

# HUNTINGDONSHIRE FOOTBALL ASSOCIATION LIMITED



Armstrong House  
Sovereign Court  
Lancaster Way  
Huntingdon  
PE29 6XU

## MINUTES OF A MEETING OF THE BOARD

**Held via Electronic Communication concluding 29 November 2024**

Present: Mark Ives (Director of Administration), Maurice Armstrong (President & Safeguarding Trustee), Andy Barks (Finance Director), Clare Hind (HR Trustee), Marina Howlett (IAG Trustee), Michael Lambert (Legal Trustee), Brett Mickelburgh (Digital and IT Trustee) & Richard Stephen (Health and Safety Trustee).

### **1. Purpose of decision making process**

Mark Frost (Chair) outlined via email communication (see Appendix) that a suite of documents being policies and terms of reference needed to be compiled and approved by the Trustees / Board Members which in turn would be used and periodically reviewed by the Board.

The Documents as listed below would be uploaded to the Hunts FA / FA Smartsheet as evidence towards our Code of Governance Certification.

- Duties of a Director
- CEO Role Profile
- Finance Director Role Profile
- Board Chair Role Profile
- SINED Role Profile
- Equality Policy
- Equality Action Plan
- Generic Board Member Profile
- Board Member Application Pack
- Director Appointment letter
- Succession Planning
- Board Member Appraisal
- Declaration of Interests policy
- Declaration of Interests Form
- INED Role Profile
- HR Director Role Profile
- Board Safety Champion Role Profile
- Board Conflict of Interests Policy
- Business Continuity Plan (Page 4 being updated by the Office)
- New Board Members Welcome Pack
- Expenses Policy

Richard Stephen (H&S Trustee) recommended that the Board Safety Champion Role Profile post holder should hold a suitable NEBOSH( The National Examination Board in Occupational Safety and Health) qualification. The Profile was amended accordingly

**2. Approval**

Having had due time to consider the documents they were approved electronically by the Board Members.

Signed ..... Chairman..... dated

## APPENDIX

From: Mark Frost <markcfrost11@gmail.com>  
Subject: Re: Hunts FA Code of Governance  
Date: 27 November 2024 at 07:41:25 GMT  
To: Mark Frost <markcfrost11@gmail.com>, Mike Lambert <mike.lambert@edmondsonhall.com>, Maurice Armstrong <maurice349@btinternet.com>, Mark Ives <mark.ives@huntsfa.com>, Andy Barks <andrewbarks65@hotmail.com>, Richard Stephen <richard-karen-stephen@hotmail.co.uk>, Phil Whelan <Phil.Whelan@mm-flowers.com>, "clare@peoplehr.co.uk" <clare@peoplehr.co.uk>, St Ives Town FC <sitfcsecretary@aol.com>, Brett Mickelburgh <brett@mickelburgh.com>

Morning All

Apologies, I forgot to advise that by approving the Expenses Policy, that in agreement with Andy Barks Finance Director, you will be approving the proposal to increase travel expenses from 0.35p per mile to 0.45p per mile

Regards

Mark Frost

Sent from my iPad

On 26 Nov 2024, at 17:11, Mark Frost <markcfrost11@gmail.com> wrote:

To the Directors

As you are aware we are in the process of having our COG accredited by The Football Association.

As part of this process, we have been required to create various Policies and Documents to use as our evidence, confirming that we are adhering to the FA's requirements.

Over the last week or so I have been working with the staff to provide them with such evidence that they can upload to our FA Smartsheet for our COG.

To this end I have created the following documents Plus the Equality Documents as supplied by Sarah Hudson our DSO which need the approval of the Board.

Those that are related to individual Directors have been sent to the persons concerned in the first instance for their approval, however the rest are generic.

We could meet at Ambury House to receive and approve the documents, however I thought that with your time commitments another meeting may be unnecessary, and that perhaps this

could be carried out by way of electronic communication. I am however happy to call a meeting if you feel that is required.

Documents attached are as follows:-

- Duties of a Director
- CEO Role Profile
- Finance Director Role Profile
- Board Chair Role Profile
- SINED Role Profile
- Equality Policy
- Equality Action Plan
- Generic Board Member Profile
- Board Member Application Pack
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Some of the documents need each of us to sign, I will send these to each of you individually.

As there is a large volume of attachments I will send a [Dropbox link](#) for you to access the documents, please advise if this does not work for you.

I am sorry to ask, but would it be possible to give me your approval by Friday of this week, we have uploaded the documents, but need to show that they have received Board approval, if they are approved, we will create a document in the form of meeting minutes which we will upload.

Those that need your signature, we will also upload the signed documents.

Apologies for the vast amount of reading, they are in the main documents taken from FA Templates in the COG handbook.

Dropbox link:-

<https://www.dropbox.com/scl/fo/z05ncpoe7od0w4pdzv9s7/AIV0TX8rB59srcMgk2tNroA?rlkey=9zku55awl7233i26hkslkxba0&st=p7o3tttd6&dl=0>

Regards  
Mark Frost