

## Summary of Minutes for Notification to DCFA Council



# DERBYSHIRE FA

Minutes of a Meeting of the Board of Directors held on  
Monday 5th September 2022 at 12pm

Via Virtual Meeting on Microsoft Teams and at Derbyshire County CFA Headquarters

**Present:** Frank McArdle (FMc) (Chair), Phil Randle (PR), Mrs Ardip Sandhu – Online (AS), Ricky Stevenson (RS) (CEO), Gary Parkin (GP), Ian Wright (IW), Andrew Brewin – Online (AB), Leoni Waghorn - Online (LW)  
Liam Rooney (LR) (minute- taker)

**1. Apologies:** - Steve Nicks –

RS sadly informed everyone that Steve's wife recently passed away. DCFA Board have Steve in their thoughts at this time.

**2. Notification of any conflict of interest:** -

No conflicts noted. PR, AK, SN need to complete the [declaration of interest form](#) this action is carried forward from the previous meeting on 25<sup>th</sup> July 2022.

**3. Accounts –**

The Accountants joined the meeting via MS Teams – Bethan & Richard (Azets). Bethan explained that he she has been liaising with Ricky, Ryan and Andrew to discuss the DCFA Accounts. There are no issues at all regarding the management of the accounts. The forecasts are positive and there is substantial money in the bank.

In relation to the title deeds for Moorways, Ricky needs to make sure this is changed to Derbyshire County FA.

RS – requested that Frank, Andrew and Ricky are granted delegated authority to sign off the accounts, this was approved.

Bethan & Richard left the meeting

AB is happy with what has been produced by the accountants related to the audit however it has been a bit chaotic with 3 different people dealing with the audit. AB proposal would be to have a light touch audit in the future. FMc thanked AB, RS and RH for their work on this and providing the accountants with the information in order to complete the audit.

**4. Matters arising from previous minutes & approval –**

PR, AS and SN need to complete the declaration of interest form and send back to Ricky Stevenson.

DCFA Adult Committee – Next meeting date TBC

DCFA Youth Committee – Next meeting Date TBC

Equality - we are still waiting for the census data to be sent through.

DCFA Office – the new carpets have now been fitted downstairs by Micks Carpets



DCFA Awards – Kevin & Maxine Harlow (Hilton Harriers FC) will be presented with the Dave Heron Award. Mel Williams (Midlands Regional Alliance) presented with John Clarke Award.

Stuart Ainley was delighted to accept the Life Membership Award. He will be presented with this award at the Derbyshire County FA Council on 5<sup>th</sup> October 2022.

Glossop North End Community Club FC – RS met with FMc to discuss who DCFA can financially support their 3G & Pavilion project at Cemetery Road in Glossop. It was agreed DCFA would offer a DCFA Grant (£15k) to Glossop North Community Club. Also they will be given an interest free loan (10yrs) for the amount of £15k.

RS informed all that three of our DCFA Leagues have signed up to the FA Heading Trial pilot for U12's and below:-

Derby Junior Football League  
Derbyshire Girls & Ladies League  
High Peak Junior Football League

Minutes agreed as accurate and signed off.

#### 5. Safeguarding report –

GP updated members on Safeguarding. Jenny Blewitt (JB) continues to monitor and ensure all our clubs, leagues and volunteers are compliant ready for the new season. In terms of ongoing Safeguarding cases JB is currently working hard on these and offering support. Safeguarding is embedded within Derbyshire County FA. The Desktop reports & validation visits are vitally important to monitor clubs, which help to ensure they are compliant.

FA National Playsafe Weekend – This will take place on Saturday 17<sup>th</sup> & Sunday 18<sup>th</sup> September. Jenny Blewitt, Ryan Haynes and Tom Crabtree have met with reps from Derby County FC and a plan has been agreed to promote FA National Playsafe Weekend at the Derby County FC v Wycombe Wanderers FC fixture on Saturday 17<sup>th</sup> September. FMc will be attending this fixture and has requested the schedule of activities to be sent through to the DCFA Board. GP informed everyone that JB has been asked by the FA to present our plan for Playsafe weekend to other DSO's across the Country. GP informed everyone that he has completed his investigation related to North Derbyshire Youth Football League. GP concluded having read through all the documentation he is happy that DCFA followed the correct process and the correct decision was made on the result of the case against the Chairman of North Derbyshire Youth Football League. GP confirmed the case is now closed and finalised.

#### 6. Governance Update –

##### DCFA Board Skills update

PR & Marketing Role profile was discussed. – FMc asked DCFA Board for their views related to this role. LW explained that we need to utilise Derby County FC and their Marketing department who can support us in this particular area of the business. All DCFA Board members agreed with this approach. FMc and RS to contact DCFC to discuss this idea with their management team.

Governance Code – RS is meeting with Gavin Lemmon on Wednesday 21<sup>st</sup> September to work through the update of evidence against the code.

DCFA AGM - Derby County FC to host on Wednesday 5<sup>th</sup> October. RS to book the room at DCFC. The DCFA Annual report will be shared at the AGM and the agenda will be sent out prior to the meeting.





DCFA Council Meeting – This will follow the DCFA AGM. Agenda was discussed and agreed. Council Nomination received was shared.

## **7. To receive reports on DCFA Business**

Operational update was shared prior to meeting.

FMc asked if clubs have been consulted regarding the cost of living. RS said that he will ask the DCFA Staff to investigate/consult with clubs on this issue. RS also said that the DCFA Beneficiary fund is available for clubs and may need to be looked at. FMc will also discuss this with the FA.

DCFA County Cups. All dates have been agreed for each competition. The DCFA Senior Challenge Cup Final will take place at Pride Park Stadium. DCFA are also delighted to confirm we now have a sponsor for all 9 DCFA County Cups. The name of the company is Cawarden, who are a Derbyshire based specialist contractor with over 35 years experience in project delivery. FMc approached William Crooks, Managing Director of Cawarden and following positive discussions FMc is absolutely delighted to have them sponsoring our County Cup competitions.

**Staff Update – LR & RS left the meeting.**

FMc updated directors on CEO role.

RS re-joined the meeting.

RS updated on new staff joining – Tom Clarke joined 15<sup>th</sup> August and is settling in well, Pete Rigney and Alex Walker joined on 1<sup>st</sup> September. Staff structure shown.

Tom Crabtree had completed his probation period.

All staff have work programmes and PDR's in place for the season.

Next Thursday 15<sup>th</sup> Sept, all staff will attend Wembley for the CFA Recognition Awards, we have been shortlisted in two categories – Brand Engagement (Our strategy) and Partnerships (Pitch Partnership with City Council and Leagues plus Larch Groundwork)

State of Play survey – results shared with board prior to meeting, Positive position and pleasing to see the progress.

LR re-joined the meeting

## **8. FA Representative Update – Frank McArdle**

FMc will send the FA report through to RS so all DCFA Board members can read through and raise any questions at the next DCFA Board meeting.

## **9. Any Other Business –**

RS explained that he has submitted a complaint to the FA regarding the behaviour of staff at Sheffield & Hallamshire FA related to poaching Derbyshire Clubs. They removed Chesterfield Junior Blues affiliation to Derbyshire FA on the system and affiliated the club to Sheffield & Hallamshire FA.

## **10. Dates of Next Meetings**



**DCFA Board – Monday 28<sup>th</sup> November @ 12pm DCFA Boardroom**

**DCFA AGM – Wednesday 5<sup>th</sup> October. Venue TBC**

**DCFA Council – Wednesday 5<sup>th</sup> October. Venue TBC**

**FMc thanked all for their time and support**

**Meeting closed at 14.00hrs**

