**Minutes for Committee Meeting**

**Monday 4th September 2023 7.30pm**

**Present:** Leigh Henderson (LH), Jackie Tobin (JT), Felicity Edwards (FE), Anna O’Neill (ACO), Avi Govind (AG), Terry Wegg (TW), Carol Quinn (CQ), Deborah Montgomery (DM), Ken Littlejohns (KL), Ian Byett (IB),

**Apologies**: Ann Henderson (AH), Jo Breeds (JB), Dave Hope (DH), Ray Gartland (RG)

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|  | **PART 1** |
| 1 | LH welcomed the attendees and thanked them all for attending. LH confirmed that the meeting was quorate. **Minutes of the last meeting (03/07/2023 and 14/08/2023)**The minutes of the previous committee meetings were discussed and agreed as true and accurate records. One minor change was made to the July minutes to clarify that the requested AGM discussion related to the NAL not the Club. |
| 2 | **Matters arising from the last minutes** The Committee Tracker was reviewed and updated. A projector and screen are coming our way. LH will thank Jason on the Committee’s behalf. Rohan Chaffey might be able to help understand how to get it working. |
|  | **PART 2** |
| 3 |  **REPORTS**The reports were issued in advance of the meeting via email and additional comments are noted below.**Finance**AG presented an overview of the Club financial position. There was approximately £30k available at the end of August. The main income is grants and entry fees for club champs and speed decathlon. Main expenditure during August has been £5k on the clubhouse and £5k on clothing with Masuri.AG presented the process timeline with associated actions. The Committee discussed proposed income and expenditure categories for budget allocation. These are:**Income*** Membership – including EA/Affiliation Fee
* Events – including travel and expenses
* Merchandise
* Grants and other income
* Hoppit (standalone)
* Equipment + Venue

**Expenditure**As above plus * Club Administration
* Learning & Development

This is a starting point. Consideration should be given to who should be responsible for each category.**Coaching**LH advised that he has achieved his club coach qualification. **Road Runners**TW is coordinating entries for the SEAA road relays but is not available to team manage on the day. The Hoppit is including a 10k race. next year.**Club Secretary**We sold out of nearly all 75th merchandise at the Club Championships.On the matter of Club Insurance clarification will be sought on whether we can achieve building control sign off before the electricity connected otherwise, we will need to continue with specialist insurance.The Committee agreed to extend the insurance until the 31st of December noting that we may get a refund if we cancel early. |
| 4 | **DECISIONS AND UPDATES****75th Birthday celebrations**The card reader requires attention, we need to apply for a new account as we have spent over £5000k which triggers further compliance activities.There are enough entries to go ahead with the relays and anniversary party. Arrangements are underway, LH is sorting out the actions as JB needs to travel on business. The Committee noted that there is a rugby fixture on the same afternoon, but timings should allow for minimal disruption and marshals can be positioned appropriately. For the party, the bar will be open as will Global Kitchen (for food).JB has requested a Chairman and Presidents speech which LH will make arrangements for. JB Has outdoor games/rounders and if anyone has other ideas, they should let JB know. LH will let JB know that she should let the Committee know if needs help with trophies. Ben Pattison has agreed to do a Q&A, and questions may need to be prepared in advance.**NAL**It was noted that there are various issues with costs, travelling and length of day.A questionnaire has been circulated asking for ideas. It has been sent to various Club stakeholders. A combined response needs to go on the 8th of September.**Vets Awards**The Committee agreed to the email proposal from RG suggesting the Club should reintroduce some Vets League/Veteran T&F awards.**Clubhouse Update**Roger Dust has advised that it will be a couple of weeks before we will know if we will be given the chairs and tables we have requested from the church.Electricity – we are still waiting for SSE -will know on 15th Sept it new LED lights will be installed on the track and hockey pitch. This may enable capacity to be made available within existing infrastructure.**Steve Cawley’s Wates proposal**This proposal was agreed by the Committee.**Email addresses**Confirmation was provided that email addresses of members cannot be shared without their permission.**Throws wall**Agreement was reached on where we would prefer this wall to be installed. This will be shared with the Council.**Age group changes consultation**Action: LH to ask AH whether the Club has been contacted about this change.**Vets League final** To be discussed at the next meeting.**Double decathlon proposal**After discussion it was agreed that we are not confident that we have resources or could get the resources to hold this event. Further information is required about this to consider whether we could or whether it is worthwhile. External support, financial and practical would be required. LH will talk to Liz Flitcroft first. |
| 5 | **AOB**Topic areas for upcoming meeting with the Council was discussed |
| 6 | **Date of next meeting** Monday 9rth October at 7pm in the Clubhouse or Cabin |