



Committee 10th July 2024
6.30pm, Withersfield Village Hall

MINUTES

Present: Mark Novels, Grace Judge, Tracy Pelling, Daniel Pelling, Stephen Husband, Cheryl Trundle, Clare Fitzjohn, Simon Wallis, Lynnette Garstang, Sil Clay, and Susan Marren.

Apologies: Horace Shuriah and Andrew Gage

Approval of Minutes from last meeting

The minutes of the meeting held on 12th June 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	Completed
Finance	Obtain a quote for a new gazebo with signwriting.	Andrew	Completed
	Raise invoice to company for hoodies	Grace	Completed
Website	Identify appropriate photos to include on the website.	Mark/Stephen	Removed
Finance	Pay fees for Ekiden team entries	Grace	Completed
Member of the Month	Post MOM on FB and web newsfeed	Lynnette	Completed
Athletics track	Contact C&C with HRC decision/proposals	Mark	Completed
	Poll parents about session times	Sil	Completed
	Arrange meeting with coaches to discuss track training and training strategy	Mark/Tracy/Horace	Completed
Awards Night	Obtain quotes from Ex-Serviceman's club, R&C, and Baltic Amber	Dan/Tracy/Stephen	Completed

Finance update

Grace provided the following update on club finances:

- **Bank Balance:**
 - Current Account - £556.70
 - Reserve Account - £14,806.08 (this includes £2500 EA grant towards endurance track)
- **Largest items of Income since last meeting:**
 - Junior Hoodie sponsorships - £500 Armour Home Electronics / £500 JMP
 - James Minnette - £200*
- **Largest items of Expenditure since last meeting:**
 - Ekiden entries - £202
 - Copyright issue - £200 (approved by committee)
 - Kiwii/Junior hoodies - £1177.50
- **Outstanding items:**
 - 1 X EA Grant - £2500 for survey of endurance loop not received - this has been chased**
 - 1 senior team entered in Ekiden but not used - £54 - will try to get refund

*Mark highlighted that the money received from James Minnette was to cover the cost of the fine HRC had paid in relation to the copyright infringement (see page 4 for details). Both Mark and Sil had spoken to James to assure him that this was not needed as the infringement was an innocent mistake that anyone in the Club could have made, although James had been insistent that he should pay it. It was therefore agreed that the £200 should be used as a donation to cover the shortfall of £177.50 for the junior hoodies.

**Mark queried whether the issue of VAT in relation to the endurance loop survey had been resolved. It was noted that VAT had not been taken into consideration when the survey was originally costed, and that it had not been clear that VAT was not included. Stephen and Grace confirmed that EA had been approached to see if they could cover the VAT but are still awaiting a decision.

Membership update

Susan reported there had been 4 new First Claim member applications since the last meeting, including 1 senior member and 3 junior members. In addition, 1 member had transferred from Associate to First Claim.

Taking account of the above information, there is now a total of 258 members, including:

- 19 Associate members
- 216 First Claim members*
- 5 Lifetime members (Competitive)
- 1 Lifetime member (Non-Competitive)
- 6 Second Claim members
- 11 Non-affiliated (U11) members*

*There are 52 junior members in total, who each form part of one of these groups.

Juniors

Sil confirmed that there would be an awards event for juniors held at Samuel Ward Academy on Sunday 14th July. The venue was being provided free of charge and parents were bringing picnics to avoid incurring any other expenses. It was agreed that Sil should provide award ribbons for the JJs and a separate trophy for Ethan Frisby-Bright for coming 2nd overall in the Friday 5 junior series.

It was agreed that Sil should provide trophies for juniors who come 1st, 2nd and 3rd in the forthcoming 5K race in Kedington, despite the fact that other clubs had not provided awards for winners of their events and the Committee had previously agreed to follow suit. On reflection, it was felt that HRC should not be constrained by what the other clubs had or had not done.

Member of the month

Three individuals had been nominated:

- **Josh Wigmore & Kate Russell** - For their efforts, hard work and achievements in the Friday 5.
- **Joe Winter** - He's focused, trains hard and has made steady progress in his running through sheer determination. He steadily brought his 5K time down achieving a sub 19 on several occasions. He also came first in the Circuit de Sore Legs 10k in Ware with a time of 39.21. Joe is competitive but humble and a really nice guy who loves to run.
- **Max Bell** – At the Sudbury Friday Five Max (a JJ) ran his race and then after finishing ran back to support his team member who was in tears.

Following a vote, Max Bell was confirmed as Member of the Month for June. This will be communicated via Facebook and web news shortly.

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 proposed that the next Beginners course should start on either 19th or 26th September, to finish with the Time Trial on 28th November. Mark agreed to write to Stephen Reyes to get his views before confirming the dates.
- Mark confirmed that arrangements for the HRC 5K event in Kedington were well advanced. Andrew Bell and Hayley Wilson had informed him that some additional expenditure was necessary to comply fully with the risk assessment for the event, including the provision of some additional signage. Mark had asked Andrew and Hayley to confirm this additional expenditure to Grace, but this had not yet been received. Mark agreed to give them a nudge about this.
- Mark agreed to put out a post to publicise the HRC BBQ on 18th August, which it was agreed should commence from about 2pm. No-one volunteered to coordinate the raffle, but individual Committee members agreed to approach companies and individuals for donations, and inform other Committee members who they had approached, to avoid duplication.

Puddlebrook Active Track Report

Stephen had sent a copy of the Active Track survey report ahead of the meeting, which had set out the findings from the survey and some next steps. Stephen confirmed that a Teams meeting was due to take place to discuss this and that it would then be possible for the Committee to discuss how HRC should get involved further.

Awards Night Venue

Several options had been explored, including the Arts Centre, the New Croft, the Rose and Crown, Nine Jars, Baltic Amber, and Haverhill Golf Club. It was noted that the Arts Centre and New Croft were already booked, and that the Rose and Crown was currently being sold, so not a viable choice at present. Baltic Amber was pricey, and the layout of the venue was not especially conducive to the needs of our event. It therefore came down to either Nine Jars or the Golf Club and, whilst both were comparable in terms of cost, it was felt that the Golf Club was a more appropriate venue. It was therefore agreed to book the Golf Club.

Copyright infringement

It was noted that a member of HRC had innocently used a photograph of Hannah Irwin on the club website without obtaining an appropriate license from the copyright owner. This was identified by a company (PicRights) working on behalf of the copyright owner (PA Images), who wrote to request HRC to remove the image from the website and pay a fee of £375 for past infringement. Following correspondence with PicRights and taking legal advice, a lower fee of £200 was negotiated and paid to PicRights. The matter is now closed.

AOB

Although Andrew Gage had sent his apologies he had provided quotations for a new gazebo, along with his own recommendations, in advance of the meeting. After a brief discussion it was agreed that the Rhino HEX 45 option was the best option, but that clarification was required on two points before an order was placed:

1. Does the cost include provision of wheely carry case and if not, what would the additional cost for that be?
2. Would it be possible to have the logo and 'Haverhill Running Club' on all four sides of the gazebo and if so, how much extra would this cost?

Date and venue of next meeting

Wednesday 14th August, 7.30pm at Withersfield Village Hall

New action points

Task	Action point	Action by	Status
Member of the Month	Put up post on FB and Newsfeed	Lynnette	
Beginners Course	Obtain Stephen Reyes' agreement to September start dates	Mark	

5K Summer Series	Remind Andrew Bell and Hayley Wilson to confirm additional spend with Grace	Mark	
HRC BBQ	Put up post on FB and Newsfeed	Mark	
	Source raffle prizes	All	
Awards Night	Book Golf Club	Mark	
Gazebo	Obtain clarification on points of detail	Andrew	