**Minutes for Committee Meeting**

**Monday 10th May 2021**

**Present:** Paul Sandford (PS), Ken Littlejohns (KL), Felicity Edwards (FE), Anna O’Neill (ACO), Jackie Tobin (JT), Terry Wegg (TW), Carol Quinn (CQ), Nick Wells (NW), Ian Byett (IB), Jo Breeds (JB).

**Apologies**: Ann Henderson (AH), Leigh Henderson (LH), Edward Thomas (ET)

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|  | **PART 1** |
| 1 | PS welcomed all attendees to the meeting.  **Minutes of the last meeting (19/04/2021)**  Minutes of the last meeting were approved. |
| 2 | **Matters arising from the last minutes**  The Committee Tracker was reviewed and updated. |
| 3. | REPORTS  **Reports**  The following reports were included in the meeting and were circulated in advance to the attendees:  Membership Report  Coaching Co-ordinator and COVID Report  Competitions Matters  Road Runners Report  General Secretary Report  The reports were reviewed, and the following comments and actions noted.  *Membership*  CQ, JB and Caroline Wegg are attending webinars on the changes being made to Loveadmin.  CQ advised that the projected income from membership fees this year might need to be revised as it may prove to be optimistic in the current climate. It was noted though that the Club is not being invoiced for three months worth of track training fees.  There is a lack of clarity on whether the toilets at the hockey club are back in use.  **Action**: JT to check the status with Linda at the Council.  *Coaching*  JB reported that the recent coaches’ meeting was very positive.  Discussion followed on the need to encourage all coaches to take part in such meetings. A collaborative approach will benefit athletes at all levels. KL noted that all coaches benefit from the facilities provided by the Club so collaboration is a requirement of all coaches.  **Action**: PS to raise with LH and discuss how all coaches can be encouraged to join.  CQ advised that she and IB have been reviewing the survey responses to see who is available for summer competitions and that the information will be shared with team managers once collated. It was noted that it is not always easy to get athletes to compete for the club but it appears as though those joining as juniors are more likely to compete.  The Committee agreed that the coach recruitment is excellent.  *Competitions Matters*  The Committee acknowledged the high number of athletes that have entered the upcoming 800m event and some quality athletes that have been attracted to the event. The Committee also expressed their joint thanks to Liz Flitcroft and Caroline Wegg for their efforts in arranging and organising the recent Club event at Down Grange.  Hoppit numbers are currently at 1070 entries.  *Secretary*  In the absence of AH, ACO provided an update on the policy work. As well as the new Constitution, work has commenced on the Health & Safety Policy and a meeting has been scheduled for the 27th of May to commence a group discussion on GDPR.  It was noted that the disciplinary actions had been completed and that an associated complaint had been dismissed as being without merit. |
|  | **PART 2** |
|  | DECISIONS REQUIRED  CQ requested confirmation that communication from team managers can continue via loveadmin for the time being as this provides the most straightforward access to athlete contact details. The Committee agreed this.  TW requested feedback on whether there should be an end of season Club Championships held this year. It was agreed that this should remain on the agenda and should be kept as an end of season event.  *Club Expense Policy*  It was agreed that the criteria for travel expenses should be discussed with the coaches at the next coaches’ meeting. Specific feedback on the recommendations is as follows:   1. Officials and coaches should be reimbursed at the agreed rate for travel and accommodation related to competition, qualification courses and CPD. **The Committee would like to clarify that this would relate to ‘specified and agreed competitions’ and request that LH produce a list of the types of competitions this should apply to.** 2. That the rate should be 20p per mile. Where this is claimed, no additional sum would be paid for passengers. **Agreed** 3. Travel should be claimed from Down Grange or from home, whichever is the shorter distance **Agreed** 4. Travel by individual parents should be at their own cost. However, it is recommended that a suggested rate for any passengers would be 2.5p a mile; 50% of the HMRC rate (see Appendix 1) **Only the first sentence should be included. The Committee is reluctant to encourage car sharing for reasons of COVID and safeguarding** 5. Hotel accommodation should be covered for attendance at venues more than 2 hours travel time from Basingstoke if pre-approved by a person or persons nominated by the Committee. This could be the Treasurer with an endorsement by, for example, the relevant Competition Secretary or the Coaching Coordinator as appropriate. The norm would be a budget hotel such as a Premier Inn, Travelodge or similar. **The Committee would prefer a minimum of 3 hours travel time and a contribution of £50.** 6. Travel to England Athletics training courses should be pre-approved following acceptance on the course. For CPD events, expenses should be paid on condition that a short report be submitted providing information that would benefit other Club officers, coaches or officials. **No comments noted**   It was agreed that this policy should apply only whilst annual allocated funds exist. |
| 5 | **AOB**  **Photo Finish**  JT raised the need for additional volunteers to be trained in the use of the photo finish equipment. It was agreed that an advert should be issued next time there is a need to use the equipment.  **Cabin cleaning**  JT advised that the cost of the cleaning is £270.  **Legal structure**  ACO provided an update on what is understood about the status. The club is unincorporated and has CASC status (Community Amateur Sports Club). With the upcoming work on the new stand and club house the governance structure should be revisited to ensure that the club and its Committee members are protected. The status of the existing club cabin and its trustees should also be addressed at the same time. In the first instance AH is looking into taking advantage of the free legal advice available via England Athletics and ACO is looking into the CASC arrangements and will review a copy of the Club Cabin lease and provide a summary.  **Action**: AH and ACO to report back at the next Committee Meeting  **SAL June**  CQ raised the issues around the SAL events in that there may not be enough officials to enable all of the events to go ahead although there are sufficient for the first one on the 20th June.  It was agreed that a subcommittee is needed to manage the club and league competitions, as there is insufficient time to discuss matters at the Committee meetings. TW and JT agreed to be part of the sub committee.  **Track closure**  It was agreed that it is too early to advertise the track closure as there is still a lack of certainty from the Council.  **Hampshire Cross Country**  It was agreed that KL will enquire about whether Popham could be made available for a race next season. Other options may include Pitts Hall Farm and Wellington Country Park.  **Action**: KL to report on the availability of Popham  **Camera**  It was agreed that JT can claim expense for a trip to Congleton to arrange repair of the photo finish camera.  **Jackets**  JB suggested that consideration should be given to having jackets with ‘Coach’ on the back to make them easily identifiable. There was a general consensus that these should be subsidised or paid for by the club and would apply to those coaches who train athletes on Tuesdays and/or Thursdays.  **Action**: JB to discuss with AH  The meeting closed with a discussion about whether meetings could soon be arranged face to face rather than on zoom.  **Action**: ACO to add to the agenda for the next meeting |
| 6 | **Date of next meeting**  Committee Meeting – Monday 7thth June 2021 7pm |