



# CUCKFIELD COSMOS FOOTBALL CLUB

(Affiliated to Sussex County FA & an FA Standard Charter Football Club)

ESTABLISHED 1982

CHAIRMAN: MIKE BEST    SECRETARY: RACHEL SOUTHWELL    TREASURER: GORDON RENNIE

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## 2019 ANNUAL GENERAL MEETING - MINUTES

Monday 8<sup>th</sup> July 2019

Ansty Cricket Club

### AGENDA:

1. Apologies for Absence
2. Acceptance of minutes of the last AGM on 9<sup>th</sup> July 2018
3. Treasurer's Report
4. Chairman's Report
5. Election of Officers
6. Notification of Team Managers for 2019/20
7. Changes to the Constitution
8. Any Other Business

### **2. Acceptance of minutes of the last AGM on 9<sup>th</sup> July 2018**

Agreed by meeting – Peter Trump proposer; Paul Batchelor seconded.

### **3. Cuckfield Cosmos Football Club - Treasurers Report for year 2018/19**

#### **Annual Overview**

Year on year income rose to £68,961.76 (£62,179.55).

The club's income is driven via player subscriptions that are tiered as follows: Under 7's £85, age 8 £110 and age 9 and above £120. Subscriptions are tiered to reflect the higher cost of organised league football at older ages.

Overall expenditure was £51,601.68 for the year - £59,015.58 last year – which has resulted in an annual surplus of £17,360.08. Net reserves increased from £79,634.87 to £96,994.95.

As at the year end we had committed but unbilled expenditure for a defibrillator at Beech Farm Field for £1,100 and new goal posts and nets which once ordered will cost around £4,000. Once these committed costs are taken into account, we still have a healthy surplus of £12,000 for the year.

## **Income Review**

The club registration process went online last season and this year we also introduced the ability to pay player subs over 4 instalments. This has seen the collection of subs being maximised as the admin placed on managers and parents to organise and collect paperwork has been removed.

We have over 500 players registered, last year we had 450. These factors have contributed to the increase in our subscriptions from £49,595 to £54,356.25.

As a club we continue to attract and retain players of all ages and abilities to the club.

Our managers have again managed to attract individual team sponsorship to a value of £5,670.18 that is offset against total kit and equipment expenditure of £8,565.53. The generous support of our sponsors is appreciated.

Tearoom net income is affected year on year by the number of training sessions we have at Whitemans Green. This year was a milder and drier Winter that saw income rise to £3,514.47 from £2,513.87 in the poorer winter of 17/18.

We also received an additional £1,000 from the Independent State of Cuckfield's Lord Mayor as a donation to be spent on equipment. These funds are contributing to the new goal posts being purchased.

## **Expenditure Review**

Expenditure was at its slowest level for 4 years at £51,601.68.

Whilst the club had record numbers attached to it our affiliation fees reduced by £1,400. We participate across 4 league competitions – Mid Sussex Youth & Minor League, Sussex Sunday League, Crawley League and Sussex Women's League. Managers and coaches decide what league they wish to play in. Decisions are mainly based on competitiveness, organisation and admin requirements and where opponents are based. Cost is not a consideration.

We saw a move away from the MSYML league last year with fees to that league reducing from £4,813 to £2,832. More teams played in the Crawley league where fees are lower so that cost increased from £1,088 to £1,711.

*Kit & Equipment* - We didn't spend as much on kit and equipment this year as last - £8,565 against £10,685 the previous year. This expenditure is cyclical and with the purchase of new goals and nets, a defib, replacement of basics such as poles, cones....and balls! in the year to come then this figure will increase substantially for 19/20 year.

We have also had a lower expenditure on coaching qualifications – last year saw 2 coaches attend their FA Level 2 courses that cost a combined £616 and we had several coaches complete their FA Level 1 course at an expense of £1,200. This year only £600 was spent on FA level 1 and 2 courses as our coaching staff remained constant. This year's costs were expended on updating first aid and CRC checks on coaching staff, of which we have over 100, for safeguarding our players. Overall we spent £1,500 less on coaching than a year ago.

The club maintains a high child protection and welfare standard to ensure the safety and wellbeing of our players. Dan Wiscombe, as Welfare Officer for the club, ensures that all our managers and coaches are CRC checked, have completed a Safeguarding FA course and hold an up to date certificate 1<sup>st</sup> Aid. These costs fluctuate year on year as renewals take place.

As reported last year we reviewed our presentation day format and this year saw us move from Beech Farm Field to Whitemans Green to use the facilities of Haywards Heath Rugby Club. Initial feedback is that this was a successful move for the parents and players. It also saw the presentation day move from a cost to the club to a source of income. We no longer hire a marquee or hired the bouncy castle. We didn't have to stock and run a bar which is difficult to budget for in terms of quantity and therefore cost. We ran an organised BBQ with surplus meat supplied being sold onto the Rugby Club after the event. These lower costs saw a surplus of £1,200 with expenditure lower by £3,000 from last year so a monetary success.

*Pitchero/Gocardless fees* – Our website and card payment process does have charges associated with them which amounted to £1,501.44 (2.45% of subscriptions).

Fines are an accepted expense of running such a large club with volunteers. The team managers not only coach and run teams for the players, they are also responsible for team admin. We are fined for late notifications of players and or results to the league organisers, not presenting registration cards on match days and other minor indiscretions. These add up and amounted to £917 this year (£973). These are issues that we discuss and encourage managers to attend to promptly at our committee meetings but also acknowledge the dedication and hard work managers put into running our teams. This is a cost that, as long as it is contained, we accept as a club.

*Beech Farm Field* costs increased to £8,930 from £8,323 – Rent was £5,000 for the year. Maintenance costs were £1640 and we hire 2 toilets for the year at a cost of £2,152.

*Pitches & Facilities* – Alongside the cost of BFF we hire Whitemans Green for our matches and Saturday training and this year we paid Mid Sussex District Council £7,523 (£6,100). An increase in cost but still a reasonable expense for the playing time we receive for this.

In 2016/17 the club agreed to hire the Warden Park all weather pitch every Saturday for 4 hours from November to February. Warden Park cost £7,952 this year as we continue to also hire Friday evenings for 3 months to allow all our teams a chance train weekly. We successfully negotiated to extend this agreement for 4 years during this year at a cost of £8,000 per year.

Overall pitch costs were £15,631 (£14,308) for the year – an increase from the previous year with the Whitemans Green costs accounting for the increase. The club took the prudent measure of increasing fees prior to the 2016/17 season to offset the additional rent of Warden Park and increasing costs with Beech Farm Field.

*Referee* expenditure is £3,390 for the year. My report stated last year that the cost of £2,031 for the year 17/18 was too low with some managers not reclaiming the weekly expense. This has been borne out as the cost has now returned to nearer the 2016/17 levels of £3,493.

*Miscellaneous* costs consist of printing, stationery and any one off costs. This year £256 of expense associated with the set up of the Pitchero online registration was paid. As more and more admin tasks are conducted electronically then these costs have reduced to £483 from £785 a year ago.

### **Summary**

We continue to run a very successful club on and off the pitch. We continue to run at a surplus year on year financially and see player numbers increase to what is reaching maximum capacity for our facilities.

We have cleared reserves of £96,995 and we must always remember that £50,000 of this is ring fenced to meet the potential maximum Beech Farm Field rental liability of 5 years rent if notice is served. Warden Park liability is now has three years remaining at a gross liability of £24,000 for the remaining period of our agreement. This reduces by £8,000 each year and our annual subscriptions cover this cost on an annual basis but we have sufficient funds to meet these liabilities if required to so with no income.

We have noted a surplus of income/expenditure for 7 years and this has allowed the club to take the medium term view on the Warden Park and BFF leases and financial liability. We must always consider the accumulation of our gross rent liability when considering any future commitments.

As we move forward the club is holding the annual subscription costs at current levels – this is reviewed on an annual basis and should be viewed as a success of the club. We have been challenged recently that we are too cheap, but with the surpluses seen and the level of reserves held then there is no justification for increasing at this time.

I expect the coming year to be closer to break even with expenses on kit and equipment to increase.

As the club continues to evolve its 5 year plan there are possible coaching, capital and equipment expenditures that will require a review of fee structure.

**Gordon Rennie - Treasurer**

## 4 Chairman Report 2018/19

Cuckfield Cosmos Football Club has over 500 registered girls and boys from 5 - 18 years of age playing and enjoying football on Whitemans Green, Beech Farm Field and at our winter training facilities from September to May each year. Across 32 squads we have 4 girls teams playing in the Sussex League; 16 boys teams in the Mid-Sussex and Sussex Sunday League, 7 teams in the Crawley League and 5 non-league squads.

The club website and Pitchero registration system has greatly improved the registration process; many thanks to Paul Batchelor and other club members for fully embedding the system this past season.

We continue to seek additional support in the areas listed in the Appendix below. Running a club of this size, all by volunteers, is no mean task and we need to share the effort across a wider group of people. Just sparing a few hours a week will help ensure this club continues to provide the good quality coaching and match day experiences, as well aid the areas of further club development that we are planning over the next five years.

We have reached the respected position that we hold as a club via great voluntary support over the years and we need to ensure this continues as we look to further improve and develop this great club.

The 2018/19 season was the 3<sup>rd</sup> year of fully utilised the comprehensive all-weather winter training schedule for the November to February period on the Warden Park Academy 3G pitch. We have extended the agreement with Warden Park for these facilities for a further three years. Without this we would have had significant cancellation of many training sessions due to poor ground conditions at Whitemans Green and BFF during this winter period.

The club has over 100 managers and coaches and ensuring they are all fully qualified and within renewal dates, with varied support from the managers and coaches themselves, is one key area we must improve. The workload on Rachel and Dan, our Club secretary and Welfare Officer respectively, is intense. The FA Charter Standard reaccreditation requires all managers and coaches to have all their qualifications up to date and just one coach or manager who lets their qualifications lapse can affect the whole clubs status.

Managers and Coaches must understand and accept their role and the responsibilities that the role entails. The club has a wealth of experience and can help any manager / coach at any time; therefore please ask at any time if unsure of anything relating to Cosmos and their roles.

I personally assisted the U7's this past season and, with great support from a number of new Cosmos Coaches, thoroughly enjoyed the experience. It was fantastic to see the young entry point of club so healthy and buoyant.

We held our awards/presentation day at the HHRFC clubhouse which was both successful and also reduced the workload on key people at the club. HHRFC are currently progressing the development of a new clubhouse on Whitemans Green and we, as a club, have been proactive, aided by Peter Willis, in supporting this initiative to improve facilities on Whitemans Green.

In my view the way to grow and improve the club is not by the numbers of players and squads we have, as realistically we are at our current maximum when pitch, training areas and overall volunteer support is taken into consideration, we should look to improve quality.

Quality via the improvement of:

- sharing ideas and experience across the club;
- listening to the players and squads on what they like and areas they would like improved;
- coaching quality and training;
- respect and behaviour of all, from officials, opposition teams and their supporters.

We all have a role to play in this, from players, parents, guardians, managers/coaches, volunteers & committee members.

The tea room continues to be a valuable source of funds for the club; many thanks Sue, Rachel and Jane.

Finally this club would not be able to continue without a committed and strong core team and I

would like to personally thank Rachel, Gordon, Sue, Dan and Mark.

Plus all the managers and coaches and all club supporters for making Cuckfield Cosmos such a great club to be associated with.

*Mike*

Mike Best  
Chairman  
Cuckfield Cosmos FC  
July 2019

**Appendix:** Key areas of assistance include the following:

- **Fixtures secretary** (likely to be split across three people/roles, 7v7, 9v9, 11v11). These roles will required 2-3 hours a week planning and engagement with the Cosmos squads (Managers), their opposition and the referee each week, ensuring kick off times, match locations and other relevant details are communicated.
- **Tearoom support** on Saturday mornings. 2-3 hours on a Saturday (in the warm tearoom at Whitemans Green). This could be on a rota and therefore not each Saturday required.
- **Car park Marshals.** 08:30-09:15 & 10:30-10:45 each Saturday at Whitemans Green and Beech Farm Field (BFF). This could be on a rota and therefore not each Saturday required. A cup of tea and a bacon roll is offered as a major inducement to assist in helping the club have safe and responsible parking on training days.
- **Manager and Coaching support.** This club relies on over 100 qualified coaches and managers and anybody wishing to progress the required qualifications, which the club will fully support and sponsor, and become a coach at the club please let us know. (We are particularly keen to encourage any experienced goalkeepers across the club to help in this important area of training and development).

## 5 Election of Officers:

The following were duly elected for next season:

**Chairman** - Mike Best

**Vice Chair** - Mark Franklin

**Club Secretary** - Rachel Southwell

**Treasurer** - Gordon Rennie

**Fixture Secretary** - Sue Best

**Kit Manager** - Sue Best

**Welfare Officers** - Dan Wiscombe/Claire Kent

**Committee Member**- Peter Trump, Peter Willis, Paul Batchelor

**Life Committee Member**- Peter Cheesmur (Founder)

Brian Knight has requested after many years of the clubs 'Life Vice President' that he steps down. The committee and club thank Brian for all the work and support he has given to the club as manager/coach, committee member and vice-president.

It was agreed at the meeting that the role of **Life Vice President** does not need to be filled at this time.

## 6 Notification of Squad Managers 2019/2020

A full list of Team Managers for next season is available and has been circulated to the committee. The AGM approved the 2019/20 team managers – the only change to the published list was the U13 Cosmos boys squad and manager Wayne Emerson, who do not have a team for the new season and Wayne has decided to step down as a coach at

Cosmos. Mike Best and the committee thank Wayne for all this management and leadership support over the past 7 years.

## **7 Amendments to the Constitution**

A list of minor changes to the clubs constitution was agreed at the June 2019 Cosmos committee meeting and shared with the AGM. These changes were ratified as acceptable at the AGM.

## **8. AOB**

There was no other business to discuss and the meeting closed at 20:29 hrs.