

Surrey County Football Association Limited

Annual General Meeting

Minutes of the Annual General Meeting held on Monday 9th July 2018 at County Office commencing at 7.00pm.

Present

County Members:

Peter Ashdown, Lawrie Baker, Colin Barnett, Roxanne Bennett, Soye Briggs, Brian Carroll, Bryan Croucher, Nick Drew, Les Edwards, Brian Fish, Richard Garner, Gordon Harrison, Alan Higgins, Barrie Hogan, Mike Jerney, Michael Lawrence, David Letley, Ray Lewis, Lizzie Liebenhals, Roy Lomax, Anthony Loveridge, Bruce McLaren, Oli Moore, Gary Mulcahey, Tony Newman, Les Pharo, Sheila Pink, Malcolm Randall, Brian Reader, Vic Rolland, John Tasker, Brian Walsh, Phil Whatling, Colin White, Rod Wood, John Young

Staff:

Emma Barnes, Anne-Marie Cliffe, Bob Dick, Andrew Dickinson, Mike Gilham, Ashley Gumbrell, Tim Lawrence, Chloe Longdon, Caroline McRoyall, Phil Rendell, Kris Westbrook (Company Secretary)

Guests:

Ian Burrows, Jason Shaw, Victor Olisa

Clubs:

Abbey Rangers FC (Graham Keable), AFC Brooklands (Jez Taylor), Ash United (Steve Cottingham), Beecholme Belles (Lorraine Kennedy), Bookham Colts, Corinthian Casuals (John Waddelow), Worplesdon Rangers FC

Leagues & Competitions:

Leatherhead Sunday FL (Robert Woods), Morden & District Sunday FL (Jeff Martin), South Surrey Youth FL (Vincent Wells), Surrey Elite Intermediate League, Surrey Youth League (Pam Lomax)

Apologies

County Members

Derek Alldridge MBE, Sue Aspinwall, Kate Budd, Alan Clarke, Dermot Hennessy, Beccie Hobson, Alan Holmes, Richard Ireson, Hanna Newton, Darren Pasley, Ray Register, Laura Smith, Derek Stovold, Leon Turner, William Douglas

Clubs:

Bourne Blades, Camberley Boys, Capel, Chiddingfold, Cobham, Complete, Egham Town, Epsom & Ewell, Ewhurst Junior, Haslemere Town Youth, Lyne, Mayford Athletic, Mitcham Park, Molesey Juniors, Reigate Youth, Roehampton Rangers, Virginia Water, Wandgas Youth, Westcott 1935

Leagues:

Redhill & District Sunday League, Surrey & Hants Border League, Surrey County Intermediate League Western

1. Apologies

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

Caroline McRoyall read the apologies.

Ray drew the meeting's attention to those members of the football family that had passed away during the previous year and he asked those present to stand as a mark of respect.

2. Minutes of the Annual General Meeting held on 17th July 2017 were agreed and signed.

3. Minutes of the General Meeting held on 15th January 2018 were agreed and signed.

4. Presentation of Annual Report / Strategy Update

Ray Lewis called on Caroline McRoyall, Chief Executive, to give members an overview of the Annual Report and Strategy Update July 2017 – June 2018.

Caroline highlighted the case studies in this update along with additional information available. She gave details of participation figures and then introduced Andrew Dickinson.

Andrew advised the meeting of staffing changes and that the Intermediate Equality Standard Award was presented to Surrey FA by The FA at St Georges Park. Andrew also gave details of the Time to Change pledge signed by Surrey FA, the Mental Health Awareness Workshop, Inclusive Level 1 and Surrey Schools League. He reported that Surrey FA had passed the Safeguarding Operating Standards Assessment. Club visits had been undertaken during the last year and this will be an ongoing process which will take place again later this year; clubs were requested to ensure that Whole Game System is kept updated, CRCs are in date and the welfare officer is compliant. Andrew highlighted The FA's Whistle Blowing policy, Surrey FA's new website, digital County Cup programmes, live streamed County Cup draws, Sara's story (SSE wildcats), Dana Cup, the launch of the Equality Calendar, the referees feature on BBC London News, sign language tutorials, grassroots survey and BBC Surrey radio appearances. Lastly, he drew attention to GDPR and the information available on Surrey FA's website.

Mike Gilham gave details of projects completed last season and those planned for next season. He highlighted positive increases in participation for walking football, special schools and female recreational football as well as the Adult Football Conference, UEFA B Coaching Course, new informal CPD programme, and 100 courses and workshops. Mike also referred to facilities, refereeing and opportunities for 2018-2019. Finally, he outlined the work planned by the Youth Forum for next year and introduced their Chair, Oli Moore. Oli informed the

meeting about youth onsite and invited those at the meeting to be involved with the Youth Forum.

Ashley Gumbrell outlined details of discipline figures and discipline income. He highlighted Sin Bins, The FA Pilot, player registration and The FA Match Day App. Ashley thanked Bob Dick and the Challenge Trophies Committee for their work on the County Cups.

Caroline then presented details of the new strategy 2018-2021 and its link to the FA National Game Strategy. There was a 6 week planning period which included consultation with staff, Board and Management Committee. The final operational plan and strategic priorities were agreed by the Board and are outlined in brochure. She highlighted the FA Strategic Pillars and KPIs, and the targets to be reached by 2021.

Les Edwards asked about Sin Bin training and was advised that this will be given by Ashley, Tim and Adrian and all leagues and Referee Associations will be offered a training session as well as webinars being delivered.

Les Edwards then asked when the builders at Meadowbank will be finished. Caroline advised that the snagging list is ongoing but the bulk of work had been finished.

Bob Woods referred to the declining numbers for 11 v 11 football indicating that he felt that a strategy should be in place as many leagues are struggling. Caroline agreed that this was a nationwide problem and leagues should engage with Surrey FA and look to introduce changes in order to increase numbers. Ashley added that it took Liverpool FA 5 years to reverse this trend. Ray Lewis advised that The FA is aware that they need to do more to influence this.

Bruce McLaren asked if the first Annual Report has been submitted to the Charities Commission and if it can be viewed, as he is interested in the ethos of charity. Caroline responded that the finances and report were presented at the general meeting in January 2018 and have been available since then.

5. Overview of the accounts by the Finance Director in advance of the General Meeting on Monday 10th December 2018

The Chairman introduced the Finance Director, Nick Drew, who presented a brief overview of the accounts. Nick reported that it had been a strong year for the County, being on budget and with unforeseen money received from The FA and a PPI refund on the Leatherhead office still to be allocated. Meadowbank profit and loss had been planned for and the books closed in a healthy position.

Jeff Martin queried how the delays at Meadowbank had resulted in lower losses than expected. Nick advised that some of the costs did not start to occur until later than expected due to the delay.

6. Appointment of the Association's Auditors

Taylorcocks was duly appointed for 2018-2019.

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

Ray Lewis advised that the Management Committee recommended Vic Rolland, John Young and Brian Carroll as Life Vice-Presidents and this was approved by the Board in April. Ray thanked them for their work on the Board.

8. Election of officers

Les Pharo informed the meeting that The Management Committee has nominated Ray Lewis as President and FA Representative. All agreed. Ray thanked the meeting and continued to Chair.

9. Appointment of Elected Trustees in accordance with Article 27

Sheila Pink retires this year but is eligible for re-election and wishes to continue on the Board in the role of HR Trustee. Ray proposed Sheila and all agreed.

Due to the retirement of John Young, Brian Carroll and Vic Rolland, there were 3 vacancies on the Board, these were advertised and the appointments panel recommended the following candidates as suitable for election:

Board Safeguarding Champion - Victor Olisa

Health & Safety Trustee - Laura Smith

The Board have co-opted William Douglas as Marketing Trustee in accordance with Article 28

All agreed to these appointments.

Commercial Trustee – Ian Burrows, Lizzie Liebenhals, Jason Shaw

As only one place existed for a Commercial Trustee, each candidate gave a short presentation which was followed by a members vote.

Ray announced that the result of this vote was:

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| Lizzie | 31 |
| Ian | 21 |
| Jason | 6 |

and as such Lizzie was appointed to the Board. Ray thanked both Ian and Jason for offering their services and hoped that the County could use their experience in the future.

10. Notification of changes to County Cup Rules for season 2018-19 as approved by the Management Committee

These changes had been circulated and Bob Dick outlined the two main amendments.

Bob Woods queried costs and was advised that these will remain unchanged.

Brian Reader highlighted that "SCFA Competitions / Match Representative" had not all been changed to Surrey FA. Bob Dick confirmed that these had already been amended following Brian's e-mail and thanked him for alerting us.

Ray Lewis advised that temporary dismissals (sin bins) should always be referred to as temporary dismissals. Ashley said that the FA are using both references in their communication and we will follow suit.

All agreed to the changes.

10. Notification of changes to Administration Rules as approved by the Board

Caroline referred to item 11 and outlined the change which is in line with FA rules.

Query was made as to the definition of the end of the last working day and Caroline stated this related to office hours e.g. 5pm. It was suggested this be defined clearer in the rules. Ray Lewis agreed to speak to the FA on this. **Action RL.**

11. Any other relevant business as admitted by the Chairman

There was no other business and the meeting closed at 8.18pm.