



**Committee Meeting 13th May 2026
Withersfield Village Hall**

MINUTES

Present: Mark Novels, Sil Clay, Joe Winter, Susan Marren, Horace Shuriah, Andrew Gage, Kelly Mephram, Tracy Pelling, Lynnette Garstang, Steve Oglesby, Jack Tappin

1. Apologies: Cheryl Trundle, Stephen Reyes

2. Approval of Minutes from last meeting

The minutes of the meeting held on 8th April were approved.

3. Actions from previous meeting

Task	Action point	Action by	Status
Garage contents	Stocktake to be held to assess contents	Mark Horace	Completed
	Change insurance and direct debit Sort out new keys	Joe Mark	Completed
Charity of the Year	A QR code to be created for payments	Lynnette	Completed
	Get possible dates from Tujan for a First Aid Course in May or early June	Sil	Completed
HRC Banner	Purchase new banner for displaying at leisure centre	Sil	Completed
Colour Run	Facebook post seeking more volunteers	Susan	Completed

First Aid course is booked for 6th June with 7 attendees

4. Finance Update

Joe presented the following finance update:

- Bank Balances as at 7 April 2026:
 - Current Account - £105.73
 - Reserve Account - £5,781.83
 - Total - £5,887.56

- Bank Balances as at 13 May 2026:
 - Current Account - £302.07
 - Reserve Account - £11,857.65
 - Total - £12,159.72

- Income
 - Memberships - £4494
 - Grant - 2187
 - Clothing - £154

- Largest items of Expenditure since last meeting:
 - RNR Entry - £280
 - Kiiwii (vests and shirts) - £119
 - Club Banner - £77

5. Membership Update

Susan presented the following membership update:

Since the last report in April there have been 5 new members processed - 2 juniors and 3 seniors consisting of two 1st claim and one 2nd claim.

Taking account of the above information and further resignations, there is now a total of 260 members, including:

- 25 Associate members
- 200 First Claim members
- 20 First Claim (Family) members
- 5 Lifetime members (Competitive)
- 1 Lifetime member (Non-Competitive)
- 9 Second Claim members

The first payment reminder email was sent out on 27th April. A second and final reminder email will be sent out on the 18th May with the final deadline for payment being 31st May. At present there are 46 outstanding membership payments. A complete breakdown of figures will be given at the June meeting after the final deadline of 31st May for payments.

6. Junior Update

Sil presented the following points:

- Newmarket Joggers have been in touch with Sil to get advice on running/coaching juniors
- The junior team have been looking at ways to manage attendance at the Friday 5s and Summer 5K series; it has been decided that Thursday training will still take place and it will be up to individuals to choose which event to attend
- At present there are 30 JJs and 16 Juniors: some of the JJs are turning 12 very soon and therefore will be allowed to attend Junior training on Tuesdays if they are capable
- Juniors were represented at Ashdon race
- Need to promote the JJ/Junior news on the App/website
- On 17th May the Juniors/JJs will be leading the junior parkrun session
- Planning for the junior race at the Summer 5K being held in Kedlington is underway
- 3 JJs took part in the mini London Marathon in April.

7. Club App:

Mark presented the following update:

- At present, 77% of the membership have signed on to the app
- From 1st June all new members will join via the App
- From 1st June a new 3 week formal trial period will begin which will give access to the App after registration. The app will send a reminder to anyone signed up for the trial that the trial period is coming to an end and will invite them to apply for full membership or they will be deleted from the app automatically at the end of the 3 weeks
- From 1st July it will be compulsory to check in for training and club runs
- From 1st July all information regarding club activities will no longer be advertised via the member's Facebook page
- From 1st July all club vests/tshirts can only be bought via the club shop on the App
- From 1st September the current monthly newsletter will be stopping and a weekly newsletter will be published via the App
- Clarification was given regarding various points on the new application forms.

8. Captains Update

Kelly reported on the following points:

- Need to advertise the Summer 5K series race in Histon on 21st May
- An announcement to be placed in the App/FB seeking runners for the Ekidon Relay race
- Work is ongoing with Hayley to write templates for 5K plans working towards sub 20-sub 60 mins 5K: templates can be put in the documents section of the App for easy access to all
- A 'technique session' was trialled after Tuesday night's training session which was received very well. All training groups would need to train at the same location for this to be successful

- Further techniques sessions - a poll will be devised and advertised in the App to gauge people's interest and whether Tuesday or Thursday night would be the better evening to hold these sessions
- Possibility of holding subject talks around female physiology.

9. Member of the Month

There was 2 nominations this month:

- Mark Ashwood: is a regular member who frequently represents the club at races. Has improved his 5K time significantly getting PBs and has run his first HM with an impressive time
- Enza Gambin: her efforts and running has improved and completed her first marathon in Manchester last month

After consideration, Mark Ashwood was voted Member of the Month for April..

10. Christmas Party:

Following the success of last year's party at The New Croft it was agreed to obtain information about costings and date suitability for this year's party to be held on Friday 3rd December.

11. Task Tracker Update:

The following point was raised:

- Marketing - what media should we use - public FB page, local social media pages. Kelly agreed to liaise with the local newspapers to ensure events are publicised.

12. AOB:

The following points were raised:

- During Mental Health Week, all members to be encouraged to wear Green
- Representatives from the club to attend Haverhill Parkrun on the Saturday with information about the club and to chat with people about the positive benefits to mental health that running and exercise can have
- To remind club members about the Neil Mustoe 1000 miles run weekend taking place over the Bank Holiday weekend at the end of May

13. Date and venue of next meeting:

Wednesday 10th June 2026 at 7.30pm at Withersfield Village Hall

New action points:

Task	Action point	Action by	Status
First Aid course	To add Steve Oglesby to the attendees list	Mark	
Christmas Party	To obtain quotes and information from the New Croft	Susan	