

Minutes for Committee Meeting

Monday 15th July 2024 7.00pm

Present: Leigh Henderson (LH), Jackie Tobin (JT), Deborah Montgomery (DM), Anna O'Neill (ACO), Felicity Edwards (FE), Andy Cullen (AC); Carol Quinn (CQ), Ken Littlejohns (KL), Ray Gartland (RG), Ann Henderson (AH), Avi Govind (AG)

Apologies: Ian Byett (IB), Terry Wegg (TW), Jo Breeds (JB)

	<u>PART 1</u>
1	<p>LH welcomed the attendees and thanked them all for attending. LH confirmed that the meeting was quorate.</p> <p>The attendees continued to share best wishes to IB.</p> <p>Minutes of the last meeting (05/06/2024)</p> <p>The minutes of the previous committee meetings were discussed and agreed as true and accurate records.</p>
2	<p>Matters arising from the last minutes.</p> <p>The Committee Tracker was reviewed and updated.</p>
	<u>PART 2</u>
3	<p>REPORTS</p> <p>The reports were issued in advance of the meeting via email and additional comments are noted below.</p> <p>Finance</p> <p>There has been a steady increase in bank balance in last few months. The key income last month was from the Hoppit (where entry fees generated £18k) with £12k being the expenditure during the same period.</p> <p>The bank balance is therefore looking healthy. AG enquired about the expense policy and it was confirmed that his proposed policy had been approved previously by the Committee. The key outcome from this is that expense approvals must be routed to the budget holder in the first instance, and then AG will set up payment by Lloyds with final approval by one of those authorised in accordance with the bank mandate.</p> <p>With regards to specific acceptable levels of spend which can be claimed on expenses, AG will speak to the budget holders for the applicable areas such as events and refreshments and table a suggested policy to the Committee. This will aim to be consistent and fair. LH will share details of previous work in this area.</p> <p>Action: AG to table acceptable levels of expense spend for Committee review</p> <p>AG highlighted that first aiders hadn't been paid due to them using out of date contact details. This is now being rectified.</p> <p>Membership</p> <p>Discussions are being held with D Ormiston to see whether he would like to be involved in sorting out the website. The advice from A Goddard is that an improved user experience can be achieved with minimal restructuring.</p> <p>Coaching</p> <p>LH advised that coaching groups require some thought as some have got very large and previous experience shows we are likely to get an influx after the Olympics.</p> <p>The pole jump bed is due to be replaced however this may take some time. We are waiting to hear whether the existing one can be used through the winter until the new one is in place.</p>

	<p>The cage has been signed off. Work will be undertaken to make sure all relevant coaches know how to use it safely.</p> <p>Schools Liaison</p> <p>LH shared example posters and leaflets. L Hedderly is distributing to local schools.</p> <p>Officials</p> <p>This is an area of concern especially as this year 5 officials have stepped down. We currently have 11 field judges, 10 track judges, 2 timekeepers and 1 starter. We need to put out a plea for help. It was agreed to issue some comms after the Olympics with a punchy message asking people to get involved.</p> <p>Action: AH and JT to develop key messages for officials recruitment</p> <p>Future Planning</p> <p>LH alerted the Committee to the need, in the coming months, to consider what areas require development. What are the priorities and what is the new goal?</p> <p>Safeguarding</p> <p>LH advised the Committee that a safeguarding issue has been raised. This is being dealt with (and records being made) with the help of the Club safeguarding officers.</p> <p>Secretary</p> <p>AH advised that a change to club kit arrangements means that Masuri will order in stock and purchases can be made from stock items rather than waiting for the order window to open. Discussions are underway within Masuri about how the Club continues to generate £3 per item with this change.</p>
4	<p>DECISIONS AND UPDATES</p> <p>Wally Thorpe award</p> <p>TW had requested that the Committee consider a request to introduce a Wally Thorpe award for inspiration to the road group. This will be presented at the annual awards. This request was passed by the Committee.</p> <p>Hampshire Hoppit bank account</p> <p>TW had requested consideration of the proposal for a separate bank account for the Hoppit. It was agreed in principle with the proviso that this be sorted in conjunction with the proposed change in main bank account and with the CASC registration.</p> <p>NAL</p> <p>JT requested consideration as to whether the Club should send a team to the NAL club event. JT highlighted that we cannot field either a full team or requisite officials. It was agreed that we would decline the invitation for these reasons. Athletes need to be made aware of this decision being made as an example of the consequences of failure to compete.</p> <p>Clubhouse</p> <p>The water testing has been completed but no confirmation has been received from the Council. FE is checking.</p> <p>FE agreed to co-ordinate an open doors session where members can come and take a look at the Clubhouse.</p> <p>JB is chairing the first meeting of the new Clubhouse Committee and D Ragan and J Vickers are discussing Olympic decoration ideas.</p> <p>Investigations are underway to consider how B Pattison's races can be supported, JB must be kept abreast of any updates.</p> <p>FE has contacted the Basingstoke Town Council about whether they are planning any events to support B Pattison. She has received a negative response unfortunately.</p>

	<p>Action: LH to write to Kerry, sports representative on the Council about the Olympics and B Pattison's involvement.</p> <p>CASC</p> <p>AG confirmed that the company limited by guarantee should meet the CASC requirements. ACO will progress the application before the next committee meeting. It was agreed that for the application that AG and ACO will be named as 'Authorised Officials' and that AG and AH will be named as 'Responsible Persons'.</p> <p>The company limited by guarantee dormant accounts were approved.</p> <p>Sports Awards – Michael Austin Harlick</p> <p>FE offered to look into the application process</p> <p>Spond</p> <p>Note from JB prior to the meeting:</p> <p>'I have created a Spond account - pricing very slightly cheaper than Love Admin and enhanced features, plus multiple instances of positive feedback from various sources. Loveadmin have told me the platform version 1 will cease at the end of the calendar year, therefore we need to get moving on this. It would mean an admin freeze on Loveadmin, whilst I move everything.</p> <p>The Committee agreed that the transfer from Loveadmin to Spond, as recommended by JB, should be approved. ACO will update the data protection records.</p> <p>Membership payment changes</p> <p>Note from JB prior to the meeting:</p> <p>'Membership - I would like to put forward that next year, all memberships paid before 31st March pay the 'normal amount', anyone who pays after 31st March and 30th April will have to pay normal amount, plus £10 admin charge and anyone not paid at 30th April is automatically resigned and if we then have to register them again, they will have to pay £15 admin fee. For new members, once payment request is sent they should have 30 days to pay or admin charge applies. Anyone wishing to pay in instalments should declare this by 30th March to avoid admin charge (so we can be flexible for people who cannot afford)'</p> <p>This principle was agreed and it was noted that specific details of how the principles will be applied in practice will be developed separately.</p> <p>Post meeting note: arrangement is not at odds with CASC as total membership fee is well within the membership fee limits used to determine availability to the whole community.</p> <p>Popham Airfield</p> <p>KL explained that the owners have rented out space making car parking more difficult. A decision was required as to whether sufficient car parking marshals could be mustered and the fixture confirmed. The Committee confirmed commitment to KL.</p> <p>Vets League</p> <p>RG advised that the men's team won the league for the 4th year running and the women finished in their best position for many years. RG also advised that the Club are likely to be asked to provide officials for a vets final event on Saturday 31st of August as the winner of Hampshire. There are already two other events on that day and the Club Champs on the 1st September so RG has made enquiries about whether any officials are available. A decision will be made once that information is available. The Committee expressed thanks to DM and RG for their efforts with the League.</p>
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Date of next meeting

Monday 2nd September 7pm in the Clubhouse