**Minutes for Committee Meeting**

**Monday 14rd August 2023 7.00pm**

**Present:** Leigh Henderson (LH), Jackie Tobin (JT), Ray Gartland (RG), Felicity Edwards (FE), Anna O’Neill (ACO), Avi Govind (AG), Deborah Montgomery (DM), Ken Littlejohns (KL), Ian Byett (IB), Dave Hope (DH)

**Apologies**: Ann Henderson (AH), Jo Breeds (JB), Terry Wegg (TW), Carol Quinn (CQ)

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|  | **PART 1** |
| 1 | LH welcomed the attendees and thanked them all for attending. LH confirmed that the meeting was quorate and that the agenda was reduced with focus on the finance aspects of the Club.  **Minutes of the last meeting (03/07/2023)**  The minutes of the previous committee meeting will be discussed at the meeting in September. |
| 2 | **Matters arising from the last minutes**  There were no matters arising. |
|  | **PART 2** |
| 3 | **REPORTS**  The finance report was issued in advance of the meeting via email and additional comments are noted below.  AG introduced the finance overview, slide 1, and explained that it was a summary of information available in the spreadsheet. This is the standard one pager that he will produce each month.  It was requested that the spend be categorised to enable comparisons against the budget. AG agreed and suggested that the Committee aim to set a budget for 2024 prior to the end of 2023. It was further agreed that each spend category be allocated to a budget holder who is responsible for the associated budget.  **Action**: AG to table a discussion on budget categories at either September or October meeting.  On the matter of contingency funds AG introduced slide 2 and explained that there is no consistent approach across Clubs. Whatever is included within the budget for contingency needs to be a defendable amount.  The question was raised about whether cancellation insurance is in place for the Hoppit as that is another control that could mitigate costs.  LH queried whether funds could be drawn out of the Clubhouse fund in the event of an unexpected event, in which case there could be a plan developed to build the reserves back up. It was agreed to include this in a resulting reserves policy and ask the Committee to approve it.  AG introduced slide 3 on the subject of bank accounts and role holders. It was agreed to leave arrangements as they are and revisit as part of the discussions on the subject of budget holders.  It was also agreed that the expense policy requires agreement to avoid any risk of fraud and financial impropriety and therefore protect the Club. This policy needs to make clear how expenses work for each budget holder as different approval levels may apply.  Slide 4 covers the latest position on the new clubhouse. The following is a summary of the discussion:   1. The trackside fund currently has a potential shortfall of circa £8,500. 2. The cost of the tarmac, path and ramp is circa £1200 + VAT. This is needed for building regs so cannot be delayed 3. We will delay installation of the kitchen for now 4. The Committee agreed that the shortfall will be covered by a transfer from the reserves account so that all outstanding wotk can be completed – the work totalling budget plus £8,500 as well as the tarmac, path and ramp. 5. AG is looking at improved cashflow reporting 6. An ongoing maintenance fund needs to be included in the 2024 budget |
| 4 | **DECISIONS AND UPDATES**  **Opening Event**  FE advised the Committee that there is no confirmed date for electricity to be available. FE is following up for updates from the Council and also from the project managers.  The Committee agreed that it is therefore impossible to go ahead with the opening ceremony on the 16th of September. The relays and evening party can still go ahead  **Winter throws events**  DM outlined her plans for winter throws events including one which will need a level 2 licence. JT provided a contact name for level 2 licence applications.  **Coaches Meeting**  LH requested feedback on any issues surrounding summer competitions for discussion at the next coaches meeting. |
| 5 | **AOB**  September 10th endurance course is going ahead  Hampshire athletics is 100 years old in 2024. They have indicated a desire to hold a grandprix at Down Grange next year and for someone to run it |
| 6 | **Date of next meeting**  Monday 4rth September at 7pm in the Clubhouse or Cabin |