



Committee Meeting 19th February 2025
Remote meeting via Teams

MINUTES

Present: Mark Novels, Joe Winter, Lynnette Gastang, Andrew Gage, Daniel Pelling, Horace Shuriah, Tracy Pelling, Kristina Selleck, Stephen Husband

1. Apologies: Cheryl Trundle, Susan Marren, Barry Osborne, Sil Clay

2. Approval of Minutes from last meeting

The minutes of the meeting held on 8th January 2025 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	Ongoing
Club championships	Review WAVA score spreadsheet.	Mark and Ian Eldon	Ongoing
Club Membership	Email members re new membership fees	Mark/Susan	Completed
First Aid Packs	Check and update first aid packs, as required, notifying Joe of likely costs.	Cheryl	On-going
Codes of Conduct	Ensure all members agree the relevant COCs on the myAthletics portal	Mark/Susan (Seniors) Vron/Sil (Juniors)	On-going

Handicap TT	Plan future Handicap TTs	Mark	Completed
Beginners Course	Chase those who haven't paid	Joe	Completed
Coach Clothing	Get info re costing	Stephen	Completed

4. Finance Update and 2025 Budget

Joe provided the following update on the club finances:

- Bank Balances as at 31 December 2024:
 - Current Account - £585.41
 - Reserve Account - £9,115.04
 - Total - £9,700.45
- Bank Balances as at 11 February 2025:
 - Current Account - £115.78
 - Reserve Account - £9,635.97
 - Cash - £310.90
 - Total - £10,062.65
- Largest items of Income since last meeting:
 - XC income from clubs - £1,118
 - XC income from food - £597
 - Beginners course - £450
- Largest items of Expenditure since last meeting:
 - XC event expenses £986
 - XC entry fees (Stowmarket and Pakenham) £165
 - Coaching Course £160
 - Suffolk County Affiliation - £90

Joe presented the draft 2025 budget for approval. It was noted that the budget forecast an end of year deficit of -£1,240, but that this is likely to increase to around -£1,600 after deducting money raised at the XC event for our charity of the year. The Committee was not unduly concerned about this in view of the need to cover essential costs, including first aid and other training for coaches. The budget was therefore agreed but will be monitored over the coming months and adjustments will be made where appropriate and necessary. It was suggested that we should explore possible sources of funding to help reduce the forecast deficit.

Stephen confirmed that our applications for funds (£922) to cover the cost of coach jackets and other equipment had been successful and that arrangements were now being made for these funds to be transferred to the Club's account. Sports England had also been identified as a potential source of funding, up to the value of £15,000. It was agreed that we should make an application to this fund to cover costs associated with first aid training and materials, coach education and development, and other training that might be needed by committee members and other club officials. Mark

agreed to draft an application and ask Stephen to review this in light of his recent experience with funding bids. In the meantime, Committee members agreed to consider any other training required and provide details to Mark as soon as possible.

5. Membership update

Susan provided a brief update on membership numbers in advance of the meeting.

Since the last report there have been 10 new members processed (5 seniors and 5 juniors). Therefore, we now have 299 members made up as follows:

- 248 1st Claim members
- 5 Lifetime members (Competitive)
- 1 Lifetime member (Non-Competitive)
- 1 Non-Affiliated Senior
- 17 Non-Affiliated (U11) members
- 7 2nd Claim members
- 20 Associate members

We currently have around 60 Juniors/JJs in the Club (around 20% of total membership).

6. Junior Section

As Sil was unable to attend the meeting it was agreed to postpone the Junior Section update until the next meeting.

7. Member of the Month

The following nominations were received for January 2025:

- **Jack Hazelwood:** for his fantastic PB at the Club Handicap Time Trial. He has really embraced his running, showing improvement, dedication and commitment. It is always wonderful to see him trying races. Not only is he seen at parkruns but it was fantastic to see him at our Horseheath XC too.
- **Josh Wigmore (3 nominations):**
 - Came 6th overall in the first XC event in Jan and is currently 1st in his age group for the League. He also did really well in the Suffolk XC Champs on 5th Jan and has qualified to run in the Inter-counties in March. A great runner.
 - Came 7th in XC Suffolk championship which qualified him to run for Suffolk on March 8th in Nottingham. He also ran Suffolk schools where he came 10th to qualify to run for Suffolk in the inter county east of England. Which he ran on the 1st of Feb, where he came 30th in a very strong field. He also came 7th in the Stowmarket XC winter league.
 - For outstanding XC representation in Club and county.
- **Hayley Wilson and Andrew Bell (2 nominations)**
 - For the outstanding organisation of the Horseheath XC.
 - For the XC please.
- **Hayley Wilson (1 nomination alone):** for XC run director.

- **James Minnette:** for running 2 cross country races back-to-back, first being the tail runner for the juniors and then running in the adult race.
- **Barry Osborn:** He's given up his time and been very encouraging at all the SWL XC races, he has organised all the names and time sheets whilst not running himself.

In view of the need to postpone the meeting from 12th February and to avoid any further delay in announcing the winner, voting was conducted via the Committee WhatsApp group, resulting in **Josh Wigmore** being confirmed as Members of the Month for January 2025.

8. Community Events

The list of Community Events provided by Haverhill Town Council were reviewed. It was noted that HRC had already expressed an interest in participating in the 'Chalkstone Fun Day' on 23rd July, following the success of the same event last year. Members also agreed that we should express an interest in being involved in the 'Haverhill in the Park' event on 15th and 16th August. It was noted that a final decision on participation at these events would be dependent on what costs (if any), such as pitch fees, might be applicable, and the availability of Club members to manage the Club's input.

9. Additional Races for Club Championships

It was agreed that the following races should be added to the list of eligible races for the Club Championships:

- Cambridge and Cambourne 10K (13th April)
- Sudbury Fun Run (18th April)
- Stephen Williams 10K – (11th May)
- Stowmarket Friday 5 – (27th June)
- Great Bentley Friday 5 – (4th July)

12. AOB

Suffolk Road Relays - It was noted that entries for the Suffolk Road Relays were open. It was also noted that the rules dictate that whilst non-Suffolk residents can form part of a team, teams that include non-Suffolk residents would not be eligible for awards. This, as always, could be off-putting for some of our members who live in Essex or Cambridgeshire. Nevertheless, Kristina and Barry had begun to generate interest from members and Mark agreed to send Kristina a link to a short form to collect the details of interested parties. Once we have a list of names, it will be possible to confirm teams (Suffolk and/or non-Suffolk).

Charity of the Year - It was agreed to open a Just Giving page for our charity of the year, so that funds could be transferred over easily, as and when required. It was suggested that if members wanted to raise money for charity when doing races, without committing to formally raising large sums as part of marathons etc, they could instead opt to raise funds more informally for our charity of the year, by asking for donations via the Just Giving page.

Date and venue of next meeting

12th March 2025 at Withersfield Village Hall.

New action points

Task	Action point	Action by	Status
Juniors	To locate safe storage for floodlights and consider insurance implications	Sil	Ongoing
Club championships	Review WAVA score spreadsheet.	Mark and Ian Eldon	Ongoing
First Aid Packs	Check and update first aid packs, as required, notifying Joe of likely costs.	Cheryl	On-going
Codes of Conduct	Ensure all members agree the relevant COCs on the myAthletics portal	Mark/Susan (Seniors) Vron/Sil (Juniors)	On-going
Funding	Draft and submit funding application to Sports England	Mark and Stephen	
	Send training ideas to Mark for inclusion in funding application	ALL	
Events	Respond to Haverhill Town Council to express interest in events	Mark	
Club Champs	Add additional races to Club Champs	Mark	
Road Relays	Send link to form to Kristina	Mark	
Charity of the Year	Open a Just Giving page	Lynnette	