

KJFC Annual General Meeting following 2020/21 Season

Held at Bell & Bottle on Monday 5th July 2021

In Attendance

1. James Davenport - Committee Member (Meeting Chair)
2. Wes Lawrenson - -- Committee Member
3. Paul Dutton - -- Committee Member
4. Laura Wilsdon - -- Committee Member
5. Neil Whipp - -- Committee Member
6. Karl Swan – Committee Member
7. Andrew Lawrenson – Committee Member
8. Karina Lawrence (Minutes)
9. Barry Simpson
10. Reece Duckworth
11. Chris Whiteside
12. Dave Ryott
13. Peter Woods
14. Kathryn Veevers

1: Introduction and Welcome

- Meeting opened by JD – handed out agenda and accounts papers.
- Meeting started – all agreed although 20 people not in attendance for quorate to go ahead and restart if anyone else showed up within fifteen minutes.
- Minutes from the 2020 AGM – vote taken to agree, all in attendance approved them

2: Chair's Report (James Davenport)

JD's report covered the following subjects:

A: COVID

- Outlined the big impact COVID had on the club.
- Shut in June, November, January, February and March.
- Lost significant revenue and no central presentation evening for the second year running.
- Overcame significant challenges in terms of:
 - o undertaking risk assessments,
 - o changing rules to follow/comply with, (for instance only being able to train 6 kids at any one time).
 - o extensive communication with stakeholders, and
 - o numerous administrative requirements (Stop / Start Charging.

B: On The Field

- Club had grown from 237 to 342 children since last AGM
- Key Reasons
 - o Bigger Under 6s (40 children)
 - o New Under 5s (30 Children)

- Local population growth
- More interest from girls
- Vindication that the Committee is doing a good job.
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- Cup finalists
 - Under 7s Ice
 - Under 8s Fire
 - Under 9s Ice
 - Under 16s
- League Success
 - Under 12 Fire
 - Under 13 Ice
 - Under 13 Fire
- Special mention - U18 (as effectively an u17 team) finished fourth in their league.
- Goalkeeper Training Established for all Age Groups on a fortnightly basis – proven popular and the coach is well liked by the players.

C: Off the Field

- Successful in securing more venues for the club this year we have added:
 - Kirkham Wesham Cricket Club / Primary School (2 Five a Sides) and the ability to have two more on the cricket field between October and March.
 - Wrea Green (1 Eleven a Side)
 - Newton Village Hall (2 Seven a Sides)
 - Weeton Barracks (TBD – plenty of scope)
- Winter training has continued successfully at AFC Fylde
- Made investment into pitches – soil testing, drainage, seeding, treatments
- Commencing charging for yellow cards, clothing etc through LoveAdmin directly out of accounts now.
- Established new Social media accounts on Twitter and Instagram and established multi-platform publishing through Hootsuite. Gained 200+ followers on Instagram already.

D: Grants and donations

- Received funding from Co-op again – Laura applied, £1,500 every six months
- Received funding from Fylde Borough Council for Newton Village Hall (£1,700)
- Received a generous £3,000 donation from a member of the public.
- Received £600 in memory of a former coach
- Lot of scope for grants and funding if volunteers put effort into locating and applying in 2021/22.

E: Looking forward to 2021/22 and beyond

Plenty of challenges ahead:

- With 28 teams there are plenty of pitch logistics, coach qualifications, kit and equipment ordering & storage and general administration to be undertaken.
- There will hopefully be an under 7s wildcat girls team going forward from September. Hopefully this will become a staple of the club with a new team each year
- Initial discussions commenced with Carr Hill about use of their grass pitches.
- Current AFC Fylde 3 year deal is coming to an end, negotiations will be needed.
- Sponsorship opportunities available – plenty of local businesses to approach and potential of tapping into where parents work.
- Relationships with Councils to build, maintain, strengthen – need them to understand and actively support the needs of the Club.
- Following events with Christian Erikssen the need for defibrillators has been highlighted and there will be efforts to have them at all our venues.

F: Closing Points:

- What do we want this Club to be? There are different views on what it is, and what it can be. In my opinion the club needs more solid foundations and build for the future. Paid administration support and working towards establishing a permanent home are the things I would want to establish.
- Lack of volunteering from parents/guardians is a big problem, there are currently not enough parent/guardian volunteers to continue to run all the Club's needs and all the teams.
- I point to:
 - o the 14 people who showed up at the AGM out of 800 parents/guardians.
 - o net building at Newton Village Hall – only 4 people volunteered, 3 of which were not parents or guardians of any children in KJFC who will get use out of these nets!

3: Treasurer's report (Neil Whipp)

- Difficult financial year, as highlighted in Chair's report.
- We worked hard to start activities again for children as soon as possible – this also helped guarantee an income for the club again to cover ongoing and new COVID related expenses.
- Overall performance is that we have £25,000 in the bank after a small loss of £455 for operating activities.
- Lost income of circa £30,000 from subs not being taken and loss of fundraising opportunities. (Though clearly, we did not incur some expenses during these months).
- Hard to use this year for standard comparison in future years due to the loss of income. Hopefully 2021/22 will be a standard year with no financial anomalies to baseline the club.
- The Club books have been agreed by an independent advisor (Fare Pay)
- The Balance Sheet and Income Statement Shown in Annexe A & B were explained.
- Pitch hire is our biggest expense, and the club also covers the cost of kit, administration, pitch treatments. We have made capital investments into equipment such as goal posts which will hopefully not have to be repeated in future years.

4: Questions and Answers regarding 2020/21 Season

- Q: Peter Woods raised a question about the kit expenditure vs sponsorship and asked if the Club was happy with Galaxy as a provider going forward.
- A: Neil Whipp confirmed the club is happy with the service and price Galaxy charge. We will stay with them as there would not be much saving to warrant moving to a new provider. It was further explained that sponsorship money would now come into the Club prior to going to our kit provider, Galaxy to fully show club operating costs.
- Q: Peter Woods asked about the trophies and their cost.
- A: Wes confirmed we use Top Trophies now in Southport, Wes goes down to select and collect the trophies as he has a good working relationship with them. He agreed it's a big expense but believes it is worth it for the kids as they enjoy the trophies. We are however always looking to cut expense so if anyone knows of a cheaper good quality provider we would be happy to have discussions with them. He added that we expected to have a raffle at the end of season event planned at Ribby Hall which would have covered the cost of the trophies, however the event was cancelled due to Covid. Wes also explained that going forward there may be a need for split events for end of season trophies due to the size of the club. Ribby Hall is also still booked from 2022 for when we can next organise an event

5: Agreement of the Annual Accounts

- A vote was raised by JD and all present agreed the yearly accounts.

6: Election of committee members

- There are 5 places open on the committee with JD, NW and WL standing down.
- The 4 standing members (Laura Wilsdon, Paul Dutton, Karl Swan & Andrew Lawrenson) agreed to co-opt Kathryn Veevers, Dan Farnworth, Wes Lawrenson and Neil Whipp onto the Committee.
- Eight of the nine available spaces on the Committee therefore being filled.

7: Amendments to the constitution proposed

- JD and NW proposed three changes to the constitution as per the meeting agenda
- All three amendments were rejected by a vote of the attendees.
 - o Move from 21 days to 5 days notice of intention to stand for Committee
 - o Alter the bank signatories to be the Chair, Treasurer and other designated signatory on the Committee.
 - o Increase expenditure limit without Treasurer approval to £200 from £100.

8: Any other business

- Dave Ryott raised a question about defibs at the new playing fields. Wes has talked to Kirkham Council and coordinating Coronation Road to have a defib paid by the council. Dan,

new committee member, is an ambulance driver and he will take over this task. Wes listed all the sites with defibs and hopes we will reach a point of having one defib at each of our playing fields. Although some coaches may be ok with carrying around a defib in their car the committee believes that defibs could easily be misplaced or lost this was, whereas on the wall at a playing field they can help the entire community and there is currently a lot of funding available for this. The club can also afford to purchase additional defibs but process on this is currently slow. Dan will be giving a training session for all coaches and managers. Wes proposed building bridges with Kirkham Council regarding them covering the full cost of a defib and defib box at Coronation Road.

- Peter Woods asked where the defib we used to share with the Cricket Club is. Currently in Wes' car, Laura has changed the pads on all the defibs to ensure they are up to date. Discussed pushing for defib box at Cricket club and bank lane has no defib box.
- A question was asked about Warton. Explained that Bank Lane will be kept on at £1,600 as back up pitches 5s, 7s, 9s, 11s. Kept for a further 12 months to see if vertidrain works on wetter local pitches. Discussion of staggering pitches next year, this was not possible this year due to Covid, however has always been done before.
- Barry outlined concerns about the under 6s and how it had been organised. This was especially related to the Yellows Team.
- JD explained that all under 6 teams were being released from Sundays to Thursdays when ready. The situation with the Yellows was regrettable because the parents were not seemingly as invested when the need to go alone rose. They would need to come back to Sundays for the foreseeable.
- Kath raised a concern regarding safeguarding and level 1 for new coaches. JD explained that no courses had been available due to Covid. DBS's still being done and PD explained that FA were bringing the safeguarding and level 1 online as of 4 July 2021 email to him. PD will roll out courses available soon and expected all coaches to complete in the next two months.

Meeting Closed

Annex A

KJFC Balance Sheet as at 31 May 2021			KJFC Balance Sheet as at 31 May 2020		
Opening Balance	£	25,456.90			
Financial assets			Financial assets		
Paypal	£	-	Paypal	£	581.68
Cash	£	362.00	Cash	£	415.00
Bank Income A/C	£	21,452.88	Bank Income A/C	£	21,019.41
Payments A/C	£	578.00	Payments A/C	£	997.14
Savings A/C	£	2,608.34	Savings A/C	£	2,443.67
Total	£	25,001.22	Total	£	25,456.90
P&L	£	(455.68)			
Fixed Assets (Estimated Value)		depreciation@10% pa	Fixed Assets (Estimated Value)		
2 X Defibs	£	900.00	2 X Defibs	£	1,000.00
1 Set - 11 a Side Goal	£	270.00	1 Set - 11 a Side	£	300.00
6 Sets - 12x 6 Goalpo	£	2,750.00	5 Sets - 12x 6 Gc	£	2,500.00
2 Set - 9 a side Goalp	£	950.00	1 Set - 9 a side G	£	500.00
Playing Equipment ar	£	5,000.00	Playing Equipme	£	5,000.00
Total	£	9,870.00	Total	£	9,300.00
Total Assets	£	34,871.22	Total Assets	£	34,756.90
			*All teams are stocked with Balls, Cones, First Aid Kits, Bags etc		

Annex B

2020	June	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total YTD	Growth Rate	Projected
Income																
Revenue																
Grant funding	-	2,500	500	-	-	-	-	-	-	-	1,700	-	-	4,700	20%	5,640
Revenue	-	-	48	-	-	32	15	-	-	-	40	-	-	135		135
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	2		
Fundraising	-	-	-	-	-	-	-	-	-	-	1,302	-	-	1,302		
Donation	-	-	-	-	-	-	-	-	-	-	3,000	530	-	3,530		
Sublet	-	-	-	-	-	70	220	-	-	-	-	293	180	763		763
Subs/Sales/Discipline	-	224	4,260	5,946	6,020	4,874	5,646	5,516	391	692	823	6,373	40,765			
Sponsorship	-	1,223	-	500	-	-	-	-	-	-	680	-	-	2,403		
Cafe Sales	-	-	-	-	295	-	-	-	-	-	-	-	102	397		
Total Revenue		3,947	4,808	6,446	6,315	4,976	5,881	5,516	391	7,414	1,646	6,656	53,996		6,537	
Gross Margin		3,947	4,808	6,446	6,315	4,976	5,881	5,516	391	7,414	1,646	6,656	53,996		6,537	
Expenses																
Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Pitch Hire	-	(900)	-	(2,700)	(2,360)	-	(5,065)	-	-	-	-	(1,305)	-	(12,330)		
Equipment	-	(756)	(901)	(1,364)	(1,670)	-	(10)	(311)	-	(443)	(1,405)	(1,177)	-	(8,037)		
Kit	-	(2,338)	(2,067)	(1,156)	-	(805)	(3,510)	(35)	-	(753)	(295)	(562)	-	(11,522)		(11,522)
Facility Improvement	-	-	-	(80)	(503)	-	-	(90)	-	(170)	(3,416)	(826)	-	(5,086)		(5,086)
Ref Fees	-	-	-	(1,035)	(400)	(30)	(10)	-	-	-	(920)	(220)	-	(2,615)		(2,615)
Club Admin	-	(280)	(1,180)	(531)	(417)	(504)	(544)	(416)	(333)	(148)	(263)	(535)	-	(5,151)		(5,151)
Cafe Stock	-	-	-	(171)	(47)	-	-	-	-	-	(163)	(222)	-	(603)		(603)
DBS/Coach Education	-	(60)	-	(70)	(290)	(60)	-	-	-	-	(50)	(160)	-	(690)		(690)
Disciplinary	-	-	-	(36)	(104)	-	(95)	(12)	-	-	(12)	(72)	-	(331)		(331)
Trophies	-	-	-	(159)	(113)	-	-	-	-	-	-	(1,856)	-	(2,128)		(2,128)
Xmas Gifts	-	-	-	-	-	-	(158)	-	-	-	-	-	-	(158)		(158)
Kit stock	-	-	-	-	-	-	(95)	(48)	(538)	(120)	(97)	(96)	-	(994)		(994)
Covid Expenses	(1,100)	-	-	(68)	-	-	-	-	-	-	-	-	-	(1,168)		(1,168)
Insurance	(415)	-	-	-	(51)	-	-	-	-	-	(290)	-	-	(756)		(756)
Travel	-	(1,915)	-	-	-	-	-	-	-	-	-	-	-	(1,915)		(1,915)
Goodwill payment	-	-	(29)	-	-	-	-	-	-	-	(50)	(20)	(300)	(399)		
Transaction Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Refund	-	-	(90)	(40)	(80)	-	(20)	-	-	-	-	-	(40)	(270)		(270)
Coaching	-	-	-	-	-	-	-	-	-	-	-	-	(300)	(300)		(300)
Total expenses	(1,515)	(6,249)	(4,266)	(7,410)	(6,035)	(1,398)	(9,507)	(912)	(871)	(1,685)	(8,236)	(6,367)	(54,452)		(33,686)	
Total Profit (Loss)	(1,515)	(2,303)	541	(964)	280	3,578	(3,626)	4,604	(480)	5,730	(6,590)	289	(456)		40,223	