



Committee Meeting 8th July 2026
Withersfield Village Hall

MINUTES

Present: Mark Novels, Joe Winter, Cheryl Trundle, Horace Shuriah, Steve Oglesby, Sil Clay, Stephen Reyes, Jack Tappin, Andrew Gage

1. Apologies: Lynnette Garstang, Susan Marren, Tracy Pelling, Kelly Mephram

2. Approval of Minutes from last meeting

The minutes of the meeting held on 10th June were approved.

3. Actions from previous meeting

Task	Action point	Action by	Status
Ekiden Relay	Quotes to be obtained for venue hire	Jack/Kelly	Completed
Circuit Sessions	To investigate if any courses were available	Kelly	Outstanding
Chalkstone Fund Day	Notice to go out via the app and FB calling for volunteers	Mark	Completed
Christmas Party	Confirmation of booking and deposit to be paid Susan/Joe	Susan/Joe	Completed

4. Finance Update

Joe provided the following update on club finances:

- Bank Balances as at 10 June 2026:
 - Current Account £670.07
 - Reserve Account £11,865.51

- Total £12,535.58
- Bank Balances as at 8 July 2026:
 - Current Account £249.77
 - Reserve Account £11,874.35
 - Total £12,124.12
- Income
 - Memberships - £143
 - Clothing - £192
- Expenditure:
 - Ekiden entries (3 teams) - £180
 - 5k Series expenses - £159
 - Castle Manor track - £96
 - Clothing (jackets for Kelly and Rob) - £90
 - Christmas party deposit - £75
 - Garage rent - £56
 - Hall hire (3 times) - £54
 - England Athletics memberships - £46

It was noted that the 'Get Back into Sport' grant money of £140 had been spent on First Aid kits and that a report on this had been submitted to West Suffolk Council.

The 'Communities Capital Fund' grant, which covers expenditure within the 2025/26 financial year has been partially spent, but more work is needed to confirm precisely what has been spent, what funds are still available, and what these surplus funds can legitimately be spent on. It was noted that the funds had to be spent by 30th September 2026. Mark confirmed that it may be possible to submit a variation to what we use the grant money for, providing this is submitted as soon as possible, and that it aligns to the funding aims and the purpose we defined within the original bid.

It was noted that we are still awaiting invoices for the First Aid Courses and several months hire of the Carver Barracks track, whilst invoices for the hire of Castle Manor were up to date. It was agreed that we should chase outstanding invoices and, for Carver Barracks and Castle Manor, request invoices for the period up to 30th September, where at all possible.

In the meantime, it was agreed that committee members would provide details of any additional eligible expenditure that could be funded by the Communities Capital Fund grant or, failing that, by the Locality Budget (see item 9). Details should include what training, equipment or other eligible items are needed, the cost of these items, and the timescale in which they are needed. These details should be submitted to Mark and Joe as soon as possible so that an assessment can be carried out.

5. Membership Update

There have been five new applications processed since the last meeting, all senior 1st Claim (one is a returning member) There is also one junior membership waiting to be processed.

Taking account of the above information there is now a total of 237 members, including:

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

Two of the new members were processed via the App. After a few minor changes to the process, it was straightforward and payments were made immediately, which should eliminate the need to chase people for payment.

6. Junior Update:

Sil provided the following update on junior activity:

- More coaches (LiRF and CiRF) are likely to be needed going forward.
- Castle Manor will be closed from 17th August to 1st September. As such, there is a need to find a safe venue for juniors to train on Tuesdays during that period. Samuel Ward will remain open.
- If no JJs attend track training sessions then junior coaches may not be in attendance as any CiRF qualified coaches can coach athletes who are 12 and over. However, any coaches taking the sessions need to ensure that sessions are adapted appropriately and as necessary for juniors present (e.g. fewer reps, longer recoveries) and are explained to them in a way that is conducive to their age and maturity. It will therefore be essential for juniors to let us know if they will be attending via the app, so that adequate planning can take place.
- To aid progression, the junior team is allowing JJs who are nearing their 12th birthday and/or who have the relevant ability, to train with the juniors on two Tuesdays a month.
- Sil will be attending a meeting with Sportshall to discuss opportunities for HRC's further involvement in that initiative going forward.
- Sil emphasised the importance of involving the junior team in the planning of HRC's cross-country event. Mark agreed to liaise with Hayley and Andrew to agree an appropriate way for this to happen, whilst recognising that the responsibility for the event lies firmly with the Race Director.

7. Captains Update

Jack reported that the Ekiden relay had been successful with three teams entered (two men's and one ladies). All runners had run well despite the high temperatures on the day. Both team and individual results are now posted in a News Article on the App.

It was noted that there were now three more races to take place as part of the 5K series. Mark confirmed that whilst every effort had been made to find another suitable date to hold the postponed HRC event, this was not going to be possible due to a number of reasons. The Committee agreed that this was the right course of action and Mark agreed to send out a notification to all members.

Stephen confirmed that plans for the Round Norfolk Relay are coming along well. We already have runners for most of the legs although it was noted that there were only seven names listed as participating on the App. It was agreed to encourage other runners (and support team members) to click 'I'm in' on the RNR event in the App so that this could facilitate communication both before and during the event.

8. Member of the Month

There had been one nomination as follows:

- **Summer Bolton** – Summer turns up every week and truly gives each session her all. And watching her results shows that all her effort is paying off.

Summer Bolton was confirmed as Member of the Month for June.

9. Locality Budget

HRC have an opportunity to apply for a grant of up to £1000 from the West Suffolk Locality Budget. This is primarily to support increasing local engagement, particularly within the youth sector and could fund anything from coaching/track costs to marketing.

It was agreed that we need to be in a position to spend the funds that we already have via the Communities Capital Fund grant first (see item 4), but that the Locality Budget could be used to mop up any additional, eligible expenditure over and above that. The Locality Budget would be especially useful to cover the cost of a comprehensive marketing campaign to promote the club and encourage new membership applications. It was agreed to scope out the potential for an application as part of the activity highlighted under item 4, whilst Steve agreed to find out the deadline for applications.

10. Summer BBQ

It was noted that the date of the HRC BBQ (6th September) was getting close so planning needed to get underway. It was agreed that the fun run that normally takes place should be dropped but that suitable games should be organised for the juniors, especially as Junior Awards would be taking

place during the event. It was agreed that a fuller discussion should take place at the next meeting. Committee members agreed to come with ideas for games and other activities that could be included in the programme.

11. Task Tracker Update

The following key points (not already covered earlier in the minutes) were noted:

- Mark reminded everyone that the plan was for the last edition of the current Newsletter to be issued in September. This is to be replaced with a new version working with and drawing on the content of the App, thereby reducing the amount of work that currently goes into this each month.
- Linked to this, it was agreed that we need to use the App to promote junior news to seniors and vice versa, to raise awareness of activities across all aspects of the club.
- It was agreed that the next beginners course should start on 17th September 2026. Registrations and payments for this will be collected via the App.
- It was noted that there would be no time trial in July due to clashes with the 5K series events. This meant that the current beginners would not have the opportunity to complete a time trial as part of their course. Whilst there is a time trial at the end of August, it was suggested that we either bring this forward to 6th August or simply have an additional time trial on that date. Mark agreed to look at the schedule and produce a proposed solution.

12. AOB:

It was clear that the majority of members who had responded to the short survey about the four quick navigation buttons on the App felt that the ones there already were appropriate, so no changes would be made.

Mark explained that the details for a number of members registered on the App were either missing or inaccurate, which was causing problems with data analysis and is potentially non-compliant with GDPR. The only way to correct this is to ask them those members to check what information is there and to add any missing information. Mark proposed writing to the members concerned to explain this to them and to then force them to complete a form on the App. Everyone agreed that this was a sensible approach.

Mark highlighted a number of changes that the app developers are making to improve the user experience, including but not limited to enhanced functionality for group chats and direct messages, Guardian PINs for safeguarding and junior registration, and the introduction of Direct Debit and GoCardless payment options. It was agreed that some sort of communication highlighting these changes might be needed at some point to raise member awareness and avoid unnecessary questions.

13. Date and venue of next meeting

Wednesday 12th August 2026 at 7.30pm at Withersfield Village Hall

New action points

Task	Action point	Action by	Status
First Aid	Chase invoice from Tujan	Sil / Cheryl	
Track	Chase all outstanding invoices from C&C and request them to submit invoices for hire to 30 th Sept	Mark	
Castle Manor	Request invoices to 30 th Sept from Castle Manor	Joe	
Grants	Submit details of potential expenditure that can be covered by grant money to Mark and Joe	All	
	Confirm deadline for submitting Locality Budget application	Steve O	
Cross Country	Ensure junior team is consulted at the start of the planning process for cross country event	Mark	
5K Series	Send notice about Kedington 5K event to members	Mark	
RNR	Encourage RNR runners and support team members to click 'I'm in' on the RNR event on App	Stephen R	
Member of the Month	Create and post a News Article on App for June Member of the Month	Lynnette	
BBQ	Come with ideas for BBQ to next meeting	All	
Time Trial/Beginners	Propose a solution to holding TT in August	Mark	
App	Force correction of date on App by forcing members to complete a form	Mark	