



## **Surrey County Football Association Limited**

### **Annual General Meeting**

Minutes of the Annual General Meeting held on Monday 5<sup>th</sup> July 2021 commencing at 7.00pm.

#### **Present**

##### **County Members:**

Peter Ashdown, Colin Barnett, Soye Briggs, Alan Clarke, Nick Drew, Richard Ireson, Josie Jones, Ray Lewis, Tony Loveridge, Jeff Martin, Bruce McLaren, Victor Olisa, Les Pharo, Brian Reader, Vic Rolland, John Wallis, Cyril West, Phil Whatling, John Young

##### **Staff:**

Emma Barnes, Danielle Boyd, Anne-Marie Cliffe, Bob Dick, Andrew Dickinson, Richard Garland, Borja Ibanez Valls, Lewis Keegan, Sally Lockyer, Jamie McGregor, David Miller, Nicola Novell (Company Secretary), Brent Pettit

##### **Clubs:**

AFC Acorns Women, Bourne Blades, Cage United, Carshalton Athletic Youth, Caterham Pumas, Chelsea FC Women, Chessington Sports Youth, Chiddingfold Youth, Cranleigh, Dundonald, East Surrey Hawks, Football Dreams Academy, Godalming Town, Gold Coaching, Holmbury St Mary, Junior Elite, Merstham, Mytchett Athletic, Oxshott Royals Youth, Seale, Sutton Celtic, University of Surrey, Victoire, Wandgas Youth, Westfield, Woking Cougars, Woking Town, Woodcote Juniors, Worcester Park Colts

#### **Apologies**

##### **County Members:**

Sue Aspinwall, Ray Cotton, Bryan Croucher, Gordon Harrison, Barrie Hogan, Mike Jermey, Graham Keable, David Letley, Roy Lomax, Tony Newman, Ray Regester, Derek Stovold, John Waddelow, Bob Woods

##### **Clubs:**

Beecholme Belles, Epsom & Ewell, Leatherhead, Mayford Athletic, Mitcham Park, Reigate Youth, SZ United

##### **Leagues & Competitions:**

Surrey & Hants Border League

## 1. Apologies

The County President, Ray Lewis, introduced himself, welcomed those present and acted as Chair for the meeting.

Ray drew the meeting's attention to those members of the football family that had passed away during the last 12 months.

Ray then displayed the apologies for the meeting.

## 2. Minutes of the Annual General Meeting held on 5<sup>th</sup> October 2020 were agreed and signed.

## 3. Minutes of the General Meeting held on 15<sup>th</sup> February 2020 were agreed and signed.

## 4. Presentation of Annual Report / Strategy Update

Ray Lewis called on Sally Lockyer, Chief Executive Officer, to give members an overview of the Annual Report and Strategy Update July 2020 – June 2021.

Sally outlined the aims to sustain / increase participation, develop coaching and players, improve training and playing facilities, progress the football workforce, and become financially sustainable.

Surrey FA's COVID strategy was reiterated by Sally; this involved response to the challenge, mitigate the challenge and recover for the future. She added that Surrey FA's new strategy will take us to 2030.

Highlights included progress towards the FA Code of Governance, Board direction, supporting the grassroots game, Covid-19 financial support for clubs, working with partners and the innovative e-County Cup. Sally then introduced Emma Barnes, Football Development Manager.

Emma detailed the Male Pathway including 9 v 9 transition league, walking football league and festivals, and NHS Cancer Support walking football sessions. Referring to the Female Pathway, Emma highlighted the flexi league, the recreational kitemark, the recreational tournament, the 11v11 league and the female player pathway interactive document.

The Wildcats centres have continued to grow and there are currently 73 centres, with 5 festivals held across June and July, along with a new sponsor. The Disability Pathway includes the Surrey Football For All League and Inclusive Schools League. There is a return to Disability Football Fund of £300K and a new Equality, Diversity and Inclusion Officer will start this month.

Referring to Club support, Emma reported that there has been an increase in the number of new teams within Charter Standard clubs and current Charter Standard clubs will

automatically become England Accredited clubs. Emma detailed the facilities and investment funding of over £927,000 which has been awarded to 157 clubs in the last 12 months.

Emma then provided a Workforce Development update referring to engagement of key stakeholders with development opportunities remotely and integration of new FA Education strategy. There are a broader range of development opportunities available, and we have connected with new external partners to deliver more engaging content. There has been a surge in demand for referee and coaching courses, and grants have been received to support referee development.

In the future, Surrey FA will have a formal Referee Development Plan focusing on retention / progression and recruitment of mentors / observers. Coach training will become more bespoke and there will be partnerships with new training providers. In addition, there will be more emphasis on supporting parents and volunteers, with role specific education and training.

David Miller, Head of Governance, outlined support given to clubs and leagues including webinars, collaboration on key decisions during the pandemic, and a best practice guide. Discipline figures and revenue were detailed along with comparison to previous seasons. David also highlighted the recruitment of discipline commission members and the integration of player registration, with all Surrey leagues now on the system.

During 2020-2021, all Surrey County Cups finals were curtailed due to Covid-19 but the three Capital Women's Cup finals were successfully delivered. Full completion of Surrey County Cups is expected in 2021-2022.

Andrew Dickinson, Head of Operations thanked staff for their support during this time. He referred to Furlough, working from home and the customer support portal, and gave details of leavers and new starters. Regarding Equality, Andrew highlighted that the Intermediate Standard would be renewed with the aim to reach the Advanced Standard within the next three years. As part of this, the third annual State of Play Survey has taken place and the results are being finalised. There will also be a focus on coach and referee groups.

Andrew thanked everyone who had ensured that Surrey FA maintains their Safeguarding Operating Standards. Club visits were completed online, and a guidance document was added to our website called "Safeguarding: Website Best Practice". Details regarding online Safeguarding Courses were outlined along with the switch to DBS integration via Whole Game System. The revenue for the ground at Meadowbank was on target until the third lockdown with over 69,000 users, FIFA Quality Pro status for the pitch has been achieved and the new stand has increased capacity to 3,000.

Details of Surrey FA Partnerships both retained and new were specified along with the growth in our digital audience and engagement, as well as the raise in profile of Surrey FA. There have been numerous campaigns and events such as e-County Cup and podcasts, along

with continuous engagement throughout Covid-19 using webinars, monthly updates and a support page.

## **5. Overview of the accounts by the Finance Director**

The Finance Director, Nick Drew, introduced himself and presented a brief overview of the accounts, which will be finalised for the next General Meeting.

Nick advised that Surrey FA remains in a strong financial position with available funds of £576,000 as at 30<sup>th</sup> June 2021.

Despite the continued disruption due to Covid-19, income for the year was above budget primarily due to additional grant funding from Mole Valley District Council. Income levels allowed £1m to be re-invested into the grassroots game in Surrey and further support will be offered in 2021-2022.

The net operating surplus (before HQ rent) of £6,000 from running Meadowbank football facility is primarily due to increased pitch hire from selling slots unused by Dorking Wanderers.

Nick displayed an income comparison for the last two seasons advising that the decrease is primarily due to the continued disruption caused by Covid-19. The investment costs for running football in Surrey during 2020-2021 were also shown.

There should be a return to normality in the 2021-2022 season and the surplus carried forward will fund a waive in affiliation and county cup entry fees as well as referee registration fees. There is a continuing shift to the centralisation of FA Education / Learning, and there are growing opportunities in the sponsorship / commercial partnership space, assisted by the contribution from the new Working Group.

## **6. Appointment of the Association's Auditors**

TC Group (Taylorcocks) was duly appointed for 2021-2022.

## **7. Notification of changes to County Cup Rules for season 2021-2022**

There are no changes to the County Cup Rules proposed for the 2021-2022 season.

## **8. Special Resolution**

Prior to the Special Resolution, an overview of the FA Code of Governance was presented by Soye Briggs, Vice Chair. Soye outlined Surrey FA's Governance Vision to ensure that the County will be bold and set targets for inclusion, above the Sport England Governance Code, that reflect local demographics and ensure diversity of thought and experience across the organisation. Soye detailed the Code which has 5 Principles and 65 requirements.

The principles of good governance are Structure, People, Communication, Standards & Conduct, and Policies & Processes. Soye highlighted some of the key requirements for these principles.

Principle 2 involves adopting a target of minimum 30% of each gender on the Board, appointing an IAG member as a minimum in an observer capacity, and ensuring that the recruitment procedure is transparent and there is a nominations committee. Principle 3 requires that Surrey FA publicly discloses information on its governance structure, strategy and financial position, as well as developing a strategy for engaging with and listening to its stakeholders. Principle 4 entails the annual evaluation of the Board, Board subgroups / working groups and individual directors, and adoption of a mandatory Directors code. Principle 5 specifies that annual accounts be published on Surrey FA's website, there is a minimum three-year financial forecast, and risk management and internal controls systems are embedded.

Surrey FA's Code of Governance Sub-Group consists of Ray Lewis, Les Pharo, Soye Briggs, John Young, Sally Lockyer and Andrew Dickinson, with support and advice provided by The FA's Regional Manager, Head of Governance and Governance Surgeries, and Muckle LLP. Recommendations include an independent Board of Trustees, a minimum of two Trustees to have grassroots football experience, an open recruitment process via Nominations Group, Legal Members (affiliated clubs and leagues, Referees Association representative) with AGM/GM voting rights, Working Group volunteers to be recognised as County Members (without voting rights), and Associate Members, who are existing County Members not currently on a Working Group.

There will be a maximum of 12 Trustees which will consist of Chair, Vice Chair, Senior Independent Director, Finance Director, Independent Non-Executive Directors, Youth Forum Chair (ex officio) and CEO (ex-officio). Surrey FA's President will be an honorary position with term limits; they will be a Board observer, nominated by the Board. The FA Representative will be decided by the Board, and there will be a transparent process ensuring relevant skills.

Details of Surrey FA's structure and stakeholder representation were presented along with Working Groups linked to the strategy. Further details were given for the principles / purpose, process, structure, and administration / reporting of the Working Groups. The new structure for County & Associate Members was explained along with recognition and benefits relating to these roles.

**Notification of changes to Articles of Association as approved by the Board that with effect from the conclusion of the meeting the draft articles of association produced to the meeting and attached to this resolution be adopted as the Articles of Association of the Company in substitution for, and to the exclusion of, the Company's existing Articles of Association.**

The meeting voted in favour of this resolution.

**9. Announcement of the appointment of any Life Vice-Presidents, Honorary Members and Vice-Presidents**

The appointments of Mike Jerney and Dermot Hennessey as Life Vice-Presidents, and Richard Ireson as Vice-President were announced.

**10. Any other relevant business as admitted by the Chair**

Ray congratulated Sutton United on their promotion to the English Football League and wished them the best for the coming season.

Ray thanked those at the meeting for supporting Surrey FA and wished them the best for the following season.

There was no other business and the meeting closed at 8.40pm.