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| **Committee Meeting**: | | Ducklington Sports Club (DSC) - Venue - The Pavilion | |
| **Meeting Date:** | | Thursday 11th July 2013 | |
| **Present :** | | Steve Townsend (Chair), David Duthie, (Treasurer/Welfare/Youth Football), Alan Stanley (Membership), Emma Castle, Peter Castle, Ed Todd (General Members) , Gillian Caton (General Member), John Smyth (Men’s Football Sec), Matthew Wondrak, Ashley Edwards | |
| **Apologies :** | | John Burke (Sec), Scott Newcombe (Trustee) | |
| **Circulation** | | All above, plus.  ***General Committee Members*** -  ***Adult Football*** -  ***Youth Football*** –Gavin Tang, Matthew Francis, Darryll Simpson, DanThomas, Ian Luckett & Martyn McHardy  ***DPC*** – Secretary | |
|  |  | | Action |
| 1.  2.  3.  4.  5.  6.  7.  8.  9.  10.  11.  12.  13.  13.1  13.2  13.3  13.4  13.5  13.6  13.7  13.8  13.9  13.10  13.11  13.12  13.13 | Agenda  The normal agenda was followed.  Minutes of Last Meeting  The June meeting minutes were distributed prior to this meeting. The final version as per the Club website was agreed as a faithful record of events.  Welcome  Matthew Wondrak to club as 1st team manager accompanied by Ashley Edwards. Matthew has agreed to join the committee, thank you and will make the committee a stronger unit. MW has secured £1200 of sponsorship for the club which is fantastic news. Account/BACS details to be sent over to him. This is gratefully received from DJ Miles, NFU Mutual & Chris Hayter. NFU do not want shirt sponsorship but would like to look into other ways e.g. club notice board of events in village or banners but first will be agreed by Ashley. Letter of thanks to be written to sponsors.  Emma Castle looking at changing club tracksuit as will clash with kit. Matthew asked if we could have a slight variation on the kit, however was agreed this would not take place until 2014 discussion around new kit  Chairman’s Report  Nothing to report  Secretary’s Report  Nothing to report.  Treasurer’s Report  Nothing to report  Membership Secretary’s Report  Still not received cricket membership forms, please pass on.  Youth Football  Nothing to report  Men’s Football  Nothing to report  Cricket  Nothing to report  Communications  John Smyth to send in DSC paragraph to village newsletter  Buildings  Tiling toilets to be done as per request from Parish council. Parish council have requested a joint meeting to discuss building, DD is to agree date. ET is completing Risk Assessments including fire risk, also looking at legionella. Legionella will need checks completing which will need to be added to cleaner’s duties.  AOB  EC volunteered to create a flag from the Club logo at a suitable size, of approximately 1200mm by 600mm.  ST stated the electronics in the bar for the serving hatch not completed yet, does this need to be in place for flower show?  ST reiterated that the PC had agreed to fix the lights from the car park down to the Pavilion.  Expense form to be used as from now for any expenses that need to be claimed back from the club. This is now on web site and should be used.  Hot water tap dripping in kitchen which needs to be fixed  Goal nets received and most of equipment distributed with first aid bags and some bibs missing. Agreed no small sided goals to be purchased as not required. School donated one also as they did not want it.  ET waiting on reply from Pro-Direct Soccer for any sponsorship details, will chase with their MD this month..  Games machines to be looked at as do not get used and block door way. ST going to see if they can be swapped for fruit machine but would need licence.  ET mentioned it would be a good idea for the club to hold a 6 a side at Ducklington. It is a massive commitment but is possible. ET to meet with ST to go over previous plans. Stated that there are limited dates for this by GC.  Cleaning, action point for ST to complete job description with the legionella information, this information to be sent through to ST from ET  All managers, assistants and helpers to be sent through disclosure CRB forms as dates showing are outside the 3 year best practice. Mentioned that all committee members should have CRB.  **Fees for season 2013/14 were agreed by majority;**  **Football;**  U6’s - £35  U7’s - £65  U8’s - £65  U9’s - £90  U10’s - £90  U11-U15 - £100  £110 – OFA league  (£45 for just training for all ages from U11’s)  (£15 discount for family members to continue)  Senior - £25 + £6 per game (£20 + £3 if not in full time employment)  **Cricket**  £25 + £8 per game (£20 if not in full time employment)  DD stated that he thought senior fees should rise to £30 or £40, JS stated that we would become most expensive club, however was agreed that fund raising events would subsidise this and first event would be added to diary by October 2013 and if not weekly fees would rise as a result. All age groups to look at subsidising the fee freeze.  AS asked for an invoice for his sponsors, headed letter to be sent out to them showing break down of purchase as if not done could jeopardise sponsorship  There was no other business and Meeting closed at 9:20 pm  Date of Next Meeting  The next meeting will be on 8th August at 7.30pm in Clubhouse.  **Discussion at this is around development plan and AOB only**  This meeting will be around Club development plan | | DD - 3  DD - 3  EC - 3  DD - 7  JS - 11  PC & JS - 8  ET - 8  EC - 8  EC – 13.1  ST – 13.2  ST – 13.3  ST – 13.5  ST – 13.8  ET – 13.9  ST – 13.10  ET – 13.10  ET – 13.11  Information  ST – 13.13 |

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| 1 | Info for monthly Newsletter to be sent in | John Smyth | 08/08/13 |
| 2 | Review and research DSC merchandise | Emma Castle | 08/08/13 |
| 3 | All managers, assistants and helpers to be sent through disclosure CRB forms as dates showing are outside the 3 year best practice. Mentioned that all committee members should have CRB. | Eddie Todd | 08/08/13 |
| 4 | Cleaners job description to be completed | Steve Townsend | 08/08/13 |
| 5 | Keys for club to be passed to Jonnie Austin | Steve Townsend | 08/08/13 |
| 6 | Send over account details to MW | Dave Duthie | 08/08/13 |
| 7 | Letter of thanks to 1st team sponsors | Dave Duthie | 08/08/13 |
| 8 | Pass on cricket membership forms to AS | Dave Duthie | 08/08/13 |
| 9 | Look at changing the clubs tracksuit as will clash with kit | Emma Castle | 08/08/13 |
| 10 | EC volunteered to create a flag from the Club logo at a suitable size, of approximately 1200mm by 600mm | Emma Castle | 08/08/13 |
| 11 | ST stated the electronics in the bar for the serving hatch not completed yet, does this need to be in place for flower show | Steve Townsend | 08/08/13 |
| 12 | ST reiterated that the PC had agreed to fix the lights from the car park down to the Pavilion. | Steve Townsend | 08/08/13 |
| 13 | Expense form to be used as from now for any expenses that need to be claimed back from the club. This is now on web site and should be used. | Information | 08/08/13 |
| 14 | Games machines to be looked at as do not get used and block door way. ST going to see if they can be swapped for fruit machine but would need licence. | Steve Townsend | 08/08/13 |
| 15 | Cleaning, action point for ST to complete job description with the legionella information, this information to be sent through to ST from ET | Steve Townsend  Ed Todd | 08/08/13 |
| 16 | AS asked for an invoice for his sponsors, headed letter to be sent out to them showing break down of purchase as if not done could jeopardise sponsorship | Steve Townsend | 08/08/13 |
| 17 | Six a side | Ed Todd | 08/08/13 |