

**Petersfield Town Juniors Football Club
Football & Social Committee**

Monday 4th September 2006, 8:00pm – Square Brewery

Minutes

Date of next Meeting 2nd October 2006 – Love Lane Pavilion

Item #	Agenda Item	Actioned
1.	Apologies Received	
	: Dave Hooper, Steve Wyatt, Andy Salmon, Andy Howlett, Brian Truman, Mandy Bateman. Welcome to New Manager The Committee welcomed the new U9 Manager, Mark Bicknell	
2.	Minutes & Actions of Last Meeting	
	The committee agreed that the minutes and actions from the last meeting were accurate and we'll start a fresh set of actions for this season (2006/7)	
3.	Shop	
	Ian Essai notified the committee that the Shop would be closed whilst extensive maintenance is carried out at the Love Lane pitches. The reason for this was the club will be, split during the first few months of the season, using the Herne Farm School and Penns Farm.	
4.	CRB Compliance	
	Cora Reed announced that forms were available for new people starting in the committee. Action : All new starters and any manager that still hasn't got a CRB check conducted to contact Cora. Action : Ian Essai circulated a "Volunteer Registration Form (VRF)" this is to be completed by each Manager and to include all their volunteers and returned at the 2 nd October. Action : A check will be made against the MRF's and the registered CRB and Personal Disclosure forms and non-compliance will be followed up.	Managers Managers Cora Reed
5.	Fixtures	
	Julie Butler introduced herself and explained to the committee that she was new to the role and whilst providing the first pass on fixtures managers must be minimise change requests to current fixtures. Any correspondence please contact secretary@petersfieldtownjfc.co.uk Fixture Packs were handed out to managers in attendance. Action : Nigel Carande volunteered to hand deliver Andy Salmon's pack to his house Action : Kevin Birkett volunteered to hand deliver Brian Truman's pack to his house.	Nigel Carande Kevin Birkett
6.	Social Calendar	
	Denise Lloyd introduced herself and outlined her idea's about social activities to raise money. She said that there will be a mixture of events; some for adults, some for kids and some mixed.	

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	<p>Denise outlined the first event “Kick Off Party” on the 21st October 2006. The event is targeted to achieve a £1000 profit. There will be a tree of promise which each team must provide two promises. These promises will be sold on the night for £5 each. Your support is essential to generate cash for the club in the absence of the Shop and to support other essential expense like training. Tickets are available from Denise on social@petersfieldtownjfc.co.uk and are open for non members. Age limit is 18.</p> <p>Action : Provide two promises for next month. Action : Any ideas for social events please email Action : Support the Kick Off Party – 110 tickets available on a first come basis.</p>	<p style="text-align: right;">All All All</p>
7.	Team Matters	
	<p>7.1 Management Briefing Pack – Ian Essai introduced a briefing pack for managers that explained what needs to happen, specific to line marking and setting up goals nets, when playing at Pens Place.</p> <p>Action : Circulate Briefing Pack</p>	Ian Essai
	<p>7.2 New Cash Forms – Ian Essai introduced a new cash collection form. This form needs to be used for League & Training subs and recording costs of Referees. Managers are required to complete these forms and bank money on a monthly basis at the Football & Social Committee meetings.</p> <p>Action : Use the form for money collection. If you have been training before the dates, use a second form as a continuation.</p>	Managers
	<p>7.3 Pitch Marking Rota – Maria Johnson outlined the rota and explained that equipment was held at both premises; Love Lane and Penns. Apologies for the Herne Farm team as they will need to do more line marking since there are fewer teams playing there!</p> <p>Action : Circulate the Rota to managers (Remember to get your teams to help!)</p>	Ian Essai
	<p>7.4 Penns Farm & Herne Farm update – Maria gave a brief update to the current facilities.</p> <ul style="list-style-type: none"> • The Rugby Club will provide changing room facilities on request from the visiting club secretary to Maria. • Toilets also at the Rugby club. • For Cup games the rugby club will provide kids meals, however this needs to be booked via Maria Johnson on the Wednesday before the match. • For Cup games an extra fee of £1.00 will be charged for each player as a contribution towards the catering. • For Cup games all players will be entitled to a hot meal (probably Sausage, chips and Beans). <p>Action : Contact visiting team manager (Cup Games only) and confirm the arrangements for catering in good time and confirm your requirements by email to facilities@petersfieldtownjfc.co.uk</p>	Managers

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Football & Social Committee**

		<p>Action : Circulate the letter (template) used to notify visiting teams of our facilities and directions.</p> <p>Action : Move the Samba goals to Penns Place for use by the mini's on training days.</p>	<p>Ian Essai</p> <p>Ian Reed</p>
	7.5	<p>Roles & Responsibilities</p> <p>Action : Send out the organisation chart to Managers</p>	Ian Essai
	7.6	<p>Players still available for U15's and U9's – Ian Essai stated that there were still enough boys to have an U9 and U15 team. However we are still looking for managers – please spread the word. Although to late for the league, the players could play friendly's and train with their A team counterparts.</p> <p>Action : Any volunteers for being a Manager for any of the teams please email chairman@</p>	All
	7.7	<p>Score Cards – Julie Butler explained that due to the high level of fines incurred last season for silly mistakes to do with Match Cards. The cost was approx £600. Julie has provided each manager with their match Cards along with address labels for their respective div Secretary. In addition stamps have been provided. These measures have been put in place to minimise fines.</p>	
	7.8	<p>Love Lane : Maria explained that Love Lane pitches are not to be used from immediate effect. This action will help our negotiation with the council.</p> <p>Action : No training or friendly's to be conducted at Love Lane</p>	Managers
8.	Any Other Business		
	8.1	<p>Meeting Portsmouth Youth League Update – Julie Butler provided a quick update from the meeting with the Portsmouth Youth League.</p> <p>Action : Please make yourselves familiar with the change in Referee Marking – refer to page 28 in the Handbook</p> <p>Action : Circulate Andy Howlett's briefing paper</p>	<p>Managers</p> <p>Ian Essai</p>
	8.2	<p>First Aid refresher training and equipment was raised as a concern.</p> <p>Action : To be discussed at Executive Committee as to what process will be available to offer courses.</p> <p>Action : First Aid equipment requirements to Ian Reed</p>	<p>Ian Essai</p> <p>Managers</p>
	8.3	<p>Kit & Equipment - Ian Reed explained that we were unable to sell the poor investment in fleeces. He also asked the committee who should pay for replacement shorts.</p> <p>A vote took place to give the fleeces to the managers for use by subs.</p> <p>A vote took place for funding replacement shorts</p>	<p>Decision Unanimous</p> <p>Decision Unanimous in favour of the club paying</p>