

Minutes Committee Meeting 06/0125 - 7pm

Present: MB, DW, JK, MF, JP, GR, SR, MO

Chairman called meeting to order and thanked everyone for attending. Noted that monthly meetings need to move due to unavailability of several members and that subject to final survey monkey results it looks like we will run committee meetings on a Thursday going forwards.

Minutes of Last Meeting

Minutes of last meeting on 25/11/24 were reviewed and approved with carried forward actions continuing to be captured at end of these minutes. Note that now, after 6 months, we have completed the transition from the prior committee Secretary will endeavour to rationalise the number of individual action items to enable committee members to cover items in their routine operational updates.

Accreditation

In the absence of MP, DW outlined the process required to administratively link BFC & BYFC from an FA perspective. This is managed on the FA portal and requires BYFC, as the higher rated (2 star) club to invite BFC to link. There are no material implications, however, BYFC would become the parent club from an FA accreditation perspective requiring future coordination of accreditation work between our 2 clubs. Given this change impacts both clubs the respective BYFC and BFC committees should vote to approve linking at their next respective meetings.

Action

- DW: Organise respective votes

FA Grants

Following our successful accreditation the club, in theory, has access to FA grant funds. SR has begun investigation into grant funding which in essence boils down to a general FA fund and a floodlight fund sponsored by the Premier League.

Under the FA fund accredited clubs are allowed to submit 1 application per year and given BFC have received no funding for several years it is likely we are eligible to apply for funds up to £100k. However, we should not get carried away as the FA grant process is like wading through treacle and success not guaranteed. Additionally, the club will be required to meet 30% of the costs for any successful application and, as we are aware, finances remain tight.

The process and requirements for floodlight grant funding operate under similar rules to the FA general fund. Note that floodlight upgrade is a significant project that may need to be split into phases and that we have 18 months remaining on our current floodlight accreditation.

After discussion the committee recommended that we prioritise the toilet block (phase 2 beyond the existing ladies loo refurb) and floodlights as our 2 potential grant applications.

Clearly grants is a lengthy process requiring ongoing discussion, however, SR kindly offered to continue leading our program and MB will complete work on Dilux report & floodlight design.

Actions

- SR: Meet with FA to bottom out grant process and our responsibilities (notably re finance)
- SR: Meet with AB & Clare to socialise notion of "2 Phase toilet project"
- MB: Dilux report and floodlight design

Operational Updates

Finance

JK reviewed the club finances and cautioned the committee that the Jan-Mar quarter is traditionally the clubs toughest (with significant losses being sustained last year) and a number of large bills (not least £6.5k VAT) that need paying imminently ... ie. little, if any, cash will be available for non-essential activities during this period and committee members were asked to be prudent accordingly.

It was, however, acknowledged that Xmas period trading was good and that with the aid of events and some good luck with weather for Saturday games we might be able to relieve some of the financial pressure. To that end the committee were requested to promote events which currently include the Bob Arles Darts, Psychic Evening and potentially another Buzzer quiz. More event ideas please!

Following this motivational, slightly downbeat, update JK & MB walked the committee through the 2025 / 2026 budget objectives, process and status. Work is has progressed to the point where a special committee meeting will soon be required to focus on next years budget.

Several committee members pointed out that we don't have / didn't inherit a usable cash flow forecast and given finances will be tight for the remainder of the season requested one be urgently produced taking us up to fiscal year end. JK & MB agreed to take this on as a priority.

Finally, it was noted that we are overloading JK and need to fill the vacant bookkeeper position.

Actions

- JK/MB: Cashflow forecast
- MB/DW: 2025/26 budget review meeting

H&S

GR reported no major issues from an H&S perspective this month - which is good thing!

GR has kindly offered to complete training required to become a welfare officer and replace the now retired Pete Gibbons.

Sponsors

MF reported that all outstanding sponsor invoices have been paid!

MF& HR turning their attention to next season. Meetings with Meadens and B-Executive are in hand regarding headline sponsor opportunities.

It was noted that DGM invoice for parking spaces (£864) remains outstanding and that they have expressed an interested in Brockstock sponsorship again this year. MF will continue to work with / on DGM.

Some of the pitch side banners have been damaged during recent storms and will be replaced over time.

Marketing

JP proposed a review / rationalisation of our WattsApp groups and that timing would be good with Kev D taking on clubhouse manager role. It was agreed that JP and DW will crack on with this.

JP also drew the committees attention to the new merchandise “vending machine” in the clubhouse where popular items like hats, scarfs, pins etc.. are now available behind the bar. We are all encouraged to promote merchandise sales as the club receives 20% commission.

Action

JP/DW: WattsApp rationalisation

AOB

- MO (Paddy) has kindly agreed to take on the role of Membership Secretary from SD. Paddy will reach out to organise handover. Low hanging fruit identified in 4 expressions of interest in 500 Club to be followed up.
- Cleaning - we are in the market for a professional cleaner. Suggestions to MB pleased.
- Match Day - Aly has stepped down and SR has stepped up in the interim. SR & DW will work with KD to ensure checklists for stewards & clubhouse staff are revised and implemented. We also need to replace Aly as a priority.
- Brockstock - team require another meeting after which they will update committee
- Steward training - approved
- Football Festival - no plans in place, DW to follow up with BYFC
- 2025/26 Training plan - MB working on plan to reduce dependency on expensive college which will be revealed at budget meeting
- Real Ale festival - MB working with CAMRA on pilot event this spring
- Summer pitch maintenance - a stand program of works has been outlined by IA and a quote for £6.5k received. Committee acknowledge that the works are necessary but draft budget is substantially less than £6.5k. MB is seeking advice from Kev Glass. DW is sounding out golf club. Further quotes will be required. It was agreed to develop best and worst case plans based on available funds and successful Brockstock. The “elephant on the pitch” being works will need to be booked long before Brockstock.

Actions

- JP: another promotional push on 500 Club
- SR/DW: match day & clubhouse checklists
- DW: follow up Football Festival with BYFC
- MB: follow up with IA re summer pitch maintenance

Carried Forward Actions

MB/MP: Kit person

DW: Talk to Foresters re match day food options

JH: Content for BYFC webpage

MB: StAustell contract amendment

MP: Squad photos for website

MB: Opening hours (ongoing)

JP/MB: Change front door lock

MF/MP: Consolidated view of sponsors

Meeting closed: 8.45pm

Next meeting: Thursday 6th February, 7pm