

Minutes: Committee Meeting 15/12/25

Attendees: DW, NB, JP, MO, DL, IA, KH, JH

Meeting held in the clubhouse at 7pm. Secretary brought the meeting to order and reminded the group that the main event was a review of finances in order that any necessary course corrections could be made to help us through the quiet winter months ahead.

Minutes of Last Meeting - 17/11/25

Minutes were reviewed and approved. The focus on 17/11 was to bring new football management up to speed on general club position and ensure communications between club & football continue to improve. It was generally agreed that good progress had been made and the addition of DL to the committee was a great help. It was noted that most kit purchases have now been completed and that remaining commitments were in progress. Also noted was the ongoing challenge & cost of booking short notice artificial pitches for training when matches are cancelled due to poor weather. The first team have done some fitness training sessions down at Bournemouth beach but these don't compensate for pitch based training.

Due to long but necessary football discussions a number of agenda items & actions were carried forward and continue to be captured in these notes.

Finance

NB provided the group with an overview of the current financial position and a lengthy discussion ensued the key points of which included:

- The club is up to date on all payments / bills and remains debt free.
- After final accounting for the recently completed toilet project total available funds across all bank accounts will be approx £10k.
- Review of all player sponsorship invoices & payments has been completed and we are now in good shape.
- Similar review of club sponsorship invoices & payments is next up in conjunction with new team (Martin & Lisa) - it is believed only a couple of items are outstanding.
- The toilet project is expected to conclude with cost to club slightly above the £15k estimate which can be attributed primarily to selecting higher end doors. The investor contribution covering much of the trades & materials is also above plan but the results are excellent and feedback good.
- Our financial processes are arcane / inefficient with significant time spent on ongoing data management. After conversations internally & with our accountant it has been proposed that a move to new accounting software (Xero) along with associated data cleansing & mapping exercise would significantly improve finance processes and reporting.
- Looking forward there are 2 short term warning lights regarding cash flow which need to be addressed as a priority:
 - Monthly football spend is running above plan
 - The college required upfront payment to secure training pitches from Nov-Mar

Actions:

- KH: Explore cost & process of moving to Xero accounting package at end of financial year
- NB: Provide financial breakdown of football expense etc..
- MB: Review football expenses with DL & Investors

Floodlights

IA recapped on the progress to date and actions required to complete the floodlight replacement project this summer as is mandated in our floodlight assessment of July 2024 (background is documented in prior minutes & members updates). Critical path items as follows:

- Quotes from FA preferred suppliers need to be in hand and grant application submitted circa end January in order to meet deadline.
- Conversations with suppliers to date indicate up to 12 weeks lead time from order to implementation ... naturally we hope to improve on this.
- Club share of funding needs to be in place at time of order ... in hand but needs to be reviewed once quotes received and FA grant application submitted.
- New floodlights need to be assessed and certificate issued before they can be switched on for football matches next season.

Project is progressing and we anticipate having quotes in hand in January in order to submit grant application.

Clubhouse Manager

Recruitment process has been completed with 19 applications received resulting in a short list of 4 for interview. Interviews have been conducted primarily by telephone. Shortlist has been reduced to 2 candidates and contract drafted & internally approved to progress to job offer with preferred candidate this week. Still in contact with remaining candidate as contingency. As previously stated start date will be early January subject to contract.

Action

- MB: Formally offer preferred candidate the job this week.

Level 4 Ground Grading Requirements

As part of ongoing planning activities DW, IA & MP are meeting with Ian Harley from the FA team at Grigg Lane on Thursday 18th Dec to conduct a review of our facility and establish exactly what improvements would be required should the club be promoted to the Southern League / Level 4 football. The results will be fed into our 3 year infrastructure plan accordingly.

AOB

Limited time remained for other business but JH raised the requirement to complete a high level development questionnaire / initial plan on the FA portal as part of accompanying new FA process to support level 2 clubs. Presented with very limited notice DW & JH agreed tackle online together as it covers both BFC & BYFC due to our clubs being officially FA linked.

Carried forward AOB items

- Kitchen project
- Volunteer shortage
- Brockstock 26
- Sponsor role handover
- Potential vets fixtures
- 26/27 budget process

Carried Forward Actions

- NB: write off of Shorey loan
- NB: any unpaid Brockstock supplier invoices?
- NB: any unpaid sponsorship monies?
- MB: post-Brockstock electrical works
- MB: ladies football plan
- MB: real ale festival
- Need to appoint H&S officer (replacing GR)
- Need to appoint Welfare officer (replacing MP)

Meeting closed: 10.00pm

Next meeting: TBD