



**Minutes of the Annual General Meeting of the Association
held at the Via Microsoft Teams
on Thursday 17th June 2021**

Present:

Cambridgeshire FA Council

Andrew Beattie, Philip Brasher, David Burkett, Kieran Carr, Connie De Martino, Andrew Durman, Norman Flatt, Julie Gee, Jim Hill, Phil Hill (Chair), Roy James, Gavin Jolley, Mike Luffman, Rex Mallett (President), Andrew Mayes, Birgit Meldal, Philip Mitcham, Malcolm Mizon, Arthur Reeves, Marcus Symons, Chris Williamson.

Cambridgeshire FA Staff

Chris Abbott, Jo Bull (Chief Executive / Company Secretary), Katie Critchley, Colin Hills

Clubs

AFC Ely, Barrington, Bassingbourn Youth, Cambridge City, Bottisham, Chesterton Eagles, Comberton Crusaders, Coton, Cottenham United Colts, Ely City, Foxton, Fulbourn Institute, Girton Colts, Haslingfield Colts, Isleham United, Linton Aztecs, March Town United, Milton, Over Sports, Papworth Blasters, Sawston Girls, Sawston Lightning, Whittlesford Warriors, Wilbrahams, Witchford Colts

1. Welcome to the Meeting by President of the Association, Rex Mallett

The President welcomed all present to the 23rd Annual General Meeting of the Cambridgeshire Football Association Limited, held via Microsoft Teams due to this awful pandemic.

He thanked clubs for their understanding and patience in what has been an extraordinary situation. He also thanked the council members, staff, and volunteers for their continued support of grassroots football across Cambridgeshire.

The President concluded his welcome by paying tribute to the services of council members, Donald Page and Jim Dean, who sadly passed away in the past year.

2. Opening of the Meeting by the Chairman of Council, Phil Hill

The Chairman thanked the President for his opening address. He also added his praise for staff, council members and all volunteers involved in the county during these unprecedented times.

He wished to pay particular credit to the club volunteers who had worked so hard to ensure football could restart once again.

3. Apologies for Absence

Cambridgeshire FA Council

Rebecca Achibald, Mick Foster, Trevor George, Ian Greenstock (Vice Chair), Richard Nichols

Clubs

Balsham Colts, Benwick Athletic, Cambourne Rovers, Clavering Foxes, Duxford United, Fordham, Foxton, Great Shelford, Guilden Morden, Haddenham Rovers Colts, Haddenham Rovers Sunday, Kennett Youth, King Bill, Leverington Sports, Leverington Sports Youth, Littleport Rangers, Litlington Athletic, Longstanton, March Academy, Manea United Strikers, Melbourn, Meldreth United, Milton Colts, Orwell, Over Sports Colts, Park Ladies, Shelford and Stapleford Strikers, Soham Town Rangers, Steeple Morden, Sutton Rangers, Swavesey Institute, Teversham Colts, West Wrattling, Whittlesey Athletic, Wilbrahams, Wilburton, Witchford 96

Referees

Darren Evenden, Guy Mulley, Euan Sizer

4. Minutes of Annual General Meeting 8th June 2020

The minutes, which had been circulated, were received and confirmed as a true and correct record of the meeting.

5. Chief Executive Report

The Chief Executive gave a report on the last year which included the following successes:

- 17,806 male players
- 2,529 female players
- 120 futsal players
- 120 disability Players
- 93% of youth teams with a qualified coach
- 90% online player registration
- 319 registered referees
- 49% of adult clubs charter standard
- 96% of youth clubs charter standard
- 67 improved grass pitches
- 100 plus kickstart participants across 8 centres
- Reformed Council
- Achieved foundation level of equality standard
- Referee development week with over 100 participants

The Chief Executive also reported that the Association had just had its strategy for 2021-24 approved by the Football Association and this would be available to read on the website shortly.

She finished her report by echoing the words of the President and Chairman and thanked all the volunteers for their sterling efforts in difficult circumstances over the past year.

6. Notification of Officers for Season 21/22

The Officers for season 2021/22 had been circulated prior to the meeting, The Chairman explained that all representatives should have been up for re-election, however the board had agreed to delay this for one season due to the exceptional circumstance, he also asked that the elevation of Peter Betson and Norman Flatt to Life Vice Presidents be delayed by one year also. This was agreed by members present.

7. Proposed Article and Rule Changes

The proposed Article of Association changes were agreed by the meeting:

No 35

No person may be appointed or elected as a Council Member for the first time who has attained the age of 70. All Council Members, other than the first Council Members on incorporation in March 1999, shall retire on reaching the age of 75 except the Acting Vice Presidents and, Life Vice-Presidents.

Add: All council members must have an in-date DBS check. (This will apply to any new member of council elected at the 2021 AGM and existing members without a current DBS by the 2022 AGM).

No 56 YOUTH COUNCIL REPRESENTATIVE

The Chair of the CFA Youth Council shall be their representative to the full CFA Council. Other members of the Youth Council will be permitted to attend full Council or other committee meetings as appropriate with the permission of the Chair and/or Chief Executive

Rename: Youth Council to Youth Development Group (this would also apply to any other article in which Youth Council is mentioned).

No 60

Pursuant to Article 59, at the first Council meeting following the annual general meeting in each year the Council shall appoint such persons, whether or not Council Members, as they think fit, to the following committees of the Council to hold office until the first Council meeting following the next annual general meeting:

- a. Referees Committee;
- b. Governance Review Committee;
- c. Coaching and Player Development Committee;
- d. Disciplinary Committee;
- e. County League and County Cups Management Committee;
- f. Rules Revision and Sanctioning Committee;
- g. Volunteer Support Committee;
- h. Girls' and Women's League Committee;
- i. Adult 11 v 11 Development Committee;
- j. such other ad hoc committees to deal with footballing matters as the Council sees fit

Rename: g. Club Support Committee

Rename: i. Recreational Football Committee

Add: j. Male Pathway Committee and renumber j as k.

No 62

Each Standing Committee appointed in accordance with Article 60 shall decide which of its number shall be Chair of each such Standing Committee. The chair of each committee shall submit a written report 7 days before the meeting to the Council on the business conducted by his or her committee prior to each meeting of The Council. Each Standing Committee shall conduct its business in accordance with any terms of reference and standing orders set by the Council from time to time.

Change: 7 to 10

No 64

Independent Members Up to 3 members, who are independent of Council*, are permitted to attend CFA Committee Meetings at the invitation of the Chair based on the strategic need identified by the Board of Directors. There is flexibility for these members to vary in personnel from meeting to meeting, but each independent member in attendance will retain voting rights.' *CFA will refer to these members, who are independent of Council, as 'Independents'.

Change: to Committee Chair and the relevant staff members

No 73 BOARD OF DIRECTORS

The Directors shall be: (i) the Chair (ii) the Vice-Chair (iii) the Chief Executive/Company Secretary (iv) the Finance Director (v) up to 6 further persons elected by the Council up to 2 further persons co-opted by the Board

Add: (v) the Board Safeguarding Champion

Add: (vi) the Equality, Diversity, and Inclusion Committee Chair

Add: (vii) the Commercial Director

Renumber: (v) to (viii) Change: (v which will become viii) to read up to 5 further persons elected by Council and up to 2 further persons co-opted by the board.

No 81 DELEGATION OF DIRECTORS' POWERS

The Directors may delegate any of their powers to any committee consisting of one or more Directors. They may also delegate to any managing Director or any Director holding any other executive office such of their powers as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the Directors may impose, and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by the Articles regulating the proceedings of Directors so far as they are capable of applying.

Add: As a minimum the directors shall maintain an equality committee (Equality, Diversity and Inclusion Committee) and a Safeguarding Leaders Committee.

The following changes to the Membership Rules were agreed by the members present (changes marked in red):

2. Clubs etc. to be Properly Constituted

(a) Every Club, League and Competition, upon application for affiliation to the Association, and at any time thereafter when so required, shall satisfy the Council that it is properly constituted and plays football according to the Laws of the Game and the Rules, Regulations and Bye-laws of this Association.

(b) Cambridgeshire Football Association has the power to inspect all Clubs to ensure that the safeguarding standards required by the Football Association are in place. These inspections can include pre-arranged or unannounced visits. These inspections may include match days, training nights and club festivals. Failure to co-operate or meet the required standard will be referred to the Safeguarding Board (consisting of the Board Champion, Senior Safeguarding Lead and Designated Safeguarding Officer) who will recommend the appropriate action or sanction to the Board.

(c) Each Youth team must have two named people with an in date DBS and full safeguarding qualifications.

(d) Each Youth club must submit to the County Designated Safeguarding Officer by 1st July a copy of the clubs safeguarding policy and from 1st July 2022 a copy of the clubs safeguarding risk assessment.

(e) All Clubs who are members of this Association must compete in one of the County Cup Competitions unless exempted by the Council. Clubs who have affiliated multiple sections as one club under Rule 2(c) must enter one team from each section in one of the County Cup Competitions. Adult male, adult female, youth male and youth female are all defined as sections for this purpose.

(f) Clubs who have multiple sections under one constitution, one set of club rules and with approval from the Cambridgeshire FA will affiliate as one club.

3. Public and Civil Liability Insurance and Personal Accident Insurance

All affiliated Clubs with the following exceptions will be required to pay on or before 1 July the premium notified for cover to be effected under the Association's block policy:

(a) Small Sided Clubs

(b) Clubs with social facilities who have appropriate existing cover (proof will be required)

(c) Clubs playing at step four of the National League System and above.

(d) All affiliated clubs shall have Personal Accident Insurance cover for all of their members. Such cover shall include a mandatory minimum benefit for accidental death, life cover, and permanent disablement, loss of sight and loss of limb as determined from time to time by Council. Clubs participating in the Association's scheme shall pay the premium notified on or before 1 July in each year.

(e) Clubs not participating in the Association's scheme shall provide proof of cover to at least the mandatory minimum level required by that scheme no later than 1 July each year.

4.Regulations as to a Club/League and Competition Finances and Returns

All the above Clubs affiliated to the Cambridgeshire Football Association are required to keep the following records. These records can consist of either hard copies or electronic versions, but should be held responsibly in line with data protection and best practice of Club Governance:

1. Meeting records of business and decisions taken at all General and Committee Meetings, with a record of the election of members and officers. Copies of the minutes should be distributed to all relevant Club officials and Members.
2. Financial records with details of club income and expenditure, including the date and nature of the transaction. Receipts should be obtained for all payments where possible.
- 3 A copy of the accounts presented and approved at the Club's last Annual General Meeting must be sent to the Association not later than 1st July.

A fine not exceeding £10 shall be imposed for failing to comply with this Regulation.

An example of a simple statement of accounts acceptable to the Association can be obtained from the Clubs and Competitions Development Manager or downloaded from the County website www.cambridgeshirefa.com.

Clubs:

- a) shall maintain a Register of members, giving a record of all bona-fide Players of the Club.
- b) The Secretary of each affiliated Club shall forward by the 1st July each year to the Chief Executive of the Association the particulars required in Form A (Affiliation Form).

8. Statement of Accounts for Year Ended 31st December 2020

Finance Director Roy James, presented the accounts to year end 31st December 2020 and gave the following verbal report:

We have seen a significant reduction in turnover as a result to the COVID pandemic. During the year we have also seen courses centralised effecting both income and expenditure. Thanks to extremely careful management and utilisation of the furlough scheme we have managed to minimise the loss to just £5471. During the year it was necessary to review staffing and, as a result of the operating changes, some staff were reluctantly made redundant.

The balance sheet reflects the small loss but remains strong with good liquidity. We have good reserves covering future contingencies and a positive project fund as the directors continue to search for ways to invest to give even better opportunities for everyone to enjoy football.

Looking to the future we will budget for modest profit further supporting the return of football by keeping costs to the clubs down. We will also examine with the auditors a change of year end from December to better reflect the football year.

J Bull

Chief Executive & Company Secretary