



MINUTES OF COMMITTEE MEETING – held on 27th March 2023

Attendees & apologies

Attendees: Gemma Wardle (Chair, GW), Alice Inglis (AI), Katy Bamber (KB), Lynn Inglis (LI), Becky Williams (BW), Carolyn Keeble (CK), Chris Lees (CL), Sara Sherwood (SS), Graham Finlay (GF), Nigel Haresign (NH), Ruth Hancock (RH)

(Katy and Graham gave apologies that they would be late.)

Apologies: none

Resignation of Secretary and size of committee

Following Anna Bonner's resignation, LI volunteered to take on the role of Secretary. The committee thanked LI and accepted her offer.

Anna's resignation also created a vacancy for another general committee member. Prior to the meeting, existing members of the committee were asked to approach anyone who might be interested in being co-opted. Both CK and KB had expressed interest in joining the committee, and GW proposed extending the size of the committee to 11 to allow both CK and KB to join the committee.

This was put to a vote and unanimously agreed, meaning that KB and CK were appointed as co-opted general committee members.

Allocation of roles

Committee Roles	Current	New
Chair	Gemma Wardle	Gemma Wardle
Membership Secretary	Alice Inglis	Alice Inglis
Secretary	Anna Bonner	Lynn Inglis
Treasurer (Vice Chair)	Graham Finlay	Graham Finlay
Competitive Team Manager	Chris Lees	Chris Lees
Head Coach	Chris Lees	Chris Lees
Officials Coordinator	Graham Finlay	Graham Finlay
Publicity Officer	Ruth Hancock & Sara Sherwood	Ruth Hancock & Sara Sherwood
Welfare Officer/DBS Verifier	Chris Lees	Chris Lees
Welfare Officer – Deputy	Alice Inglis	Alice Inglis
Volunteer Roles		
Buddy Coordinator	Gemma Wardle	Gemma Wardle
Grants & Funding Officer	Alice Inglis	Alice Inglis (with support from Carolyn Keeble, Sally Wilkinson, Sam Scarlett & Lynn Inglis)

Committee Roles	Current	New
Kit Coordinator	Sara Sherwood	Sara Sherwood (with support from Katy Bamber)
Mental Health Champion	Kay Kelly & Anna Bonner	Katy Bamber, Nige Haresign & Lynn Inglis
Parkrun Liaison	Ruth Hancock & Graham Finlay	Ruth Hancock, Graham Finlay & Katy Bamber
Route Scheduler	Anna Bonner	Anna Bonner
Social & Fundraising Events	Gemma Wardle & Nige Haresign	Gemma Wardle, Nige Haresign & Becky Williams
New role: Running Events Promoter	Duties previously covered by Anna Bonner & Chris Lees	Becky Williams & Chris Lees

ACTION: GW to update post-holders and circulate to club members.

CK expressed an interest in taking on the role of DBS Verifier, but not Welfare Officer, and enquired whether this could be split. Since this is a role defined by England Athletics, this would need to be checked.

ACTION: GW to investigate whether this can be split out from Welfare Officer.

Regarding Mental Health Champions, CL has recently emailed England Athletics to find out how we register new volunteers to fulfil this role. No response has been received as yet, but details will be circulated to those interested in the role in due course.

ACTION: CL to chase EA re appointment of new Mental Health Champions.

It was agreed that for any shared roles, those involved should agree how tasks and responsibilities should be split and, where applicable, develop a strategy for the year.

ACTION: Those with shared roles to agree split and strategy.

Any other business

The split of roles between committee and volunteers was discussed. It was proposed and agreed that volunteers would not be invited to committee meetings but would be made aware of the dates, and asked to provide any relevant input or agenda items for the committee to discuss.

It was also agreed that roles that require specific qualifications – e.g. Head Coach, Welfare, Officials Coordinator, and Mental Health Champions – should have this called out explicitly on the role profile.

ACTION: GW to update role outlines.



CL proposed that Head Coach should be added to the specific roles elected at the AGM each year (along with Chair, Membership Secretary, Secretary and Treasurer) as this role can significantly affect the Club. This was agreed.

ACTION: GW to amend role outlines.

GF proposed that the two 'Corporate Administrators' for the bank account would be the incumbent Treasurer and Chair. This was discussed and agreed.

GW reported that Anna Bonner was on the board of directors and so, following her resignation, she will be removed from the Board of Directors and will be removed as a bank signatory.

ACTION: GW to remove Anna Bonner as Company Director.

ACTION: GF to remove Anna Bonner as bank signatory.

GF reported that leisurely progress had been made on the CASC application. This will include a revision to the constitution and the club rules. It was agreed that once these have been drafted, they should be reviewed by LI and GW, together with GF and CL.

ACTION: GF and CL to continue CASC application and redraft constitution and club rules.

ACTION: GW and LI to review redrafted constitution and club rules with GF and CL.

AI reported that there are still requirements for members to agree to the codes of conduct via their England Athletics profiles. GW agreed to review the status of this with Anna Bonner, and provide details to AI of how to monitor progress on the EA portal.

ACTION: GW to liaise with Anna Bonner re monitoring of EA codes of conduct.

ACTION: AI to be responsible for monitoring EA codes of conduct going forward.

[Date of next meeting](#)

Monday 12th June 2023, 7:00pm

[Further 2023/24 meetings](#)

Monday 4th September 2023

Monday 4th December 2023

Monday 5th February 2024 – AGM preparation

Monday 4th March 2024 – AGM

(all at 7:00pm)