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| Date |  |
| Attendees |  |
| Apologies |  |



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| Meeting Agenda |
| Apologies\*Last meeting actions review\*Finance Report\*Football ReportSafeguarding & Qualifications Update\*Development UpdateFundraisingFacilities/Equipment/Kit UpdateAny Other Business\***\*Mandatory***To delete rows from below highlight the entire row, right click and click ‘delete cells’**To add additional rows highlight an entire row, right click and select ‘insert row’* |

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| Action | Responsible  | Timescale |
| **Apologies-****To include a list of any apologies from club members unable to attend meeting.** |  |  |
| **Review Last Meeting Actions-****To include a review of all actionable points from previous meeting to review the status of these points.** |  |  |
| **Finance Report–**  **To include a review of accounts, expected income/expenditure for remainder of season, sponsorship, fundraising, banking etc**  |  |  |
| **Football Report –**  **To Include a report on teams (performance, players required etc), management, facilities, managers meetings etc**  |  |  |
|  **Safeguarding Update -** **Qualification report review- highlight coaches/volunteers that require qualification renewals or new qualifications.**  |  |  |
| **Development Update -**  **To include info on Creation of new teams, Respect, Charter Standard, Development Planning, Funding applications, Website and Social Media.**  |  |  |
| **Fundraising Update-**  **Event ideas, dates etc**  |  |  |
| **Facilities** **To include info on goalpost safety, equipment status and requirements, playing/training kit, pitch care, improvements, storage etc.**  |  |  |
| **AOB** |  |  |

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| Next Meeting Date & Time |  |