



ARFC Trustees Meeting

25th February 2026 at 7.00pm
Venue: ASSC

In Attendance: C Bodley, P Watson, E Adams, B Staines, D Lewis, C Kirschner, L Rickard
Apologies: - None

Previous meeting minutes - Approved

Matters Arising – DL has finished setting up the email accounts. All documents have now been added to One Drive. Policies will be allocated to the relevant Trustee responsible for those. CB will work with LR to produce a formal budget for the next year. Nothing further from Paul Smith regarding the trees.

Grant Applications, Donations and Sponsors – Status and Future Projects.
CCF application has been submitted for the new CCTV system. CB to discuss with Wind Farm contact re more grants.
Wind Farm Applications – next deadline 1st Aug 26. F/Room corridor and toilets?
Play Area – Playdale Playgrounds' quotation to replace equipment and provide information re potential grant funding has not yet been received.
Bi-fold doors – update (Including radiator, bench and television movement). Awaiting structural engineer report to come through.
FA Pitch Power – survey of pitch condition. CK has carried the survey out and is close to submitting the application.

Finances and New Business

Three-month forecast – update. Business Club wise has been slow, so the rent payment for Oct to Dec 25 has not come through yet. Need to chase U&C again for Firework Sponsor money.
Risk and opportunity plan – risk plan structure has been framed, and detail needs to be input to fill out. Ideas for the opportunity plan have been entered into One Drive.

Alconbury Colts, Alconbury FC, Cricket and Alconbury Weston FC

Rental review and discussions with AcWFC – new contracts and status. A letter has been sent to AcWFC regarding the state of the changing rooms and damage. No response has been received yet.

Any new Hire Agreements need to be offered by 1st June to be completed and signed by 1st July. Agreed to reword the requirement for Club Membership subscription.

The Pitch inspection Policy was discussed.

A new coffee machine is being installed in the kitchen, for use on Saturday mornings,

when volunteers will be selling drinks and bacon rolls.

Parking of cars on the main road has been very poor recently, with vehicles being left in very dangerous positions. Letter to be sent to the clubs to ensure that safe parking must be always enforced by advising the opposing teams in advance to follow the signs for the overflow car parks.

Cricket fixtures have now been received – county and early midweek games included.

Agreed to charge £60.00 for Monday games. A Arnold has agreed to service the mowers.

Clubhouse/Field Equipment & Maintenance – List of Repairs

Suggestion to keep M Newman on a retainer, to carry out decorating in required areas when he is not busy. The Trustees felt that this seemed reasonable.

The entrance ramp walls and railings have now been completed. The surface of the ramp is starting to crumble and will need to be replaced, with the proper type of slip prevention and also a correct gradient. CB has entered this in the risk register. It is possible this is something that we can apply to the Wind Farm funding.

Car Park Surface repair/replacement.

MUGA Carpet Repair/Replacement – site survey/feasibility carried out. Annual inspection has been carried out and there is no change from last year. New contract agreed – go along with one more year on same basis.

Fire Safety – PAT, Emergency Lighting, Boiler Service – all complete. The Fire Risk Assessment Review is complete apart from Staff Training.

Health & Safety Policy Safeguarding Lead Training will cost about £75.00 – BS and DL can complete this.

Review of Fundraising

Events and Upcoming – social media presence was discussed. NYE – a band has been booked. A singer will come and sing for free for a Charity event.

Fireworks Event 2026 – Event Management Plan. LR will send CB and RS a latest version plus appendices. Electrify will confirm the date (6th November) soon.

Five Year Business Plan – Progress has been made and it is all on the One Drive.

Proposed five objectives and kpi's are now more realistic. Progress against these will be measured.

AOB

The Charity has a domain but no website – DL will endeavour to create a Charity specific one. Use the ARFC email addresses as much as possible. A new logo was passed around for discussion – agreed to adopt.

There is a need for a review of the ratio of overhead analysis, due to the increase in business activity.

Date of next meeting 29th April 2026