

# WESTMORLAND COUNTY FOOTBALL ASSOCIATION LIMITED

## ANNUAL GENERAL MEETING

2023

Minutes of the proceedings of the Annual General Meeting held in the Town Hall, Highgate, Kendal on Wednesday 21 June 2023 at 7pm

### PRESENT:

<b>Chair:</b>	P G Ducksbury
<b>Directors:</b>	P A McDonnell, D O'Callaghan, and K Singleton
<b>Chief Executive Officer</b>	J Pattison (Company Secretary)
<b>Vice President:</b>	G A Roe
<b>Designated Safeguarding Officer:</b>	P Leonard
<b>Football Operations Officer:</b>	J Bone
<b>Leagues:</b>	Westmorland Football League (D Bateman, D Blair, B Close, J Higgins, W Jermy C Marshall & R W Wilkinson)
<b>Senior Clubs (Affiliated):</b>	Ambleside United FC (D Nevison), Appleby FC (T Nugent), Arnside /Milnthorpe FC (E Hart), Brough FC (M Gilby-Steadman), Burneside FC (G Owen & P Robertson), Burton Thistle FC (C Johnston), Endmoor KGR FC (A Wilson), Ibis FC (S Dixon), Kendal County FC (D Ferguson), Kendal Town FC (J Wharton), Kendal Town Ladies FC, Kendal United FC (S Grabeck), Kendal United Ladies FC, Kirkby Lonsdale FC (M Brown), Kirkby Stephen FC (D Capstick), Milnthorpe Corinthians FC (C Miles), Shap FC (P Fraser), Staveley United FC (C Bell) and Windermere SC (M Gavin)
<b>Youth Clubs (Affiliated):</b>	Ambleside United YFC, Appleby YFC, Brough YFC, Heathwaite YFC (T Jackson), Heathwaite United YFC, Kendal United YFC, Kendal United Colts YFC, Kendal United Rockets YFC, Kendal United Girls YFC, Kirkby Stephen YFC, Staveley United YFC, Wattsfield YFC (A Strong), Wattsfield United YFC, Wattsfield Girls YFC and Wattsfield United Girls FC

### Ref: 2023/AGM/....

#### 1. Chair's Opening Remarks

Good evening and welcome to our 2023 Annual General Meeting.

As we formally bring the 2022/23 season to a close and look forward to a new one, I would like to thank you all of you for the work you have done in making the game so successful.

Firstly, I would also like to introduce James Pattison and welcome him to his first AGM as Chief Executive Officer, Football Development Officer – Sophie Hughes, Designated Safeguarding Officer /Referees' Development Officer – Peter Leonard and Football Services Officer Jim Bone (Sophie and Jim also making their debut in their respective roles and many of you meeting them

for the first time). Can I also introduce fellow Board members Peter McDonnell, Dave O'Callaghan, and Keith Singleton. Apologies are recorded from Peter Rushton. I'd also like to record my thanks to Ian Hunt who resigned as a director during the season. I need to point out at this time that the Board are committed to achieving The FA's Code of Governance Award which mean will need to appoint a quota of Independent Directors rather than our usual way of appointing from the football community.

Could I ask you to join us in paying our respect to the following members of the football family who passed away during the season;-

- Mike Allan, Appleby FC
- Reg Capstick, Vice President Westmorland County FA, Westmorland League Executive Member, former Secretary Lunesdale United FC
- Fred Conway, Chairman Cumberland FA
- Mike Fiddler, ex Corinthians FC
- Walter Johnson, Life Member Westmorland County FA, ex EFL Referee
- Harry Nelson, ex Corinthians FC, Netherfield AFC
- A Pashley, Cartmel; AFC
- Frank Routledge, Secretary Ibis FC
- Robert Walker, player Greystoke FC

Our thoughts and sympathies are also extended to all those who've lost friends and loved ones during the last year.

Our thoughts are also with Ben Ellis of Penrith FC who is currently in a coma following an accident recently.

Congratulations to everyone who were successful in our cup competitions, spectator behaviour was significantly better than last year, and we had some entertaining games and good attendances.

I would like to congratulate everyone who was nominated for a Grassroots Award and particularly those who were successful in winning their category. We recently held our first ever awards evening which was a resounding success and I sincerely hope we can make it an annual event.

I would like to thank the leagues, clubs, our own Board, staff and particularly all the volunteers for their work in making last season so successful and enjoyable without you our work would not be possible.

As you all know, I am very proud to lead the organisation and look forward to seeing many of you as I make my way around the picturesque grounds of Westmorland during next season.

Summer well and have a good season which will soon be upon us.

## **2. Apologies for Absence**

P Rushton (Director), Kent Valley Junior Football League, Ullswater United FC and S Hughes (Football Development Officer).

## **3. Voting Procedure**

The voting procedure for the meeting was outlined and several proxy votes had been received.

#### **4. Minutes of the Previous Meeting**

The Minutes of the following meeting, having been circulated, were taken as read, confirmed and agreed as an accurate record of the proceedings:-

a) Annual General Meeting held 29 June 2022

#### **5. Matters Arising**

There were no matters arising

#### **6. Annual Report 2022/23**

The report, having been circulated electronically, gave a comprehensive summary of Association's activities and achievements in the last 12 months.

The report was received and accepted with thanks to the Executive Workforce.

#### **7. Financial Report**

a) Benevolent Fund 2022

The audited accounts for the period 1 January - 31 December 2022 having been circulated, were taken as read and accepted.

b) Business Fund 2022

The audited accounts for the period 1 January - 31 December 2022, prepared by accountants Stables, Thompson & Briscoe had been circulated for information and were noted.

Members were informed that Directors had agreed a change in the financial year end to 30 June which will mean an 18-month accounting period ending 30 June 2024.

c) Appointment of Auditors 2023/24

Members accepted the recommendation from the Board of Directors and Stables, Thompson & Briscoe were appointed as the Company's auditors for 2023/24.

#### **8. Appointment of Scrutineers**

Scrutineers were not required to monitor voting.

#### **9. Articles of Association**

No changes to the Company's Articles of Association were proposed this year.

#### **10. Membership Rules**

No changes were proposed to the Membership Rules were proposed this year.

## **11. Election of Officers**

The following official having been nominated by the Board was elected unopposed as a Director in accordance with Articles of Association:-

### **Director (Article 16)**

Election for a 3-year term

D O'Callaghan

## **12. Membership Fees 2023/24**

Membership Fees and Charges 2023/24 are as follows:-

League Sanction Fee	£30
Senior Club Affiliation Fee	£100.00 per team
Secondary Affiliation Fee (Non Parent Clubs)	£25 per Club
Youth Club Affiliation Fee	£25 per mini soccer team
	£35 per youth team
Secondary Affiliation Fee (Non Parent Clubs)	£25 per Club
Associate Membership	£5
Entrance Fee for any new club	£10
Cup Entry Fees	
Senior Challenge Cup	Included above
Benevolent Trophy	Included above
Junior Cup	Included above
Minor Cup	Included above
Under 16 Girls Cup	Included above
Dallam Tower Cup	Included above
Under 14 Girls Cup	Included above
Under 13 Boys Cup	Included above
S M Jones Trophy	Included above
Under 12 Girls Cup	Included above
Secondary Affiliation Clubs Cup Entry Fees	
Senior Challenge Cup	£15
Benevolent Trophy	£15
Junior Cup	£15
Minor Cup	£15
Under 16 Girls Cup	£15
Dallam Tower Cup	£15
Under 14 Girls Cup	£15
Under 13 Boys Cup	£15
SM Jones Trophy	£15
Under 12 Girls Cup	£15
Withdrawal from Competition	£50

Public Liability Insurance	£32 (£10 subsidised by Westmorland County FA)
Or Public Liability Plus	£64 (£10 subsidised by Westmorland County FA)
Referee Registration Fee	£20
Associate Referee Registration Fee	Free
Small Sided Competition	£25
Appeal Fees	£30 (FA Mandatory Fee)
Discipline Administration Fees	£12.00 for Cautions, £15.00 for Send offs (FA Mandatory Fee)

### 13. Alteration to Competition Rules 2023/24

Leagues and Clubs were advised of the following changes to Competition Rules for 2023/24.

Existing Rule	Proposed Rule
<b>Rule 10 (b) Club Colours</b>	
Team colours must not clash with the Black and White outfit which must be worn by the Match Officials.	Team colours must not clash with the Black and White <b>kit</b> which <b>may</b> be worn by the Match Officials.
<b>Rule 17(b). Qualification of Players</b>	
A club may name and use at its discretion a maximum of 11 (eleven) players and a maximum 4 (four) substitute players at any time in a cup tie, except to replace a player who has been sent off by the Referee after play has commenced. The substitute must be named on the Team Sheet handed to the Referee before the game.	A club may name and use at its discretion a maximum of 11 (eleven) players and a maximum <b>4 (four) 5 (five)</b> substitute players at any time in a cup tie, except to replace a player who has been sent off by the Referee after play has commenced. The substitute must be named on the Team Sheet handed to the Referee before the game.
<b>Rule 19(d) Referees and Assistant Referees</b>	
Fees to be paid to officials i) All rounds prior to the Semi-Final Referee.....£25.00  ii) Semi-Final Ties Referee.....£25.00 Assistant Referees.....£15.00 Match Official fees and expenses shall be shared between two participating teams in all rounds. The home teams shall be responsible for payment of officials and will recover share from opponents.	Fees to be paid to officials i) All rounds prior to the Semi-Final Referee..... <b>£30.00</b>  ii) Semi-Final Ties Referee..... <b>£30.00</b> Assistant Referees.....£15.00 Match Official fees and expenses shall be shared between two participating teams in all rounds. The home teams shall be responsible for payment of officials and will recover share from opponents.

iii) Final Tie Referee.....£25.00 Assistant Referees..... £15.00 4th Official.....£15.00	iii) Final Tie Referee..... <b>£30.00</b> Assistant Referees..... £15.00 4th Official..... £15.00
<b>Rule 19(k) Referees and Assistant Referees</b>	
New rule	<b>A Match Official may wear black or coloured kit, but it is the responsibility of the Referee to ensure that the coloured kit does not clash with either of the participating teams.</b>
<b>Standard Club Fines</b>	
Non fulfilment of Fixture - Senior Competition £10 - Youth Competition £10	Non fulfilment of Fixture - Senior Competition <b>£50</b> - Youth Competition <b>£30</b>

#### **14. Invitation Trophy sponsored by Hadwins 2023/24**

This year's competition will be between;-

Senior Challenge Cup Runners up: Penrith Res FC (NB: Kendal Town FC declined invitation)  
 Benevolent Trophy Winners: Kirkoswald FC  
 Invitation Trophy Holders: Kendal United FC  
 Westmorland League Winners: Appleby FC

Semi Final – Wednesday 26 July 2023

Kendal United FC v Appleby FC  
 Kirkoswald FC v Penrith Res FC

Final – date to be confirmed

Kendal United FC or Appleby FC v Kirkoswald FC or Penrith Res FC

#### **15. Other Business**

No further business had been notified to the Chair in advance of the meeting.

**16. Presentation**

The Chief Executive Officer lead a presentation highlighting the Company’s success stories from the 2022/23 Annual Report including;-

- FA Safeguarding Standard – passed as one of the best CFA’s in the country particularly in youth engagement
- Workforce – replaced 75% of staff
- KPI’s – increased player numbers, youth team with a qualified coach, maintained disability numbers
- More Referees recruited and retained
- 13 Cup Competitions completed – thanks to Kendal County FC, Kendal Town FC and Wattsfild YFC for hosting finals
- Grassroots Awards Evening
- Business Strategy 2024-28 – League and club consultation
- Future projects – FA Emerging Talent Centre for Girls (ETC), appointment of a Positive Football Ambassador, Mental Health Campaign (Adult addiction, Walter the Wolf books, Coaching Academy, Club Development Fund
- Recruitment of a new Board Safeguarding Champion

Referees Development Officer highlighted the following changes for 2023/24;-

- FA Discipline Regulations – points may be deducted for serious / persistent misconduct
- Appeals will only be accepted where a Referee has made a serious error or mistaken identity (NB: offender must be identity)
- Referee Marking – Fitness /positioning, communication, application of law, club feedback
- Referees Academy

**17. Closing Remarks**

There being no further business the meeting closed at 7.30pm.

Date .....

Signed .....