



Committee Meeting 9th July 2025
Withersfield Village Hall

MINUTES

Present: Mark Novels, Lynnette Garstang, Sil Clay, Daniel Pelling, Kristina Selleck, Susan Marren, Tracy Pelling, Andrew Gage, Joe Winter, Cheryl Trundle, Horace Shuriah

1. Apologies: Stephen Husband, Barry Osborne

2. Approval of Minutes from last meeting

The minutes of the meeting held on 11th June 2025 were approved.

3. Actions from previous meeting

Task	Action point	Action by	Status
Assets	Check insurance policy for compiling asset costs for equipment in garage	Joe	Completed
Finance	Prepare 6-month budget review	Joe	Completed
Membership	Prepare updated membership account	Susan	Completed
	Post a reminder on the club's Facebook page regarding membership renewal payments	Susan	Completed
Christmas Party	Gather more information regarding buffet and DJ	Susan	Completed
Community Events	Post on the club's Facebook page asking for volunteers	Susan	Completed
Eastern AA XC event	To liaise with Trev Bunch on HRC's involvement with EAA Championship event	Mark	Completed
Summer Social Raffle	Post on the club's Facebook page asking for raffle prizes	Lynnette	On-going

Guest Coach	Liaise with Hayley Wilson to confirm and book session with Paul Evans	Mark	Completed
Club Records	Investigate how longer distances (30k and over) might be included in the Club Records	Mark	ongoing

4. Finance Update

Joe provided the following update on the club's finances:

- Bank Balances as at 10 June 2025:
 - Current Account £912.19
 - Reserve Account £10,661.78
 - Total £11,573.97
- Bank Balances as at 8 July 2025:
 - Current Account £1,002.12
 - Reserve Account £10,371.74
 - Total £11,373.86
- Largest items of Income since last meeting:
 - 5k Summer Series Food/Drink Sales £750
 - Memberships £366
 - Clothing £40
- Largest items of Expenditure since last meeting:
 - Clothing £898
 - Ekiden Entry Fees £236
 - 5k Summer Series Drinks £165
- Money raised so far for charity:
 - Profit from XC event £315
 - Time trial donations £60
 - Total £375

Joe presented a summary of the income and expenditure to date. So far we have a £1,268 surplus. See attachment at the end of the minutes.

From this point the main income will be the Beginners Course, some new memberships throughout the year, clothing and potential drinks sales at the summer BBQ. The main expenditure that still needs to be paid for are; the Christmas party, first aid training, training facilities and the Round Norfolk Relay travel expenses.

The committee decided that the profit from the Summer Series 5K held at Kedington will be split 70:30, 70% to our charity of the year and 30% to the club funds.

Concern was raised regarding the potential for people to complete run leadership or coaching courses and then not use the qualifications for the club training sessions. After discussion it was agreed that due to the cost of courses an 'Entry Criteria' policy be drafted to ensure future applicants understood the commitment to the club.

5. Membership update

Susan reported that the renewal process had now been concluded. A total of 68 (23%) members had either resigned from the club themselves or had been resigned by the club for non-payment of their membership renewal fee. It should be noted that members who were resigned for non-payment received multiple personal reminders via e-mail before being resigned. There were also multiple reminder posts in the Newsletter, on Facebook, and via website newsfeeds. This is an increase on last year's resignations (54, 19%) but we have had more new members join at this stage than at the same time last year, therefore our membership has increased by 10 on last year's total of 255 members.

Resigned members have been removed from Facebook and the appropriate spreadsheets (for Club GP and Time Trial).

Susan reported there had been 12 new member applications since the last meeting, including:

- 5 First Claim Juniors
- 7 First Claim Seniors

All payments are up to date except the following:

- 1 new member has been chased several times for payment, application processed in May 2025 - this member has now been resigned from the club, (9/7/2025) and notified by email.
- 2 new members have only joined recently so payments are not yet received.

Taking account of the above information, there is now a total of 266 members, including:

- 22 Associate members
- 232 First Claim members*
- 5 Lifetime members (Competitive)
- 1 Lifetime member (Non-Competitive)
- 6 Second Claim members

*This number includes 40 Juniors & JJs who are all now first claim members

6. Junior Section

Sil provided the following update:

- Welfare discussions held over to the next meeting of junior coaches.
- Transition of JJs to juniors, this will be done on an individual basis according to the maturity of the JJ concerned. Age of transition is not set in stone for the JJs.

- Transition of juniors to seniors. This will be looked at on an individual basis according to the maturity/needs of the junior concerned. Sil to discuss with any parents to gauge suitability of junior to move on to seniors.
- Senior coaches to attend some junior training sessions to introduce themselves to ensure a smooth transition from juniors to senior.
- June Time Trial was very well attended and the JJs enjoyed running with the club.
- Juniors have been representing the club at various events with great successes.
- Sil noted the hard work of Vron in recruiting parents as marshals for the JJ events.
- Castle Manor will be closed for 2 weeks during the summer holiday.
- Sil is awaiting confirmation from Samuel Ward if they are closing during the holidays. Castle Manor can potentially be used for training instead.
- Sil to contact Ray Mooney for advice regarding training facilities during the summer months.
- Sil informed the committee that there was a need for another Athletics Coach to work with the juniors. Sil will investigate if there are any grants available to assist with the cost of the training.

7. Member of the Month

Two nominations were received for June 2025, both for Kristina Selleck. The nominations highlighted the following:

Kristina has not only advertised & prompted entries for all the four June races where HRC have had teams but also attended each of these events spread throughout Suffolk.

At these events she has also taken on the task of club photographer. During June she has also had the unenviable task of trying to get as many members as possible agree to running Ekiden and to this end has managed to have four full senior teams, which is over a 50% improvement on recent years and a junior team.

Although it might be argued these are duties she should do in her role as women's team captain, the fact is that she has performed them to such an incredibly high standard. Despite having young children to look after, Kristina is more often than not in attendance at team events, supporting and cheering on our members, irrespective of whether she's running herself or not.

Kristina was unanimously voted as June's Member of the Month.

8. Christmas Party

Susan met with the facilities manager at the New Croft to confirm some details regarding the Christmas Party. The committee decided to use the DJ provided by the New Croft as this is more than likely to be Andy Palazon, our preferred DJ. However, as a precaution, Tracy agreed to contact Andy to enquire if he would be available to DJ for us that evening. It was also decided that a drink token would be given to every guest as part of their ticket price. This token can then be exchanged at the bar for either a glass of wine, a beer or a soft drink. It was agreed to price the tickets at £25

per person. Any profit made from the evening would be put aside and used towards next year's Christmas party. Mark will start advertising the event on our Facebook page.

9. Community Events

Sadly, the Haverhill Show was cancelled due to inclement weather. The club was invited to take part in a rescheduled show but due to lack of volunteers it was decided to decline this offer.

The Chalkstone Fun Day will take place on Wednesday 23rd July. At present there are 6 volunteers signed up to help.

10. Summer BBQ

The following points were noted in regard to the BBQ on 3rd August:

- Andy has obtained quotations for the port-a-loo and will now place an order.
- Set up time will be from 11am.
- There will be a 5K fun run, Andy to mark out.
- Lynnette will post on FB asking for raffle prizes.
- It was agreed to sell the leftover drinks from the Kedington Summer 5K series at the BBQ.
- No dogs to be allowed.

13. Update Task Tracker

The Task Tracker was updated with the following points:

- Local press - Kristina to send any race reports.
- Next Beginners Course starts on 25/9/2025.
- Ekiden - was a great success with fantastic results.
- A new bag for the old gazebo needs to be purchased.
- Gazebo weights to be purchased.
- RNR- some spots still to be filled. Also need drivers and cyclists for support.
- Kedington 5K - good feedback with 50 more runners than last year.
- The Welfare team met recently and updated safeguarding training completed. Two junior coaches to be present at the end of sessions to satisfy safeguarding policy.
- Club runs - if injury/accident occurs then someone from the group must stay with the injured person at all times.

14. AOB

● Constitution re. Absent committee members.

Mark emailed Stephen regarding absence from 4 consecutive committee meetings. The committee agreed unanimously that this was an unprecedented occurrence for Stephen and to give their consent for these absences.

- **Ad hoc sessions for non-members**

Susan reported that a lady had emailed asking about attending club runs on an ad hoc basis. It was decided that this would not be possible but we do offer a trial session for non-club members.

- **Food Bank Run**

It was agreed that another food bank run would be organised for some time in the Autumn.

- **Visit of Paul Evans**

Mark confirmed that Paul Evans will be attending our Tuesday training session on 22/7/2025

15. Date and venue of next meeting

Wednesday 13th August 2025 at 7.30pm, Withersfield Village Hall.

New action points

Task	Action point	Action by	Status
Club Records	Investigate which longer distances (30k and over) could be included in the Club Records	Mark Andy Cheryl	
Garage contents	Stocktake to be held to assess contents	Mark Horace	
Christmas Party	To advertise the party on FB	Mark	
Raffle BBQ	To post on FB asking for prizes for raffle/sale of tickets	Lynnette	
Coaching Courses	To draft an 'Entry Criteria' policy for people looking to complete courses paid for by the Club	Joe	
Gazebo	To purchase a new bag for the old gazebo	Mark	
	To purchase gazebo weights	Mark	

HAVERHILL RUNNING CLUB ACCOUNTS 2024-2025

08/07/2025

	Income		Expenditure		Net		Comments
	Actual	Budget	Actual	Budget	Actual	Budget	
5K Summer Series			(365)	(715)	(365)	(715)	Still to pay contribution to series - worked out later in year
5K Summer Series - Food	751		(165)		585		Still need to pay Andy expenses - expected to be ~£400
Advertising materials				(100)		(100)	
Awards Night			(445)	(500)	(445)	(500)	Includes payment for DJ for 2024
Bank Interest							
Beginners Course	930	1,860			930	1,860	
Clothing	545		(1,894)		(1,349)		Will be speaking to Mat/Claire regarding what level of stock we hold to work out how much we will be able to make from sales
Club Affiliations			(90)	(285)	(90)	(285)	
Coach Education & Development			(365)	(820)	(365)	(820)	Still to pay for Andrew Bell CIRF
Committee Administration			(108)	(215)	(108)	(215)	In line with expectations
Donations - Mind Charity	157		(167)		(10)		
Donations - Roald Dahl	50				50		Will be paying across to Just Giving page after 5k profits worked out
Ekiden			(236)	(324)	(236)	(324)	Less teams than anticipated
Equipment			(80)	(80)	(80)	(80)	
First Aid Training				(700)		(798)	Not received invoice for training which has taken place
Garage / Insurance			(475)	(798)	(475)	(700)	In line with expectations
Grants	922	1,000	(902)	(1,000)	20		Grant used for coaches' coats and equipment
Junior Section			(42)	(640)	(42)	(640)	
Junior Section - SCCAPORS Grant	200	200		(200)	200		
Membership	4,565	4,760	(285)		4,280	4,760	
Round Norfolk Relay			(280)	(513)	(280)	(513)	Just entry fee paid so far
Social - Summer BBQ				(161)		(161)	
Special Events							
Suffolk Road Relays			(278)	(160)	(278)	(160)	More teams than anticipated
Suffolk Winter League XC Event	1,118	1,715	(629)	(1,358)	489	357	
Suffolk Winter League XC Event - Food	564		(266)		297		
Training Facilities		450	(849)	(1,558)	(849)	(1,108)	
Trophies				(350)		(350)	
Website & Communications			(346)	(307)	(346)	(307)	
XC Team Entry Fees			(266)	(441)	(266)	(441)	
TOTAL I&E AND NET SURPLUS / (DEFICIT)	9,800.83	9,985.00	(8,533.05)	(11,225.00)	1,267.78	(1,240.00)	