**MINUTES OF AWJFC COMMITTEE MEETING 10TH SEPTEMBER 2015**

**Present at meeting:- Ray Dennis – Chairman, Rachel De Feu – Treasurer, Kerry Flanders - Horsham League Secretary, Martin Thomas – Crowborough League Secretary, Nikki Brennan – Membership Secretary, Emma Gibbs – Child Welfare Officer, Richard Locke – Website Co-ordinator, Paul Newman – Clubhouse Co-ordinator, Steve Moore – Purchasing Officer, Jo Hollington – Fundraiser, Lesley Dennis - Administration**

**The new chairman, Ray Dennis, opened the meeting and his first job was to thank Rachel De Feu for filling in before his appointment. He also requested that he hold the meeting without the constitution in place as this needs to be looked at in some detail at a later date.**

**1.1 Agenda**

 **There was a 100% attendance so no apologies were necessary**

**1 .2 Clubhouse Coordinator Update**

**Paul Newman gave an update regarding the clubhouse. The walls had been cleared for painting and one wall decorated however, promises made by Mid-Sussex Council had not been kept despite many reminders and there was still much to be done. It was noted how poor the pitches were and it was agreed to get in touch again with the Council in order to speak to the sub-contractors as to how this can be rectified which our Chairman agreed to do.**

**1.3 Under 6’s & 7’s**

**The first training session for the under 6’s & 7’s was a tremendous success with 21 children attending which looks very promising for the future. At present there is no coach for under 7’s and they are at present incorporated within the under 6’s and under 8’s but this cannot continue and we need to find a coach for them.**

**1.4 Advertising and Marketing**

**It was reported that there is no budget as such for this item however, a website has been set up and a facebook page created whereby we can advertise needs and events etc. Instead of producing a newsletter and fliers had been handed out at local schools etc. looking for players ages under 6 to under 9’s.**

**1.5 CRB Checks update**

**All CRB checks have either been done or are in hand.**

**1.6 Website Update**

**Richard reported that this was now up and running but emphasised that he now needs input from all members to keep it fresh. The Chairman requested that a page on the history of the club would be good and this was to be investigated by Steve and himself. It was suggested that a link to the Ashurst Wood senior club would be a good idea and also at a later date to publish club rules (constitution) on the site. It was also agreed to put photos of all coaches and committee on the website.**

**1.7 Next Crowborough Meeting**

**The next Crowborough meeting is to be held on 25th February, 2016 and we need to send a representative along to this.**

**1.8 Charter Status**

**We had a visit from the Sussex FA who spoke to us in great detail as to how we fill out the forms and what we need to do to achieve this status. She seemed very pleased with our progress so far and Martin has agreed to take this forward. The chairman voiced his opinion that this is extremely important for us to obtain as this will only enhance and improve the status of the club. The Chairman thanked the FA for attending and for being so informative.**

**1.9 Treasurers Update**

**Rachel has only been able to produce this report based on bank statements from previous years. Money is obviously very tight about which Rachel showed her concerns but she has produced a forecast for this year. The Chairman thanked Rachel again for her professional efforts and asked the rest of the committee to digest these and at the next meeting , vote for their approval.**

**1.10 Gift Aid Application**

**This is at an early stage and an investigation is being carried out.**

**1.11 Charity Trustees**

**Rachel reported that these were out of date and asked for volunteers to replace previous trustees. Along with Rachel, Ray, Paul and Richard agreed to put their names forward.**

**1.12 Purchasing Officer Update**

**Steve reported that the budget is tight and nothing is moving in this department however, some coaches are spending their own money to buy footballs etc. for their teams which is very honourable however, the chairman said that in future, when the club does have money to spend, that all requests must go through the purchasing officer.**

**1.13 Coaches Induction Pack Update**

**Steve reported that this has been completed.**

**1.14 Coaches and Committee evening**

**It was agreed to hold an informal meeting with the coaches at the Three Crowns on Tuesday 29th September at 8p.m. and an invite to all coaches will be sent out by the chairman.**

**1.15 BBQ Fundraising and possible grants**

**Jo has agreed to organise, with the help of the chairman some much needed fundraising events with the first ones taking place before Christmas. It was reported that there is a possible Youth Sports Grant available from EG Council but it has to be decided what to spend this on.**

**1.16 Club Newsletter**

**As we now have a website and facebook page it was deemed not necessary to produce a newsletter as this should be efficient.**

**1.17 Any Other Business.**

**Kevin Sewell was the only non committee member present and he covered the bad state of the Rec and showed his concerns relating to the clubhouse and maybe in the future looking at the possibilities of getting a food hygiene certificate so that more funds could be raised from the sale of hot food. The chairman thanked Kevin for turning up and thanked him for his patience and involvement.**

**1.18 Date of next meeting**

**Thursday 8th October at the Three Crowns**

**The chairman closed the meeting by thanking all the committee members for attending and showing such enthusiasm.**