**Minutes for Committee Meeting**

**Monday 14th February 2022 7pm**

**Present:** Ken Littlejohns (KL), Anna O’Neill (ACO), Jackie Tobin (JT), Nick Wells (NW), Ian Byett (IB), Ann Henderson (AH), Leigh Henderson (LH); Carol Quinn (CQ), Felicity Edwards (FE), Terry Wegg (TW), Edward Thomas (ET)

**Apologies**: Jo Breeds (JB)

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|  | **PART 1** |
| 1 | LH welcomed the attendees and thanked them all for attending.  **Minutes of the last meeting (10/01/2022)**  The minutes of the meetings were discussed and agreed as a true and accurate record. |
| 2 | **Treasurer**  ET advised that, in preparation for the AGM, the Club accounts were being reviewed by the Club members elected for that purpose at the previous AGM and would be complete that week. On completion the Committee will be notified. He noted that the accounts reflect a 17K surplus and that one of the reviewers had recommended that some of that surplus be added to the trackside fund.  As agreed at a previous Committee meeting ET confirmed that an additional £5k has been moved to the 32 day notice account, which will be reflected in the February accounts. A watching brief will be applied to the fees account to assess whether any excess funds need to be moved in due course. ET confirmed his support for the proposed increase in membership fees provided that there is clear communication about what is included in the membership fee.  After discussion the Committee agreed to move £10k of the £17k surplus into the trackside fund and leave the remainder in the current account.  ET left the call.  **Membership fees**  CQ referred to the proposal circulated prior to the meeting and advised that the proposed increase will result in a £2-£4 increase depending on the category, the amounts will include the £1 rise for England Athletics registration, except where registration is charged individually i.e for Family Memberships. . The Committee agreed with the proposal for the increase to the membership fee and that it should be presented at the AGM.  **Matters arising from the last minutes**  The Committee Tracker was reviewed and updated.  **Stand Update (Rolling item)**  FE provided an update on the status of the stand and clubhouse development work. A quote has been received from ‘The Football Architect’ for design, tender and project management services. Some comments were expressed on the letter and ACO agreed to provide written feedback to FE within a couple of days. AH offered to look into insurance implications with the insurance broker.  FE advised that she was hoping to get a meeting set up with the Council, it was also noted that there is a DG users group meeting on Tuesday 1st of March.  **PR (Rolling item)**  Nothing to report |
|  | **PART 2** |
| 3 | **REPORTS**  The Reports were issued in advance of the meeting via email and additional comments are noted below.  **Membership**  CQ noted the two life memberships due this year. It was agreed that these will be presented at the junior awards and CQ will include the detail in the membership report for the AGM.  **Coaching**  Higher claim athletes need to have registered as such with England Athletics by the 1st of March to permit them to participate in NAL during 2022.  LH will emphasise the code of conduct towards team managers at the coaches meeting and the AGM.  **Competition**  3 athletes represented the Club at the U20 England indoor championships this week, 2 set PB’s. |
| 4 | **DECISIONS AND UPDATES**  Junior Awards Ceremony  Options for the ceremony were discussed. Decisions made were as follows:   * Hockey club is the first choice, Viables is the second * Invite people who have been nominated and advise they can bring one parent * All other details in the proposal are accepted   Popham Cross Country  IB advised that insurance cover is required for the hire of portable toilets. This is being dealt with and IB confirmed that the League would bear the cost.  AAA Standards Award Scheme  At the recent coaches meeting, the coaches endorsed reintroducing this awards scheme. The Committee were asked to confirm this decision and this was carried.  Coaching Coordinator and Youth Development Officer Roles  JT noted that clarity is required on these role descriptions. JT will seek to produce role guides and discuss them with LH and NW initially. These will then be circulated to the Committee for discussion at the next Committee meeting.  Alternative locations for training nights  The Committee considered the alternative locations set out in the General Secretary’s report. The options were debated and it was agreed to select Lord Wandsworth College as the preferred location for the same nights as currently used. Any coaches wanting to make different arrangements will be advised to make a case to the Committee.  **Action**: LH to check provision for throws at Lord Wandsworth College  Agenda Items 7 and 8 Basingstoke School Games Organiser & Sports Council (AH) will be considered at the next meeting for reasons of time available.  Agenda items 9 and 10 had been considered and agreed at item 2.  Hampshire Hoppit Accounts  Reference was made to the proposal circulated prior to the meeting whereby the accounts will be managed separately by the Hoppit team including Caroline Wegg. Caroline will liaise with ET as Treasurer for the Club.  This was endorsed by all present and LH undertook to double check that ET is comfortable with this approach.  Welcome Pack  This was considered to be a good piece of work with just a few minor changes needed. FE requested that the wording be amended to reflect that the intention is for the experience of members to be both safe and enjoyable. |
| 5 | **AOB**  KL requested a slot at the beginning of the AGM to be able to address the attendees. This was noted and will be added to the agenda. |
| 6 | **Date of next meeting**  Wednesday 16 March 2022 7pm |