



**Committee Meeting 8th May 2024
7.30pm, Withersfield Village Hall**

MINUTES

Present: Mark Novels, Grace Judge and Daniel Pelling, Stephen Husband, Lynnette Gastang, Cheryl Trundle, Sil Clay and Tracy Pelling (joined by telephone)

Apologies: Clare Fitzjohn, Simon Wallis, Horace Shuriah and Andrew Gage

Approval of Minutes from last meeting

The minutes of the meeting held on 10th April 2024 were approved.

Actions from previous meetings

Task	Action point	Action by	Status
Juniors	Consider possible 3k route for U11s as part of monthly time trial.	Sil, Mark	On-going
Finance	Obtain a quote for a new gazebo with signwriting.	Andrew	On-going
Haverhill Festival	Request additional grassed area next to assigned plot.	Tracy	Completed
Round Norfolk Relay	Identify volunteers to form a support team for RNR.	All	Task wording changed
Ekiden	Post to Club FB page an expression of interest form.	Simon	Completed
Ekiden	Gauge interest from the juniors.	Sil	On-going
Welfare and Safeguarding	Publish a list of helpful organisations and contacts on the club website.	Tracy/Mark	Completed
Mission, Vision, and Values	Email members a questionnaire for feedback on the Mission, Vision, and Values statement and the Strapline.	Mark	Completed
Health and Safety	Order 4 more first aid kits.	Cheryl	Completed

Task distribution	Consider how committee tasks may be more evenly distributed.	ALL	Task wording changed
Access to running track	Make enquiries about access to running tracks at Carver Barracks and Bury.	Sil/Tracy	On-going
Race reports	Prepare a race report for May edition of Newsletter	Andrew	Not completed – action removed

Finance update

Grace provided the following update on club finances:

- **Bank Balance:**
 - Current Account £302.88
 - Reserve Account £12,273.90
- **Largest items of Income since last meeting:**
 - Membership £1,642.57
 - Beginners £420
- **Largest items of Expenditure since last meeting:**
 - Clothing/Kit - stock of vests £339.84
 - Garage Insurance £99.97
- **Outstanding items:**
 - We have not received invoice from Thurlow Estate for XC course hire at Horseheath. This has been chased but Grace will send a further e-mail to try and resolve.
 - EA Grants for survey for endurance loop not received.

Membership update

Mark reported that there have been 8 new member applications since the last meeting, including:

- 7 First Claim (incl. 2 juniors)
- 1 Non-Affiliated (U11)

In addition:

- 1 new member has transferred-in from another Club
- a further 6 members have resigned from the Club (30 in total)
- 2 new junior members have been removed for non-payment of membership fees.

Membership renewal fee payments are still outstanding from 39 members and three new members have not yet paid their membership fees. It was agreed that a final reminder should be sent about renewals, with a deadline of 30th May, when unpaid members would be resigned from the club.

Assuming no other resignations and all members pay relevant fees, there is now a total of 275 members, including:

- 19 Associate members
- 234 First Claim members*
- 5 Lifetime members (Competitive)

- 1 Lifetime member (Non-Competitive)
- 1 Non-affiliated member
- 6 Second Claim members
- 9 Non-affiliated (U11) members*

*There are 47 junior members in total, who each form part of one of these groups.

Sil provided some feedback that she had received from one or two new members who had joined following the last Beginners course. They were concerned that the new Thursday progression group set up for new members might stop once the new Beginners course commenced in May, and that an unrealistic expectation had been set for them to run 10k.

It was noted that there was every intention to try and continue with the progression group on a Thursday, but this is subject to the availability of run leaders (ideally trained coaches/run leaders). It was therefore agreed that there should be a call for additional run leaders (albeit previous attempts have been unsuccessful), and that training on the EA Run Leader course could be offered as an incentive to get people involved. On the issue of distance, it was noted that the objective of the progression group was primarily to provide an alternative to the current 12+mm (run/walk) group for the shorter cut-off route, whilst helping individuals increase their mileage, as and when they are ready.

Juniors

Sil provided an update on Junior/JJ activities highlighting the following key points:

- Two sponsors have been secured to help fund hoodies for the Juniors/JJs and they are keen to do some publicity to help promote this. Other sponsors are also being actively sought.
- A lot of time is currently being spent on training the JJs for 2k races, in readiness for the Friday 5s, 5K Summer Series, Time Trials and other events.
- Sil is attending a meeting with Sports Hall Athletics on 24th May, in order to explore opportunities and pathways for the JJs.
- There was good representation from the JJs at the Ashdon fun run, which was held on May Bank Holiday Monday.
- Sil and her team will be visiting Braintree Athletics Club shortly to improve their skills and confidence in throwing activities, which is a crucial aspect for junior members.

Member of the month

8 individuals had been nominated for the month of April:

- **Benjamin Smith:** "For not only running in the Haverhill Festival, but on the same day going to Colchester to be part of the HRC Road Relay men's team helping them to come in third place."
- **Tracy Pelling:** "She was a massive help to me with my marathon training, she really took me under her wing and gave me lots of help and advice and even though I had a training plan I ended up following her lead which helped me get my target marathon time."
- **Shirley Fowler:** "For being an amazing runner always competing in big endurance races often raising large amounts for various charities, she's always motivational to other members and a great supporter on the sidelines of many races. She also got third in age cat at Norfolk marathon. A great ambassador for the club. She also did Tokyo Marathon - amazing!"

- **Jennifer Matthews-Jones:** “For her outstanding effort at the London marathon. Her first race of that distance and she raised over £2500!!! (for Starlight).”
- **Emily Chapman:** “For running an amazing first London Marathon and raising an incredible amount of money for such a fantastic cause.”
- **Hayley Wilson:** “For absolutely smashing her running at the moment and gaining new personal bests.
- **Max Bell:** “An enthusiastic litter runner who was part of the inspiration behind the development of the JJ’s as he wanted to train but there was no place for him in the Juniors. Ran his first proper race at Newmarket Heath and did the club proud.”
- **Ethan Frisby-Bright:** For his performance in the Haverhill Running Festival and at the Newmarket Heath race.

Following a vote, Tracy Pelling was confirmed as Member of the Month for April. This will be communicated via Facebook, web news and Newsletter.

There was some discussion about whether there should in future be separate Member of the Month awards for juniors and seniors, although it was noted that there were pros and cons to this, and that it might not be appropriate to change mid-year. It was agreed to give this further consideration, so that a decision could be made at the end of the year, and before the next awards cycle commences.

Mission, Vision, and Values

Mark reported that 12 members had responded to the consultation on the proposed mission, vision, values, and strapline. A summary of responses had been circulated before the meeting.

The comments were largely positive and so it was agreed to adopt the statements and strapline as presented to club members. These would now be uploaded to the website. Further consideration will be given to how the statements might be used and presented over the coming weeks.

It was noted that one member had commented negatively on the fourth value statement ending “...to challenge themselves to be the best that they can be” on the basis that: “we do not encourage individuals to discuss in detail their training programmes with coaches”, and “we do not encourage articles by different coaches/runners every month in the HRC newsletter explaining their beliefs about how a targeted training programme should be constructed”.

The Committee felt that this did not make the statement (as written) incorrect as it needs to be interpreted more widely. The Committee also felt that it was unrealistic to expect coaches to develop personal training plans for every club member, but that coaches are likely to be more than willing to give advice to individuals if asked. It was agreed that Mark would send a response to the member who made this comment to highlight the Committees views. It was also agreed that we should actively encourage members to ask coaches for advice on their own training goals.

Puddlebrook Track Project

Stephen reported that he had had a very productive meeting with representatives from England Athletics, Re-Form (planning contractor), and West Suffolk Council (who own Puddlebrook). Sally Ranby Johnston and Trev Bunch had also been in attendance. The aim of the meeting had been to carry out a site survey and to consider options for installing an endurance track on the site.

There are several options with the most likely being a 400m track on the small field, and a longer 1-mile track incorporating the larger field. Access points around the field give various options for

linking the track to the surrounding housing estates, which should encourage its use. The football pitches currently on the site could present some challenges, but these are not insurmountable.

It was emphasised that there is a good deal of support for this project from all interested parties, and that the next steps will be to draw up site plans and secure funding. It is expected that once the plans and funding are agreed, the build time could be as little as 1-2 years. Stephen will give an update on the project at the next meeting.

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:

- Ownership of WordPress account now transferred from Marc Benson to Mark Novels.
- There have been on-going improvements to the website, but new photos are needed as part of the refresh. Mark and Stephen to liaise on this.
- It was suggested that a 3k distance should be added to the Club GP so that more juniors can participate. However, this needs further consideration before any decision is made.
- A large number of applications for the Beginners course starting 9th May have been received, which is positive.
- There is a need to start planning and promoting the RNR very soon to ensure that we can secure a strong support team. It was suggested that a meeting is needed with Stephen Reyes to discuss requirements and how the Committee can best support.
- Need to contact Andrew Bell to discuss budget for HRC 5K event in August.

AOB

In regard to the distribution of committee tasks and more specifically, delegation of one or more of the tasks currently assigned to Mark, it was proposed that we identify one or two (non-committee) members who might be interested in taking on the role of senior membership secretary and filling the vacant position on the Committee.

Date and venue of next meeting

Wednesday 12th June at 7.30pm, in Withersfield Village Hall

New action points

Task	Action point	Action by	Status
Juniors	Consider possible 3k route for U11s as part of monthly time trial.	Sil, Mark	On-going
Finance	Obtain a quote for a new gazebo with signwriting.	Andrew	On-going
	Send e-mail to Thurlow Estates re non-receipt of invoice for XC event	Grace	
Round Norfolk Relay	Set up initial planning meeting with Stephen Reyes to discuss requirements for support team.	All	
Ekiden	Gauge interest from the juniors.	Sil	On-going

Access to running track	Make enquiries about access to running tracks at Carver Barracks and Bury.	Sil/Tracy	On-going
Task distribution	Approach identified members to gauge their interest in the role of senior membership secretary	Mark	
Membership	Send final reminder about renewals	Mark	
Member of the Month	Put up post re member of the month for April.	Lynnette	
Mission, Vision, and Values	Write to member with response to their comments	Mark	
5k Summer Series	Contact Andrew Bell re budget for event	Mark	
Thursday Club Runs	Put another call out for volunteers to support the new member progression group on a Thursday evening	Mark	
Website	Identify appropriate photos to include on the website.	Mark/Stephen	