly staff costs.
- c) It is anticipated that the Association would be eligible for both Government Finance Support Schemes, Business Rate Relief and a Business Grant (c£25k) through Blaby District Council. The Rate Relief will reduce monthly expenditure by c£1k. KE to arrange for contract to be made with Blaby District Council to make the necessary applications.

3. Staff

- a) Board agreed that a number of staff would be furloughed as per the list provided until the end of the scheme (May). This will be reviewed in line with Government guidance.
- b) Board agreed that the staff on furlough would be paid 100% of their salary for April. This would reduce to 80% for May.
- c) Staff retained could be furloughed later and that this would be explained to them by KE. Board would review the list of furloughed staff in three weeks' time (Wednesday 22nd April).

4. End of Season 2019-2020

- a) Board Agreed that the outstanding County Cup Finals (c20) are postponed with a review to take place at the end of April. *KE to action the website FAQ section to be updated.*

5. Corporate Governance

- a) Board discussed the importance of moving forwards with the Associations Corporate Governance Review. Board agreed to discuss this further at the next meeting.

6. Safeguarding

- a) Board noted the FA update with regards to the Safeguarding Operating Standards 2019-2020. The SOS Project Board has taken the decision to pause the process of undertaking new initial independent assessments until grassroots football recommences. The scheduling of new initial assessments will not re-commence until after grassroots football recommences.

7. Any Other Business

- a) KE highlighted the recent closing date of the Inclusion Advisory Group Chair role on Friday 20th March. The Board agreed not to extend the closing date and to proceed with a virtual interview process with those applicants at the end of April / start of May.

8. Date of Next Meeting

Wednesday 22nd April 2020.



Board of Directors

22nd April 2020

Virtual Meeting Via Teams

Attendance: David Jamieson (DJ), John Ball (JB), Rasheed Cader (RC), Bruce Johnson (BJ), Keith Johnson (KJ), Dawn Wapples (DW), Kelly Ellis (KE), Laurence Jones (LJ) – Advisor.

Apologies: None

1. Welcome

DJ welcomed all to the meeting of the Board of Directors.

2. Minutes of the last Meeting – 01st April 2020

The Minutes were agreed to be a true and accurate record of the meeting.

3. Matters Arising

- a) NatWest Bank Loan – a letter has been sent to the bank. KJ informed that it will take several days to process.
- b) The Small Business Grant from Blaby District Council has been applied for and we are now waiting on confirmation.

4. Finance

- a) The monthly accounts for March were presented. Board agreed that due to the Covid 19 situation it was more relevant to concentrate on the weekly Cashflow Forecast.
- b) The cashflow forecast requires additional changes to be made including, the loan repayment dates (one month after the loan is received), furlough payment for April & May and the extension of the scheme provisionally until the end of June.
- c) Board were informed that further to an FA review of the LRCFA cashflow forecast, an upfront payment will be made in April for the months of April/May/June & July. The payment will also include the end of season Sin Bin payment.
- d) Whilst the early FA payments and imminent receipt of the bank loan and BDC Grant would significantly help the cashflow forecast, this will only be a short-term support to the Association's finance whilst no football is being played. The Board agreed to look at a series of scenarios, best & worst case with regards to income generation.
- e) KJ highlighted the impact of the LCFC partnership on the Associations finances over the past 3 years and agreed to investigate the detail behind this.

5. Workforce

- a) The Minutes of the HR Group were discussed by the Board. The Group would be exploring the potential different scenarios with regards to the workforce requirements. It was also agreed that this time was an opportunity to review the Operational Model.
- b) KE outlined the work areas being undertaken by the existing staff members. It was agreed that additional support would be provided by the Board to ensure that the proactive scenario planning would be undertaken in a timely and strategic way.

- c) The Board agreed to have three working groups to support the CEO. This would consist of 1) HR & Finance Group (already in place), 2) Strategy & Business Planning and 3) Holmes Park. The Holmes Park Group would be led by consultant C Smith as a Project Manager. The groups will report back into Board.

6. Football Operations

End of Season 2019-2020 County Cups

- a) Board agreed that the outstanding County Cup Finals (c20) will be reviewed again at the May Board Meeting potentially once further information is known about the restart of football. It was also agreed that BJ will discuss this matter further with the Competitions Committee.

7. Affiliation Review

- a) Board discussed a paper on the review of affiliation. Thanks, was given to staff member J Clarke for providing such a comprehensive report. Information was provided on this year's Insurance, Affiliation and County Cup costs per club. Examples were provided of a multi team club, single adult team club and a club playing in the national league pyramid. Examples were also provided of price comparisons with other County FA's.
- b) KE informed the Board that the FA require the prices for the 2020-21 season added to the Whole Game System no later than the 31st May 2020. Board agreed to defer the decision until the next meeting of Board in May.
- c) County Cups for the 2020-21 season were discussed. Board questioned if it would be possible for certain competitions to be completed if the season did not get started in September. Board agreed to take this matter to the Competition's Committee for further discussion.

8. Corporate Governance

- a) The recruitment of the IAG has been put on hold whilst the Board work through the immediate challenges of Covid 19. The applicants have been contacted with regards to the delay and will be informed of a rescheduled interview date in May.

8. Safeguarding

- a) Board noted the FA updates with regards to the changes with DBS due to Covid 19.

9. Holmes Park

- a) Board discussed a request from a grassroots club to use Holmes Park as their home ground next season. Board agreed that the request would be declined so not to favour one club over another.

10. Any Other Business

- a) There was no other business discussed.

8. Date of Next Meeting

7.00pm, Wednesday 13th May 2020.



Minutes of the Meeting of the Board of Directors

13th May 2020

Virtual Meeting Via Teams

Attendance: David Jamieson (DJ), John Ball (JB), Rasheed Cader (RC), Bruce Johnson (BJ), Keith Johnson (KJ), Dawn Wapples (DW), Laurence Jones (LJ) – Advisor, Kelly Ellis (KE).

Apologies: None

1. Welcome

DJ welcomed all to the meeting of the Board of Directors. DJ reiterated the role of LJ as an advisor to the Board.

2. Minutes of the last Meeting – 22nd April 2020

The Minutes were agreed to be a true and accurate record of the meeting.

3. Matters Arising

- a) A correction to the wording of minute 3b – the Small Business Loan should read Small Business Grant.

4. Matters Arising

- a) KE confirmed that the Non-Executive Director and Inclusion Advisory Group Chair Interviews will take place at the beginning of June.

5. Finance

- a) The cashflow forecast accounted for 80% staff furlough payments until the end of July with 60/20% payments through until the end of October. Presuming there is no other income source throughout the year (worst case scenario), the Bank Loan would be spent by summer 2021.
- b) The FA loan had been agreed by Board to be paid back this month.
- c) The FA grant funding will decrease from July 2020 as part of the National Game budget cuts. Other FA funding sources will also be impacted upon.
- d) The LCFC partnership will come to an end by the 30th June. There is no money owed to either party.

6. Working Groups

- a) Board noted the minutes of the two HR & Finance Group Meeting's from the 24th April and 1st May 2020.

- a) KE presented on a Business Resumption Plan for Holmes Park as part of the initial stage of the feasibility study. Board agreed that a clear road map of decision making was required with regards to the Association's headquarters. The next stage of the feasibility study will be presented at the June meeting of Board.
- b) KE and LJ provided a verbal update on the Strategy & Planning Group. A series of scenarios are currently being worked through with the aim to present a revised business plan bringing all the above working group strands together

7. Football Operations

2020-21 Affiliations

- a) Board wished to thank J Clarke for his extensive work on the Affiliation review circulated as part of the papers for Board. It was agreed to offer all clubs free affiliation for the 2020-21 season. All teams would be required to pay £10, this applies to youth, adult, futsal as well as teams playing at Step 7 and above. Insurance would be offered through the Bluefin Group Policy.
- b) A video call will be scheduled in the first two weeks of June with all LRCFA Leagues to consult on the affiliation window and the return to football. Affiliation will then be open from Monday 15th June 2020.
- c) The FA have advised to delay the referee registration process until it becomes clearer what the return to football looks like. This is due to a payment being required as part of the registration process. Board unanimously agreed to delay the start of registration and to continue to charge £20 fee in line with most of the County FA's.

8. Safeguarding

- a) Board noted the FA updates with regards to the changes due to Covid 19.

10. Any Other Business

- a) BJ highlighted that calls had been made to the majority of LRCFA Competitions Committee Members with regards to the outstanding 2019/20 Finals. The consensus was to defer the decision until the next Board Meeting.

11. Date of Next Meeting

7.00pm, Wednesday 03rd June 2020.



Minutes of the Meeting of the Board of Directors

03rd June 2020

Virtual Meeting Via Teams

Attendance: David Jamieson (DJ), John Ball (JB), Rasheed Cader (RC), Bruce Johnson (BJ), Keith Johnson (KJ), Dawn Wapples (DW), Laurence Jones (LJ) – Advisor, Kelly Ellis (KE), Caroline Smith (CS) *until item 4 only*.

Apologies: None

1. Welcome

DJ welcomed all to the meeting of the Board of Directors and thanked CS for joining to discuss the Holmes Park Feasibility Study.

2. Minutes of the last Meeting – 13th May 2020

The Minutes were agreed to be a true and accurate record of the meeting.

3. Matters Arising

There were no matters arising.

4. Holmes Park

- a) CS presented on the first phase of the Holmes Park Feasibility Study. The study has reviewed the operational model for Holmes Park including, usage (existing and potential), maintenance, staffing and finances.
- b) The Feasibility Study highlights that Holmes Park incurs a significant level of expenditure compared to income and is (and always has been) reliant upon other areas of the business.
- c) The Feasibility Study outlines three courses of action, 1) do nothing – continue to operate as per previous seasons, 2) redevelop the site (change the grass pitch to a 3G pitch) and 3) relocate.
- d) DJ outlined that there is a great deal for the Board to consider but a Board recommendation is required imminently so that Council can be briefed and consulted with from July.
- e) Board agreed to review the presentation and finances closer in preparation for a Special Board Meeting to discuss Holmes Park later this month.
- f) DJ thanked CS for the work on the Feasibility Study and presenting this to Board. CS then left the meeting.

5. Finance

- a) The weekly cashflow forecast was discussed. This included a predicted 20% reduction in FA funding from July, furlough payments utilised until October and a 'worst case' assumption that no football would be played in 2020-21 season. The forecast shows a £20,000k loss each month resulting in the Association having no funds by June 2021.
- b) The FA loan has been repaid in full.

6. 6-month summary report from Board Advisor L Jones

- a) The Chair introduced LJ, the Boards Advisor to present a review of his observations over his first six months. LJ has been acting in a voluntary capacity as an advisor to the Board of the LRCFA since January 2020 and has seen first-hand how the Association is operating and the challenges that the Association faces.
- b) LJ informed the Board that based upon his first six months experience he believed the Association was facing its biggest challenge in its one-hundred-and-thirty-year history and it was imperative that the Board recognised how serious the situation was.
- c) LJ advised the Board that there were four principle areas of concern, finance, workforce, Holmes Park, Governance of the Association and the role of the Board. A copy of the report is provided as an appendix to the minutes.
- d) Board thanked LJ for his report and unanimously agreed for him to share his findings at the next meeting of Council.

7. HR Group

- a) Board noted the Minutes from the HR Group Meeting's on the 15th, 22nd and 29th May 2020.

8. Safeguarding

- a) Board noted the FA updates with regards to the changes due to Covid 19.

9. Any Other Business

- a) There was no other business discussed.

Date of Next Meeting

Special Board Meeting to discuss Holmes Park - 7.00pm, Tuesday 23rd June 2020.

Appendix 1 – Report from Board Advisor L Jones

Finance: The financial position of the Association is weak, without a short-term bridging loan from the FA which bought time for the Board to secure a business loan from NatWest the Association would have faced considerable financial challenges which it would have struggled to overcome.

The prime cause of this financial position was the cost to service the Leicester City agreement, but another significant contributory factor was the ongoing costs to maintain and operate Holmes Park. Whilst the Association was facing significant financial challenges before Covid 19, the impact of the pandemic on football is severe and this has increased further the financial challenges faced by the Association.

The long-term financial position of the Association needs to be stabilised as a priority this will require the Board and Council to face into some very critical decisions immediately in order to address the financial challenges which are a significant risk to the future of the Association.

Workforce: The Association needs to reduce its workforce in line with the reduction of FA grants and reduced income as a result of Covid 19 but it is also imperative that the Association takes this opportunity to build a team that is customer focused and will deliver high quality professional service to all aspects of the local football community.

The workforce must become lean, agile and passionate about serving the football community. It needs to increase its visibility across the football community and rebuild the relationships between the County FA and its clubs, leagues, referees and other stakeholders which is nowhere near as positive or as effective as it should be.

To achieve this there must be full review of the workforce operating model, a reduction in the numbers of employees to a number that is affordable within the budget that the Board sets.

The focus in short to medium term must be on core business, not facility management or non-core football business.

Holmes Park: Taking the emotion out of this issue it is clearly apparent that the Association in its current guise can no longer financially or operationally manage the Holmes Park facility. Whilst the facility itself is an excellent football ground, there is a very limited opportunity to generate a profitable income from room hire, bar and catering.

The costs of maintenance and staffing are excessive and are a huge financial drain on the limited and reducing finances. The Board and Council must make a decision that will release the CFA from carrying all of the overheads both financial and operational so that the CFA can focus on core business.

The decisions for the Board and Council are: -sell and become a cash rich, lease out and remain asset rich with no operational overheads, invest a significant capital sum and create a football hub under a bespoke management structure outside of the CFA (e.g. separate company). What is not option is to continue with no change.

Board and Governance: Greater strategic cohesion is required across the Board with the key focus being on the issues highlighted in this summary.

In any normal time just one of the above issues would be a challenge but three simultaneously is a massive challenge. In addition, the impact of Covid 19 in terms of reduced funding from the FA, reduced income from football aligned to the uncertainty of when and how football will start will have significant impact on the association.

It is essential that the Board understand the challenges how they all morph into one, the massive risk that exists to the Association and how some very hard and difficult decision must be taken to rebuild the Leicestershire and Rutland CFA.

To achieve this the Board and Council will need to play a very active role in restructuring and building an operating model that will ensure the association can overcome the current challenges and deliver a high-quality service that meets the need of the football community in 2020

It is also essential that the Board and Council commence the implementation of the FA Code of Governance over the next six months again another huge piece of work that the Board and Council need to be fully engaged with.

Ends.



Minutes of the Meeting of the Board of Directors

23rd June 2020

Virtual Meeting Via Teams

Attendance: David Jamieson (DJ), John Ball (JB), Rasheed Cader (RC), Bruce Johnson (BJ), Keith Johnson (KJ), Dawn Wapples (DW), Surinder Sharma (SS), Laurence Jones (LJ) – Advisor, Kelly Ellis (KE), Caroline Smith (CS) *until item 4 only*.

Apologies: None

1. Welcome

DJ welcomed all to the meeting of the Board of Directors and introduced new Director and Inclusion Advisory Group Chair, Professor Surinder Sharma. SS provided Board with a summary of his career history. DJ once again thanked CS for joining to discuss the Holmes Park Feasibility Study.

2. Minutes of the last Meeting – 03rd June 2020

The Minutes were agreed to be a true and accurate record of the meeting.

3. Matters Arising

- a) KJ recommended that the Board Advisors Report be removed from the minutes from the 3rd June and for the content of that report to be appended for reference to the minutes.
- a) 6. d) Minuted *that Board thanked LJ for his report and unanimously agreed for him to share his findings at the next meeting of Council*. LJ recommended that Board should discuss the content of the report at the next Board Meeting which was confirmed by DJ.

4. Holmes Park

- a) CS provided a summary of the presentation delivered at the previous Board Meeting on the first phase of the Holmes Park Feasibility Study. The study has reviewed the operational model for Holmes Park including, usage (existing and potential), maintenance, staffing and finances. The three options presented were 1) No Nothing. 2) Redevelop, 3) Relocate/sell/lease.
- b) CS had provided written answers to Board members questions between meetings. Directors were given an additional opportunity at the meeting to ask any follow up or additional questions.
- c) Following the questions, Board Members thanked CS prior to leaving the meeting.

- d) Members highlighted that a separate meeting was held with KJ, BJ, RC, DW & JB prior to the Board Meeting. They agreed that all options must be fully explored before a decision is made on Holmes Park.
- e) KE presented to Board on the FA financial cuts for 2020 onwards and the impact that this will have on the Association. The funding reductions are substantial and will propose significant challenges to the LRCFA finances with immediate effect.
- f) LJ suggested that alternative delivery models could be explored including a Trust taking on Holmes Park. LJ suggested that this principle is shared with Council.
- g) Board in principle, agreed to approve removing the financial and operational management of Holmes Park away from the Leicestershire & Rutland County FA.
- h) Board agreed to continue with the Holmes Park feasibility study through to the next stage.
- i) Board agreed to approve a workforce review that aims to be business led and financially sustainable.

5. Any Other Business

- a) DJ highlighted that it was imperative that there is a meeting of Council in the next month to provide them with a detailed account of the current position. Dates will be circulated in the forthcoming weeks.

Date of Next Meeting

7.00pm, Tuesday 14th July 2020.



Minutes of the Meeting of the Board of Directors

14th July 2020

Virtual Meeting Via Teams

Attendance: David Jamieson (DJ), John Ball (JB), Rasheed Cader (RC), Bruce Johnson (BJ), Keith Johnson (KJ), Dawn Wapples (DW), Surinder Sharma (SS), Laurence Jones (LJ) – Advisor, Kelly Ellis (KE).

Apologies: None

1. Welcome

DJ welcomed all to the meeting of the Board of Directors.

2. Minutes of the last Meeting – 23rd June 2020

The Minutes were agreed to be a true and accurate record of the meeting.

3. Matters Arising

a) There were no matters arising.

4. FA Letter – 10/07/2020

a) The Board discussed a recent letter from The FA to the Chair regarding their concern for the Association. Board agreed to respond to the letter outlining key actions and timescales with focus on corporate governance and finance.

5. Finance

- a) Board reviewed the recent cashflow forecast. KJ highlighted that the Association is predicted to start to lose £20,000 per month from November.
- b) LJ highlighted the lack of Associations reserves and the need for a financial plan as soon as possible.
- c) JB outlined that the Association was having to deal with some of the most significant challenges all at the same time and that Board support was vital.
- d) KE outlined the key points from the FA Education presentation circulated to all Directors. The FA will be moving towards centralised coach education courses with a focus on online learning. It is yet unclear of the role of each County FA in this process, but it will have a short and potentially long-term impact on income generation.

6. Presentation

a) KE presented to Board on the current position and way forwards.

- b) SS raised three points with regards to the presentation. 1) To add the word, 'diverse' football community within the Mission. 2) To consider the impact of the potential recession as a result of Covid 19 and the impact that this will have on football. 3) For the LRCFA to form strong proactive partnerships with Local Authorities, Universities etc so that funding, sponsorship or in-kind agreements could be developed in the future. SS wished to note thanks to KE for the work undertaken on the presentation.
- c) LJ suggested that the Association looks to become a business that re invests back into local football. LJ stressed the importance of informing Council of the current position.
- d) Board were unanimously in support of the presentation and agreed for KE to present to Council at the July meeting.

7. County Competitions

- a) Board discussed the significant challenges of trying to conclude the 20 x un played County Cup Finals 2019-20. Board agreed to void these finals.
- b) The Board agreed to carry out a financial review of the 2020-21 County Cups operations prior to deciding on running the competitions. Action - KJ to present the income & expenditure for the competitions prior to the next meeting of Board.

8. Safeguarding

- a) KE provided Board with a verbal update on the latest safeguarding guidance including the changes to DBS checks.

Any Other Business

- a) RC requested that an action plan is produced to track and monitor progress. LJ suggested that this is picked up by KE & LJ after the forthcoming Council meeting as part of the Strategy & Planning Working Group.
- b) RC asked what the plan with the launch of the Inclusion Advisory Group is. SS provided an overview of the next steps.
- c) BJ asked when standing committee membership will be confirmed for 2020-21. DJ stated that this would be collated after the July meeting of Council.

Date of Next Meeting

7.00pm, Tuesday 4th August 2020.

Leicestershire and Rutland CFA



Competitions Committee

Date: 9th January 2020

Venue: Holmes Park, CR1

Attendance: B Johnson (Comps chair), E Green (Secretary), B Almen, C Banks, L Batchelor, J Bennett, J Dean, T Deacon, D Frost, H Lillystone, W Mcdermott, P McGrath, C Palmer, D Pegg, c Tissington, G Wells.

Apologies: G Wright

Absent: H Kadhiri, A Kent,

1 Matters arising from previous meeting minutes

- J Bennett noted that he was not present at the previous meeting and had sent his apologies.

Fourth Round Issues

- FC Cherry Tree V FC Tumar – refer to referees committee
- Beaumont Park U13 Girls V Blaby & Whetstone U13 Girls- result to stand
- Old Aylestone V Kibworth- A strong smell of drugs has been reported. Refer to Discipline committee
- Syston Town V Greentowers- Was not played on original date because status of game was not changed on Full Time. The foxes league wanted it noting that the league missed out of two fixtures because of this.

Semi Final Draws

Saturday Intermediate

Northfield Emeralds V Earl Shilton

Old Aylestone V Fleckney Athletic

Saturday Trophy

Quenborough V Thurnby or Medbourne

Label Apeel V Glen Villa or AFC Andrews

Vets

Desford or FC Blackbird V Mountsorrel or Market Bosworth



St Andrews V AFC Andrews of Harborough

U17 Youth

Aylestone Park V Coalville or AFC Andrews
Quorn V Kirby Muxloe

U16 Youth

Kirby Muxloe Or Mountsorrel V Aylestone Park
Whetstone Juniors V Studs

U12 Trophy

Lutterworth V Syston Town
Coalville V Bagworth & Thornton

U12 Cup

Stoneygate Lions V Beaumont Park
Kirby Muxloe V Whetstone or Ibstock

Sunday Trophy

United East Midlands V EMR
Braunstone or Glenfield V CRG or Merry Monarch

Sunday Intermediate

Ratby or Blaby & Whetstone V New boys or Syston Brookside
FC Tumar or FC Cherry Tree V FC Bacc or Northfield Sundays

Women's cup

Leicester United Women V Loughborough foxes first
Loughborough Foxes Development V Beaumont Park Ladies

2. AOB

Wayne Mcdermott volunteered to be council member for Girls U11 Final

U18 CC Final to be moved to Wednesday 18th March

Tim Deacon- Loughborough V Stoneygate lions- Stoneygate refusing to play Loughborough due to an older player having dispensation to play in the U18's.

Gordon Wells- Going forward clubs that are charged for not fulfilling a fixture to be listed in minuets.

Harry Lillystone- requests that a list of final dates is sent out to committee members.

Bill Almen- requests that a list of council members for final is sent out to committee member.

Date of next meeting – Thursday 6th Feb.



Leicestershire and Rutland CFA



Competitions Committee

Date: 6th February 2020

Venue: Holmes Park, Reynard

Attendance: B Johnson (Comps chair), E Green (Secretary), B Almen, J Bennett, A Collin, J Dean, T Deacon, D Frost, A Kent, H Lillystone, W Mcdermott, P McGrath, C Palmer, Tissington, G Wells, G Wright.

Apologies: C Banks, L Batchelor, D Pegg

Absent: H Kahir

1 Matters arising from previous meeting minutes

- A Collin to be added as an apology to the previous meetings minutes.

Semi Final Issues-

- FC Cherry Tree V FC Tumar – FC Tumar appealed Competitions committee decision for the game to be replayed. Discipline panel ordered for the association to pay £60 towards other costs associated with playing a match.
- Competitions committee was approached by clubs that were struggling to fulfil fixtures due to clubs not having players that had made the correct number of appearances. Therefore, members from the committee made the decision to change the number of appearances to 2.
- Thurnby V Hansom Cab- Thurnby called game off by sending referee photos of the pitch. N Wilson to advise referees that they should not accept photos and should inspect the pitch themselves. Ian Davies (AR) to receive half fee following not being informed that the match was postponed.
- H Lillystone, G Wells and C Tissington volunteered to deal with any charges raised.
- Oadby Owls U15 and Allextion & New Parks U15 were both charged with playing an ineligible player in the same match. They were both fined £50 and Oadby were removed from the competition, giving Desford U15 a bye into the Semi Finals.



Semi Final Draws

U15 Semi Final

Friar Lane V Desford

Thurmaston Magpies V Mowbray Rangers

Challenge Cup

W Mcdermott wanted to know details of why Leicester City do not play in the challenge cup. B Johnson explained that because Leicester City play here, we currently do not ask them to pay a forfeit for not playing in the competition.

E Green explained that Coalville were thinking of withdrawing from the challenge cup due to having a league game scheduled on the same date at the semi-final and had asked if the semi-final could take place on 3rd march instead. The County FA is not able to accommodate this date because of the Saturday intermediate final being played on this date. The committee made the decision that the semi-final between Barwell and Coalville can be played on 3rd March but at Barwell.

Council members at finals

B Johnson and E Green presented the council members at finals to the committee. Please let E Green know if you cannot do your allocated date.

2. AOB

B Almen- Stated that we should have an inclusive county cup. E Green to liaise with Philippa Bass.

E Green- Change date of U13 and U14 due to being behind with rounds. U13s on the 23/4
U14s on the 29/4.

Date of next meeting – Thursday 9th April.

Leicestershire and Rutland CFA

Referees Committee

Date: Monday 13 January 2020

Venue: Committee Room 1, Holmes Park



Attendance: G Naphine (GN) (Chair), M Brady (MB), C A Collin (AC), M Cornes (MC), A Markley (AM), C Tissington (CT), J Waldron (JW), G Wells (GW) (Acting Secretary), N Wilson (NW) (Referees Development Officer)

Apologies: P Gibson (PG), S Walker (SW), L Ward (LW)

Absent: B Almen (BA), H Lillystone (HL)

1 Chair's Welcome and Opening Remarks

GN welcomed members to the first meeting of the New Year and lamented on the considerable disruption to local football caused by rain.

2 Apologies

Apologies for absence were recorded (as above)

3 Minutes of the previous meeting on 11 November 2019

These were agreed as a true and correct record

4 Matters Arising

a) Re Minute 7 Fitness Training – to be covered within RDO report

b) Re Minute 8 Referee Non Attendance – matter closed without a charge

5. The FA Regulations for the Registration and Control of Referees - Rule 7 Conduct of Referees (a) (i) - (vii) Charges.

NW advised that a FA Aggravated Charge re Racial Comments had been raised against a referee (DB) who has requested a Personal Hearing.

A charge has also been raised against another referee (SC) who is alleged to have breached County Competition Rules, and additionally failed to initially note details of match participants who are subject to the disciplinary process.

6. Referee Development Officer Update

NW has circulated her latest report.

-She updated the number of referees to 537 thus achieving the KPI.

-The first meeting of the Working Group is arranged for 19 February - the attendee names are to be coordinated.

-The Referee Activity Level Research summary is in draft

- FA Funding for Referee Development has been applied for, and, if successful, with the addition of funds from the Referees budget, it is hoped to make available a scheme for all active referees



- Revised Safeguarding Operating Standards have been released which will lead to work to ensure that all referees certification is current, and that all Referees, under the age of 18 should have an associated Parent FA Number (FAN) in addition to their own.

- Fitness Training – the request to use the Ball Court Dri Play area has been declined. The Committee reviewed the previous options and it was proposed by MB, seconded by JW and unanimously agreed that the RDO should seek to arrange partnerships with Gym's at discounted rates, but at no cost to the County FA

7. Referee Committee Members Reports

Nothing has been submitted

8. County Competition Semi Final and Final Appointments.

The Competitions have been delayed due to adverse weather. Nominations are to be sent to CT by League Referees Secretaries by 17 January.

It was agreed that the Veterans Cup need not necessarily be officiated by a Referee who is regularly active in Veterans Football

9. Referees Summit and Awards

a) - Summit – Following a facility review the CFA is looking to use Holmes Park for this season's summit to increase usage and delivery at Holmes Park. The Committee did not want to use Holmes Park and felt this would lead to a significant reduction in the number of attendees, due to a lack of space. This was perceived as a retrograde step for a successful event. The RDO was asked to consider other suitable venues to host the event, acknowledging that the Committee was already making a budget saving with the Fitness Training Decision. The event is a topic for the Working Group Meeting

B) Awards - Referees Secretaries are to be invited to submit nominations to NW for the Referees Referee Award. The Club Award nominations are to proceed as before.

10 Any Other Business

NW referred to two referee discipline administration processes - a) failing to arrive for a game, and b) failing to respond to correspondence, which are included in the papers A referee (DC), who failed to show for a District League fixture and has not responded to that League, has also failed to respond to NW. If nothing received by 17 January, the referee is to be charged

Referee Marks – a number of Leagues are not submitting marks – they are liable for a charge.

11. Date of Next Meeting

The next schedule meeting of this Committee is Monday 9 March, 2020.

The Chairman closed the meeting at 8.15pm