



**Committee Meeting 11th March 2026
Withersfield Village Hall**

MINUTES

Present: Mark Novels, Lynnette Garstang, Kristina Bright, Joe Winter, Cheryl Trundle, Tracy Pelling, Horace Shuriah, Steve Oglesby,

1. Apologies: Sil Clay, Susan Marren, Stephen Reyes, Jack Tappin, Andrew Gage

2. Approval of Minutes from last meeting:

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

3. Actions from previous meeting:

Task	Action point	Action by	Status
Garage contents	Stocktake to be held to assess contents	Mark Horace	To be completed if and when we move garages
Food Hygiene qualification	To investigate if any courses were available	Andy	
Charity of the Year	A QR code to be created for payments	Lynnette	
Results coordinator	A formal thank you letter to be sent to Ian Elden	Mark	Completed
Beginners Course	To investigate costings of new banners/posters to advertise Beginners Course	Steve O	Completed
Club App	Check with cMc developers whether Beginners can be accommodated within the App	Mark	Completed

4. Matters arising

Since the garage insurance was due for renewal on 30th April, it was agreed that we should propose a change over to the new garage then. Mark agreed to suggest this to the person who had requested the garage swap in the first place.

Steve had circulated a draft of a new Beginners Course advertisement banner for consideration prior to the meeting. The design was agreed subject to removing the date and replacing it with a generic statement highlighting when courses start from, i.e. January, May and September, and referring interested parties to the website for more detailed information.

Mark confirmed that whilst it is entirely possible for the Beginners Course to be included on the App, it could cause issues due to the 10-week timeframe commencing when an individual registers and pays for their course, which is often well in advance of the course start date. It was therefore agreed to keep the Beginners Course off the App for now but perhaps review this at a later date.

5. Finance Update:

Joe presented the following finance update:

- Bank Balances as at 11 February 2026:
 - Current Account - £101.38
 - Reserve Account - £6,991.21
 - Total - £7,092.59
- Bank Balances as at 11 March 2026:
 - Current Account - £786.02
 - Reserve Account - £6,996.43
 - Total - £7,782.45
- Largest items of income
 - XC race income - £1,064
 - XC food income - £518
 - Grant income (for first aid kits) - £140
- Largest items of Expenditure since last meeting:
 - XC race costs - £568
 - XC food costs - £296
 - First aid kits - £140

It was agreed that £110, half of the profit on food from the XC event, should be donated to our Charity of the Year.

6. Membership Update:

Susan provided a report ahead of the meeting which confirmed that since the last report in February no new members had been processed. There had been one resignation (by the club) due to non-payment of the membership fee.

Taking account of the above information there is now a total of 298 members, including:

- 21 Associate members
- 264 First Claim members
- 4 Lifetime members (Competitive)
- 1 Lifetime member (Non-Competitive)
- 8 Second Claim members.

It was noted that from 9th March no new members would be processed until the beginning of April due to the imminent closure of the current membership year.

The EA portal will close on March 25th until 1st April with membership payment requests being sent out on 2nd April. So far 28 people have notified us that they will not be renewing their membership and three members have asked to be moved from First Claim membership to Associate membership.

7. Junior Update:

As Sil was not present for the meeting, the Junor update report was postponed until the next meeting in April.

8. Club App:

Mark confirmed that a total of 186 members' details were now held on the app. It was noted that the details of one or two members had been removed to address duplicate records, whilst some others had been removed due to members informing us that they would not be renewing their club membership. Of the remaining 186:

- 90 are males
- 79 are females
- 143 are seniors
- 25 are juniors.

Of the 186 members who are named on the system 158 (85%) had downloaded and registered onto the app (around 53% of the club membership). An e-mail had been sent to those not yet registered to encourage them to do so, and to confirm that if registration is not made by 31st March their details will be removed from the system. This would not exclude them from registering at a later date but they would need to add their personal details manually.

In addition, the following points were noted:

- Tracy, in her capacity as Lead Welfare Officer, had agreed to attend a public harassment seminar on 14th May. This seminar was being hosted by the App developers and was linked to the ActiveSafe feature on the App.
- Mark and Steve were due to attend a meeting with the App developers on 10th March to resolve outstanding queries but this had to be postponed at short notice. A new date will be arranged shortly.
- It was agreed that the sale of club vests on the App should be brought forward to April. Mark will liaise with Mat Cowell on getting this set up.
- A meeting was being set up with members of the Junior team to discuss how juniors should interact with the App going forward.
- A survey had been sent out asking people to comment on the App. So far responses had been positive with some suggestions for minor improvements.

It was agreed that it was important for all members to register onto the App as soon as possible in order for the Club to get the best out of it. The Committee agreed that a priority therefore should be to promote and encourage it's use with all members.

9. Member of the Month:

Three nominations were received (including one joint nomination) as follows:

- **Andrew Bell and Hayley Wilson** – For the effort and commitment they had both put in to organising a successful XC event at Horseheath.
- **Enza Gambin** - She has only been running for about one year and running half marathon and full marathon, which is fantastic.
- **Ray Mooney** - Ray's running has improved dramatically over the last few weeks, demonstrated in both his speed and his technique. With some amazing achievements in the two cross country events during February, as well as a fantastic time of 1:12 in the Tarpley 10 on 22nd February, Ray should be extremely proud, as we are of him. In addition to being a great runner, Ray has now become a regular group pacer on Thursday nights and is always there to lend a hand when needed. He's also a lovely person - a real asset to the club.

After consideration, Ray Mooney was voted Member of the Month for February.

10. Task Tracker update:

Kristina was in the final stages of sorting out teams for the Suffolk Road Relays on 22nd March 2026. Entries have to be in by Sunday 15th March. There are likely to be three men's teams and three ladies teams and we are awaiting details of the junior teams.

Dates for the Summer 5K Series had been tentatively agreed with HRC's event now taking place on 25th June. Mark agreed to try and get a definitive list of dates for all the events.

11. AOB:

The following points were noted:

- HRC had been invited to the Eastern Athletics AGM but Mark was unable to attend due to another engagement. Mark agreed to circulate the details to see if another member of the Committee could attend.
- 14 new First Aid kits had been purchased with the Get Back into Sport grant money. Out of date First Aid Supplies also needed to be replaced – Cheryl to collect a list of requirements. Cheryl also agreed to try and get some dates from Tujan for a First Aid course in May or early June.
- Mark and Susan had agreed to meet REACH on 13th March to discuss the risk assessment and other requirements for the Colour Run, to be held on 4th May.
- Following a request by HRC for clarification on the level of support required of HRC for the Meadowlark event in Kedington, the organisers had asked whether it would be possible for HRC to provide marshals for the 2K fun run. It was agreed that this might be possible but that they should not rely solely on HRC for volunteers. It was agreed that HRC could offer other support, such as loaning the clock, signage and marshal vests, and providing a parkrun style race finish for participants.

12.. Date and venue of next meeting

Wednesday 8th April 2026 at 7.30pm at Withersfield Village Hall

New action points

Task	Action point	Action by	Status
Garage contents	Stocktake to be held to assess contents	Mark Horace	To be complete when we move garages
Garage	Arrange for garage swap to take place when insurance becomes due for renewal (30/4/2026)	Mark Joe	
Food Hygiene qualification	Investigate if any courses are available	Andy	
Charity of the Year	Create a QR code for payments	Lynnette	
Beginners	Arrange for advertisement banner to be printed	Steve O	
Club shop	Arrange for sale of vests on the Club App from April	Mark	
Club App	Encourage members to register onto and use the Club App	All	
Eastern Athletics	Consider nominating a representative to attend the EAA AGM in Mark's absence	All	
5K Summer Series	Obtain definitive list of dates for all events	Mark	
First Aid	Collect a list of items that need to be replaced within First Aid packs.	Cheryl	
	Get possible dates from Tujan for a First Aid Course in May or early June	Cheryl	