



Committee Meeting 13th November 2024
7.30pm, Withersfield Village Hall

MINUTES

Present: Mark Novels, Grace Judge, Simon Wallis, Cheryl Trundle, Lynnette Gastang, Sil Clay, Andrew Gage, Daniel Pelling, Horace Shuriah, and Susan Marren

1. Apologies: Tracy Pelling, Clare Fitzjohn, Stephen Husband

2. Approval of Minutes from last meeting

The minutes of the meeting held on 9th October were approved.

3. Actions from previous meetings

Task	Action point	Action by	Status
Juniors	To locate safe storage for floodlights and consider insurance implications	Sil	On-going
Juniors	Discuss junior to senior transition plan with Junior committee and add details to website	Sil	Completed
Juniors	Discuss options for having all Juniors on First Claim membership	Mark and Sil	Completed*
Finance	Finalise expenses policy for agreement at AGM	Grace	Completed
Member of the month	Put out a post for member of the month	Lynnette	Completed
Awards night	Source prizes for the raffle	All	On-going
Club championships	Finalise the rules, review WAVA score spreadsheet and communicate to members.	Daniel and Stephen	Complete except for spreadsheet, which is under review
Race Reports	Consider how race reports should be compiled in future	Mark/Andrew	Remove – now done by Stephen
AGM	Inform Mark of intentions re committee membership	All	Completed
AGM	Draft roles descriptions for Head Coach and Assistant Chairperson	Mark	Completed

*In regard to the option for all Juniors on First Claim membership, it had been agreed to move all Juniors onto First Claim with effect from 1st April. Communications would go out about this, in due course.

4. Finance update

Grace provided the following update on club finances:

Bank Balance:

- Current Account - £386.70
- Reserve Account - £10,503.99

Largest items of Income since last meeting:

- Memberships - £100.27
- Awards Night - £375.00
- Clothing/Kit - £63.00

Largest items of Expenditure since last meeting:

- Van hire for RNR - £198.00
- Loo hire for our XC - £372.00
- Awards night trophies - £279.94
- Coaching courses - £490.00

Outstanding items:

- EA Grant £450 to pay for Carver Barracks shared track sessions for 12 months - chased 11/11 as not received but expected shortly.
- We are holding £600 of monies paid for awards night by members

5. Membership update

Susan provided the following update:

Since the last report there have been 8 new member applications and of these, 7 were First Claim and 1 was Non-Affiliated (U11) Juniors.

Therefore, we now have 285 members:

- 19 Associate Members
- 235 First Claim Members *
- 5 Lifetime Members (Competitive)
- 1 Lifetime Member (Non-Competitive)
- 1 Non-affiliated (senior)
- 7 Second Claim Members
- 17 Non-affiliated (U11) members *

*There are 55 Junior Members in total, who each form part of one of these groups.

6. Juniors

Sil provided a very quick update on the activities of the Junior section. The follow points were noted:

- Two new coaching assistance were being trained shortly.
- Work on acquiring new grants to help support the work of the Junior section was in hand.
- A solution to storing the lights at Castle Manor had not yet been found and discussions were on-going.

7. Member of the Month

It was noted that member of the month nominations for October had been reviewed and that a vote had been conducted via WhatsApp. As a consequence, the Committee had agreed to confirm both Chay Hopkins and Clare Fitzjohn as joint member of the month for October. This had now been communicated to members via the usual channels.

8. Annual Awards

The Committee reviewed the nominations for each award. Following some detailed discussion and in consideration of the reasons and other evidence provided, the Committee held a vote to agree a shortlist (winners and runners up) for each award. Where members of the Committee had been nominated for an award, there were asked to leave the room while voting was undertaken and took no part in the process. It was agreed to publish a list of the shortlisted nominees via Facebook and web news.

The number of members who had booked for Awards Night was disappointingly low, compared to last year, with under 40 people attending. Some concern had been expressed as to the viability of the event. After consideration, however, it was agreed to go ahead with the event. It was agreed that this should be communicated to members with the shortlist of nominees.

9. Annual General Meeting

Mark presented a draft agenda for the forthcoming AGM. This was similar to the previous year but with the addition of an item to approve the new HRC Expenses Policy.

There was also an item to approve variations to the Constitution. It was noted that most of these variations were to ensure compliance with EA requirements around Committee membership, but that the opportunity had also been taken to incorporate the Mission, Vision and Values Statements, and update the Disciplinary section to align with recent amendments to HRCs Grievance and Disciplinary Policy and Process. Other minor variations had also been proposed. The Committee agreed that the proposed variations should be put forward for approval at the AGM.

The role descriptions for the two additional posts (Vice Chair and Head Coach) were agreed. It was noted that the role of Vice Chair would need to be filled by a committee member. The role of Head Coach would need to be filled by a qualified coach, who need not be a Committee member.

It was agreed that ensuring nominations to fill all the Honorary Officer posts on the Committee would be a priority, especially the post of Treasurer, which would otherwise become vacant. A failure to fill these posts could mean that the Club is unable to function effectively. Mark agreed to send out a communication encouraging members to attend the AGM and to come forward with nominations, emphasising the need to fill roles that we know are at risk of being left vacant.

10. Task updates

Task leads provided an update on their areas of responsibility (see separate task tracker for details).

It was agreed that the next Beginners Course should commence on 16th January. Horace and Cheryl agreed to communicate these dates back to the relevant people.

11. AOB

As this was the last meeting of the current committee Mark expressed his thanks to all committee members for their support and hard work over the last 12 months.

There was no other business to attend to.

Date and venue of next meeting

To be confirmed once the new Committee is in place.

New action points

Task	Action point	Action by	Status
Juniors	To locate safe storage for floodlights and consider insurance implications	Sil	
Awards night	Source prizes for the raffle	All	
	Communicate shortlisted nominees and confirm that Awards Night will be going ahead as planned.	Mark	
Club championships	Review WAVA score spreadsheet.	Mark and Ian Eldon	
AGM	Send out communication encouraging members to attend the AGM and submit nominations for key Committee roles	Mark	
Beginners	Communicate date of next Beginners course to relevant people.	Horace and Cheryl	