

# Guiseley Juniors Football Club

## 2023/24 Annual General Meeting - Minutes & Actions



<b>Date &amp; Time</b>	Wednesday 12th June 2024 - 7.30pm via Zoom
<b>Attendees:</b>	Chris Spargo (Chairman), Mark Stitson (Treasurer, U16 Orange), Sam Bicheno (Club Secretary, U8 Yellow, U10 Yellow), Kevin Harrison (Head Coach, Girls Development Squad), Richard Owen (Registration Secretary), Lucy Doherty (Child Welfare Officer), Andy Craddock (Girl's Secretary, U15 HQ Red), Mike Thompson (U7 Red), Kumar Patel (U7 Red), Gavin Phillis (U7 Blues), Luke Cook (U7 Whites), Jeremy Zorilla (U7 Lionesses), Matt Wilks (U8 Lionesses Blue), Andreana Cowell-Smith (U8 Lionesses White), Andy Charlton (U8 Blue), Gavin Toner (U8 Blue), James Elliott (U8 Orange), Rob Griffith (U8 White), Matt Vosper (U9 Lionesses), Gareth Peel (U9 Orange), Peter Harrison (U9 Yellow), Kylie Horne (U10 Lionesses), Matthew Birkenshaw (U10 Blue), Ben Pierce (U10 Orange), John Standhaven (U10 White), Mark Levine (U11 Lionesses), Josh Padgett (U11 Green), Ben Marquand (U11 White), Mark Bentham (U12 Girls Whites), Paul Meakin (U12 Lionesses), Gordon Friel (U12 Blue), David Burgess (U12 White), Neil Clappison (U12 Yellow), Steve Goldthorpe (U13 Blue), Dan Spiers (U11 Orange, U13 White), Gareth Buree (U14 Green), Ian Woolford (U14 Orange), Justin Chadwick (U14 White), Andy Whelan (U14 Yellow), Niels Kroon (U15 Green), Simon Bucktrout (U15 White), James Burnett (U16 Girls Blues), Phil Tierney (U16 Lionesses), Ray Williamson (U17 Blue), James Todd (Girls Coaches Mentor)
<b>Apologies:</b>	Phil Clarkson (Boys Development Squad), Danny Murphy (U7 Red), Mark Lewis (U7 Orange), Matthew Rodham (U7 Yellow), Ricky Longbottom (U9 Blue), Neil O'Connor (U9 White), Steve Hiley (U11 Blue), Duncan Randall (U11 Yellow), Wayne Lusted (U12 Orange), Dean Grant (U13 Orange), Mark Laine-Toner (U13 Girls Whites), Anthony Quinlan (U13 Girls Blues), Karl Robinson (U14 Lionesses), Kieron Barker (U15 Yellow), Matt Darlington (U15 HQ Blue), Eddie Nuttall (U16 Yellow), Andrew Brennan (U17 Orange), Anthony Dutton (U17 Green), Ben Kelly (U17 Girls)

Item	Heading	Key Points	Action	Owner
1.	Welcome & Chairman's Report	<ul style="list-style-type: none"> <li>Chris Spargo welcomed all the attendees and declared the AGM open</li> <li>He congratulated all teams on completing the season</li> <li>Chris provided an update on the proposed construction of the 4G pitch at Guiseley High School. The key points to note are:               <ul style="list-style-type: none"> <li>Planning permission was granted last year</li> <li>The final funding application has been submitted and is going to the July Funding Board</li> <li>Contractors are lined up to begin works in August assuming funding is approved</li> <li>Construction would be complete by December with handover into use in January 2025</li> </ul> </li> <li>Chris highlighted that given increased costs since the original application, the school have asked for the Club's support for their fundraising efforts</li> <li>Chris took a moment to recognise those managers, coaches or other</li> </ul>	Share details of Guiseley High School's fun run fundraising efforts.	Sam Bicheno

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		members who were stepping down from their roles at the end of the season in particular Phil and Ollie Clarkson, Chris Tomlinson, Anthony Dutton, James Todd, Chris Brewis, Daniel Fletcher and Wayne Lusted. Chris thanked them for their outstanding contribution and wished them all the best for the future.		
2.	Secretaries Report	<ul style="list-style-type: none"> <li>Sam Bicheno highlighted the importance of training compliance which has improved significantly in the last 12 months - it makes administering several aspects of the Club significantly more straightforward.</li> <li>Sam provided an update on affiliations and league entries for the 2024/25 season: <ul style="list-style-type: none"> <li>All 44 boys teams and 22 girls teams have been successfully affiliated for the new season since the Secretaries report was issued.</li> <li>League entries are largely complete with league moves, new teams and division strength preferences all submitted.</li> </ul> </li> </ul>		
3.	Treasurer's Report	<ul style="list-style-type: none"> <li>Mark Stitson provided an update on the Guiseley High School 4G pitch application, which has been continuing with the support of Nicky Clarke and Chris Spargo.</li> <li>Mark advised that the costs had increased significantly since the process began 4 years ago, going from £750,000 to nearly £1,000,000.</li> <li>Mark confirmed that in the 2023/24 season, the Club had made a surplus of £22,000 thanks to more members and lower costs than anticipated.</li> <li>Mark updated that as a result of the increased costs of the new 4G pitch, the Club had committed another £25,000 to the project, making the Club's total commitment £150,000. The surplus for the season would therefore go towards this additional commitment.</li> <li>Mark confirmed that, with the support of Rob Hainsworth and Ian Woolford, he was still in the process of securing lettings for the coming season, but that costs were likely to increase.</li> <li>Mark advised that the membership fee would be proposed to stay the same for 2024/25 at £160, making it one of the lowest subscriptions in the area.</li> <li>Mark confirmed that the 2024/25 membership form would be made available next week with a deadline of 19th July for all renewals.</li> <li>Mark also confirmed that the Club's new kit would be made available later this week via the Club Shop, but that the existing kit would still be available</li> </ul>	<p>2024/25 Membership Form to be shared</p> <p>New home kit to be released on the updated Club Shop</p> <p>Equipment Requests to be raised and with Mark Stitson by the end of June</p>	<p>Richard Owen / Mark Stitson</p> <p>Mark Stitson</p> <p>All</p>

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		<p>for spares are replacements until the end of the 2024/25 season.</p> <ul style="list-style-type: none"> <li>• Mark asked that all managers submit their equipment requests as soon as possible to enable these to be purchased in bulk and to avoid the August rush when equipment might not otherwise be available.</li> <li>• Mark advised that the Club were looking to communicate pitch and training slot allocations by mid-July once lettings have been secured.</li> <li>• Mark also confirmed that some pre-season slots would be made available from mid-August to those that want it, but that otherwise, lettings would commence from Monday 2nd September.</li> <li>• James Todd asked whether there would be a financial return from the Club's investment into the Guiseley High School pitch. <ul style="list-style-type: none"> <li>• Mark advised that there was no financial return, but that the investment would create additional capacity for the Club to grow and ensure lettings at well below market rates - in effect lowering the Club's costs in the future.</li> </ul> </li> </ul>		
4.	Head Coach's Report	<ul style="list-style-type: none"> <li>• Kevin Harrison congratulated all managers, coaches and teams on another successful season</li> <li>• Kevin advised that while more face to face managers meetings have been held in the season, holding more would be a focus in 2024/25</li> <li>• Kevin highlighted that the Club would seek to provide more guidance on streaming, with input from managers, as it continues to be a source of frustration</li> <li>• Kevin offered his thanks to Phil and Ollie Clarkson for their years of service to the Club, following their decision to step down as Boys Development Coaches</li> <li>• Kevin also offered his thanks to James Todd for his years of service to the Club, and highlighted the critical role he has played in making the girls section what it is today.</li> <li>• Kevin also highlighted the role of the Wharfedale Grassroots Academy (WGA) in providing additional good quality coaching to members, but recognised that some of the feedback had been mixed.</li> </ul>		
5.	Registration Secretaries Report	<ul style="list-style-type: none"> <li>• Richard Owen provided an update on registrations which had reached 845, prior to Christmas this was c.750</li> <li>• Richard thanked everyone for the very prompt registration of players last</li> </ul>		

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		<p>summer meaning that 95% of the players were registered for the start of the season.</p> <ul style="list-style-type: none"> <li>Richard confirmed that this season's registration form had now been turned off and that the form for 2024/25 season would be released shortly after the AGM.</li> <li>Richard asked for all managers' support in ensuring another smooth registration process this summer.</li> </ul>		
6.	Child Welfare Officer's Report	<ul style="list-style-type: none"> <li>Lucy Doherty advised that the Club had very few referrals to the Child Welfare Officer and that all matters were managed by the Club without the need to involve the County FA.</li> <li>Lucy highlighted the importance of referring matters early as this would have made managing some reports a little easier.</li> <li>Lucy advised that a number of managers had been suspended in the year for failing to send their DBS certificates to the FA when requested to do so and reminded all coaches to ensure this did not happen to them.</li> <li>Lucy reminded all members to be mindful of the Club's code of conduct as, although not common, there have been several reports regarding the touchline behaviour of players, parents and coaches in the year.</li> </ul>		
7.	Election of the General Committee	<ul style="list-style-type: none"> <li>Sam Bicheno proposed the election of the previously shared General Committee Members with James Todd seconding the motion.</li> <li><b>Election of the proposed General Committee was approved by a majority vote.</b></li> </ul>		
8.	Election of the Management Committee	<ul style="list-style-type: none"> <li>Sam Bicheno proposed the election of the previously shared Management Committee Members with Andy Craddock seconding the motion.</li> <li><b>Election of the proposed Management Committee Members was approved by a majority vote.</b></li> </ul>		
9.	Approval of the 'Membership & Financial Matters' including the 2024/25 Membership Fee	<ul style="list-style-type: none"> <li>Sam Bicheno proposed the approval of the 'Membership &amp; Financial Matters' including the 2024/25 Membership Fee with Andy Craddock seconding the motion.</li> <li><b>The 'Membership &amp; Financial Matters' including the 2024/25 Membership Fee were approved by a majority vote.</b></li> <li>Andy Whelan asked whether there would be the option for members to pay</li> </ul>		

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		<p>in instalments.</p> <ul style="list-style-type: none"> <li>Mark Stitson advised that split payments were available to those that really need them through application to either himself or Richard Owen.</li> <li>Mark also advised that applications for hardship were also available in specific scenarios.</li> </ul>		
10.	Approval of amendments to the Club Constitution	<ul style="list-style-type: none"> <li>Sam Bicheno proposed the approval of the amendments to the Club Constitution with Richard Owen seconding the motion.</li> <li><b>The amendments to the Club Constitution were approved by a majority vote.</b></li> </ul>	Upload the newly approved Club Constitution to the Club Website	Mark Stitson
11.	Review of the Club Development Plan	<ul style="list-style-type: none"> <li>Sam Bicheno introduced the Club Development Plan and highlighted the importance of members providing input and feedback</li> <li>Chris Spargo highlighted that should the Football Foundation approve funding for the Guiseley High School 4G pitch, the social outcomes which were committed to as part of the application would need to be factored into the Plan.</li> <li>Andreana Cowell-Smith asked for more detail on the Club's Plan to regain it's 3* FA Accreditation <ul style="list-style-type: none"> <li>Sam Bicheno advised this was linked to the plans to create open age / 18+ teams for both Girls and Boys, creating the opportunity for those players that want to, to continue playing football.</li> </ul> </li> </ul>	Send out a feedback form for the Club Development Plan	Sam Bicheno
12.	Any Other Business	<ul style="list-style-type: none"> <li>Andy Craddock asked whether any off season training could be provided <ul style="list-style-type: none"> <li>Mark Stitson advised that pre-season training slots would be made available based on demand and that a request form would be shared in the coming weeks</li> </ul> </li> <li>Lucy Doherty asked whether the use of Everybody's for end of season socials could be communicated earlier as some teams had already made plans by the time this was shared. <ul style="list-style-type: none"> <li>Sam Bicheno advised that this was shared as soon as it had come through to the Management Committee but also that Everybody's were a long standing partner for the Club and their facilities were always available to hire. Sam is happy to provide contact details for anyone who wants them.</li> </ul> </li> </ul>		

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		<ul style="list-style-type: none"><li>As Social Secretary, Andy Craddock asked members whether they would like the Club to arrange another Christmas Party this year which received a positive response.</li><li>Andy also advised that he would be looking to organise an end of season Gala in 2024/25 and would appreciate some support in doing so.</li></ul>		
13.	Close	<ul style="list-style-type: none"><li>With no other matters raised, Chris Spargo thanked the attendees and the AGM was declared closed.</li></ul>		