

# Minutes: Committee Meeting 25/11/24 - 7pm

Present: MB, DW, MF, SD, MP, TM, SR, Paddy

Chairman called the meeting to order and thanked members for attending. Various absentees who provided written updates.

## Minutes of Last Meeting

The minutes of the last meeting on 20/10/24 were reviewed and adopted. Good progress on actions arising particularly with respect to football. Carried forward actions continue to be captured at end of these minutes.

## Life Memberships

The "500 Club" has been on the docket for a while, warrants scrutiny by whole committee and a vote given its long term implications. Due to absentees and time constraints Secretary will organise a short extraordinary committee meeting to review the proposal, vote and, if carried, work through outstanding implementation requirements. AB highlighted the need to think through how we program the till and police the proposed 15% life time discount. SD has some outstanding items regarding set up in systems and provision of "special" cards. There are also items to address regarding marketing and payment options.

### Action

- DW: Organise meeting re 500 Club - proposed date 4th Dec

## Project Updates

Written updates provided by AB & IA were reviewed. In general good progress being made as follows:

- Raising stand rails - complete and signed off by H&S
- Ball stopping nets - design completed and agreed with Karl, MB to progress
- Karl's roof - James Taylor has left and is unresponsive, MB to source new contractor
- Bar Front - project to be completed 8th-11th Dec
- Cellar floor - moved forward to 8th-11th Dec to coincide with bar work
- Bar CCTV - quote for £300, MB approved and will progress asap
- Cellar wall, door & ceiling to be progressed during quiet period in new year
- Greenkeepers shed roof completed - good job done by Neil!
- Sett roof - next priority, based on success with shed AB will ask Neil to quote
- Turnstile roof - not a priority
- Clubhouse roof leak - to be investigated by AB & DW asap
- Dead tree on Grigg Lane - Westbeams have confirmed 10th/11th Dec removal
- Ladies loos - AB and Clare have specified and met with 5 contractors, awaiting quotes
- Maintenance area - IA has cleaned up and is sourcing fence, initial quote too expensive
- Sett ventilation - awaiting spec for extractor from Jamie, approved to proceed once ready
- Flood Light report - action remains with MB
- External lights - IA has reset timer, decide later if we want to replace with better solution
- Small electrical issues - bar lights, floodlight app, thermostat app etc.. KD has electrician booked for Weds 27th, MB to review list with KD
- General maintenance - IA priorities include clubhouse gutters, door to paint shed, stand stairs pointing / repair, front (car park) entrance tidy up, purchase sand / soil / seeds for pitch maintenance
- Fencing - note that various temporary fixes to perimeter fence and pitch rails will need to be reviewed during off season maintenance next spring

### **Action**

- MB: Source new contractor / quote for Karl's roof
- KD / MB: Review list of small items for electrician

## **Ground Accreditation**

MP confirmed that pictures have been sent to FA for sign off of 5 of 6 outstanding items. Last remaining issue is the ambulance access and space. After discussing with inspector MP confirmed that he will approve clear signs on gates and removable barrier and a temporary 7x2.5m box being marked by barrier in pitch line paint. This can then be photographed and submitted to get ground signed off. Long term preferred solution is fix hard standing and paint permanent box immediately outside / across the gates. Once accreditation received next inspection will be March 2025.

Note: BYFC accreditation also due by March 2025 so we need to coordinate and have youth affiliated with main club - mutually beneficial as helps BYFC with player pathways and BFC achieve a 2 star rating.

### **Action**

- IA / MP: Signs, temporary ambulance box and send photo to assessor

## **Brockstock**

Initial committee consisting of MB, DW, JP, TM and Bronya formed and met recently. Short term priority actions are marquee, stage, toilet and band bookings. It was decided to increase the length of both days by 1 hour to allow for an extra band. Additional disabled toilets will also be booked. Modest increase in budget to accommodate changes / inflation. Further updates in the new year along with many attractive opportunities to help out!

## **December Events**

KD has provided updates for the series of events in December on committee WattsApp group. Events are currently staffed but need to keep an eye on them in case of staff sickness etc. Event diary is currently a physical book managed by KD and kept in the club (unless she takes home to work on rotas etc.). Adverts for all public events are on the website and JP has confirmed posters prepared and ready for use as needed.

Apologies have been issued on various social media platforms for unfortunate double booking of Solent Soul in December, however, it transpires they have concluded a 6 month booking with Enzee and were planning to move on in January regardless.

Note re event diary: majority agreed best practice is continuing to keep a physical master diary to include all public & private bookings, home matches, staff rotas etc.. behind the bar and post public events & match info on website, however, some concerns re committee visibility of diary were voiced. Will review when clubhouse manager installed.

## Operational Updates

### Football

MP confirmed appointment of experienced new manager for Dev team, Matt Walker, who knows the club well and starts immediately. Meet and greet with Danny and the first team after last home game was well received. Initial ball boy/girl outing went well with good feedback from youth section and will continue. Will revive the proposal to install a plaque on turnstile remembering our much loved late gate man Brian Cooper. 125 years commemorative friendly with Pompey looks like a 2025 preseason event. There is an opportunity to run a stewarding seminar hosted at the club which MP will socialise with other clubs with a view to running in the new year (minimal cost).

### Actions

- MP: Quote for Brian Cooper plaque
- MP: Arrange stewarding seminar

### Finance

JK update delivered by MB on his behalf highlights included:

- Club continues to wash its face financially with addition of player wages from Sept
- Savings for ladies loo project balance up to £1500
- Brockstock / contingency fund remains £10k despite ongoing spend on projects
- Only remaining legacy bill is £2.4k to previous energy supplier (will pay in instalments)
- Sizeable VAT bill to pay January which December events will help cover
- Repayment of personal loan begins in December all things being equal

### Membership

Quiet month with a few new members signing up (now circa 220 paid up members). Need to finalise how we set up life members when scheme launches.

Note: SD away a lot and struggling for time so will look to hand off role in new year, although happy to work with us until a new volunteer is found.

### Action

- All: We would like to determine complete list of legacy life members, can committee members with any insight please feedback to SD

### Sponsors

MF provided an update with his usual brevity & aplomb. Initial 10 banners will arrive this week and will be installed on Thursday. Proofs for second batch now signed off and will go to print this week. DGM have paid sponsorship per last update and have now been invoiced for parking. Carl C will complete works on cellar floor in lieu of his parking space (good deal for both). Dinner booked with Meadens to begin discussion re new ground sponsorship deal. Noted that Meadens 2 year kit deal also renews for 2025. Will initiate contact with B/Executive who have also expressed interest in ground sponsorship. Remaining banners for legacy sponsors will be removed from the ground as part of the refresh exercise - including James Taylor who's prime space on the stand will be re-let accordingly.

## **Safeguarding**

Two safeguarding incidents were reported to the club in November which are being investigated with through our established safeguarding process as appropriate. The committee affirmed its commitment to a zero tolerance policy regarding proven complaints; particularly as they pertain to minors.

## **AOB**

- Youth Festival to be discussed at BYFC social Thurs 5th Dec, BFC committee invited to join, both parties keen to proceed but need more helpers!
- Events diary - discussed per above we will revisit later with new clubhouse manager
- Carl B - consensus was he should continue to support IA, official capacity TBC
- Suggestion of volunteer / staff / footie / sponsor thank you social event to be arranged at end of season was well received and will be picked up in the new year - could be particularly fun if we achieve primary 2024/25 objectives of ending the season debt free and remaining in the Wessex premier league
- GR has provided an updated H&S folder which is to remain available behind the bar at the club. Committee members are encouraged to familiarise themselves with this!

The meeting concluded with a somewhat unstructured discussion about use of the team WhatsApp group as a management tool (or not), who should have insight into the minutiae of which aspects of running the club and the role of the trustees in that regard. A variety of valid observations were made, not least the challenge of remaining true to our commitment to transparency while retaining focus on priority activities. MF volunteered to give this some thought and come up with a proposed "racing model" for the team.

## **Action**

- MF: Racing model

## **Carried Forward Actions**

MB: Kit person (away games)  
MB: Talk to Foresters re match day food  
JH: Content for BYFC web page  
MB: Conclude St Austell contract revision  
MP: Squad photos for website  
MB: Opening hours  
JP: Change front door lock  
MF / MP: Consolidated view of sponsors  
MB: Flood light report

**Meeting closed : 8.55pm**

**Next meeting: 6th January 2025, 7pm**