**Minutes for Committee Meeting**

**Wednesday 20th April 2022 7.30pm**

**Present:** Ken Littlejohns (KL), Anna O’Neill (ACO), Jackie Tobin (JT), Ian Byett (IB), Jo Breeds (JB), Ann Henderson (AH), Leigh Henderson (LH);

**Apologies:** Nick Wells (NW), 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. Due to the low numbers in attendance AH confirmed that the meeting was quorate.  **Minutes of the last meeting (23/03/2021 & 06/04/2022)**  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 noted were:  **Discussions with Phillips Solicitors** – AH has been in touch with Katy at Phillips about ideas for sponsorship. This will be discussed on AH’s return from holiday. |
|  | **PART 2** |
| 3 | **REPORTS**  The Reports were issued in advance of the meeting via email and additional comments are noted below.  **Treasurer**  ET will issue the Treasurer’s Report during the weekend as it has not been possible due to work and family commitments.  **Membership**  The Committee agreed to JB’s proposal to post a payment reminder via Facebook reminding people that late payment extends the time being taken, by volunteers, to process memberships and that quicker turnaround of payments is required by members.  **Coaching**  The temporary arrangements, whilst the track is unavailable, were discussed and it was noted that Stratton Park is working well. Additional sessions may be planned at Andover on some Saturdays, and it was noted that some members are making their own arrangements for booking at Andover.  **Action:** LH to speak to RF to request that the Club make arrangements to reimburse him for the bookings he is paying for Andover.  Discussions about the whole day track events included within the annual fee paid to Basingstoke Council raised awareness of the need to let members know when the track is being used and is therefore unavailable to members.  **Action**- AH to update the process for whole track booking so that its unavailability can be communicated.  It was noted that once the track is available again, this will be an opportunity to understand the Down Grange training needs of the members.  **Action**- LH to coordinate an internal review of regular training activities at the track and ask coaches to confirm what access they require after the refurbishment. This will be used for a future meeting with Basingstoke council.  **Action**: AH to ask Lauren what other evenings are booked at the track.  It was suggested that coaches may be using Club property for non-Club related activities. This raised a question about insurance and whether this would be allowable.  **Action:**  AH to request a summary of what insurance is held and distribute to the Committee for their reference.  LH advised that he would book the Rugby Club for future Coaches Meetings as the room will be well suited.  **Competition**  The senior women achieved bronze medals at the National 6 stage Road Relays.  **Action**: JT to write to team and coaches, congratulating them on this achievement.  There was also discussion about the current times being achieved by club members at 800m distance with Basingstoke athletes being 1 and 3 in the UK men’s ranking and 6th in the women’s. It was noted that this information should be shared with Phillips and the Basingstoke Gazette.  **General Secretary**  The Rugby Club is hosting the national Army 7s finals on Wednesday 27 July 2022 so Downgrange will be busy. LH will share this information on coachcomms. |
| 4 | **DECISIONS AND UPDATES**  **Stand Update (Rolling item)**  The following points were noted:   * Changes to the design and size of the Clubhouse will not necessitate a new planning application, just alterations to the existing one * The Council will have enough money to pay for the base to be built * IB reported that lots of companies produce timber building's called log cabins. Quotes have been requested and these are anticipated to be significantly cheaper * The Council will project manage the build   It was agreed that the CASC registration needs to be updated.  **Action**: ACO to liaise with ET to progress this.  It was agreed that we should seek to make use of skills present within the club once the building is in place, carpenters, kitchen fitters etc.  We can seek sponsorship and arrange fundraising activities. Ideas include:   * supermarket bag scheme * approach local large companies * make use of the BVA assistance * workplace membership sponsorship matching   It was suggested that a subcommittee may need to be formed to drive this forward.  **Role Descriptions**  The Committee noted that Nick Wells had resigned from the Committee shortly before the meeting. It was agreed to accept his resignation.  **Action**: JT to acknowledge NW’s resignation and thank him for his efforts.  The Committee acknowledged that difficulties have arisen due to lack of clarity over the nature of the Coaching Co-ordinator and Youth Development roles and that the lack of role guides does not help.  AH advised that she and ACO will be looking at the role guides needing definition. As part of this, they will consider what other clubs do in this space.  This discussion led to a separate question about whether the process for recruiting volunteers is clear enough.  **Action**: ACO to check how this is covered in the draft safeguarding policy  **Felicity Edwards**  The Committee agreed that FE should be added as a formal committee member subject to her agreement of the exact title. The Committee post title does not need to be the same as an existing vacancy.  **Action:** AH to talk this through with FE  The Committee discussed the need for open communication between Committee members so that support can be provided.  **Action**: ACO to propose a committee charter that can set out how the Committee members work together  **AGM**  A provisional date of 22nd February 2023 was set for the AGM next year  **Club Championships**  Sunday 4th of September was confirmed for the Club Championships  **Action**: AH to make the booking with the Council  **Future Meetings**  It was agreed to continue with face-to-face meetings with a 7pm start. |
| 5 | **AOB**  AH reported that Sue Pett has agreed to be a welfare office for 6 months as a trial period.  JB reported that the date for the junior awards evening has been set for next year.  Praise was given to JB for the quality of the food at the recent coaches meeting.  The next coaches meeting will be held at the hockey club and JB will provide a buffet. |
| 6 | **Date of next meeting**  Wednesday 11th May 2022 7pm |