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



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| Meeting Agenda |
| Apologies\*  Last meeting actions review\*  Finance Report\*  Football Report  Safeguarding & Qualifications Update\*  Development Update  Fundraising  Facilities/Equipment/Kit Update  Any 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 |  |