



Committee 10th January 2024
7.30pm, Sturmer Village Hall

MINUTES

Present: Mark Novels, Grace Judge, Clare Fitzjohn, Tracy Pelling, Simon Wallis, Stephen Husband, Cheryl Trundle, Lynnette Gastang, Sil Clay, Horace Shuriah, Andrew Gage, Daniel Pelling and Stuart Nunn

Apologies: N/A

Approval of Minutes from last meeting

The minutes of the meeting held on 15th November 2023 were approved.

Actions from previous meetings

Task	Action point	Action by	Status
Health and safety	First Aid Training course – confirm date and organise with Tujan.	Cheryl	On-going. Date(s) for training and attendees to be confirmed by next meeting
Kindness Rail	Identify a named HRC co-ordinator to develop the role, liaise with Abbeycroft, and establish connections with referral organisations.	All	Completed
Awards Night and Nominations	Contact Rose and Crown to confirm final arrangements for Awards Night	Mark/Lynnette	Completed
	Pay balance for awards night	Grace	Completed
	Add two (complimentary) tickets for Nigel Chapman	Mark	Completed
	Send follow-up e-mail confirming arrangements for Awards Night	Mark	Completed
	Send out post confirming shortlisted nominees for awards	Lynnette	Completed
	Prepare Google Form and post to collect nominations for Member of the Year	Mark/Lynnette	Completed
AGM	Prepare and send out e-mail with details of AGM	Mark	Completed

Beginners' course	Check date of next beginners' course with Stephen Reyes	Cheryl	Completed
	Update spreadsheet capturing registrations for beginners' course and update poster	Mark	Completed
Charity of the year	Organise a cheque handover ceremony	Stephen	Completed

Finance update

Grace provided the following update on club finances

- **Bank Balance:**
 - Current Account - £564.28
 - Reserve Account - £10,003.97
- **Largest items of Income since last meeting:**
 - Beginners Course - £300
 - Kit/Clothing - £162
 - Membership - £116
 - Lloyd Cowan Bursary (junior section) - £250
- **Largest items of Expenditure since last meeting:**
 - Training Facilities (Sept - Dec) - £168
 - Club Affiliations (Suffolk AA) -£85
 - XC Team Fees - £74
 - Our XC Event - £69

Grace confirmed that the 2022/23 accounts were with Jo Vickery for audit and that an interest-bearing reserve bank account had been opened.

The committee voted and approved the removal of Trevor Bunch as a signatory on the accounts and the addition of Mark Novels and Clare Fitzjohn.

Membership update

Mark reported that there have been 14 new member applications (all First Claim) since the last meeting and of these, six have qualified for registration to 31 March 2025. All except one have paid their membership fee. In addition, one existing member has transferred to another club. This means that there is now a total of 263 members, including:

- 16 Associate members
- 233 First Claim members
- 5 Lifetime members (Competitive)
- 1 Lifetime member (Non-Competitive)
- 2 Non-affiliated members
- 6 Second Claim members

Juniors

Sil presented the proposed introduction of the new junior section, referring to the paper that had been circulated prior to the meeting.

1. A separate membership application form, tailored to capture specific information required only for junior members is to be implemented. This will streamline paperwork by combining several declaration forms into one.
2. The Junior section will manage all junior membership applications received via the new form. Vron Phillips will become Junior Membership Secretary with access to EA portal. This will have the added advantage of more closely meeting GDPR requirements, by eliminating the need to store personal information outside of the portal.
3. The website will be updated to reflect the new arrangements set out in 1 and 2 above. The junior 'Welcome Pack' will also be incorporated into the main Welcome Pack.
4. The new 8-11 junior section will launch from February 2022. Promotion is needed but there is already lots of interest. Registrations will be capped during start-up period, to help manage risk while the new arrangements are established.
5. There is adequate provision of suitably trained and qualified coaches for the juniors (including 8-11s) and no additional training facilities are currently required. We have continued use of Castle Manor (@ £12 per week) on Tuesdays (which also covers use by seniors in the summer), and free use of Samuel Ward and its equipment on Thursdays.
6. Hi Viz and torches will be provided to 8-11 juniors, the cost of which will be met by the grants acquired by the Junior section. A plan of other expenditure to ensure effective use of other grant funds will be drawn up and presented at the next meeting of the Committee.

With regard to the proposed pricing structure for 8-11s, the following arrangements will be adopted:

- Children aged 8-10 will pay a membership fee of £32 per annum, or a pro rata amount if there is less than 12 months of the membership year remaining.
- Children aged 11 and over will pay the standard First Claim or Second Claim membership fees, i.e., £34 per annum for First Claim, and £17 for Second Claim. If there are less than 12 months remaining of the membership year when they join, the HRC portion of the fees will be prorated.

It was further agreed that, as an incentive to get early registrations, new memberships for children aged 8-11 would automatically carry through to 31 March 2025, providing the registrations and associated payments are made before 31 March 2024.

Delegation of tasks

Mark walked the Committee through the list of delegated committee tasks and asked for volunteers to take responsibility for those tasks that had not been assigned. Following discussion, all tasks were assigned (see Appendix A for detail). It was noted that individuals were responsible for their assigned tasks, though could of course form sub-committees to help with organisation, where appropriate.

Forward planning and budget

Prior to the meeting Grace had circulated a draft 23/24 budget with notes for members to consider, which were discussed during the meeting. Members broadly agreed with the content of the draft, but the following points/changes/additions were noted/agreed:

- First Claim and Second Claim membership fees to be increased by £2 each to match the increase in England Athletics registration fees, bringing the new fee totals to £38 (from £34) and £19 (from £17) respectively. However, any additional income from this increase is likely to be balanced out by a decline in membership numbers.
- There will be no increase in the 8-11 fee agreed earlier in the meeting – this will stay at £32 at least until April 2025.
- Provision has been made for a slight increase in income from beginners' courses, based on the positive response to the January 2024 course.
- A nominal amount of £100 was added for advertising materials, to cover the cost of updates to posters and banners, to include reference to 8-11 provision.
- Anticipated additional costs relating to DBS/Safeguarding (for Tracy as an additional Welfare Officer) and a Race Director's course (for Andy Bell and Hayley Wilson) were added to the budget under Coaching Education and Development.
- £100 was added to Equipment, to cover the cost of purchasing two tables for use at events.
- Junior section costs need to be ringfenced based on the anticipated income from membership fees. A tentative figure of £400 was agreed, which will be subject to on-going review. Clarification is needed on how the funds from the various grants will be spent. As indicated earlier in the meeting, Sil will provide a breakdown of anticipated expenditure for discussion at the February meeting.
- A nominal £100 was added to Special Events to cover the cost of venues for talks, should any go ahead.

Grace agreed to incorporate the changes and circulate a revised version of the budget for agreement.

Member of the month

Lynnette confirmed that she had received four nominations (two for the same person) for member of the month (December 2023):

- Silke Sheppard, for being passionate about her running and having two top three age group finishes within a month of each other.
- Silke Sheppard, for coming 1st in FV60 age category at Salcey Forest Xmas 10k on 9th December, and for steadily getting quicker. She regularly races and usually places in her age category.
- Louise Harris and her team for all the work they did on the sleigh for Santa Run.
- Clare Fitzjohn, for being a great new runner to the club and throwing herself into helping.

Following discussion, the committee's majority vote was for Silke Sheppard.

Haverhill Running Festival – 7th April.

Mark confirmed that he had had discussions with Jack Tappin regarding the Haversports Running Festival. Jack had offered the following incentives to encourage HRC member participation:

- 20% discount for HRC members who wish to participate in the races.
- Free entry to races for members who volunteer to marshal on the day.

In addition, it had been proposed that HRC should have a gazebo at the event, and to lead the warm-ups for the races. The Committee agreed with this proposal. Mark agreed to confirm this with Jack.

It was highlighted that the running festival coincided with the Suffolk Road Relays. It was agreed that all members had the choice of which events they wanted to participate in, and that Tracy would put out a post to gauge interest in the road relays.

Thursday night run times

The committee discussed the option of introducing a 7pm run that has been asked for as an option by a club member. Following discussions into logistics of introducing a 7pm run in addition to the 6.30pm run it was decided that this was not a viable option. The Thursday club run time will remain at 6.30pm and Mark will feed back to the club member.

Club Championships

The committee discussed the current format of the club championships. It was agreed that we would trial the current format for the coming year and aim to review this later in the year. It was suggested that a sub-group (to include Stephen and Dan) could be formed to look at the options and report to the Committee with some firm proposals in September. In the meantime, Ian has produced a video explaining how the championships work and this is available on Facebook. It was suggested and agreed that a link to this video should also appear on the relevant web page.

AOB

Up and Running are keen to hold another promotion at a time trial event – Simon to liaise and arrange.

It was highlighted that some non-members were turning up to time trials and not making a suggested contribution to our chosen charity. It was also recognised that some people may not be aware of this. In future non members are to be informed of this prior to running.

Date and venue of next meeting

Wednesday 14th February, 7,30pm at Withersfield Village Hall (Sil to confirm)

New action points

Task	Action point	Action by	Status
Health and safety	First Aid Training course – confirm date and organise with Tujan.	Cheryl	On-going.
Juniors	A plan of other expenditure to ensure effective use of other grant funds to be	Sil	

	drawn up and presented at the next meeting of the Committee.		
Finance	Circulate a revised draft of budget incorporating agreed changes	Grace	
Member of the month	Put out a post for member of the month (December 2023)	Lynnette	
Haversports Running Festival	Confirm with Jack Tappin HRC interest in Haversports Running Festival and put a post on FB and web for members re discounts and volunteering	Mark	
Suffolk Road Relays	Put out post to gauge interest from members about joining the Suffolk Road Relay teams	Tracy	
Thursday night run times	Write to Suz Carter-White to relay Committee decision about Thursday night run times	Mark	
Club championships	Put a link to Ian's video on the website	Mark	
Time trial	Liaise with Up and Running to fix a date for attendance at a future time trial event	Simon	
	Remind non-members attending time trials that they need to make a contribution to our Charity of the Year	Mark	
Club kit	Chase Mat Cowel to get new club shop fully operational	Stephen	
Administration	Book Withersfield VH for next meeting Put a link to Ian's video on the website	Sil	

Appendix A:

Area	Activity	Who
Communications	Website	Mark Novels
Fixtures and Results	Results Archive/Club Records	Ian Elden
	Fixtures	Ian Elden
	PB League	Ian Elden
	Club Grand Prix	Ian Elden
	Race Reports	Andy Gage
Training sessions	Beginners' course/Induction evening	Horace Shuriah & Cheryl Trundle
	Tuesday Training Schedule	Horace Shuriah
	Thursday club run/Time Trial	Mark Novels & Tracy Pelling
Club Admin	Senior memberships	Mark Novels
	Junior memberships	Vron Phillips
	Committee Meeting Minutes	Clare Fitzjohn
Club Finance	Payments, Receipts & Accounts	Grace Judge
Team Events	5K Summer Series	Tracy Pelling, Simon Wallis & Dan Pelling
	Suffolk Winter League XC	Tracy Pelling, Simon Wallis & Dan Pelling
	Suffolk Road Relays	Tracy Pelling, Simon Wallis & Dan Pelling
	Ekiden	Tracy Pelling, Simon Wallis & Dan Pelling
	Round Norfolk Relay	Stephen Reyes, Horace Shuriah and Lynnette Garstang
Club races	5K Summer Series	Andy Bell
	Winter League XC race	Hayley Wilson
Social events	Summer Social	Lynnette Garstang, Tracy Pelling & Stuart Nunn
	Adhoc Social events	Lynnette Garstang, Tracy Pelling & Stuart Nunn
Junior section	Training and competition	Sil Clay
Member of the month	Member of the Month	Lynnette Garstang
Charity of the year	Charity of the year	Lynnette Garstang
Kindness Rail	Kindness Rail	Lynnette Garstang
Health and Safety	Risk Assessments, Training, Equipment	Cheryl Trundle
Club kit	Club kit and Shop	Mat Cowell
Welfare and Safeguarding	Welfare Officers	Tracy Pelling, Trev Bunch, and Suzanne Pattinson
Advertising	Advertising	Stephen Husband & Stuart Nunn