



Committee Meeting 10th September 2025
Withersfield Village Hall

MINUTES

Present: Mark Novels, Lynnette Garstang, Sil Clay, , Kristina Bright, Joe Winter, Cheryl Trundle, Stephen Husband, Barry Osborne, Tracy Pelling, Susan Marren, Andrew Gage, Horace Shuriah

1. Apologies: Daniel Pelling

2. Approval of Minutes from last meeting

The minutes of the meeting held on 13th August 2025 were approved.

3. Actions from previous meeting

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	Completed
Garage contents	Stocktake to be held to assess contents	Mark Horace	On-going
Coaching Courses	To draft an 'Entry Criteria" policy for people looking to complete courses paid for by the Club	Joe	On-going
Gazebo	To purchase gazebo weights	Mark	Completed
Finance	Ensure amount set aside for charity is clearly identified in future financial summaries	Joe	Completed
BBQ	Communicate date and arrangements to all members	Mark, Sil	Completed
Community events	Communicate decision not to participate in Christmas parade with Haverhill Arts Centre	Mark	Completed
	Submit expression of interest form re Wellness Day	Mark	Completed

Club Records	Develop rules for agreement by Committee	Mark	Completed
New events	Liaise with REACH on requirements for Colour Race	Susan	Completed
	Organise a poll to gauge member interest in TrailKube Challenge	Mark	Completed
Club Champs	Revisit rules to make them less complex	Stephen, Dan, Mark	Ongoing
Welfare	Revise transport policy to include vulnerable adults	Mark, Tracy	Completed

4. Finance Update

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

- Bank Balances as at 13 August 2025:
 - Current Account - £86.18
 - Reserve Account - £10,081.23
 - Total - £10,167.41
- Bank Balances as at 9 September 2025:
 - Current Account - £484.32
 - Reserve Account - £9,689.55
 - Cash (coins) - £15
 - Charity - £(582)
 - Total - £9,606.87
- Money raised so far for charity:
 - Profit from XC event - £327
 - 70% profit from 5k event - £147
 - Time trial donations - £108
 - Total - £582
- Largest items of income since last meeting:
 - BBQ sales - £386
 - Memberships - £62
 - Clothing - £125
- Largest items of Expenditure since last meeting:
 - Athletics coach course - £325
 - Junior section (engraving) - £86
 - Hall hire (4 times) - £72

5. Membership update

Susan provided the following update on Membership. Since the last report there has been 6 new member applications including:

- 1 First Claim Junior
- 4 First Claim Seniors
- 1 Associate

Taking account of the above information, there is now a total of 272 members, including:

- 23 Associate members
- 237 First Claim members
- 5 Lifetime members (Competitive)
- 1 Lifetime member (Non-Competitive)
- 6 Second Claim members

6. Junior Section

Sil provided the following report:

- The Junior Awards being held in conjunction with the summer BBQ was a great success
- Emma Hastings, having completed her Athletic Coaching training, will start her role in December
- A waitlist has now been started for the JJs as at present there are 30 JJs which is now at the limit for adult:children ratio to meet safeguarding guidelines
- There is a need to train more Assistant Coaches to help with the number of children wanting to attend

7. Member of the Month

Two nominations for Shirley Fowler were received for August 2025 as follows:

- For completing her 195th marathon at the inaugural Abbots Major in Sydney on 30th August. Such an inspiration to other club members
- For completing 195 marathons!

After due consideration, Shirley Fowler was voted as Member of the Month for August.

8. Colour Run 2026

Mark reported on a meeting that he and Susan had with Katie Chappell from REACH. Discussion was held with Katie around various aspects of organising/running such an event. The main input required from the club would be assisting in event planning and volunteering on the day. There would be no financial contribution required from the club. The committee agreed to assist REACH with this event. Susan to liaise with REACH going forward.

9. Thriving Communities Fund

Stephen informed the committee that this was a fund that we could apply to for financial assistance to further various aspects of the club. Discussion was held around what we could use the money for. Agreement was reached that we would apply for funding for coaching training: 2 Assistant Coaches, 4 LiRF coaches and 2 CiRF coaches. Stephen will investigate if we could also apply for funding to assist with Facilities Hire, mainly C&C track and Castle Manor. Stephen to write out the bid application as the deadline is end of September 2025.

10. Club Records Rule

Mark presented the updated paper on which the committee agreed. Mark to publish on the club's website.

11. Club Transport Policy

Mark presented the updated policy on which the committee agreed. Mark to publish policy on the club's website.

12. 2026 Club Championship Rules

Mark and Ian Elden had discussed various ways of simplifying how the club championship results were collated and recorded. This is still ongoing. It was suggested that Hayley as Head Coach, and Kristina and Barry as ladies and men's captains, be consulted for their views on which events should be included/excluded. An outline of the proposed changes will be brought to the October meeting for agreement.

13. Task Tracker Update

The Task Tracker was updated and the following key points were noted:

- Kristina to contact local press to have the HRC Parkrun takeover on the 20th September advertised
- The HRC winter XC event at Horseheath Racecourse has been moved to Sunday 1st February 2026

14. AOB

The following points were raised:

- Christmas Party to be advertised regularly on Facebook
- Santa Run will take place on Thursday 18th December 2025
- Community Run - Mark will liaise with Andrew Bell on the viability on holding this event in either 2026 or 2027

15. Date and venue of next meeting

Wednesday 8th October 2025 at 7.30pm, Withersfield Village Hall.

New action points

Task	Action point	Action by	Status
Garage contents	Stocktake to be held to assess contents	Mark Horace	On-going
Coaching Courses	To draft an 'Entry Criteria" policy for people looking to complete courses paid for by the Club	Joe	On-going
Club Champs	Revisit rules to make them less complex	Stephen, Dan, Mark	Ongoing
Communities Fund	Write bids to apply for funding	Stephen	
Club Records Rule	Publish updated paper on website	Mark	
Club Transport Policy	Publish updated policy on website	Mark	
Community Run	Liaise with Andrew Bell on viability of event	Mark	
Parkrun takeover	To publicise the event in the local press	Kristina	