



Committee Meeting Minutes

Date: 13 April 2026

Time: 7pm

Attendees:

Chair: Lainey Montgomery (LM), Vice Chair: Alison McDermott (AM), Secretary: Janine Hart (JH), Treasurer and Coach: Philip Hart (PH), Safeguarding and Wellbeing: Nikki Bush (NB), Social Events Manager: Kiran Sharma (KS)

Apologies:

Category	Description	Actions	Initials
1. Welcome			
2. Review previous minutes	Park Run Takeover Women's Refuge/MIND Collaboration Ask Cheshunt for structure of teams DB Confirmed we have now joined the Mental Health Alliance and everyone should have received an email on 12 January 2026 supporting this.	AM/TC to post information on General Chat for team to register as Volunteers to be Marshalls for Park Run for 4th July 2026 Session attended – Liz, tracey & T all went and discussed LTWFC Ladies with the staff and members. Further to that meeting, they would like a taster session for their members but on their premises. NB has been to Herts Women's Walking Football Committee Meeting. Has an interesting proposition for them, next meeting there should be an update. Members to click on the link in the email to review the areas on the Mental Health Alliance Hub	AM/TC will post on general WhatsApp group how to register DB/KS To arrange session at their premises NB will update at AGM To go on agenda for AGM to check if members have looked at the hub.

	Any ideas with regarding to Mental Health, could players approach Committee Members or Coach Manager. Suggestions were made regarding future Charity events and suggestion made to select a charity for the year DB advised we are still looking for more kit, need more coats and still looking for more sponsors.	Members to let the Committee know their thoughts This will be an ongoing discussion DB, SF and KS are applying for grants as and when they can	Follow up at AGM To go on agenda for discussion at AGM DB, SF and KS
3. Finance	Update from PH Review of payments proposal as per Dave's design and comments in PDFs Confirmation/clarification of club member income (excluding sponsors/grants) to cover costs of tournament entries	Basic handwritten notes that were prepared by Phil are to be updated as end of year accounts. Membership/Payment Plan form reviewed and approved. Subs to change to £25 from per month from May 1st. PAYG £7.50 per session. Membership yearly payment to be paid during September. Any members not fully paid up during September (or payment plan agreed) will not be eligible for team selection for tournaments or leagues. PH advised after subs and membership fees are taken into account that without sponsors/grants the club will be £427 short each year. DB also provided us a list of grants	PH to provide update at AGM DB has uploaded the new forms to the website and AM also posted the link in WhatsApp general chat To be covered and re-iterated at AGM PH to provide a full list of members to the committee showing current funding status of all club members JH to ask DB for Grants list for every Committee Meeting.

	Payment of 3 rd parties supplying off the field activities (mainly around non training days)	Committee agreed These must be funded by the club (where funds allow) Where no funds available we should revert to original plan, ie. meet ups for club members on non training days	No further action needed
4. Onboarding Process	Onboarding documents have been created	Committee all in agreement with the new process documents created by David	AM shared the new onboarding forms/pack with the onboarding team. DB also uploaded to the website
5. Team Selection discussion and re-appraisal of the player selection policy	Discussion held on team selection	Committee discussed and agreed the following: The best players may be selected to represent the club from the players available on match day, even if those players were not available for selection prior to league or tournament registration. Providing that their membership is up to date and valid. Unpaid membership fees will disqualify players from League or tournament selection	AM to post on WhatsApp general chat.
6. Alternative August Training – do we/don't we?	Usually the ladies and men are doing the same session during this time. The men are already at Crawley Green and therefore won't be at Lea Manor.	Committee agreed Lea Manor will be too costly if it's just for the ladies, PH currently looking to see if we can get the ladies at Crawley Green.	PH to advise at AGM
7. AOB	When jobs are being carried out for the Committee, we need to ensure it goes through the correct process	Recently we had a document that was added to the General Chat which hadn't been approved by the Committee, this needs to be re-iterated at the Annual General Meeting	Raise at AGM

	Process for action chase ups	It is the responsibility of the Chairman/vice chairman to follow up on any actions with the appropriate person allocated it. This should be done once a month and the update logged on a copy of the minutes (to be held either by the chairman or vice chairman) which can then be reviewed at the next meeting.	Chairman (LM)/Vice Chairman (AM)
	Events funding	It was reiterated to all committee members that all events must be funded by the club. Individuals must gain receipts for any purchases, and pass to PH for re-imbursement. This allows us to be able to track how much a particular event has raised minus our costs.	No further action needed
	Refresher Safeguarding Sessions	NB advised the FA are running three refresher Safeguarding Sessions – April, May and June.	NB to post in general chat if anyone else is interested in attending the Safeguarding Session.
	Mental Health First Aider	Do we have any members who would be interested in becoming a Mental Health First Aider	NB to ask on WhatsApp General Chat if anyone is interested in being a Mental Health First Aider.
	Recognise the Mental Health Walk for 09 May 2026	NB requested this be added to the AGM Agenda to thank all members for supporting Amy and the charity	JH



	Annual General Meeting	Rescheduled for 1 st June 2026 due to most of committee being on holiday	Committee agreed new date.
	AGM Agenda	Contact Crawley Green Club to book hall AM requested that the AGM agenda be shared 1 st week in May so members have plenty of time to add to it before June 1 st	KS JH (to be approved by committee before general release)
8. Next meeting	AGM 1 st June 2026 – Crawley Green Club, Luton. 7-9pm		