

Petersfield Town Juniors Football Club

Football & Social Committee

Monday 6th November 2006 – Square Brewery, Petersfield

Present:



Andy Howlett – Vice Chairman	David Coombes	Alan Twiddy
Steve Wyatt	Chris Kingshott	John Crane
Julie Butler	Andrew Campbell	Mark Bicknell
Denise Lloyd	Trevor Langan	Alex Bone
Ian Reed	Tim Waller	Simon Foy
Chris James	Nigel Carande	Kevan Birkett
Paula Wyatt	Dave Harris	
Maria Johnson	Carol Murphy	

Minutes taken by Andy Howlett

Date and time of next meeting :

Monday 4th December 2006 at 8.00pm, Traders Wine Bar

Agenda

#	Agenda Item	Presenter																																																																																																																									
1.0	Apologies & Welcomes:																																																																																																																										
1.1	<p>Apologies were received from:</p> <p>Ian Essai, Nigel Carande, Steve Howell, Dave Hooper and Denise Lloyd</p> <p>Also not present, but expected, were; Mandy Bateman, John Martin, Cora Reed, Brian Truman and Andy Salmon.</p>	AH																																																																																																																									
1.2	<p>Welcome to Trevor Langan new manager for the U8's squad.</p> <p>Apologies to Trevor from Vice Chairman for not realising he was at meeting.</p>	AH																																																																																																																									
2.0	Minutes from Last Meeting																																																																																																																										
2.1	Actions from 2 nd October 2006 – Minutes were reported as correct.																																																																																																																										
3.0	General																																																																																																																										
3.1	<p>Notes for the Diary</p> <div style="text-align: center;">  <p>2006-7 Annual Planner</p>  </div> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Oct</th> <th>Nov</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> </tr> </thead> <tbody> <tr> <td>Football & Social Meetings</td> <td>2</td> <td>6</td> <td>4</td> <td>8</td> <td>5</td> <td>5</td> <td>2</td> <td>7</td> <td></td> <td></td> </tr> <tr> <td>Executive Meeting</td> <td>16</td> <td>20</td> <td></td> <td>22</td> <td>19</td> <td>19</td> <td>16</td> <td>21</td> <td>11</td> <td></td> </tr> <tr> <td>Full Executive Meeting</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fun Day / Mini Soccer</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Penalty Shootout Competition</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Awards Evening</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>5</td> <td></td> <td></td> </tr> <tr> <td>Maureen Tarling Memorial Cup</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>19</td> <td></td> <td></td> </tr> <tr> <td>Penalty Shootout Finalist</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>19</td> <td></td> <td></td> </tr> <tr> <td>AGM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>7</td> </tr> <tr> <td>Social Events</td> <td>21</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Football & Social Meetings	2	6	4	8	5	5	2	7			Executive Meeting	16	20		22	19	19	16	21	11		Full Executive Meeting											Fun Day / Mini Soccer							8				Penalty Shootout Competition							8				Awards Evening								5			Maureen Tarling Memorial Cup								19			Penalty Shootout Finalist								19			AGM										7	Social Events	21										AH
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Some dates were stated to be incorrect – these relate to Fun Day/Mini Soccer, Penalty Shootout Competition and Finalist and The Maureen Tarling Memorial Trophy. Clarification will be made at the next meeting (4th December).

- 3.2 Grounds Update** **AH**
3.2.1 Mini Pitch
3.2.2 Planning Committee

Unfortunately, Nigel Carande was not available to pass on comments following his presentation at the October meeting. However, contact was made with Nigel prior to this meeting and it was confirmed that a meeting of the planning sub-committee (formed at the last meeting) was to be arranged either on 11 November or 18 November, in order to move the plans for Love Lane and Penn’s Farm forward.

4.0 CRB Compliance

- 4.1** Ian Reed stood in for the Welfare Officer and confirmed how imperative it was to receive all outstanding Personal Disclosure forms, as soon as possible, as all were to be collectively sent to the CRB as Petersfield Town Juniors FC (the organisation). This delay will not be looked on favourably by Hants FA in respect of our Charter Status. **IR**

5.0 Team Matters

- 5.1** Changing Fixtures – the frustration it causes! **JB**
 Late pitch changes were considered to be a problem with managers taken it upon themselves to use what they thought was the correct size pitch (albeit with incorrectly sized goals).
 It was confirmed that the younger teams (11-a-side) were to have earlier kick off times with the older teams have the later times. Dispensation could be requested if the manager considers the opposition have a long distance to travel and a reciprocal arrangement has previously been made by the opposition.

- 5.2** Treasurer Resignation – The clubs Treasurer Helen Meredith resigned because of personal matters requiring her time. The Executive has asked Sue Coombes to step in which Sue has accepted. Please welcome Sue back in to the club. **AH**

- 5.3** **Volunteers required :** **AH**
 - Minutes Secretary (still required, please lobby your teams for this important role)
 - Training Manager (to coordinate the training requirements for all managers and team volunteers and ensure FA Charter training compliance)

- 5.4** **Feedback on the Kick Off Party :** Deemed a great success with the club making £747.00 – A big thank you to all the teams that contributed so much towards the tree of promise (no names mentioned to protect those who were not able to contribute!). **AH**

- 5.5** **December News Letter for all members:** Dave Bowers is preparing a newsletter for the clubs members to be published as handouts for the December Meeting. Dave is appealing for news worthy items for the club. Articles must cover the club as a whole, and not just team. Articles or questions to the pressofficer@petersfieldtownjfc.co.uk - **Dave Bowers** **AH**

Articles being considered so far are:
 - Introduction to the newsletter
 - Love Lane – when will be home! - Nigel Carande
 - The Big picture – Nigel Carande leads the team
 - Plans for grants – Alan Jelley

- A story on the U7's & U8's why they are our future – Ian Essai/ John Martin/Trevor Langan
- Introduction to the U8's squad new sponsor and kit.
- Girl power football – Simon Foy
- Appeal for more Volunteers – Mandy Bateman
- Football in the Community – We're supporting the Scouts – Ian Reed
- Social Functions & Fund Raising – Kick Off party and what's coming next – Denise Lloyd
- Notes for the Diary (2nd Half Season) – Ian Essai
- Sponsors this Season – Petersfield Funeral Directors
- Facts About the club or did you know! How much we spend on Training Facilities, the council charge us, fines we pad last year etc.
- Safety – the law on car seats
- Any other worthy new items

5.6 Trophy Winners Last Year **JB**

The teams that won trophies from the Portsmouth League need to return the cups during the December meeting so that the cups can be returned to the Portsmouth League during their January meeting.

Many thanks to those who have already returned the trophies.

The teams that had trophies and have not been returned are the following:

Teams for Season 2005-2006

- U9A - Brian Truman - League winners
- U9B - Tim Waller - League winners
- U11A - Kevan Birkett - League Runners Up

Julie Butler has the signed forms from Portsmouth league saying that we have agreed to return them in January. **Failure to comply will result in a Fine to Petersfield Town Juniors**

6.0 Any Other Business

6.1 Cash Returns – Collection of Training and League Subs handed to Andy Howlett **AH**

Returns not submitted for the Month of September (Oct F&S Meeting)

- **Nigel Gardner**
- **Andy Campbell**
- **Brian Truman**
- **Steve Howell**
- **Andy Salmon**
- **Alan Twiddy**

September Returns/Subs Received at Meeting (6th November):

Team	Spreadsheet	Month
U 10 b	Club's	September
U 11 a	Club's	September
U 16 a	Club's	September
U 9 a	Club's	October
U 10 b	Club's	October

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U 13G b	Club's	October
U 13G c	Club's	October
U 14G	Club's	October
U 14 a	Club's	October
U 14 b	Club's	October
U 15 a	Club's	October
U 18	Club's (no players named)	October (assumed)

- 6.2 Sponsorship:** The club have just received £900 in sponsorship form **Synstar** to go towards the awards evening. **AH**
- 6.3** Some of the mini goals stored at Herne Junior School are broken at the junctions of the crossbars and posts. He will carry out the repairs in the next few weeks. **SW**
 Manager's should now carry out condition checks of these goals before matches and report any damage to members of the Executive.
- 6.4 Taro Storeroom:** A recent check of the storeroom at the Taro revealed the original padlock was missing and indeed had been lost. **AH**
 This padlock has now been replaced by one with a combination lock. The combination is **1664**.
- 6.5 White Liner:** The storeroom at the Taro has very little white lining liquid stored within it. **AH**
 A new white lining procedure for managers will be to firstly visit Love Lane to pick up the liquid before marking the Penn's Farm pitches (amount required will be reassessed at the next meeting - 4th December).
- 6.6 Liss Athletic Pitch:** There are still issues over this pitch in respect of line marking and the fact that Liss Ladies had recently used Pitch 2. **AH**
 High level discussions now need to take place between Liss Athletic, the Town Council and PTJFC to sort out what equipment Liss have (i.e. line markers, nets and corner flags etc.) and what rental are they paying for 'their' pitch.
- 6.7 Fines:** These will paid initially by the club with those responsible for incurring the fine reimbursing the club with cheques made payable to 'Petersfield Town Juniors Football Club'. **JB**

ACTIONS OUTSTANDING

#	Description	Date	Owner	Status
1.0	All new starters and any manager that still hasn't got a CRB check conducted to contact Cora.	4/09/06	Managers	Open
1.2	A check will be made against the MRF's and the registered CRB and Personal Disclosure forms and non-compliance will be followed up.	4/09/06	Cora Reed	Open
1.9	Use the form for money collection. If you have been training before the dates, use a second form as a continuation.	4/09/06	Managers	Open
1.18	First Aid equipment requirements to Ian Reed	4/09/06	Managers	Open
2.0	Pull together the Planning Committee to report back to the Executive Committee on 20 th Nov 06. Volunteers: Steve Wyatt, Kevan Birkett, Simon Foy, Alan Twiddy, Julie Butler, Dave Hooper (and incl. Ian Reed in his role as Community Liaison Officer) Volunteered to form the sub committee/ action team.	2/10/06	Nigel Carande	Open
2.1	SW said he could organise for a tufty to be placed in the centres and provide a 5yrd rope to help with the line marking.	2/10/06	Steve Wyatt	Open
2.2	Draft a policy as to how the club will deal with complaints in support of the secretary and also suggest ways of applying the code of conduct so that visiting teams comply.	2/10/06	Tim Waller	Open
2.3	Please address with Parents that Kit should be used only for match days	2/10/06	Managers	Open
2.4	First Aid courses are available on the Hampshire FA website. Please organise your own bookings and claim back the expenses.	2/10/06	Managers	Open
2.5	Bring the issue of Car Seats to the Executive Meeting	2/10/06	Ian Essai	Open
2.6	Check the Emergency Procedures used for sending someone to hospital	2/10/06	Cora Reed/ Mandy Bateman	Open
1.1	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.	4/09/06	Managers	Closed
1.3	Nigel Carande volunteered to hand deliver Andy Salmon's pack to his house	4/09/06	Nigel Carande	Closed
1.4	Kevin Birkett volunteered to hand deliver Brian Truman's pack to his house.	4/09/06	Kevan Birkett	Closed
1.5	Provide two promises for next month – Kick off party.	4/09/06	Managers	Closed
1.6	Any ideas for social events please email	4/09/06	Managers	Closed
1.7	Support the Kick Off Party – 110 tickets available on a first come basis.	4/09/06	Managers	Closed
1.8	Circulate Managers Briefing Pack	4/09/06	Ian Essai	Closed
1.10	Circulate the Pitch Marking Rota to managers (Remember to get your teams to help!)	4/09/06	Maria Johnson	Closed
1.11	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	4/09/06	Managers	Closed
1.12	Circulate the letter (template) used to notify visiting teams of our facilities and directions.	4/09/06	Ian Essai	Closed
1.13	Move the Samba goals to Penns Place for use by the mini's on training days.	4/09/06	Ian Reed	Closed
1.14	Any volunteers for being a Manager for any of the teams please email chairman@petersfieldtownjfc.co.uk	4/09/06	All	Closed
1.15	No training or friendly's to be conducted at Love Lane until further notice	4/09/06	Managers	Closed
1.16	Please make yourselves familiar with the change in Referee Marking – refer to page 28 in the Handbook	4/09/06	Managers	Closed
1.17	Circulate Andy Howlett's briefing paper	4/09/06	Ian Essai	Closed

Signed: