



Member Request Committee Meeting Minutes

Date: 12 January 2026

Time: 7:15pm

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), Manager and Coach: David Brown (DB), Tracey Cummins (TC), Sarah Foster (SF), Liz Nurse (LN), Tracey King (TK), Mandy Burman (MB), Siobhan Hewison (SH), Philomena Fillis (PF)			
Apologies:			
Kate Walsh (KW), Kiran Sharma (KS)			
Category	Description	Actions	Initials
1. Welcome	Chair welcomed everyone	No other actions needed	
2. Introduction of New Vice Chair	Alison McDermott was welcomed	No other actions needed	
3. Review previous minutes	Apologies were made for the error from previous minutes and they would be updated to show Sponsorship from Editquest Electrical and confirmation of two teams in HWWFL.	JH to amend previous minutes so they can be uploaded to the website.	JH
	Discussion had regarding roles and responsibilities	SF is creating a Committee Organisation Chart to be added to Welcome Pack	SF
	On Boarding Process:		
	DB confirmed when new members join the club he requests they complete a Par-Q form and he then adds them to the insurance and to the WhatsApp groups	TC, MB and Sharon to create Welcome Pack for new members. All confirmed they would be first points of contact when new members come to training.	TC, MB and Sharon

4. Finance	Fees that were outstanding have now been paid Phil to document his finance process (ie updating finance sheet for TC) In December 2025 a Christmas Hamper was created and raffled by Louise Lissaman, Louise's mum Denise and Sarah Foster. £220 of the monies raised has been given to Luton Town Walking Football Ladies.	No further action required PH to create processes and share with TC All members present thanked Louise, Denise and Sarah. No further action needed	PH
5. Park Run Takeover	Proposed date Saturday 4 July 2026. If anyone would like to register and needs help speak to T and Alison.	Members to go on Park Run website to register themselves, it's free but you do need a barcode to volunteer	All members who want to volunteer
6. Women's Refuge Collaboration	After DB sent numerous emails to women's groups to promote Women's Walking Football, he had only one response which was Women's Refuge.	NB and LN to follow up contact with Women's Refuge	NB and LN
7. Printed Gazebo	AM suggested 3x3 branded gazebo	DB to investigate further and discuss with PH funding options (women and men?)	DB and PH
8. School Minibus	Everyone was in agreement that SF school minibus was a great idea and would also help with team spirit.	SF to confirm with school	SF
9. 11 a side walking football	KW received an invite from WFA Parkinson's Walking Football, attending members have some reservations about this and therefore would like to find out more information.	DB said that he would speak to KW to find out more information.	DB/KW

10. AOB	The members present felt it was very important to continue to foster the togetherness of the club and it's 'one for all' family aspirations and would like to create more opportunities for members to get together socially to help cement, encourage and support each other. They also stressed that it was good for their mental health as well.	The Fundraising Committee are meeting to put together a calendar of events for the year and upload to the website.	AM. SF and KS
	DB suggested a filming system to record sessions and matches	PH to talk to DB to discuss what he wants this system to do	PH
	Ask Cheshunt for structure re. teams	NB attending Cheshunt AGM and will feedback at next meeting.	NB
	DB asked for further guidance from Committee/Members what parameters we want him to use for team selection.	Committee and members to discuss further with possible suggestions at next meeting.	Committee/Members
	DB Confirmed we have now joined the Mental Health Alliance and everyone should have received an email on 12 January 2026 supporting this.	Members to click on the link in the email to review the areas on the Mental Health Alliance Hub	All members
	DB is a Mental Health First Aider and would like to have more Mental Health First Aiders within the club.	NB volunteered to be a Mental Health First Aider. Follow this up at next meeting.	Committee and NB
	Any ideas with regarding to Mental Health, could players approach Committee Members or Coach Manager.	Members to let the Committee know their thoughts.	All members
	Suggestions were made regarding future Charity events and suggestion made to select a charity for the year	This will be an ongoing discussion.	Committee and Members



	DB advised we are still looking for more kit, need more coats and still looking for more sponsors.	DB, SF and KS are applying for grants as and when they can.	DB, SF and KS
11. Next meeting	Monday 13 April 2026, 7-9pm on zoom		