



## Board Meeting Minutes

Monday 16<sup>th</sup> October 2023, 6.00pm at Cambridgeshire FA HQ

**Present:** P. Hill (Chair), Chris Abbott (Clubs and Competitions Manager) - left after item D14/24. A. Alvarez – left after item D21/24, A. Beattie, P. Brasher, A. Durman, N. Fletcher, I. Greenstock, J. Greenstock, J. Knox (CEO), B. Meldal.

**D13/24**      **Apologies for absence:** T. Martin, M. Mizon.

**D14/24**      [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**D15/24**      **Minutes of previous meeting and action log review:** The minutes of the meeting on 16<sup>th</sup> October 2023 were agreed. The action log was reviewed. All items were completed, and relevant items would be covered later in the agenda.

**D16/24**      **Conflict of interest declaration:** None declared.

**D17/24**      **Risk register:** The risk register was reviewed. As agreed at the previous meeting, JK had added the following items to the risk register:

- i) The risk of legal costs [REDACTED]. It was noted that Martha Braham, Business Operations Manager, had handled a recent legal case well, [REDACTED]  
[REDACTED]
- ii) Succession planning for key roles. A succession plan document had also been created and this had been circulated to the board for review prior to the meeting. [REDACTED]  
[REDACTED]

**D18/24**      **Health and safety:**

- i) The Critical Incident Policy had been updated. JK would send this to PH and BM to review. **ACTION JK/PH/BM.**
- ii) A fire evacuation drill was due to be held during a council meeting. **ACTION JK/PH.**

**D19/24**      **Governance:**

- i) **Code of Governance:** This was being progressed by PH, JK and MB. A plan had been drafted to enable the county FA to meet the code by June 25. JK would circulate the plan. **ACTION JK.**
- ii) **Role profiles:** Role profiles would be implemented for key positions on board and council as part of the Code of Governance. A role profile for the president was circulated in advance and was agreed with some amendments. PH would share the final version with the president. **ACTION PH.**



D20/24

**Commercial:** Information on current sponsors/1884 Club members had been sent prior to the meeting. NF reported that he had been in discussions with BrewBoard and had offered them a sponsorship package for £11K which they had declined. He would be meeting them again shortly to discuss sponsoring a division of the Cambridgeshire County League or a county cup for £1K.

It was agreed that all existing sponsors or 1884 Club members paying over £1K would be allocated either a Cambridgeshire County League division or a county cup.

**ACTION JK.**

JK would circulate the list of companies to council for them to approach any direct contacts before passing interested parties to Martha Braham or Sally Metcalfe to follow up. **ACTION JK.**

JK had met with Oporto regarding marketing of the leagues with a view to increasing the visibility of sponsors. AB suggested the league page of the website should be utilised for fixtures and results. These are displayed on Full-Time but BM stated it may be possible to use a plug-in to display these on the county website too. JK would be meeting Oporto again shortly and would raise this then. **ACTION JK.**

D21/24

**Inclusion:** An EDI report showing plans and progress against the four priorities had been circulated in advance. AA added that he had attended the Hong Kong Cup in Cambridge and that it had been a great event with lots of participants. AA had put the organiser in touch with the office. Football development officers, Amy Newell, and Ryan Kay, were now liaising with the organiser. AA reported the RK had made plans and advertised an event for Black History Month but take up had been low so the event had been cancelled. RK was looking into alternative plans. BM reported items discussed at the EDI committee included a vacancy on council for the disability representative, a gap in disability provision for teenagers, and the need for more recreational football provision to attract diverse communities.

D22/24

**Finance:** A finance report along with accounts had been circulated in advance. It was added that the Finance Committee Terms of Reference had been circulated to the board for review prior to the meeting. There was one vacancy on the committee which BM agreed to fill due to her aptitude for risk management.

- ii) Salary budget: To keep RK at Cambridgeshire FA, it was agreed to increase the salary budget. [REDACTED]

[REDACTED] It was noted that the predicted profit from the 2022-23 season would cover most of this difference for the first year.

D23/24

**Workforce:** Workforce had been covered within the risk register and finance sections and there was nothing else to add.

D24/24

**Long term goals**

- i) **KPIs:** A KPI report had been provided in advance and there were no questions.
- ii) **Positive environment:**



- i. **Safeguarding:** A safeguarding report had been circulated prior to the meeting.
- ii. **Play Safe:** The Play Safe weekend had taken place on Saturday 30<sup>th</sup> Sept and Sunday 1<sup>st</sup> Oct and several safeguarding compliance checks had taken place.
- iii. **Let Us Play and Seated Saturday:** An evaluation including feedback comments of the Let Us Play festival which took place on 30<sup>th</sup> August was circulated ahead of the meeting. Feedback from the Seated Saturday event on 23<sup>rd</sup> September had also been circulated prior to the meeting. BM reported that the feedback was very varied, with some believing it worked well and had a positive experience, while others thought it was not an effective way to address poor side line behaviour.
- iii) **CFA brand and perception:** JK reported that Oporto had agreed to take on both the Cambridgeshire County League, and the Cambridgeshire Girls' and Women's League X (formerly Twitter) accounts at no extra cost. This will enhance our ability to showcase our sponsors more effectively.
- iv) **CFA facility:** JK had circulated information provided by Katie Critchley, Football Development Manager, in advance of the meeting. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Date of next meeting:** 4<sup>th</sup> December 2023.

**Joanne Knox**

Chief Executive & Company Secretary