**Minutes for Committee Meeting**

**Monday 14th November 2022 7.00pm**

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

**Apologies**: Terry Wegg (TW),

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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 (10/10/2022)**  The minutes of the meetings were discussed and agreed as true and accurate records. |
| 2 | **Matters arising from the last minutes**  The Committee Tracker was reviewed and updated. Points to note are:  Item 2, sponsorship opportunities: JT is looking at the opportunity of the Club benefitting from Tesco tokens in store.  Item 16, Registered Address: The Committee agreed that it would approve the cost of £200 for Phillips provided service to provide the company registered address. This can be revisited if the Club has a properly registered postal address in the future.  It was also agreed to discuss with TW, at the next meeting, whether there should be a senior awards night. |
|  | **PART 2** |
| 3 | **REPORTS**  The reports were issued in advance of the meeting via email and additional comments are noted below.  **Finance**  ET noted that money will need to be moved between accounts in order to cover expenditure for the building and stand etc. The committee's permission will be needed to start moving money around.  ET suggested that there is a need to look at bank accounts going forward. For example, once the stand money has been spent we might not need the nationwide account and can consolidate to the Lloyds account  The Hoppit was the item that cost us this year as it was in excess of what what was expected and there is a need to look at the expenses line item going forward once the policy is clearer.  Overall fund are looking very good against budget. The main complication is the fact that money is going to start going out to pay for the clubhouse.  FE advised that she had £120 to donate from the Basingstoke half marathon  It was noted that an £1000 invoice has been received for the Southern cross country league catering?  **Action**: ET to establish position and advise whether we need to discuss at the next meeting  **Membership**  We are more or less on budget; most of the outstanding payments are from new joiners.  **Coaching**  LH reported that he is delighted as the endurance coaches working together to agree what happens to each athlete and whether athletes should move groups. The sprint groups are also working together better already and LH will attempt to understand this better.  There is damage to the cage, AH and LH have both contacted the Council to report the damage. It should be fine for the winter events as long as the net gaps and tensioning is sorted out.  LH reported that there is some waiting list confusion around who is available for rotation pilot.  Lisa Hedderley is doing a grand job on schools liaison. College age athletes don't have to qualify for the Hampshire schools so Lisa is gathering names for list.  Wendy Hall has withdrawn from club as too busy so a new H&S Officer is required.  We spent £4000 on NAL expenses this year. Expenditure should be less next year as the competition is on a regional basis.  There will not be a 5k or 10k race at the Hoppit next year. Introducing this has not been possible. |
| 4 | **DECISIONS AND UPDATES**  **Stand and Clubhouse**  FE provided an update.  We have placed the order for the clubhouse and paid the deposit. It will be arriving at the end of February and hopefully will be completed by the end of March with the roof on.  Foundations have started alongside digging into the bank for the stand.  The building shell will cost £73k and lots of work is required. The contractor will help with delivery of the services e.g. ducting, foul drains to the base. Some quotes are awaited. e.g. network, electricity and it will be useful to use the council suppliers while they are on site. ET suggested asking for a quick payment discount.  FE took the attendees through the budget, line by line to explain the cost breakdown and quotes needed.  The stand is due for delivery in March.  The Council paying for the photo finish, which is expected to be two shipping containers. We think it is in the position we want which is 6 m back from track to start of building.  Lots of progress has been made but we may have to consider further fundraising.  **Club Legal Status**  Company limited by guarantee should be set up by Thursday and then we can start moving forward on insurance.  **Action**: AH to go back to Phillips to ask if we need to do an EGM about moving to club by guarantee.  *Post meeting note: The constitution allows for new companies to be created for the purposes of managing property.*  Insurance will be required for site works from 27th February 2023 to end of March 2023. Banking arrangements are being considered. |
| 5 | **AOB**  Hampshire AA Meeting – AH has been asked whether the club needs the track on a specified date. It was noted that the Council can be advised that we don’t need it.  Parents need a reminder to check loveadmin to ensure contact details are up to date in event of contact needing to be made when athletes attending training. LH will issue via loveadmin.  **Throws meeting**  The timetable remains ‘as is'. All equipment is ordered and there will be no track training on the Saturday- LH to advise via coach comms.  JB will prepare refreshments and leave them in the kitchen. CQ will do official's refreshments.  **Photo Finish Camera**  The Committee confirmed their agreement to the purchase of a new camera, which will cost circa £8k plus VAT. The cost will be recouped via rental to other organisations over future years.  **New Year Relays**  It was agreed that due to the Park Run schedule that the New Year Relays will be held on the 2nd of January.  It was noted that there is still a pair of aftershokz headphones that can be used in a raffle or as a prize.  **BVA Payment**  The BVA has confirmed a payment of £100.50 this month.  **AGM Proposed Date**  The proposed date is Wednesday 22nd February 2022. ACO will confirm her availability to take minutes due to family commitments.  **SAL**  Consideration is being given to changing the SAL structure from 4 to 6 teams per match (18 teams in Div 1). The AGM (18th Nov) will confirm format & dates. We have requested to host first match on 20th May. *Post meeting note: SAL AGM confirmed change to 6 teams per match with 4 Fixtures: 20th May(at Basingstoke), Sun 18th June, Sun 9th July, 19th August.*  **NAL**  The AGM is being held on Sunday 20th November 2022. It appears as though there will be three fixtures.  **Wessex**  The AGM is being held on Sunday 20th November 2022. JB is attending and will offer for Basingstoke to host on either the 4th or 25th of June 2023. |
| 6 | **Date of next meeting**  Monday 12th December 2022 |