**Minutes for Committee Meeting**

**Monday 4th July 2022 7.00pm**

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

**Observing:** Deborah Montgomery (DM); Ray Gartland (RG) – Ray attended from item 4 onwards

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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 13/06/2022)**  The minutes of the meetings were discussed and, subject to a change on the details regarding the vets league, agreed as true and accurate records. |
| 2 | **Matters arising from the last minutes**  The Committee Tracker was reviewed and updated. |
|  | **PART 2** |
| 3 | **REPORTS**  With the exception of the finance report, the reports were issued in advance of the meeting via email and additional comments are noted below.  **Treasurer**  The Treasurer apologised for missing the June meeting. He explained that the July report was still being compiled due to where the meeting sits in the monthly finance cycle but advised that the current account has a balance of circa £44k, receipts of circa £9200 and payments of circa £5800. The Committee agreed that the meetings should be scheduled later in the month in future in order that there is time to compile the report.  Further explanation was provided that membership was forecast at £37k and so far £34k has been received. A big surplus to the Council currently exists due to not paying for track whilst it has been re-laid. Its not yet clear what payment may still be due for that period.  Now that the magnitude of the Hoppit loss is clearer there may be a need to plan to seek additional funds or cut expenditure if the loss is not managed.  It was noted that the expenses form is not easily located and that the form should be put on the website as part of an admin page under the governance tab. Ideally it will be stored as part of the policy and separately.  **Action**: LH to provide documentation to TW  In support of this discussion LH suggested that he and ET produce one document that covers both athletes, officials and coaches’ expenses. This was agreed and it will be looked at in August.  **Action**: LH and ET produce one document that covers both athletes, officials and coaches’ expenses  **Membership**  CQ advised that numbers have slightly changed but should still be about £36k for the year.  CQ remarked that the Club is short of officials for junior competitions but insufficient officials actually loses the Club less points than the loss caused by athletes not competing.  **Coaching**  The next coaches meeting is on July 15th. It will include an update on movement skills and discipline rotation which will be implemented this year.  Positive feedback has been received from parents for the AAA awards scheme.  LH advised that Rafer has been training at Bracknell and paying the fees and asked whether the Committee agree to refund him. This was agreed.  IB informed the Committee that the final pieces of work are being completed with the new track. The Club has been asked not to use lane 1 because it wears too quickly and the Council are putting up signs about track usage. This will to be discussed at the coaches meeting.  **Competition Matters**  TW advised that the Club came third at the recent NAL event.  **Secretary**  AH advised that the welfare officers are now the only authorised approvers of DBS checks for the Club and all other approvers have been removed.  Care for Calais will be promoted via love admin. |
| 4 | **DECISIONS AND UPDATES**  **Vets League Final**  RG requested consideration of whether the Club could host the Vets League Final. The final match is on Monday 11th July, and the Club should win the league. The chairman of the league cannot organise the final and other clubs have already made a bid to host. Its normally first Sunday of September which would clash with the Club championships so the Committee discussed possible alternative dates. It was agreed to offer to host on the 24th of September but noted that a message will be shared with the league that we would be happy for someone else to host.  AH will book the track, reserve the equipment and liaise with Wendy Hall for first aid if the Club is selected to host. JB offered help on the day.  **Non-Competing Athletes**  JB explained that numerous conversations with parents and athletes have been had about athletes not competing for the Club. AH reminded the Committee that the Club requirement to compete, in the Constitution, originates from examples of certain coaches not allowing their athletes to compete. The Committee discussed the other reasons that members don’t wish to compete, and DM highlighted the role that confidence plays in willingness to compete. Ideas were discussed including reducing track time for those not competing.  JB advised that there is a desire to move athletes to a fitness only class but that this would take some time.  **Action**: JB to draft an overview of the proposed change to accommodate members not wishing to compete.  **Middle distance runners**  The poor representation of middle-distance runners will be discussed at the coaches meeting.  **Steve Liversage**  CQ will advise whether he is stepping down as Alder Valley team manager.  **Clubhouse Update**  FE provided the following update:   * A number of timber buildings have been considered * The company KL identified is the preferred option * Standard sizes will keep the costs down * Oakley bowls club is a good example * A quote has been requested for the appropriate size and this would be for a pretty basic shell. It would need a toilet or kitchen to be put in. Long lead times apply in the region of 30 weeks. * The Council will provide services and we need to decide where they go. * Bob Froud is happy to act as advisor and Wes Bugg has confirmed that the Council will project manage the installation. * Its still unclear what scope the photo finish and the stand will be quoted against. * The council will help with grants applications.   AH reminded the Committee that the insurance provider will need security, locks and shutters on the building. AH will put in grant application for £500 for security. FE suggested that a bid could be put into Wickes as they provide grants up to £10k.  **Hampshire Hoppit**  The loss is now running at £9k but is it acknowledged that it has made a good profit over the last few years. The largest additional costs relate to road and water costs. TW asked whether the Committee will support the Hoppit being booked for next year. FE reminded the Committee that the Hoppit Committee did extremely well when races are globally down and prices are increasing.  The conclusion was that the go ahead would be given in principle subject to agreeing a tighter proposal around plans and costs for next year. |
| 5 | **AOB**  There was no AOB |
| 6 | **Date of next meeting**  Monday 12th September 2022 |