



"Offering and developing football for all in Derbyshire since 1883"

Summary Minutes for Notification to DCFA Council

Minutes of a Meeting of the Board of Directors held on **Wednesday 10th February 2021 at 12pm** **Via Virtual Meeting on Microsoft Teams**

Present: Frank McArdle (FMc) (Chair), Dave Heron (DH) (President), Ms' Ardip Kaur (AK), Ian Wright (IW) Ricky Stevenson (RS) (CEO), Gary Parkin (GP) (Board Safeguarding Champion), Colin Sedgwick (CS), Steve Nicks (SN), Phil Randle (PR),

Jenny Blewitt (JB) (minute- taker)

1. Apologies: - None

2. Notification of any conflict of interest: -

FMc recorded the interests of both FMc and Dawn Heron as Trustees of Keith Compton's estate.

3. Matters arising from previous minutes & approval – 4th November 2020: -

Minutes agreed as accurate and signed off by FMc.

4. Accounts –

a. Keith Compton Estate – RS updated the meeting that a letter and cheque for £357,944,40p had been received on the 16/12/2020. FMc informed the meeting that time is required to review the options for investment is required which will take time and arrangements are in hand for a plaque in Keith's memory at the DCFA offices

i) Investment options – The money has been invested and allocated to savings accounts for an initial 12month period to allow time to review the investment opportunities to support the DCFA.

b. Quarter Two Accounts October – December 2020. Papers circulated and discussed. RS reviewed the accounts and assets with all members. RS highlighted that the money from Keith is included and all members agreed that the money should be shown in the accounts now and not wait for the yearend balance sheet. RS updated on the previous action regarding the review of the auditors and it was agreed by all to maintain the services of the current accountants.

c. Cash Flow Forecast & Budget 2020/21 - RS detailed all expenses and expenditure. RS updated regarding the course costs/fees with regards to FA courses and City Council Covid Support Grant. FMc praised RS for the work completed regarding the budgets and Staff.

Accounts signed off by FMc

5. DCFA Governance Review – AK

a. Update on CFA Code of Governance - AK and RS updated on the current position to date.

b. Board Skills Audit – RS updated that the audit has been completed and a summary received. Individual summaries will be circulated when available. Equality and Finance Directors to be recruited, proposal by RS that recruitment is commenced immediately. RS proposed FMc, RS and GP involved as recruitment panel and agreed by all.

FMc requested JB seconded for initial discussions.

FMc asked for Ben to be thanked for his time and work with Board members.

6. To receive reports on DCFA Business

a. Safeguarding Update – GP updated on the impact of football restarts and postponements of football on safeguarding and poor practices cases. Highlighted the serious safeguarding cases referred onto the statutory agencies, the engagement planned for March 'Safe Sids Matchday Madness' with children and young people and the non-compliance and governance of clubs.

GP gave an update on the Desk top review processes undertaken by the Safeguarding Team and the plans to continue them moving forward.

JB updated on Regional DSO collaboration. RS updated on requests country wide for safeguarding support and FMc highlighted his disappointment that it has not been reflected by The FA in the board skills audit.

b. Risk Register – RS updated around the current position – FMc asked members for agreement to review 6monthly. **All members in agreement.**

c. Office Review – PR gave an overview of the current position. Discussion re the current market and downsizing – **Agreement for RS and PR to obtain quotes and options to report back to Board.**

d. Equality Review – JB gave an overview of the briefing paper presented and requested approval for;

- i) Updated DCFA Equality Policy sign off
- ii) Audit by Staff, Board and Council
- iii) Progression towards Preliminary Level and
- iv) Board Statement on the website

Agreed by all and support offered by GP.

e. Operational Update – RS –

- i. FA Operations Team – update on Discipline, Football Development, coaches community and facilities. CS requested an update regarding the pilot referee course.
- ii. 2021-2024 FA Business Strategy and Timelines – RS outlined work required
- iii. Covid-19 Update - Discussion regarding restart and available options
 - 1) NLS Clubs Competition Proposal – Update re current considerations

f. Staff Update – JB left the meeting. RS updated the Board about the current staffing situation and the discipline appointment.

7. DCFA Council Agenda – Agreed the meeting will be virtual, support offered as required and Covid questions to be covered. FMc requested Board members submit questions to RS prior to the meeting.

Wednesday 3rd March 2021 @7pm

8. Any Other Business –

DH congratulated all for keeping the business going during the pandemic and wanted to thank everyone for their hard work. Also wanted to mention Tony Radford and his years as a servant to the Association, FMc advised Board members of the plans for a photograph for the Board room.

RS updated about the recent supreme court ruling about business interruption.

All agreed a further meeting is required prior to the May Board date.

Board wanted to thank all staff for their dedication and hard work.

9. Dates of Next Meetings

- a. Board - Wednesday 12th May 2021, 12noon – 2pm
- b. Council – Wednesday 3rd March 2021, 12noon – 2pm
- c. Council – Wednesday 2nd June 2021, 12noon – 2pm

FMc thanked all for their time and support

Meeting closed at 14.07.hrs