



**Committee Meeting 12th August 2026
Withersfield Village Hall**

MINUTES

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

1. Apologies: Andrew Gage, Stephen Reyes

2. Approval of Minutes from last meeting:

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

3. Actions from previous meeting:

Task	Action point	Action by	Status
Circuit Sessions	To investigate if any courses were available	Kelly	Ongoing
First Aid	Chase invoice from Tujan	Sil / Cheryl	Completed
Track	Chase all outstanding invoices from C&C and request them to submit invoices for hire to 30 th Sept	Mark	Completed
Castle Manor	Request invoices to 30 th Sept from Castle Manor	Joe	Ongoing
Grants	Submit details of potential expenditure that can be covered by grant money to Mark and Joe	All	Completed

	Confirm deadline for submitting Locality Budget application	Steve O	Completed
Cross Country	Ensure junior team is consulted at the start of the planning process for cross country event	Mark	Completed
5K Series	Send notice about Kedington 5K event to members	Mark	Completed
RNR	Encourage RNR runners and support team members to click 'I'm in' on the RNR event on App	Stephen R	Completed
Member of the Month	Create and post a News Article on App for June Member of the Month	Lynnette	Completed
BBQ	Come with ideas for BBQ to next meeting	All	Completed
Time Trial/Beginners	Propose a solution to holding TT in August	Mark	Completed
App	Force correction of date on App by forcing members to complete a form	Mark	Completed

4. Finance Update:

Joe provided the following update on club finances:

- Bank Balances as at 8 July 2026:
 - Current Account - £249.77
 - Reserve Account - £11,874.35
 - Total - £12,124.12
- Bank Balances as at 12 August 2026:
 - Current Account - £21.87
 - Reserve Account - £11,182.88
 - Total - £11,204.75
- Income
 - Memberships - £94
 - Clothing - £23
- Expenditure:
 - Carver Barracks track - £450
 - First Aid Training - £300
 - Castle Manor track - £72
 - England Athletics memberships - £69

- Garage rent - £56
- Coach licenses - £45
- 5k Series expenses - £28
- Chalkstone fun day - £25

5. Membership Update:

Susan confirmed that there had been 3 new applications processed since the last meeting, two x 1st claim juniors and one junior family membership. There were also two junior memberships waiting to be processed which are not included in these figures. There had also been one resignation by the club for non payment of membership fee despite several messages and reminders.

Taking account of the above information there is now a total of 239 members, including:

- 27 Associate members
- 174 First Claim members
- 23 First Claim (Family) members
- 5 Lifetime members (Competitive)
- 1 Lifetime member (Non-Competitive)
- 9 Second Claim members

6. Junior Update:

Sil provided the following update on junior activity:

- Thanks were given to Emma Hastings for running juniors and JJs whilst Sil was away
- Progress was being made in appointing a new LiRF coach and an assistant athletics coach
- Cameron Wishart has transitioned from juniors in to seniors
- JJs turning 12 will be allowed to train with the juniors on a Tuesday according to ability
- Junior team are looking at ways to adapt training during extreme weather conditions rather than cancelling
- A possibility has arisen to store the lights used during junior winter training. Sil investigating further
- Trophies have been ordered for Junior awards

7. Captains Update:

Jack /Kelly confirmed that it had been a relatively quiet month but the following points were raised:

- To encourage members to attend the last summer 5K series at Hinxton
- 1 more runner is needed for RNR, specific members were identified to approach
- 8 running drills are available on the app with more to be added

8. Tuesday Training:

Kelly provided the following update on Tuesday Training:

- Hayley/Kelly have planned the training programme until December
- A whole club evening will be held on 1st September concentrating on running drills and techniques, venue to be arranged
- Numbers have been consistently low/non-existent in the yellow group so the plan is to merge

the yellow and green group to meet together. There will still be 2 coaches allocated and the training will be targeted to each specific group. The reasoning being that if no one turns up for the yellow group then the yellow group coach can join in with the green group.

- Looking in to the possibility of incorporating some rehab training for members returning from injury

9. Member of the Month:

There had been 2 nomination as follows:

- Chaz Hopkins - recent great 5K race
- Vron Lewis - works hard behind the scenes for the Juniors and JJs

After deliberation, Vron Lewis was confirmed as Member of the Month for July

10. App Update:

Mark gave the following update:

- About 90% of members were now signed up to the app
- New memberships, Beginners course and trial memberships were now live on the app
- The newsletter will now be released through the app and will be weekly from 1st September
- New facilities will be added to the app in due course
- The app developers are looking for club photographs to appear in their publicity at the National Running Show in 2027. Permission will need to be sought from anyone appearing in the photographs

11. Marketing Campaign:

Kelly presented the following report to the meeting:

A survey was sent out via the app. The results are as follows:

- 44 members completed the survey
- 50% of responders attend Tuesday training
- 34% of responders attend Thursday training

Here is a summary of the results:

The recent HRC Membership Survey showed that members are generally positive about the club, particularly valuing its **friendly, inclusive and social environment**, alongside opportunities to improve their running, fitness and performance.

Key themes emerging from the survey were:

- **Social running and community** remain central to why people join and stay with HRC.
- Members also value opportunities to **improve running technique, speed and fitness**.
- Where members do not regularly attend Tuesday training, this is largely due to practical factors such as **work, family commitments, injury, timing or location**, rather than dissatisfaction with the sessions.

- There was considerable interest in broadening the club's offer to include **runner-specific strength & conditioning, mobility/flexibility, nutrition, injury prevention and rehabilitation advice.**
- Members would welcome **greater variety and progression within training**, including drills, threshold work, different session formats and race-specific training.
- Feedback suggests value in providing clearer opportunities for **different levels of runner**, from beginners and social runners through to competitive athletes.
- More flexible ways of engaging members who cannot attend Tuesday sessions could also be considered, including **occasional weekend sessions, workshops and training resources.**

Overall Conclusion

The survey indicates that HRC has a strong foundation and that members value its existing inclusive and supportive culture. The main opportunity is therefore **not to fundamentally change the club, but to enhance the membership experience** by offering greater training variety, education and runner development opportunities while retaining the social ethos that members clearly value.

Suggested areas for future consideration: Strength & Conditioning | Mobility | Nutrition | Injury Prevention | Training Variety | Performance Development | Flexible Access.

The following marketing strategies were agreed by the committee:

- Publicity in local press/local radio 3 times a year
- Leaflets to be distributed around town
- Instagram page to be updated
- In person events via schools
- Potential youtube channel
- Video to be produced covering all aspects of the club activities
- To promote a specific aspect of the club each month
- The monthly Run & Talk event to be linked to the club and promote well being and mental health

12. Summer BBQ/Junior Awards:

- A reminder to be placed in the app to encourage members to sign up.
- Andy Gage to organise the food
- Portable toilet to be booked - Andy Gage
- Ice cream van to be booked - Tracy Pelling
- Games - Toujan
- Music - Jamie Wilson to be invited

13. AOB

The following points were raised:

- The role of the welfare officers is changing, more details to follow
- DBS verification is being simplified, no date given yet
- September Time trial will take place on September 24th, Altra will be attending with some of their merchandise

- Hayley & Kelly are planning on holding a training technique session to be followed 6 weeks later with a 'magic mile' run to measure improvements

14. Date and venue of next meeting

Wednesday 9th September 2026 at 7.30pm at Withersfield Village Hall

New action points

Task	Action point	Action by	Status
Circuit Sessions	To investigate if any courses were available	Kelly	Ongoing
Marketing Campaign	To begin putting together the various aspects of the campaign	Kelly	
Summer BBQ	Send out reminder to sign up	Mark	
	Gather raffle prizes	Everyone	
	Publish QR code/link to purchase raffle tickets	Tracy	
	Book portable toilet	Andy	
	Book ice cream van	Tracy	
	Purchase food for BBQ	Andy	
Club App	To source photographs for National Running Show publicity	Everyone	