



ANNUAL GENERAL MEETING MINUTES



Date:	01/06/2026
Time:	19.00 – 21.00
Venue:	Crawley Green Sports & Social Club
Attendees:	Diane Rolt, Philip Hart, Janine Hart (JH), Tracey Cummins, Nikki Bush, Alison McDermott, Philomena Filis (PF), Lainey Montgomery (LM), Kiran Sharma (KS), Siobhan Hewson, David Brown (DB), Louise Lissaman (LL)
Apologies Committee:	None, all committee members present
Previous AGM minutes appraisal	Approved, one item, regarding employee fitness incentive, carried forward to item 6 below
Chair's report:	N/A
Treasurer's report:	Presented, and included with these minutes. [ACTION: Tracey C will assume a newly created Assistant Treasurer's position]
Committee elections:	After resignations by all, committee elected as follows: <u>AS REQUIRED BY CONSTITUTION</u> Chair: Alison McDermott, proposed by LM, seconded DB Vice Chair: Lainey Montgomery, proposed PF, seconded LL Treasurer: Philip Hart, proposed AM, seconded LL Secretary: David Brown* <u>ADDITIONAL COMMITTEE EXECUTIVES</u> Wellbeing/Safeguarding: Nikki Bush Social Events Manager: Kiran Sharma Assistant Treasurer: Tracey Cummins [ACTION: DB to update FA PORTAL and Website] *A club secretary is required for both the club constitution and FA affiliation. DB is assigned this role temporarily
1. Confirmation, understanding and responsibilities for the following processes:	<i>a) A register, what is its purpose?</i> PH explained that it provides a record of attendances and a way to keep track of weekly PAYG members and any absences due to illness etc.

	[ACTION: All Tuesday attendees must complete the online register even if Phil is present – thus creating a habit for when he is absent] <i>b) Review of player/member direct debit expectations</i> PH to speak to PAYG members about converting to direct debit payment. [ACTION: PH, those using PAYG who are also selected, for tournaments and who don't convert to direct debit, will be required to pay £10 for each tournament they are selected for] <i>c) Club memberships onboarding admin</i> DB showed an image of the new simplified onboarding material. A supply of these is kept with the kit held at Denbigh. [ACTION: Other members should acquaint themselves with these materials so that they can understand and participate in the onboarding processes] <i>d) DB presented the admin procedures for recording new member data, how it's managed and its purposes regarding insurance applications</i> <i>e) Printed data management, relating to onboarding signup materials</i> [ACTION: Simple process required and needs adding to clubs GDPR policy PH to supply] <i>f) 2025-26 business plan</i> DB presented the proposed action and expenditure plan. This document is required as part the club's FA Accreditation and is attached to these minutes
--	--

2. Address changes:	Not covered during meeting but, if you have moved in the last couple of years and not told DB can you please supply him with your new address details [ACTION: All members who have recently moved to new address]
3. Understanding CURRENT team selection process	Firstly: members were asked if the aspirations of the club were to win games and tournaments – confirmed yes Secondly: this can only be achieved by picking the 'best' players available, yes or no – confirmed yes Thirdly: Only players with paid up Annual Memberships can be considered for selection – confirmed yes

	[ACTION: DB believes that this item has NOT been resolved and has asked Committee to resolve this with the MEMBERS, so that a definitive, competitive games selection process can be created as a matter of URGENCY]
4. Fellowship member program	This is an offer to provide 2 individuals FREE training and membership for a year plus a FREE pair of boots and shinpads. We just need to decide the mechanism for choosing. A competition seems the best solution [ACTION: DB to look at how we present/promote this]
5. Update on grant applications	DB presented a state of play on grants applied for, accepted, in progress and rejected [ACTION: DB ongoing] [ACTION: KS visit local ASDA to see about their local funding initiatives]
6. Funding channels or opportunities	DB presented a few items to suggest additional fundraising opportunities: tote card, player sponsorships, easyfundraising shopping channel [ACTION: DB will send an email to all members with these options on plus we need to remind PF in October about her employer 'fitness grant' application]
7. WFA Southern Region New League Questionnaire	Yet another proposed league option, this time by the WFA [ACTION: DB will complete this on behalf of the club]
8. Darkness into Light 2026 update	DB presented a slide showing how much the club raised for this event, included with these minutes. He also proposed that it becomes a regular charity event for the club
9. Club's mental health resources	DB reminded everyone about the mental health resources available on our website as members of the Football Mental Health Alliance
10. Understanding the club's complaints & appeals procedure	We have a procedure it is on the website. Under no circumstances should club members discuss or give advice to anyone wanting to use this process – it could implicate those involved or compromise the individual's complaint process
11. No change to current training venue	The advantages of staying at our Denbigh venue outweigh the cost savings of relocating to Crawley Green
12. NB HWWFL update as referenced in General Minutes 13/04/26	N/A
13. Quiz night 12th June 100% of proceeds to club or charity split?	Those present agreed that 70-30 charity split should be instigated for events starting from September [ACTION: Decision required from September]

14. MIND BLMK sessions update	DB has offered them a WF session at their place. [ACTION: DB waiting for MIND to provide dates]
15. Charity event ideas	No ideas presented. We were running over time. Maybe we pick a small number of charities and poll members to choose which one they think we should support [ACTION: Nothing specific tased or allocated]
16. Coats and T-shirts	Frequently requested item that no-one has been willing to follow through with [ACTION: LL will check with Prestige to see what is available]
17. Off the field social activity ideas	Lots of ideas such as footgolf, axe throwing etc [ACTION: PH has been asked about arranging Archery]
18. AOB	PH spoke about JH and her ideas for providing club related gift items [ACTION: JH to supply more details and plan etc]

LUTON TOWN WFC LADIES | LUTON TOWN WALKING FOOTBALL CLUB LADIES |
LTWFC LADIES

GROW YOUR WAY

1★ CLUB DEVELOPMENT PLAN

01/06/2026



ACCREDITED
PART OF ENGLAND FOOTBALL

SEASON PLANNER

WHY WE EXIST

LTWFC LADIES promotes and supports ladies walking football. We encourage and welcome both experienced and inexperienced players. Ladies that have played the game competitively and those that have never kicked a ball. All ages are welcome, but tournament football is restricted to ages 40 plus.



Objective	Timescale	Who is responsible?	Cost	When will you review this?
Hold regular play/training walking football sessions	Ongoing, from May 2023	Committee, coaches, manager and members	Currently: £282 per month	Ongoing continuous review
Improve physical fitness by playing walking football	Ongoing, from May 2023	Team manager also qualified PT	N/A included during standard training sessions	Ongoing with team players and members
Promote via social media and events and encourage participation	Ongoing, from May 2024	Marketing manager	Varied costs but budget approx.: £360 per annum	Ongoing continuous review
Improve mental health & wellbeing through off and on the field social engagement	Ongoing, from May 2023	All members	Off the field wellness sessions yoga etc: £300 per annum	Ongoing continuous review
Encourage women that have never played football before to have a go	Ongoing, from May 2023	Managers, coaches, existing members	Provide FREE sessions £25 per person per month	Ongoing continuous review

2026-27

Proposed and fixed tournaments for 2026-27. Schedules may change. For the latest tournament and league info please refer to the schedule on the [teamstats](#) app



YOUR SEASON PLANNER

Objective	Timescale	Who is responsible?	Cost	When will you review this?
Enter 2 teams in the HWWFL League and HWWFL League Cup	February for Cup, March for league, monthly ongoing until October (no fixtures August)	Manager, coaches	£60 registration per team and £60 per team per match day and £60 per team for league cup	No review required on going tournament play
Enter one team in the TVWFL League	March – June monthly October – February monthly (no fixtures Dec)	Manager, coaches	£50 registration per team and £50 per match day	No review required on going tournament play
Find additional mixed gender team games featuring team United	2025 ongoing	Manager/Committee	Various: Approx £60 per event x3 events	No review required on going tournament play
Find additional tournament and friendly play opportunities through the year	2025 ongoing	Manager/Committee	Various Approx £60 per event x5 events	No review required on going tournament play
Enter team(s) in FA WFA Cup	2024 ongoing	Manager, coaches	Various: Approx £40	No review required on going tournament play
Enter Team in WFA National Cup	2024 ongoing	Manager/Committee	Various: Approx £60	No review required on going tournament play

2026-27



YOUR BUDGET PLANNER

Objective	Timescale	Who is responsible?	Cost	When will you review this?
Weekly free play sessions	4x per month	Manager/Treasurer Committee	£2,820 per annum (per 40 wk. year)	Present venue suits our requirements
August venue for free play due to school closure	4x throughout August	Manager/Treasurer Committee	£120 per annum	Update risk assessment and MEAP documents July
HWWFL League Cup	Feb x2 teams	Manager/Treasurer Committee	£120 per annum	No review required
HWWFL League	March x2 teams	Manager/Treasurer Committee	£120 reg per annum £840 per annum	No review required
TVWFL League	March – June Oct-Feb (not December) x1 team	Manager/Treasurer Committee	£100 reg per annum £400 per annum	No review required
TVWFL League Cup	July 2025 x1 team	Manager/Treasurer Committee	£40	No review required

2026-27



YOUR BUDGET PLANNER

Objective	Timescale	Who is responsible?	Cost	When will you review this?
FA Walking Football Cup	First Round May-June	Manager/Committee Treasurer	£40 per event	No review required
WFA Walking Cup	July - August	Manager/Committee Treasurer	£80 per event	No review required
FA Affiliation Club Insurance	Renewal May	Manager	£85	No review required
FA Team Insurances x 4 teams	Renewal May	Manager	£120 per annum	No review required
WFA Affiliation Insurance	Renewal March	Manager	£90	No review required
Misc. tournaments and friendlies throughout year	Approx 3 monthly intervals	Manager/Committee Treasurer	£300 per annum Based on x5 tournament events	On going as circumstances dictate

2026-27



YOUR BUDGET PLANNER

Objective	Timescale	Who is responsible?	Cost	When will you review this?
Fellowship Scheme x2 FREE 1 year training and membership plans Inc. footwear	First run August 2026	Manager/Committee Treasurer/Marketing Manager	£300 training fees £25 membership £50 boots and shin pads total = £375 x2 = £750	May 2027
Website hosting and domain management	Ongoing 2024	Marketing Manager	£95 webhosting £15 domain registration total = £110	Ongoing
Coach Insurance	April	Coach	£78 per year	This cost is covered by coach
Social media and website management	Ongoing 2023	Marketing Manager	£12 per hour x 8 per week = £96 pm £1,152 per annum	This cost is covered by marketing manager

BUDGET OVERVIEW



Season	Cost (£)
Denbigh regular training venue	£2820
Temporary training venue	£120
HWWFL League Cup	£120
HWWFL Season Registration	£120
HWWFL League Fixtures	£840
TVWFL Season Registration	£100
TVWFL League Fixtures	£400
TVWFL League Cup	£40
FA Walking Football Cup	£40
WFA National Cup	£80
FA Affiliation	£85
FA Team insurances	£120
WFA Affiliation	£90
Misc. Tournaments	£300
Website & Domain Management	£110
Total Projected Expenditure	£5,385
Annual Balance	FROM TREASURERS REPORT

CLUB OPERATIONS PLANNER

Basic check list of club responsibilities for club administration and member safety



Objective	Timescale	Who is responsible?	Cost	When will you review this?
Manage existing player registration detail	Ongoing process	Registrations officer Manager	N/A	Not currently required
Manage new player onboarding	Ongoing process	Registrations officer Manager	N/A	Not currently required
Check on existing equipment integrity	Ongoing process	Manager/Coaches	N/A	Ongoing throughout year
Identify new or replacement equipment needs	Ongoing process	Manager/Coaches	N/A	Ongoing throughout year
Check first aid equipment requirements	Ongoing process	Manager/Coaches	N/A	Ongoing throughout year
Ensure all insurances 1 st aid and coaching qualifications are valid	Ongoing process	Manager/Committee Safeguarding and Wellbeing Officers	N/A	Ongoing throughout year
Update risk assessment and MEAP documentation	Ongoing process	Risk Assessment Manager	N/A	Ongoing throughout year

MARKETING PLANNER



Objective	Timescale	Who is responsible?	Cost	When will you review this?
Objective 1. seek out new sponsorship and renew existing opportunities	Ongoing through 2026-27	Marketing manager/ALL	N/A	Ongoing throughout year
Objective 2. seek out grant/funding opportunities	Ongoing through 2026-27	Marketing manager/ALL	N/A	Ongoing throughout year
Re-submit previous funding application to UK Lottery	Ongoing through 2026	Marketing manager	N/A	Ongoing throughout year
Plan and organise charity fitness event	Ongoing through 2026	Committee/ALL	N/A	Ongoing throughout year
Look at end of year event AGM/Team event	June 2027	Social Events Manager	TBC	Ongoing throughout year
Player recruitment advertising	Ongoing through 2026	Marketing manager/members	TBC	Ongoing throughout year