



Committee 21st February 2024
7.30pm, Sturmer Village Hall

MINUTES

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

Apologies: Cheryl Trundle, Horace Shuriah, and Daniel Pelling

Approval of Minutes from last meeting

The minutes of the meeting held on 10th January 2024 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	Completed
Juniors	A plan of other expenditure to ensure effective use of other grant funds to be drawn up and presented at the next meeting of the Committee.	Sil	Completed
Finance	Circulate a revised draft of budget incorporating agreed changes	Grace	Completed
Member of the month	Put out a post for member of the month (December 2023)	Lynnette	Completed
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	Completed
Suffolk Road Relays	Put out post to gauge interest from members about joining the Suffolk Road Relay teams	Tracy	Completed
Thursday night run times	Write to Suz Carter-White to relay Committee decision about Thursday night run times	Mark	Completed
Club championships	Put a link to Ian's video on the website	Mark	Completed. Note: unable to

			include on website so to go in Newsletter.
Time trial	Liaise with Up and Running to fix a date for attendance at a future time trial event	Simon	Completed
	Remind non-members attending time trials that they need to make a contribution to our Charity of the Year	Mark	Completed
Club kit	Chase Mat Cowel to get new club shop fully operational	Stephen	Completed. Need to promote now.
Administration	Book Withersfield VH for next meeting Put a link to Ian's video on the website	Sil	Completed

Finance update

Grace provided the following update on club finances:

- **Bank Balance**
 - Current Account - £350.72
 - Reserve Account - £10,517.12
- **Largest items of Income since last meeting**
 - Beginners Course - £240
 - Membership - £197.69
 - Suffolk AA Bursary - £260
 - Suffolk Winter league XC - £998
- **Largest items of Expenditure since last meeting**
 - Our XC Event - £866.34
 - Race Director course - £150
 - Mind - moving donations to charity page - £197.29
 - XC Team entry fees - £154
- **Outstanding items**
 - The 2022-23 accounts are with Jo Vickery for audit - chased for update on progress.
 - The invoice for the first aid course (£480) has not yet been received.
 - The invoice from Thurlow Estates for XC course hire at Horseheath has not yet been received.

It was noted that not all those who were on the list to receive First Aid training had been able to attend the recent course, but that there was an opportunity for them to join another course. The Committee agreed that given the slight overspend (£130) on First Aid training, and that on balance we had a sufficient number of trained First Aiders, at least for the time being, we should put on hold any further training until next year. The exception to this was for one additional person within the Junior section and it was agreed that Sil would speak directly to Tujan about this.

It was agreed that HRC should give Tujan a small gift to thank him for the training that he had provided, but some guidance on what sort of gift is needed. It was also agreed that Mark should write to the relevant contact at Samuel Ward Academy to thank them for providing the venue; Sil agreed to obtain the relevant contact details from Tujan.

It was noted that there was still £65 in the budget for the purchase of mini First Aid kits for coaches and run leaders, which Cheryl had agreed to source.

Membership update

Mark reported that there had been 11 new member applications since the last meeting and that of these:

- 5 were seniors
- 3 were juniors (12+)
- 3 were juniors (U12)
- all qualified for membership to 31 March 2025
- all except one had paid their membership fee.

This meant that there was now a total of 274 members (including 33 juniors), including:

- 16 Associate members
- 243 First Claim members
- 5 Lifetime members (Competitive)
- 1 Lifetime member (Non-Competitive)
- 2 Non-affiliated members
- 6 Second Claim members
- 1 Non-affiliated (U11) member.

Mark conformed that membership renewals would be due on 1st April and that the procedure for this was now on the website. The procedure highlights that memberships will renew automatically on or shortly after 1st April unless members inform us in advance that they do not wish to renew.

Mark asked Committee members for their views on what action (if any) should be taken for members who had benefited from the HRC Bursary Scheme last year. It was agreed that we should not assume the same level of support is needed this year and that if individuals need financial or other support, they should make a request in accordance with the instructions on the website. The Committee would then consider each case on its own merits.

Juniors

Sil provided an update on Junior finances:

- Since the last meeting, of the £135.74 of grant money left to spend by the end of March, £68.55 had been used to purchase tape and signs for the seniors, and £67.40 had been used to purchase a new promo sign, updated to include all age groups (from 8 onwards). The new sign is now in situ by the leisure centre. Sil had written to the councillor to update and thank her.
- The other grant, of which £710 was left, had no spend by date. However, £205 had been spent on a Coaching Assistant course, and another £205 was most likely to be spent on a further Coaching Assistant course by the end of the month. It is anticipated that the residue will be used to pay for one other person from the Junior team to attend an Athletic Coach course.

- Of the £250 bursary, to date the Junior team have spent £29.44 on advertising cards, and £50 has been spent on printing training aids/packs for the Junior coaches. The Junior team is also planning to buy Hi Vis and headtorches.

Sil reported that the induction session for U11s, held on 15th February, had gone very well with good attendance and interest. Work was now in hand to encourage formal sign-up using the new junior member application form.

It was noted that U11s were not able to take part in the monthly time trials, at least not without being accompanied, although a 3k event to run alongside this might be an option. It was agreed that some consideration should be given to a possible 3k route for the U11s, using part of the regular 5k time trial route, although safety and security needed to be a high priority.

Sil reported that contact had been made with a professional runner, Hannah Irwin, who had offered to come along to give an inspirational talk. It was agreed that this could be arranged as a joint event for seniors and juniors with 20th March being the preferred date. Sil agreed to firm up arrangements with Hannah and to work with Mark on promoting it to club members.

Member of the month

It was noted that due to the slightly later February meeting date, Member of the Month for January had been debated and confirmed electronically, via the Committee WhatsApp Group.

Three individuals had been nominated:

- Hayley Wilson – for undertaking the role of race director for HRC's Suffolk XC Winter League event, her continued coaching support, and some major improvements in her own personal times.
- Aimee Field – for tremendous improvements in her running since completing the beginner's course back in 2023, a raft of PBs in several events, and for her support for the Club.
- Kate Russell – for qualifying to represent Cambridgeshire in the UK Inter Counties Cross Country in March.

Following a vote online, Hayley Wilson was confirmed as Member of the Month, and this had been communicated via Facebook and web news.

Task updates

Task leads provided an update on their areas of responsibility (see separate task tracker for details). Notable points of discussion were as follows:

- It was agreed that further consideration is needed in regard to beginner graduation and how best to encourage beginners to convert to full members, through appropriate and timely communications. It was also proposed that there should be an informal certificate presentation ceremony after TT in March, and that we should invite beginners to a pub social (rather than a formal presentation), where they can mingle and talk to members. Mark agreed to seek views from Stephen Reyes on this.
- It was noted that the entries for the Round Norfolk Relay had to be submitted in April. Mark agreed to contact Stephen Reyes to confirm whether he was willing to lead on this event this year and if so, what support he needed from the Committee.

- It was noted that the new club shop is now up and running but that this needed better promotion to ensure all members are aware. Stephen agreed to look into this.
- Stephen and Stuart had put together an advertising and promotions log, along with promotion ideas, including simple posters, HRC take-over days at Parkrun, greater visibility of HRC through wearing HRC tops on runs, and the use of flags at TT. There was also potential to invest in low-cost merchandise such as car stickers, and branded water bottles, which could be effective. It was agreed that Stephen and Stuart would explore this further by obtaining quotes for car stickers and branded water bottles.

HRC Mission and Values

Following attendance on the England Athletics Leadership Course, Mark put forward the idea of developing Mission, Vision, and Values statements for the Club. He explained that the statements should set out, in clear concise terms, what the club is about, what we want to achieve as a club, and the behaviours and principles that should drive the Club. The statements could then be used to support club standards, drive club strategy, and underpin Committee decisions.

The Committee felt this could be positive, but it was agreed that all HRC members should have an opportunity to contribute to the development of the statements, and therefore buy-in to the Club's philosophy. As a starting point, it was agreed that Mark, Lynnette, and Tracy would prepare some drafts for consideration and discussion at the next meeting.

Dates for the diary

Mark provided Committee members with a draft list of key dates for events in 2024. The following additional dates were agreed at the meeting:

- Summer BBQ – 18th August 2024 (to take place at Serenity Lakes)
- End of Year Celebration and Awards – 30th November 2024
- Annual General Meeting – 5th December 2024 (to take place immediately after the Thursday club run).

AOB

It was noted that Clare Everitt had proposed to organise an HRC litter pick as part of the Keep Haverhill Tidy campaign and had requested the Committee to consider this. The Committee agreed unanimously that this was an excellent idea from both an environmental and promotional perspective. Mark agreed to confirm with Clare so that a suitable date could be arranged.

Date and venue of next meeting

Wednesday 13th March, at 7,30pm, in Withersfield Village Hall

New action points

Task	Action point	Action by	Status
Health and Safety	Speak to Tujan about the provision of a First Aid course for one additional member of the Junior team.	Sil	
Health and Safety	Obtain from Tujan the contact details of relevant person at Samuel Ward, to whom we can write.	Sil	
Health and Safety	Write to Samuel Ward to thank them for providing the school for First Aid training.	Mark	
Health and Safety	Obtain gift for Tujan for delivering First Aid training.	Sil	
Health and Safety	Source additional mini First Aid kits for coaches and run leaders.	Cheryl	
Juniors	Consider possible 3k route for U11s as part of monthly time trial.	Sil, Mark	
Tuesday training	Confirm date for special event with Hannah Irwin and promote to members.	Sil, Mark	
Round Norfolk Relay	Contact Stephen Reyes to confirm whether he is still able to lead on RNR and if so, what support he needs.	Mark	
Beginners	Contact Stephen Reyes to seek his views on proposals for beginner graduation.	Mark	
Club Kit	Promote new Club Shop to members.	Stephen	
Advertising	Obtain quotes for low-cost merchandise (car stickers and branded water bottles).	Stephen. Stuart	
Mission, Vision, and Values	Prepare first drafts of mission, vision, and values statements.	Mark, Lynnette, Tracy	
Litter pick	Give Clare Everitt the green light re litter pick.	Mark	