**Minutes of the Annual General Meeting of**

**Basingstoke and Mid Hants Athletic Club**

**Held via**

**Virtual Video Call**

**Monday 28th February 2022 at 7.30pm**

**Present:**

Carol Quinn, Terry Wegg, Cheryll Ragan, Anna O’Neill, Ken Littlejohns, Wendy Littlejohns, Andy Cullen, Michael Hickey, Tim Fowler, Edward Thomas, Ann Henderson, Leigh Henderson, Rafer Joseph, Catriona Coveney, Ian Byett, Pete Bolton, Nick Wells, Elizabeth Flitcroft, Felicity Edwards, Deborah Montgomery, Jack Messenger, Ray Gartland, Mark Richards, Sue Pett, Jackie Tobin, Alan and Anita Law

**Apologies for absence:**

Apologies for absence were received from: Jo Breeds, Tamsin McBride.

1. **Chairman’s Welcome.**

Leigh Henderson, acting Club Chair, welcomed the attendees to the AGM and invited Ken Littlejohns, outgoing President, to say some words.

Ken expressed his thanks to everyone connected with the Club including coaches, the Committee, volunteers and athletes for their efforts during the year. He remarked on the development seen as the months passed and more activities were able to take place.

1. **Approval of the minutes of the AGM on** **8th March 2021.**

The minutes were unanimously approved with no abstentions.

1. **Matters arising from AGM 2021**

No matters were raised.

1. **To receive Chairman’s Report for the year ending 31st December 2021**

Leigh Henderson referred to the Chair report circulated prior to the meeting. He highlighted the development of a revised Club purpose, vision and values and the key emphasis placed on safety and enjoyment of members. He referred also to the success of the movement skills workshops for coaches based on the training provided by John Davies and confirmed the coaches decision, ratified by the Committee, to reintroduce the utilisation of the AAAs Standards Scheme.

There were no questions raised by the attendees.

1. **To receive Treasurers Report and Account for the Financial Year ending 31st December 2021**

Edward Thomas, Club Treasurer, presented an overview of the Club accounts and referred to the reports circulated prior to the meeting. He highlighted the surplus of £17k which is an underspend related to the restrictions placed on the Club by the Covid pandemic. He explained that the Committee have agreed to the recommendation from one of the Independent Examiners to move £10k to the trackside fund and retain the remainder in the current account to cater for any risks in the event of another turbulent year.

The balance sheet, as at 31st December 2020, was presented to the meeting. The balance sheet has been examined by, and found to be in accordance with the books and records presented to, the Independent Examiners.

There were no questions raised by the attendees.

1. **To receive the Membership Secretary Report**

Carol Quinn referred to the membership report circulated prior to the meeting. She confirmed that there were 623 members last year, not all fully paying and noted that the England Athletics membership will increase by £1 per person next year.

Carol confirmed that honorary life memberships will be granted to Cheryll Ragan and Peter Bolton this membership year. Congratulations were expressed to both recipients.

Rafer Joseph posed a question about whether a membership waiting list is in place. Carol confirmed that there is a small waiting list for juniors aged 11+ and the current waiting list for under 11s is about one year for those joining the waiting list over the age of 7. This is less for those whose names were added to the waiting list prior to reaching the age of 7.

1. **To receive the Honorary General Secretary** **Report**

There were no questions raised by the attendees.

Ian Byett remarked that the report circulated prior to the meeting was one of the most comprehensive General Secretary reports he has seen. Leigh Henderson acknowledged the governance work being undertaken behind the scenes by The Committee and Anna O’Neill and Ann Henderson in particular.

Leigh Henderson acknowledged the reports prepared for Road Runners, Cross Country and Track & Field. He highlighted the fantastic results achieved during the cross-country season and the teamwork shown by the roadrunners coaches. He also noted the great summary provided on the track season and the need for the Club to consider how to optimise teams at League events.

1. **Increase in Membership Fees**

Carol explained that there has been no increase in fees since 2019 and referred to the England Athletics fees increase. She further explained that most increases will result in a £3 per member increase. Edward Thomas confirmed that he reluctantly agreed but due to the anticipated inflation rise, supplier price increases are expected. The fees increase is a pre-emptive strike, which the Club committee consider a reasonable approach hence recommending it to the AGM.

A show of hands was requested from attendees and the number of hands raised was a clear majority of those present.

Attendees were reminded that a fund exists within the annual budget to assist members with membership fees if circumstances require assistance.

1. **New posts introduced by the Committee.**

Leigh Henderson explained that there used to be a first aid provision but that during Covid, issues were highlighted around safety and minds were focussed on risk assessments. This has resulted in the recommendation to add a Health and Safety Officer post. A Health ad Safety policy has been developed in support of this.

Ann Henderson proposed acceptance of this new post and Leigh Henderson seconded. This was unanimously agreed with no abstentions.

Furthermore it was proposed that a second welfare office post be added so that there is capacity for both a male and female welfare officer. Ann Henderson proposed acceptance of this new post and Cheryll Ragan seconded. This was unanimously agreed with no abstentions.

1. **Appointment to Health and Safety Officer post.**

Wendy Hall, a coaching assistant working with Liz Flitcroft and Cheryll Ragan has volunteered to become the new Health and Safety Officer for the Club. This was unanimously agreed with no abstentions.

1. **Volunteering.**

Felicity Edwards presented an overview of the importance of member volunteering although she acknowledged that a large number of people on the call are already active in volunteering. She explained that the Club is very good value for money because its run by volunteers. The Club has over forty coaches and people volunteering as officials, committee members, team managers and event organisers and without them there is no Club.

Felicity outlined that the Club is in need of volunteers in the following areas:

* Coaches – training and mentoring leading to qualifications is provided
* Officials – training and mentoring is given
* Social media, PR website population
* Funding or making grant applications
* Refreshments
* Team Managers
* Developing and managing plans for the clubhouse
* Fundraising
* Committee members

Tim Fowler recommended discussing volunteer opportunities on a one to one basis and it was noted how successful this has been for the Hampshire Hoppit.

1. **Introduction to the work of the Welfare Officer.**

The Club Welfare Officer, Michael Hickey, provided an overview of the role of the Welfare Officer and an introduction to his own skills and experience to explain what has led him to taking on the role. He emphasised the role of the Coaches in safeguarding across the Club and explained that all coaches and officials are required to undertake the ‘Safeguarding in Athletics’ training course.

He outlined that best practice is to have both a male and a female welfare officer and invited people to consider who might make a successful female welfare officer.

Work will be undertaken to update the website with welfare resources.

1. **Endorsement of Officers, Office Holders and Post Holders who are willing to continue in their roles.**

Reference was made to Appendix 2, circulated prior to the meeting, which sets out the role holders seeking re-election. Tim Fowler proposed that all role holders be confirmed in their posts for a further year and this was seconded by Cheryll Ragan. This was unanimously agreed with no abstentions.

1. **Election to Officer posts**
   1. **Officers**

The role of Club President was due for election. Ken Littlejohns nominated Jackie Tobin to take on the role of President. The nomination to the vacant post was unanimously confirmed via a show of hands without dissention. The number of votes cast was a clear majority of those present. Leigh Henderson welcomed Jackie as the new Club President.

The Club Chair remains as a vacant post.

* 1. **Office Holders**

Jo Breeds has offered as to take the role of Wessex League Acting Secretary. The nomination was proposed by Anna O’Neill and seconded by Ann Henderson. The nomination to the vacant post was unanimously confirmed via a show of hands without dissention. The number of votes cast was a clear majority of those present.

SAL Secretary remains as a vacancy.

* 1. **Post Holders**

Jack Messenger agreed to cover the women’s side of the Southern Athletics League if assistance can be provided on the day whilst he is competing. Jackie Tobin agreed to work with Jack to seek out the additional help required. Thanks were expressed to Jack for offering to cover both roles.

As a consequence the vacant posts are:

* Public Relations Officer
* Female Welfare Officer
* Sponsorship Secretary
* NAL Women’s Team Manager

1. **Change of Post Title**

Change in titles from Honorary Treasurer and Honorary General Secretary to Club Treasurer and Club Secretary was proposed by Ann Henderson and seconded by Edward Thomas. The change in tiles was unanimously confirmed via a show of hands without dissention. The number of votes cast was a clear majority of those present.

1. **Constitution**

Documents were circulated prior to the meeting setting out the new constitution and a comparison between the existing club rules and the new constitution. A proposal has been made to replace the club rules with the new constitution. It was explained that the reason for doing so is to improve the Club governance and bring the governing documents more in line with the standards expected by England Athletics. Furthermore this is a step towards forming an incorporated club if that proves necessary as part of the work being undertaken to develop the club stand and clubhouse. Ann Henderson explained that legal advice has and is being sought as part of that process.

Attendees were given the opportunity to ask questions. No questions were asked however it was noted that this was a thorough piece of work with associated due diligence.

The change from the Club rules to the new Constitution was unanimously confirmed via a show of hands without dissention. The number of votes cast was a clear majority of those present.

1. **Track closure**

The attendees were reminded that the track will be closed for refurbishment from the 10th of April for 10 weeks. Further discussions are taking place about alternative venues at the Operations meeting with the Council.

*Post Meeting Update: track closure date is now 4th April, lasting for approximately 10 weeks depending upon weather.*

1. **Club Stand, Club House and Photo Finish**

Felicity Edwards provided an update on the progress that has been made this year. Felicity explained that the track refurbishment is starting first as good weather is vital for successful track laying. A new semi permanent photo finish facility is also planned for.

A planning application is in progress for a spectator stand for between 100 and 150 seats and a new clubhouse. Fencing is also planned and the application is for 3m high, which is akin to the fencing around the hockey pitches. Felicity advised that the gates in the fencing will only be locked overnight. Felicity further explained that a new clubhouse is necessary as it would be more expensive to extend the club cabin and the club cabin can then be used as a storage facility and for the communication activities at events.

The clubhouse will be modular in design and an architect has been engaged to assist with setting out the layout. Future proofing will be considered so that it can be adapted as needs change. If funds allow there is also a desire to incorporate an external awning. It is to be hoped that the Council will be able to fund the cost of the concrete pad, installation of services (e.g. electricity, water) and provision of project management services. This work does not need to happen at the same time as the track and plans will be shared as they are further developed.

Ideas are welcomed and will be considered provided they fit within the existing budget

Rafer Joseph queried whether consideration had been given to a double-ended photo finish, as this could be a great revenue earner. Felicity confirmed that ducting for the electrics will be installed at both end to allow for this in the future. Rafer noted that this would allow for the use of portable systems in the future either Club owned or hired.

1. **Basingstoke and Deane Community Lottery**

Ann Henderson reminded attendees that this is a great cause to get involved in and can help raise funds needed to meet the aims of the Club.

1. **Any Other Business**

There were no other points of business. The meeting was declared closed.

Date of the next meeting to be decided.