

Hilton Harriers Football Club AGM Season 24/25	
Date	26 <sup>th</sup> January 2026 – 7-9PM
Attendees	
Apologies	



Meeting Agenda		
	Time	Owner
<b>Apologies</b> - To include a list of any apologies from club members unable to attend meeting. –	5	MW
<b>Notes from last AGM</b> - To include a review of all actionable points from previous meeting to review the status of these points.		MW
<b>Chairpersons &amp; Secretary Report</b> – A combined overview of the clubs activities, governance and progress over the past year including key priorities moving forward	10'	MW
<b>Treasurer Report</b> – An overview of the clubs financial performance, current position and priorities for the year ahead	10'	Scott C
<b>Welfare Office Report</b> – An overview of safeguarding arrangements , compliance and how the club continues to support a safe and positive environment for all members	10'	Claire E
<b>Club Development Officer Report</b> - A brief update on progress towards the Hilton Sports Village and how it will support our community and our long-term future	10'	Kevin R
<b>Constitutional Changes</b> – Update and Discussions on any constitutional changes	5'	MW
<b>Elections</b> – Confirmation of club committee structure for 25/26 . Record of votes for new club committee and list of any positions left open	5'	MW
<b>Q&amp;A Officials</b> - Your opportunity to ask questions, share ideas, and contribute to the ongoing development of Hilton Harriers FC	15'	All
<b>Derbyshire FA</b> – Coach Development Officer Steve Pritchard –Who will share how managers can receive hands-on coaching support and guidance to develop their teams and coaching practice.	40'	SP
<b>Meeting Closed By the Chair</b> –	5'	MW

# Annual General Meeting (AGM) Minutes

**Organisation:** Hilton Harriers Football Club (HHFC)

**Date:** 26 January 2026

**Time:** 7pm

**Venue:** The Mease

## 1. Welcome and Opening of Meeting – Martin

Martin welcomed everyone to the meeting and thanked attendees for giving up their time to attend. He provided a brief overview of key discussion points for the evening.

Martin also noted that the move to having a full-time HHFC role was initially intended to be temporary he remarked I am supposed to be retired.

Steve Pritchard from the FA was welcomed to the meeting. HHFC was highlighted as one of 25 clubs shortlisted nationally that the FA is working with.

## 2. Attendance and Apologies

- **Apologies received from:** Grahame Andrew, Charles Cuddington, Chris Swan, Cat Shaw, Richard Young, Mark Straw
- **Attendees:** M Walker, Claire Ecclestone, Scott Clacher, Kevin Rigby, John Majka, Kevin Phillips, Matt Ufton, Richard Hague, Pete Stanton, Liam Seeds, Ian Carnwell, Simon Hadfield, Michael Wheat, Ian Struthers, Andy Mellors, Dave Dawson, Daniel Walker, Simon Bullock, Johnathon Minshull, Alex Jones, Carl Vrazier

## 3. Minutes of the Previous AGM

The minutes of the previous AGM were approved as a true and accurate record.

**Proposed by:** Kevin Rigby

**Seconded by:** Scott Clacher

## 4. Chair & Secretary Report

### Club Overview

Martin reflected on the club's journey since its formation in 1992 and relocation to the current site in 1996, with The Mease developed in 2007. Over 34 years, HHFC has grown from a small parent-led club to a large, well-established organisation.

Key highlights included:

- Over 100 volunteers supporting the club
- Only one paid role (cleaner); all other roles are volunteer-based
- Matchday atmosphere at The Mease, with full car parks, coffee cart, and approximately 150 players on site during busy weekends
- Eight games taking place on some weekends
- The club now includes teams across all age groups, including a veterans team

Martin emphasised that HHFC is a whole club, not a collection of individual teams. The club is FA 3-star accredited and recognised for strong welfare, finance, and governance practices.

HHFC was selected as a *Thriving Club* 12 months ago. This programme helped the committee focus on priority areas, improve management processes, and ensure continuity through clear documentation.

## Key Focus Areas

### Governance and Support

The pressures of running a large club with volunteers were acknowledged. In response, several initiatives have been implemented:

- **Club Handbook:** A living document developed with significant input from Liam Seeds. Managers are encouraged to refer to it and suggest additions where information is missing.
- **Digital Support System:** Designed to support managers and link directly to the handbook.
- **Player Registration Forms:** A central system capturing player details and generating leads (over 30 to date), with teams supporting follow-up with parents.
- **Committee Meetings:** Approximately 75% now held virtually, with AI support used to convert minutes into formal documents.

### Micro Roles

Roles have been broken down into smaller, defined responsibilities to reduce individual workload. These include:

- Training coordination (Andy Mellors)
- League representatives (Rich Bell – BGFL and others)
- Purchasing (Dave D)
- Social media (Gabs – teams encouraged to share stories)
- Ground management (previously managed solely by Martin; now supported by two additional volunteers)
- Player Registration Lead (vacancy)
- Team Fee Pay review (volunteer required)
- Safeguarding and compliance support (aim to reduce workload on the Welfare Officer by automating processes)
- Coach Development Lead (supported by Steve Pritchard)

### Committee Structure

A revised committee structure was outlined:

- 7 core voting roles - Chair: Secretary: Welfare Officer: Treasurer: Club Development: Partnerships (New): Parent Representative (New)

Not all roles will be filled immediately.

### Hilton Sports Village Update

Martin outlined the progress and challenges relating to the proposed Hilton Sports Village:

- Village population growth from approximately 4,000 to 8,000 residents
- Ongoing support from the council, including improvements to Back Lane and additional storage for goals

- The Mease is used almost every day, generating revenue to maintain facilities

Future aspirations include:

- A permanent home pitch for every team
- A two-storey clubhouse with pitch views
- Age-specific pitches and improved drainage
- Revenue generation through pitch hire, bar, coffee shop, and 3G pitch
- Eco-friendly design, walking trails, children's play area, and designated dog-walking areas

The Sports Village is intended to be run by the Parish Council. Opportunities around charitable status and tax relief are being explored. A timeline was shared via presentation slides.

If the Sports Village does not proceed this year, a **Plan B** is in place, including further investment at The Mease, installation of a 3G pitch, pitch drainage improvements, and clubhouse upgrades.

## 5. Welfare Officer Report

Claire Ecclestone, Welfare Officer, delivered a detailed report outlining the scope, responsibilities, and current pressures of the role.

She explained that the Welfare Officer role exists to safeguard the welfare, wellbeing, and safety of all children and young people involved in Hilton Harriers Football Club. This includes acting as the first point of contact for welfare and safeguarding concerns, promoting best practice across all teams, and ensuring full compliance with FA safeguarding requirements.

Claire highlighted the scale of the club, noting that HHFC currently comprises 37 teams, 110 registered officials, and 483 registered players. With a club of this size, welfare, behavioural, and safeguarding challenges are inevitable.

The most significant and recurring challenge identified was parent conduct. While the majority of parents are supportive and respectful, a consistent minority display behaviour that does not align with FA Respect expectations. This includes inappropriate touchline behaviour, challenging coaching decisions and authority, and confrontational communication with volunteers following training sessions or matches.

It was noted that this behaviour places additional strain on volunteer coaches, increases the risk of conflict, and detracts from the positive, child-centred environment the club strives to provide. Managing parent expectations and conduct remains the single biggest welfare pressure point within the club.

In relation to safeguarding and compliance, Claire reiterated that all volunteers undertaking pitch-side roles must meet FA requirements. This includes:

- A valid and in-date DBS check linked to the individual's FAN (no DBS means no pitch-side role)
- Completion of the FA Safeguarding Children Workshop, valid for three years
- An in-date First Aid qualification for coaching roles, particularly lead coaches

These requirements were emphasised as non-negotiable and essential to keeping players safe and the club compliant with FA standards.

Claire further confirmed that each team must have at least one Level One qualified coach in place to train and play. Looking ahead, she expressed a strong preference for teams to have two Level One qualified coaches wherever possible, to ensure continuity, reduce pressure on individuals, and strengthen safeguarding and player development.

The FA Club Portal was reported as operating effectively. All data input and administrative control is currently managed solely by the Welfare Officer and the Club Secretary. While this approach ensures consistency, accuracy, and appropriate handling of sensitive information, it also highlights the significant workload being carried by a very small number of volunteers as the club continues to grow.

Claire concluded by thanking members for their patience and support while she carries out the role, reiterating her commitment to providing a safe, positive environment for all players. She expressed confidence that, when the time comes to step down, the club will be left in a strong and well-supported position.

The Chair formally thanked the Welfare Officer for her extensive work and dedication.

## **6. Treasurer's Report**

### **Summary of Financial Year 2024–2025**

#### **Overview**

Scott presented a summary of the club's financial position for the 2024–2025 season.

- The club recorded a £17,195 loss for the year (previous year: £7,845 profit).
- Club reserves reduced from £50,775 to £33,580; however, the club remains financially stable with positive cash balances.
- The reported loss was primarily driven by significant increases in kit, equipment, and pitch hire costs.

#### **Income Summary**

- Total income: £128,122
- Subscriptions & registrations: £107,784
- Sponsorship, fundraising, and other income: £20,338

Income levels remain strong, supported largely by electronic fee collection and consistent membership numbers.

#### **Expenditure Summary**

- Total team costs: £131,294
- Kit & equipment: £58,227 (a substantial increase from £23,716)
- Pitch hire (Etwall): £42,323
- Trophies, parties, and prizes: £16,324

Rising costs, particularly for kit and pitch hire, were highlighted as the main contributors to the annual deficit.

#### **Key Financial Points**

- While income remains strong, cost control will be a key focus for the 2025–26 season.
- The club continues to hold healthy reserves and remains in a secure financial position.

#### **Changes and Investments Made**

The Treasurer outlined several strategic changes and investments made during the year:

- Transition to a single kit supplier
- Removal of individual team 'pots' of money

- Clear definition of what the club funds (home kit, coaches' kit, and equipment)
- Purchase of new goals at The Mease
- Investment in a club VEO camera
- Installation of new guttering around The Mease
- New signage across the site
- Drainage works completed at The Mease

These investments were described as necessary to support long-term sustainability, improve facilities, and enhance the overall club experience.

## **7. Club Development Officer Report**

**Presented by Kevin Rigby**

**Hilton Sports Village: A Vision for the Future**

**Setting the Scene: Why a Sports Village?**

The Hilton Sports Village aims to become a comprehensive hub for sport and community life. It will offer modern facilities for all ages, provide year-round training opportunities, and create a sustainable, safe, and inclusive environment for everyone in Hilton.

**Key Features of the Masterplan:**

- Full sporting offering: Full-size 3G football pitch, cricket pitches, hockey pitch, four additional grass pitches, MUGA, four tennis courts, extensive parking, and a new coffee shop/caf  .
- Inclusive for all ages: Facilities designed to bring all age groups to the Mease.
- Dual-aspect clubhouse: Modern two-storey building facing both the 3G pitch and main cricket field. Includes meeting rooms, classrooms, gym, and physio space.

**Our Motto in Action: Prepare – Protect – Prosper**

**Prepare**

- Year-round, consistent in-house training on the 3G pitch eliminates weather-related cancellations.
- Age-specific grass pitches support progression from juniors to senior teams.
- Multi-sport facilities encourage participation in cricket, hockey, pickle/paddle tennis, broadening skills and community engagement.
- Clubhouse amenities support coaching, analysis, and player welfare.

**Protect**

- Safety measures include 3m run-off zones, spectator zones, low barriers, dugouts, and high ball-retention fencing.
- Accessibility features include safe paths from car parking, accessible bays, and raised grass banks for informal seating.
- Sustainability initiatives such as solar panels, rainwater harvesting, heat pumps, and green roof principles reduce utility costs, carbon footprint, and stormwater run-off by up to 75%.

## Prosper

- Wellness facilities: walking trail with outdoor gym, nature trail, and child-friendly play areas encourage active lifestyles for the whole village.
- Revenue opportunities: renting the 3G pitch and multi-use courts can generate £120–150k annually; tournaments attract visitors and boost local businesses.
- Clubhouse bar/café, meeting rooms, and high-end coffee shop provide hospitality and consistent revenue streams.
- Tax relief and sponsorship opportunities enhance financial stability.

## Community Impact

- Builds local pride, encourages membership growth, and signals Hilton's ambition for a thriving sporting and social hub.
- Provides a venue for tournaments, events, and community gatherings.

## Project Timeline

### January 2026 onward

- January 2026: Submitted representations to the Local Plan consultation, confirming support for the sports hub.
- Spring 2026: Pre-application discussions begin, supported by flood risk assessments and detailed site plans.
- Late Spring 2026: Community consultation invites feedback from residents, clubs, and stakeholders.
- Summer 2026: Full planning application submitted with technical reports and designs.
- Winter 2026: Expected decision on the planning application; if approved, project moves into detailed design and construction.

## Call to Action

- Get involved: Volunteers, advocates, and champions are needed to promote the sports village within the community.
- Invest in the future: Sponsorship, fundraising, and donations help bring this vision to life.
- Spread the word: Share our story – this project benefits not just the club but the entire Hilton community and surrounding area.

## What it will look like.





### Closing Thoughts

The Hilton Sports Village is more than a collection of pitches. It is:

- A home for all teams,
- A venue for community life, and
- A symbol of our ambitions.

### It embodies our motto:

- Prepare players and young people,
- Protect our community and environment,
- Prosper together as a club and village.

## 8. Guest Speaker – Steve Pritchard (FA)

Steve Pritchard introduced himself, outlining over 38 years in football across grassroots and professional levels. Recently appointed by the County FA, his role focuses on coach development and club support.

### Key points:

- Reintroduction of face-to-face coaching courses following grassroots feedback
- Cluster-based club support (HHFC aligned with Chellaston, Melbourne, and Stapenhill)
- Focus on developing internal coaching capacity and sustainability
- Support with behaviour management
- Opportunities for CPD workshops hosted at the club
- Encouragement of female coach development
- Potential for youth coaching pathways and bursaries

A questionnaire will be developed with the FA to identify priority coaching areas.

## 9. Constitutional Changes

- Club handbook refreshed to be more coach- and parent-friendly
- Financial reporting integrated so The Mease and football club now report as one entity
- Updated committee structure approved

## 10. Elections

### Election of Officers was completed with the following confirmation

**Chair:** Martin Walker

Proposed by: Martin Walker

Seconded by: Kev Rigby

**Secretary:** Vacancy (Martin to cover role until 31 May 2026)

Proposed by: Martin Walker

Seconded by: Dave Dawson

**Welfare Officer:** Claire Ecclestone

Approved unanimously

**Treasurer:** Scott Clacher

Proposed by: Martin Walker

Seconded by: Michael Wheat

**Development Role:** Kevin Rigby,

Proposed by: Pete Stanton

Seconded by: Claire Ecclestone

**Partnerships Role:** Jenean West

Proposed by: Martin Walker

Seconded by: Kev Rigby

**Parent Representative:** Vacancy (role to be promoted with a clear role description)

## **12. Questions and Answers**

- **John M:** Asked about implications if the Sports Village does not proceed. Plan B confirmed.
- **Matt Ufton:** Asked about a youth coaching pathway. FA support and potential youth voice and bursaries discussed.

## **13. Close of Meeting**

Martin thanked everyone for attending and closed the meeting at **21:07**.

**Date:** 26 January 2026

**14. Date and Time of the Next AGM will be Monday 9<sup>th</sup> November at 7pm.**

**Venue:** The Mease