

Minutes for Committee Meeting

Monday 6th November 2023 7.00pm

Present: Leigh Henderson (LH), Felicity Edwards (FE), Anna O'Neill (ACO), Deborah Montgomery (DM), Ken Littlejohns (KL), Ian Byett (IB), Dave Hope (DH), Ray Gartland (RG); Carol Quinn (CQ), Avi Govind (AG), Jackie Tobin (JT)

Apologies: Ann Henderson (AH), Jo Breeds (JB), Terry Wegg (TW),

	PART 1
1	<p>LH welcomed the attendees and thanked them all for attending. LH confirmed that the meeting was quorate.</p> <p>Minutes of the last meeting (09/10/2023)</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. Points to note include:</p> <p>New Clubhouse.</p> <p>The security grills have been installed and paid for. Agreement is required on where the keys need to be kept. FE is awaiting a full set; the contents of which will then be recorded.</p> <p>JT is going to talk to Nick about completing the work on the toilet door locks.</p> <p>The Council have advised that SIS will be on site in 3 weeks to progress the electricity work. A reference number is awaited from SSE. Going forward it has been confirmed that the Clubhouse will not have its own meter, instead the Council will cross charge electricity costs.</p> <p>DH is looking at the kitchen layout and a reduced expenditure plan. He requested authority to spend £1000 on the kitchen. The Committee considered the available budget but it was agreed that further work was required and it was agreed that FE would leave the meeting to spend time on documenting the latest position.</p>
	PART 2
3	<p>REPORTS</p> <p>The reports were issued in advance of the meeting via email and additional comments are noted below.</p> <p>Treasurer</p> <p>AG reported that the accounts are fairly stable. Payments have come in from the open event and new memberships with the largest expenditure this month being the Hampshire Hoppit toilet rental payment.</p> <p>The new budget categories were discussed as AG requested feedback on the proposed 024 Budget Process – Income and Expenditure. The following changes were agreed to the proposed categories:</p> <ol style="list-style-type: none">1) Divide 'Events & Leagues' into two separate categories2) Divide 'Learning and Development' for coaching and officials3) Divide 'Facilities' into equipment and venue. <p>Ownership of each category was discussed and individuals proposed:</p> <p>Membership – CQ with sub owners being required for Open Events (T&F) and Leagues (Various)</p> <p>Events – JT for T&F and TW for Cross Country</p> <p>Leagues</p>

	<p>Merchandise – AH</p> <p>Club Admin – AH</p> <p>Grants & Other Income – AH</p> <p>Hampshire Hoppit – TW</p> <p>Equipment – Andy Sleaf</p> <p>Venue – AH</p> <p>Learning & Development – Coaching – LH</p> <p>Learning & Development – Officials – LH</p> <p>AG will co-ordinate the requests for information from budget holders.</p> <p><i>Post Meeting Note: Changes were suggested by CQ and these were incorporated into the Treasurer Report for the December meeting.</i></p> <p>Membership</p> <p>CQ is hopeful for another £1000 revenue before Christmas</p> <p>Coaching</p> <p>Congratulations were made to Wendy Littlejohns for being awarded the Hampshire Cross Country League's Popplewell Trophy.</p> <p>Dave Ragan is in the running for the EA regional volunteer awards.</p> <p>Club Secretary</p> <p>AGM will need to be discussed in the January meeting.</p>
4	<p>DECISIONS AND UPDATES</p> <p>Safe Release of Athletes</p> <p>JB has written a paper about the safe release of junior athletes at the end of a training session, making it clear that it is parent/carers responsibility to drop off and collect.</p> <p>The Committee approved, in principle, the paper and it was noted that coaches can use the incorporated form to make sure that they have parent/carers agreement to the policy.</p> <p>Senior Awards</p> <p>It was agreed that this should be a chargeable evening as per the junior awards.</p> <p>The rugby club was the preferred location for the awards.</p> <p>Track and Field Season Meeting</p> <p>LH provided feedback from the recent meeting about the 2023 track and field season. He reported that there are no current issues with Wessex and no reason not to continue.</p> <p>With AlderValley there are some issues however the feeling was that participating in the League maximises the number of events for athletes. This will be considered as a probation year.</p> <p>YDL can be considered as an alternative.</p> <p>Action: DM to monitor the league this year with a decision to be made by the end of July</p> <p>Two tier athlete membership for those that don't compete</p> <p>LH will raise at the coaches meeting in January to gain feedback on likely impact of such a scheme.</p> <p>BDDC</p>

	<p>LH outlined the discussion points for the BDDC meeting on the 7th November.</p> <p>Club President Discussions will continue over the next few weeks and ideas will be shared with the Committee.</p> <p>Club House Management To be discussed at the next meeting.</p>
5	<p>AOB</p> <p>By the close of the meeting FE had circulated the updated budget for AG to consider further.</p> <p>The detail was sufficient for the Committee to approve the £1000 for the Clubhouse kitchen</p>
6	<p><u>Date of next meeting</u> Monday 4th December at 7pm in the Clubhouse or Cabin</p>