



Committee Meeting 8th April 2026
Withersfield Village Hall

MINUTES

Present: Mark Novels, Sil Clay, Joe Winter, Cheryl Trundle, Susan Marren, Horace Shuriah, Stephen Reyes, Andrew Gage, Kelly Mephram

1. Apologies: Tracy Pelling, Lynnette Garstang, Steve Oglesby, Jack Tappin

2. Approval of Minutes from last meeting

The minutes of the meeting held on 11th March 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 when we move garages
Garage	Arrange for garage swap to take place when insurance becomes due for renewal (30/4/2026)	Mark Joe	Completed
Food Hygiene qualification	To investigate if any courses were available	Andy	Completed
Beginners	Arrange for advertisement banner to be printed	Steve O	Completed
Charity of the Year	A QR code to be created for payments	Lynnette	Ongoing
Club shop	Arrange for sale of vests on the Club App from April	Mark	Completed
Club App	Encourage members to register onto and use the Club App	All	Completed

Eastern Athletics	Consider nominating a representative to attend the EAA AGM in Mark's absence	All	Completed
5K Summer Series	Obtain definitive list of dates for all events	Mark	Completed
First Aid	Collect a list of items that need to be replaced within First Aid packs.	Cheryl	Completed
	Get possible dates from Tujan for a First Aid Course in May or early June	Cheryl	Ongoing

4. Finance Update

Joe presented the following finance update:

Bank Balances as at 11 March 2026:

- Current Account - £786.02
- Reserve Account - £6,996.43
- Total - £7,782.45

Bank Balances as at 7 April 2026:

- Current Account - £105.73
- Reserve Account - £5,781.83
- Total - £5,887.56

Income

- Clothing - £45

Largest items of Expenditure since last meeting:

- Kiiwii (vests and shirts) - £612
- WordPress (website costs) - £288
- Suffolk Road Relays - £278
- EA Affiliation - £210
- LIRF Course (Rob Drury) - £176
- Lifetime members fees - £115
- Suffolk County affiliation - £100

Membership fees have started coming in and we are currently due to receive £2,395 based on the number of people who have paid so far. It was also noted that a grant of just over £2000 was due to be received from the Rural England Prosperity Fund.

5. Membership Update

Susan presented the following membership update:

Since the last report in March there have been 3 new members processed, all senior 1st claim.

Taking account of the above information, there is now a total of 268 members, including:

- 25 Associate members
- 215 First Claim members

- 15 First Claim (Family) members
- 5 Lifetime members (Competitive)
- 1 Lifetime member (Non-Competitive)
- 7 Second Claim members

Payment request emails were sent out on 2nd April for the new membership year 2026/27. Susan agreed to give a complete breakdown of figures at the June meeting after the final deadline of 31st May for payments.

6. Junior Update

Sil presented the following points:

- Jack Hazelwood has transitioned in to the seniors
- Coaching - training will need to be adapted if any juniors aged 12 + attend Carver Barracks; JJs have a separate session
- More coaches are needed for the juniors and JJs
- A games session was held for the Easter training session
- Three of the Summer 5K series have junior races and it was agreed that the coaching team would decide whether they cancel training on those nights to allow any seniors to attend
- Clarification was given regarding juniors being able to submit any PBs for the PB league.

7. Club App

Mark gave an update on the App:

- 194 people are listed on the app with 181 currently registered, which represents about 68% of the membership
- 73 people have so far updated their details at the start of the new membership year
- Most people are ticking the "I'm in" function for training and club runs
- Club vests and t-shirts are now available to order and purchase via the App.

8. Garage Changeover

Mark informed the committee that a new contract has now been signed for the new garage which will take effect on 30th April. It was agreed that the changeover of the garage contents would take place on Saturday 25th April. Mark will book a slot at the recycling centre for any broken or surplus equipment.

9. Mental Health Week:

This week will take place the week beginning 11th May. It was agreed that for the club run that week, members would be encouraged to wear green, which is the colour that represents Mental Health Week. It was also decided that there would be a club presence at Parkrun on Saturday 18th May to promote Run and Talk and the new Beginners course that commences on 21st May.

10. Colour Run:

Susan updated the committee on the Colour Run. Final planning was in progress and so far we have 6 marshals (excluding Mark and Susan). Susan will post on Facebook asking for more volunteers. Another 2 should be sufficient. The club will be supplying equipment to mark out the course.

11. Member of the Month:

Two nominations were received as follows:

- Kristina Bright - for all her hard work, encouragement and support during her role as Ladies Captain
- Nicolas Bosc - for his consistent results during recent races; running a sub 20 minute 5K at the March Time Trial and achieving a PB of sub 90 minutes at Cambridge half marathon

After consideration, Nicolas Bosc was voted Member of the Month for March.

13. AOB:

- Kelly Mepham was co-opted onto the Committee to take on the role of Ladies Captain.
- There will be no Time Trial in April due to the 1st Summer 5K being held at Ely
- The HRC banner has gone missing from outside the leisure centre. A new banner will be purchased and displayed in the same place as the previous one
- It was agreed that there should be a separate item on future agendas for team captains to report on team events.

12.. Date and venue of next meeting:

Wednesday 13th May 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	Everyone	To be completed when we move garages
Garage	Change insurance and direct debit Sort out new keys	Joe Mark	
First Aid	Get possible dates from Tujan for a First Aid Course in May or early June	Sil	
Charity of the Year	A QR code to be created for payments	Lynnette	
HRC Banner	Purchase new banner for displaying at leisure centre	Sil	
Colour Run	Facebook post seeking more volunteers	Susan	

