**Minutes for Committee Meeting**

**Monday 10th January 2022 7pm**

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

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|  | **PART 1** |
| 1 | LH welcomed the attendees and thanked them all for attending.  **Minutes of the last meeting (13/12/2021)**  The minutes of the meetings were discussed and agreed as a true and accurate record with clarification made to the wording about the welcome pack so that it is clear which document is being referred to. |
| 2 | **Matters arising from the last minutes**  The Committee Tracker was reviewed and updated. Particular points noted were:  **Expense Claim Form** – It was agreed that the expense claim form, once agreed, would need to go into the Expense Policy as an appendix. LH will finalise the policy in the next week and send to ET. TW will scan the old expense form and send it to ET in order that ET can develop a new expense claim form.  **Stand Update (Rolling item)**  The planning application has been submitted. The site plan is showing the clubhouse in the correct location but not at the agreed maximum size. FE has reminded Paul that the application was to be extended to measure 17m x 11m. FE advised that Paul has confirmed that as the photo finish structure is classed as a temporary structure that the height can be altered from the detail set out within the planning application without further permission being required.  FE, JT and KL met with Ben from the ‘Football Architect’ who was recommended by Wes at the Council. Ben can assist with project management, material sourcing and associated services and has previously undertaken similar projects in the North of England. He will provide a quotation including a rough idea of the cost of the building and his services. He has already estimated that his fees would likely be less than £2,000. On receipt of the quote the subcommittee will reconvene to review it.  FE will provide an update on the project at the AGM.  **Action**: LH agreed to submit a letter of support on behalf of the Club and to produce a paragraph asking members to provide comments on the application.  **PR (Rolling item)**  It was noted that supermarket chains and Persimmon Homes have been sources of grants in the past and that contact with Phillips has not been successful, as the main contact there has left. |
|  | **PART 2** |
| 3 | **REPORTS**  The Reports were issued in advance of the meeting via email and additional comments are noted below.  **Treasurer**  ET is collecting the files from CW this week and will then issue a report after that.  **Summer Competitions**  CQ has advised the Wessex League of the two dates that clash with other events. She will keep the Committee updated once she receives a response.  The Committee agreed that CQ should investigate the possibility of hosting an AVL match at another track. It was noted that Winchester is expensive but staff are provided to assist with the event  As per the report the AVL are proposing to restructure. It was agreed that once the AVL position is clear at the AGM that CQ will provide input to the Club and undertake a review of the pro’s and con’s of the different leagues including the new Youth Development League (applications are required by September).  **Action**: CQ to work with NW and IH to pull together a documented review of the available leagues for 2023.  IB noted that UK Athletics have M Hickey, JB and AH registered as being able to process DBS applications.  **Coaching**  NW requested that he be added to the meeting invite for further discussion of rotation plans with Sue Pett.  The Committee agreed to the proposal of reimbursing half of James Windley’s Athletics Coach course fee due to the contribution he is making to a skills assessment programme for Sue Pett’s group.  LH is going to speak to the new coaches to ensure that they are happy and to capture their feedback and ideas.  **Competition**  Caius Joseph came 4th in the English Combined Events Championships in Sheffield.  **General Secretary** There is lots of guidance coming about from EA about the new club standards. AH is going to ask M Hickey and W Hall to see if they can attend the relevant webinars. ET, CQ and JB all confirmed they could attend the Finance and Membership ones. Basingstoke Sports Council. The Committee discussed the importance of supporting local activities particularly as they benefit some of the smaller sports organisations. It was noted though that within BMHAC there is little available resource to get involved and this may need to be put on hold until the new Club facilities are available.  Welfare Officer. EA have confirmed that we can seek out a female welfare officer to work alongside M Hickey. So far no one approached has been interested.  **Action**: AH to put something together to promote the second welfare officer post and CQ will issue via Loveadmin  **Action**: LH to raise volunteering at coaches meeting. Ask coaches to engage with parents asking them to consider volunteering.  KL requested that the AGM process, and minutes, clearly identifies who is currently a Committee member and who is volunteering to be re-elected into that position.  AH confirmed that policies are developing well and are nearly ready to be issued for review. |
| 4 | **DECISIONS AND UPDATES**   1. Alder Valley League Co Hosting – See Summer competition section of reports and paper 1 (CQ)   See reports section of the minutes   1. Conditions for reimbursement of coaching course fees – see coaching co-ordinator report (LH)   It was agreed that this should be phrased to set out an expectation that coaches receiving fees funding are expected to coach for a minimum period, on a weekly basis. The Committee will reserve the right to request repayment of fees but this will be assessed on a case by case discretionary basis. It was acknowledged that the Club benefits from Coaches having been funded by other Clubs and if coaches are moving to other clubs then the sport in general is still benefitting.  **Action**: LH to draft a proposal on the reimbursement of coaching course fees and share for review   1. Heath and Safety Role prior to the AGM - see coaching co-ordinator report (LH)   Wendy is in post now but a formal post will be created for the AGM and she will formally commence the role at that point.   1. AGM (AH)   The AGM is on February 28th. Reports are required from LH, AH and ET. FE agreed to do 5 minute updates on the stand and recruitment of additional officials, coaches etc. The agenda will also include an update on membership fees and the Constitution. ACO and AH will provide an overview of the benefits provided by the Constitution update. Changes will be approved by simple majority. The meeting will be held on a Zoom call.   1. Basingstoke Sports Council School Games Organiser (AH)   See reports section of the minutes   1. Selection process for a new Chair   It was agreed that an agreed process will be documented reflecting that on someone showing interest, they need to be shown the role description and then be pointed to LH for a chat to talk through the role and what the duties of the Chair are.  Welcome Pack  The Committee discussed the kinds of things that should be included within the Welcome Pack including the purpose and values, what kind of Club we are and the people you are likely to come across. It was noted that it is quite a big piece of work. JB and JT agreed to assist NW in developing this further  **Action**: NW to develop a proposal to share with the Committee on development of the Welcome Pack.  Coach to Beckenham. TW will put a post on Facebook gauging interest. The Committee are supportive of covering some of the cost if levels of interest justify the booking. |
| 5 | **AOB**  A Finance meeting will be held to help preparations for the AGM. It will be held at 7pm on the 7th of February. ET, IB, JT, CQ, JT, LH and TW will attend.  KL talked through what is needed for set up at Popham and asked for assistance in identifying who can help setting up the course.  Plastic waistcoats for cross country were discussed and it was agreed to purchase the cheaper option of the two.  Devon Mather has stepped down as team manager for SAL. TW will talk to E King to gauge interest. |
| 6 | **Date of next meeting**  Monday 14th February 2022 7pm |