



## WORPLESDON RANGERS FC MINUTES OF THE 16<sup>th</sup> ANNUAL GENERAL MEETING

<b>Date &amp; Time</b>	Monday 5th June 2017 7.30pm	
<b>Location</b>	Worplesdon Phoenix FC Memorial Ground Pavilion and Bar, Worplesdon Road, GU3 3RF	
<b>Attendees</b>	<b>MANAGEMENT COMMITTEE</b>	<b>MANAGERS/TEAM REPS/MEMBERS</b>
	Clare Jones (Club Secretary, Treasurer)	Nick Enderby (U16 SPL)
	Brian Slyfield (Deputy Chair)	Noff Diliberto (U16 SPL)
	Sean Croke (Development Officer)	Paul Young (U8 Pirates)
		Andi Scanlan (U10)
		Angel Aburto (U7 Wolves)
		Gavin Zaprzala Banks (U11 Falcons)
		Dave Wilson (U11 Eagles)
		Kevin Turnbull (U11 Eagles)
		Fraser Horne (U8 Buccaneers)
		Steve Franklin (U8 Buccaneers)
		Andy Elton (U13)
		Adrian Binfield (U18)
		Sally Horton (U18)
		Michael Berhanu (U10)
		Alex Osbaldeston (U9 Pumas)
		Andy Smith (U6 Allstars)
		Shaun Dyer (U9 Panthers)
		Nick Reynolds (U11 Falcons)
		Robin Mack (u11 Falcons)
		Sylvia Levick (U12)
<b>Apologies</b>	Lorrie Humphrey (CWO) Paul Sarney (U16 SYL Manager)	



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<b>No</b>	<b>Team</b>	U7 Werewolves
<b>Representation</b>		U13 Warriors
		U15
		U17

## 1. VICE CHAIRMAN'S WELCOME

1.1 Brian welcomed attendees to the Club's 16<sup>th</sup> AGM, and outlined the format of the meeting.

1.2 An attendance sheet was circulated and Brian confirmed that unlike monthly Committee Meetings, minutes would be taken for the AGM.

## 2. APOLOGIES FOR ABSENCE

2.1 Brian noted several apologies for absence. There were no additional apologies from the floor. All apologies for absence are shown above.

## 3. APPROVAL OF THE MINUTES FROM THE 2015 AGM

3.1 The Minutes from the 15<sup>th</sup> AGM, held on 6<sup>th</sup> June 2016 at Worpleston Phoenix Memorial Ground Pavilion, were approved (proposed: Andi Scanlan; seconded: Clare Jones).

## 4. VICE CHAIRMAN'S REPORT (see appendix 1 for full report)

4.1 Brian confirmed that it had been a difficult season with many vacant committee roles but that the Management committee had coped and the Club's finances were in a strong position.

4.2 Membership figures continued to improve:

- ❖ Membership up from 252 to 264;
- ❖ No teams folded this year although there were a couple of close calls.
- ❖ Highest ever recovery of monies owed: membership, PPs, net match fees
- ❖ Financially sound as a club, despite rising costs and expectations about quality.

4.3 Brian offered a Vote of Thanks as follows:

- ❖ Committee: Sean, Lorrie, Clare, Andi; one of whom will not be standing for re-election this evening
- ❖ Non-Committee Posts:



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- Binny, for his dedication in managing the Hurricanes up to U18. He has done a fine job and has helped the Club in numerous ways over the years. He is wished all the best for the future.
  - Chrisi Liesicke (who kindly returned to take on our Fixtures Secretary role once more and who is standing again this evening for the same role next season)
  - Julie Rowlands, Karen Smallbone and Alicia Pavitt for doing such a great job running the tuck shop at Northmead
  - Sally Horton, for her sponsorship of the Hurricanes and administrative prowess as Team Rep and again for the numerous ways in which she has supported the Club over the years.
  - Andi Scanlan for acting as NM coordinator and co-signatory of all Club cheques
- 
- ❖ Sponsors
  - ❖ All of our Managers, Coaches, Team Reps, Parents and Players for their hard work
  - ❖ Those Managers, Coaches and players leaving us or stepping down, including Tony Mainee (Reception), Binny (U18) and Rob Horton (U18)

## 5. CONSTITUTIONAL CHANGES

5.1 Clare emphasised the importance of the Club's Constitution – a set of binding rules and principles outlining how the Club should be run

5.2 He confirmed that ongoing changes within the Club necessitated reviewing the Constitution each season. This past season had been no exception. A 'change tracker' document had already been circulated and reviewed, outlining proposed changes to the Club's existing Constitution.

5.3 A block vote covering all of the proposed changes to the existing Constitution but excluding the 2017/2018 Schedule of Fees and Charges (the subject of item 8 on the AGM agenda), was then held. The vote for changes to the Club's Constitution, as previously outlined was passed unanimously (23 votes in favour, 0 against and 0 abstentions) However, Sylvia Levick pointed out that the wording relating to sibling discounts was misleading and required clarification. Clare Jones will ensure that this happens.

5.4 Clare confirmed that the changes would be made to the Constitution over the summer, with the new release of the document posted on the Club website and forwarded to Surrey FA.



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## 6. SECRETARY'S REPORT (see appendix 2)

6.1 16 yellow cards received this season.

6.2 Other fines for failure to complete match cards, failure to have a team registered in time for the start of the season and failure to provide enough notice when cancelling a game totally £340, all of which was avoidable.

6.3 All teams will be registered to Surrey Primary League next season.

6.4 Affiliations are now open for Surrey FA and SPL and will be completed shortly.

6.5 SPL: the following eighteen teams have now been registered:-

- ❖ U7 – 1 team
- ❖ U8 – 2 teams
- ❖ U9 – 2 teams
- ❖ U10 – 2 teams
- ❖ U11 – 1 team
- ❖ U12 – 2 teams
- ❖ U13 – 1 team
- ❖ U14 – 1 team
- ❖ U15 – 2 teams
- ❖ U16 – 1 team
- ❖ U17 – 2 teams
- ❖ U18 – 1 team

6.6 Charter Standard is complete with a bit of 'fudging' due to some Managers not having their Level 1. This will need to be rectified over the summer.

## 7. TREASURER'S REPORT AND APPROVAL OF ACCOUNTS

7.1 Clare provided an overview of her tenure as Treasurer after taking over from Peter Horncastle in October 2016. Whilst this is not a role in which she has any experience, the Club has fared well financially this season, despite increased pitch costs.

7.2 This season we have achieved 100% collection of registrations and have a high match fee collection rate, although there are some gaps here again this year, which need to be investigated further.

7.3 Online payment of match fees has been hugely helpful.



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7.4 Bank balance at 5/6/17 is £25,209.50, with cheques to the value of £510.22 still to be cashed. We are currently in credit with Guildford Borough Council to the tune of £1,994.40.

7.5 Finally, Clare noted that the Financial Accounts available for the meeting had already undergone independent scrutiny by the incoming Treasurer, Paul Young, and had been sent by email to all relevant parties. A vote was then taken as to whether 'the income statement presented accurately reflects the Club's trading activities for 2016-2017'. Votes were unanimously 'For' (no abstentions/votes against).

#### Worplesdon Rangers FC 2016/17 Income statement

	Notes	2016/2017 £	2016/2017 £	2016/2017 £	2015/2016 £	2015/2016 £
<b>Income</b>						
Annual subscriptions	1	20,780.00			16,098.25	
Training/Net Match fees		7,355.35			7,953.65	
Sponsorship		3,423.80			2,690.11	
Fund raising		2,651.88			237.60	
Other		1,190.26			150.00	
<b>Total Income</b>			<b>35,401.29</b>			<b>27,129.61</b>
<b>Expenditure</b>						
Pitch hire	2	16,988.36			12,020.96	
Kit/equipment	3	5,456.84			6,585.52	
FA & League Subscriptions		1,997.00			1,818.00	
Trophies		1,575.00			1,500.00	
Website	4	196.44			592.79	
Meeting rooms	5	305.00			549.50	
CRB		180.00			202.90	
Courses		2,077.48			1,285.00	
Fines		280.00			305.00	
Misc	6	1,255.81			14.00	
<b>Total Expenditure</b>			<b>30,311.93</b>			<b>24,873.67</b>
<b>Surplus/(Deficit)</b>				<b>5,089.36</b>		

#### Notes

- Total number of players registered is 264 (225 in 2015/2016). It should be noted though that not all of these completed the season. We have healthy numbers and consequently ran two teams this season at U7, U8, U11, U14, U16.
- There is a significant increase here due to our increased use of AWP this season and having to use more expensive training venues (Ash Manor & Broadwater).
- We did well re-using kit this season, and some sponsors also paid for kit direct so it did not go through our books at all.
- This includes a fee for Alison Bentley, whose services may not be needed going forward and the purchase of our domain name for 5 years.



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5. Reflects the cost of room hire for committee etc meetings. We will be using Worpleston Phoenix at no charge going forward.  
6. It is worth noting that Woking costs this season were £977.48 for this period.

Opening bank account 01/04/16	21,610.61
Closing bank account 31/03/17	<u>27,269.97</u>
Increase	5,659.36
add 2015/2016 cheques cashed in 2016/2017	<u>0.00</u>
	5,659.36
less 2016/2017 cheques uncashed at year end	<u>570.00</u>
	<u><b>5,089.36</b></u>



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## 8. SEASON 2017-2018 ANNUAL REGISTRATION AND MATCH FEES

8.1 Brian presented the provisional fee tariff agreed by Committee at the committee meeting on 26<sup>th</sup> May 2016, noting that the figures have been calculated against the backdrop of a 5% increase in 2015/6.

8.2 The proposed 2017-2018 tariff was reviewed:

### Registration & Training Fees

AGE GROUP	2016/17	2017/18
Reception	£40	£40*
U6	£65	£65*
U7 & U8	£65	£70
U9 & U10	£75	£80
U11 & U12	£85	£90
U13 and above	£85	£90
Supplement for midweek training	TBA	TBA

*\*Payable in two equal instalments 09.09.17 and 25.11.17*

### Match Fees

AGE GROUP	2015-6	2016-7
U7 and U8 (5v5)	£1 per match	£1 per match
U9 and U10 (7v7)	£2 per match	£2 per match
U11 and U12	£3 per match	£3 per match
U13 + (11 v11)	£3 per match	£3 per match

8.3 A vote was then taken as follows: *'To increase next season's Player Registration and Match Fees in line with the tariff agreed at the committee meeting in May 2017'*. Unanimous approval was given

8.4 Clare promised that the revised Player Registration Form (PRF) would be available on the Club website within 2 days of the AGM and would also be emailed to Managers and Team Reps.



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## 9. NOMINATION AND ELECTION OF OFFICERS

- 9.1 Brian referred to the table already circulated at Committee in May and displayed on the Club's website ahead of the AGM, showing key posts in the Club for 2017-2018
- 9.2 As there is no current Club Chairman, Brian, as Vice Chairman conducted the Club Chairman election process for 2017/2018. Andi Scanlan was the only nomination for the post of Chairman. Andi's candidacy was proposed by Shaun Dyer and seconded by Andy Elton. Andi was subsequently elected as Chairman (23 votes in favour, 0 against, 0 abstentions)
- 9.3 Brian then went on to manage the voting process for the remaining roles, holding separate votes to elect/re-elect Members to Officer and other key positions for next season
- 9.4 The table overleaf shows the outcome of the voting process for each key position (votes for all positions were unanimous)



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### Management Committee Officer Roles

POSITION	INCUMBENT	RETIRING?	NOMINATIONS	PROPOSED	SECONDED
Chairman	Vacancy	No	Andi Scanlan	Shaun Dyer	Andy Elton
Vice Chairman/Operations	Brian Slyfield	No	Brian Slyfield (Re-elected)	Shaun Dyer	Gav Zarpzala-Banks
Treasurer	Clare Jones	Yes	Paul Young	Clare Jones	Andi Scanlan
Secretary	Clare Jones	Yes	Michael Berhanu	Nick Reynolds	Dave Wilson
Assistant Club Secretary	vacancy	no	Clare Wormald	Andi Scanlan	Sean Croke
Assistant Club Secretary	vacancy	no	Alicia Pavitt/Karen Smallbone	Angel Aburto	Shaun Dyer
Membership Secretary	Clare Jones	Yes	Helen Young	Paul Young	Michael Berhanu
Club Development Officer	Sean Croke	No	Sean Croke (Re-elected)	Sally Horton	Michael Berhanu
Child Welfare Officer	Lorrie Humphrey	no	Lorrie Humphrey (re-elected)	Shaun Dyer	Gav Z-Banks
Commercial Officer	Shaun Dyer	no	Shaun Dyer (re-elected)	Andi Scanlan	Adrian Binfield
Website Officer	Peter Horncastle	yes	Chris Jones	Andi Scanlan	Brian Slyfield

### Co-Opted Roles to the Management Committee

POSITION	INCUMBENT	RETIRING?	NOMINATIONS	PROPOSED	SECONDED
Northmead Pitch Co-Ordinator	Andi Scanlan	yes	Angel Aburto	Clare Jones	Brian Slyfield
Fixtures Manager	Chrisi Liesicke	No	Chrisi Liesicke (Re-elected)	Brian Slyfield	Andy Elton
Assistant Commercial Officer	Alex Osbaldeston	no	Alex Osbaldeston (re-elected)	Sean Croke	Michael Berhanu



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## 10. AOB

- 10.1 Brian thanked everyone for all their hard work and support during the past season.
- 10.2 The annual draw then took place for two free player registrations for next season. Winners were Noff Diliberto (competitive football) and Steve Franklin (non-competitive football)
- 10.3 Sean Crooke: Asked all those present to offer support to the planning application made by Guildford County school for improved sports facilities, as the Club would likely benefit from this long term.
- 10.4 Sally Horton confirmed that she had secured a pitch at SSP for next season from 6-7pm.
- 10.5 Clare Jones was asked to outline how the Club Sec role would work next season and advised that a team would fulfill the role and further details would be communicated when it was clear who would take responsibility for which Club Secretary tasks.
- 10.6 Angel Aburto asked about new kit for next season and Brian advised this would be dealt with at a pre-season meeting for all Managers, which is yet to be arranged, but would likely be at the end of August.
- 10.7 There was much discussion about payment plans and ensuring the Clubs finances remained good as a result of efficient match fee and registration fee collection. It was decided that online registration fee payment would be offered next season and Clare Jones would alter the PRF to this effect.
- 10.8 Much discussion then followed regarding match kit and those present were advised that Sean Crooke and Alex Osbaldeston were looking at bespoke kit to ensure that there were no variations across the club in terms of home and away kit due to certain styles being discontinued. More to follow regarding this issue.
- 10.9 The AGM then closed.
- 10.10 Andi Scanlan then chaired brief committee meeting in which he thanked both past and new volunteers. He stated that the task next season would be to 'steady the ship', whilst trying to make the Club run in a more efficient, easier and sustainable way.
- 10.11 Trophy Day on 11<sup>th</sup> June was discussed and it was confirmed that Fraser Horne would supply all needed for the Hot Dog stall, Chrisi Liesicke was organizing a raffle, Clare Jones had organized a rota, and the tuck shop ladies were organized with the tuck shop side of things.
- 10.12 There was also a brief discussion regarding bank signatories. It was decided that in the interim, Clare Jones would remain a signatory, with Andi Scanlan and Paul young would also be made a signatory, with Peter Horncastle and Margaret Wickham removed as signatories.



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10.13 Committee Meeting then closed.

**Andi Scanlan**  
**Chairman, Worplesdon Rangers FC**

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APPROVED AS AN ACCURATE RECORD OF THE ANNUAL GENERAL MEETING HELD ON 5<sup>th</sup> JUNE  
2017  
(CHAIRMAN'S SIGNATURE)

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(DATE)



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## APPENDIX 1 VICE CHAIRMANS REPORT

This season has been a tough one to say the least. With no-one coming forward to take over the role of Treasurer from last season, Clare took this on board to cover as well as her Secretary duties as it was easier at the start of the season to receive the payments when registering the players. During the course of the season Clare continued to collect the match fees and chase the payment plans which were all successful. Due to this the finances are in a good place, which you will hear about later.

Membership is up again to 264, which is an improvement on the previous season. For the younger age groups who play non-competitive football they have enjoyed the season, benefitting from the coaching that has taken place with Woking FC. Positive feedback has been received all round, with coaches learning new techniques as well.

U11 Falcons winners of the Fair Play Cup  
U10 Scorpions Winners of U10 Fair Play Cup 5 and U10 Intermediate Cup  
U9 Pumas won the Simon Hedley Tournament

Older age groups have had various successes across the board:-

AGE GROUP	DIVISION	FINAL POSITION
U12	SPL Championship	4/6
U13	SYL Div 2	6/10
U14 Trojans	SPL Championship	3/11
U14 Lions	SPL Div 2	3/11
U15	SPL Championship	8/8
U16	SYL Championship	5/11
U16	SPL Championship	7/9 Winners of Junior Trophy
U17	SPL Premier	8/8
U18 Hurricanes	SPL Premier Elite	4/8 R/up League Cup

It was especially difficult as going into the first weekend of the season we had 2 teams that were on the point of folding, but both have played throughout the season and hope to continue next year.

It has been good to see that items highlighted on the parents survey produced 3 task forces that looked at key areas and some have borne fruit and succeeded.

Some games have lost out to weather but on the whole it has been a reasonable season for getting games and training on. This has been achieved by adding to our facilities, such as more games at Worplesdon Phoenix and using Weyfield School for training. By doing this we have created more space at Northmead and less wear on the game pitch.

I would like to extend my thanks to all the players and parents for the season and hope that they have enjoyed it. I look forward to seeing everyone next season. My thanks to the sponsors for



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their kind donations and help this season. Thanks to the parents who help put up goals and do bits and pieces to ease the pressure on the Managers and Coaches. Thanks to the Managers and coaches who give up their time to run the teams, not only on match days but for training, tournaments and chasing around after players.

However, none of that would be possible without a committee. Peter Horncastle was the Chairman for this season, but due to his unfortunate heart attack in September, had to step down. He continued to run the website for us and has made a steady recovery throughout the season. We thank him for all he has done.

Thank you to Chris Liesicke, who has arranged matches and referees all season for the older age groups. Lorrie Humphrey who has kept Child Welfare on track with all the chasing of volunteers etc.

I would especially like to thank Sean and Clare. Sean who has not only run a team with all the training and matches that entails, but has also successfully implemented the Woking training, secured Weyfield School as an extra facility and been the main liaison with Phoenix, whilst also stepping to help other teams. I thank you Sean for all that you have done.

Clare. What can I say about Clare? Her role has not been helped this season by some Managers and Teams (not all). Despite loads of emails and reminders some still leave things to the last minute, but Clare has always managed to make sure everything has been done and in place, so the lads and lasses within the Club have been able to play football week in and week out. Not only doing the Secretary's job but also the Treasurers job as well, which is no mean feat on its own. All this alongside her own son's illness, from which I'm glad to say he is recovering.

Both of them have done countless other bits and pieces that no one else, apart from a few will know about, giving up so much time for the Club.

I thank everyone who has played a part and they know who they are (I can't mention everyone), but thanks to all. But especially to Clare and Sean, because without these two there would have been no Club. Thanks.



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## Appendix 2 – CLUB SECRETARY/TREASURER REPORT

### CLUB SECRETARY REPORT – 05/06/17

SPL – To date 226 players registered.

FINES ETC - 16 yellow cards received so far this season.

Other fines totalled £340

Charter standard process is complete with a bit of 'fudging' U8's Level 1 qualification issue now resolved.

Surrey FA Affiliation is now open, and I will be affiliating the Club and tidying our records this week as my final Club Sec. action.

I have registered the following teams for next season with SPL: U7, U8 Wolves, U9 Buccaneers, U9 Pirates, u10 Panthers & Pumas, u11 scorpions, U12 falcons and eagles, u14 warriors, u15 Trojans & lions, u16 hawks, u17

U13's and u18's are in doubt, so will register them once I have clarification.

### Income & Registrations

Registration unchanged at 264.

Registration income to date is £19,696.35

Total sponsorship income is £3573.80.

Payment plans – all payment plans were completed.

Bank balance at 5/6/17 is £25,209.50

### EXPENDITURE

I have issued cheques totalling £664 in May and £26.22 so far in June. A number of cheques totalling £510.22 are still to be cashed (including those issued in June of course) leaving a balance of £24699.28 Guildford Borough Council have confirmed that we are in credit with them to the tune of £1994.40.

2 cheques totalling £10 relating to sibling refunds were not cashed and have now expired.

Year end accounts have been prepared, and have been verified by Paul Young, incoming Treasurer. Given that there have been 4 treasurers in the financial year, all keeping differing types of records we are 98% certain that these figures are correct.

### MISSING MATCH FEES AND ATTENDANCE SHEETS

Some holes in the match fees but I will reconcile and chase these.

Match fees paid in April/May was £1,042.

**CLUB VACANCIES** – Help with Northmead co-ordinator, and Tony Mainee will not be coaching

Reception next season, so we have a potential vacancy there.



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