



Committee Meeting Minutes

2 June 2025, 7pm

HARC HQ

Attendees	
Gemma Wardle	Chair
Erin Marley	Minutes
Bridget Wilson	
Sara Sherwood	
Tracey Wise	
Michelle Slade	
Graham Finlay	
Chris Lees	
Kate Stead	
Alice Inglis	
Rebecca Cobby	
Apologies	
Ste Moon	

1. Welcome and introduction (GW)

Chair's welcome and acceptance of apologies.

2. Open actions from previous meetings

Working group re procedures

At the meeting in March, a working group was formed to develop procedures and review club rules, then report back to committee to ratify their recommendations. The group is made up of Chris Lees, Alice Inglis, Michelle Slade and Rebecca Cobby. They will share any updates at the next meeting. There was nothing to share at this meeting, however this did prompt discussion about reminders for action points.

Action: Erin to send a reminder for action points 1 month prior to committee meeting to all. **Action:** Chris to look into adding notifications to the HARC website to let people know there are outstanding action points.

Financial planning update

There was nothing to share in this meeting, but Graham and Gemma will update at the next one.

Sunday away run

Gemma to look for suitable dates. It was noted that June is quite busy, so will look at July and August.



3. Written reports from Chair and Treasurer

No update from GW.

Graham provided a verbal update. We currently have:

- £900 cash at bank

- £900 in kit stock

- made £360 from the HARC intermediate programme (HIP)

- received a grant of £500

- made approx. £50 from Easy Fundraising

We have spent the same amount of money as we have generated on LIRF and CIRF training and on renting the Dales Centre. We also need to pay for renting the track at Catterick, this is approx. £600.

At this time of year, this is less than we usually have (income includes net £15 for each member who renews membership), however we have paid for more CIRF/LIRF training this year and it is expected that we will receive further payments from members who have not yet rejoined.

There has been £10,000 in transactions, with the average spend being £35 per transaction.

Chris asked if £900 was usual for kit at this time of year, Graham confirmed that it is.

Sara said she could bring some smaller items that we have on the online shop along to sessions to show people what we have on offer.

At the next meeting, we will discuss increases to kit costs and membership fees. Sara to prepare proposal.

Action: GW to ask Dales Centre if there is a cupboard that items can be stored in.

Action: SS to look at kit pricing and bring proposal to next meeting.

4. Verbal updates

Membership Secretary

81 members have rejoined, at the time of the meeting there was 4 weeks to go until the end of the grace period which ends on 30th June 2025.

We currently have no second claim members. Chris said that we may attract some new second claim members from Team Caterpillar who want to attend Track Nights. He will send them a reminder.

Regarding new members, there is a new C25K programme running, and it is likely that this will attract new members.



We have a code of conduct, which 21 people have not yet accepted. Gemma pointed out that England Athletics guidance used to ask us to confirm that all members had read and signed this, however their wording has changed and it now asks us to confirm that we have taken action to encourage all members to sign the code of conduct. We are happy that we have done this as a club.

Action: Chris to send information/reminder to Team Caterpillar regarding Track Nights.

Action: Chris to look into making a Loom video on how to check which membership you are on.

Action: Alice to send a reminder about joining to the WhatsApp group.

Welfare Officer(s)

The welfare team has reached out to 15 members, with a total of 23 contacts for welfare concerns or if they have not been seen at club for a while.

A number of welfare and mental health messages have been posted in the WhatsApp members' group on an ad-hoc basis, as well as reminders that we have a welfare team and MH champions.

An email was sent by England Athletics to members of the welfare team offering online sessions for MH champions to attend. Details were also shared in the welfare team WhatsApp group. There were 3 sessions, each well-attended with representation from HARC. The first two sessions focussed on #runandtalk and the third was linked to "the community and connection". Notes and presentation were circulated to those who could not attend.

MH champion meeting arranged for 7 June, after Thorp Perrow parkrun and coffee. The agenda has been circulated to all attendees.

There have been no safeguarding or serious misconduct concerns.

Head Coach

A new C25K programme is starting soon.

New CIRF and LIRF training is coming to an end. 4 coaches are undertaking this.

Michelle Slade is undertaking Athletics Assistant training currently and will be starting Athletics Coach training later this year.

We will be hosting a fun run at the Northallerton Carnival on 13 July. Chris will put out a request for volunteers. **Post meeting note: Chris has done this.** He will also investigate moving registration onto the HARC website.

Action: Chris to look into moving registration for the Northallerton Carnival fun run on to our website.

Grants and Income

Easy Fundraising has generated £844.44 since we members started using it, and our account shows approx. £300 that is yet to clear.



Alice has an idea for fundraising: a research project that we would get funding for. This could generate income and would be a good project for the community, as it would be in conjunction with Dementia Forward.

The deadline to express interest is 11 July, with proposals and full applications to be submitted in September – November.

Action: Alice and Chris to investigate and discuss further.

Social and Fundraising

Gemma reported that that Taskmaster generated £44.73 net after prizes for Hambleton Community Action. It was asked if we could look into having charity pots for our chosen charity at events.

Alice also asked if it was possible to have a section on the website that would allow you to make a charitable donation to either the club or our chosen charity (or both) when purchasing an item or paying for an event. This may be possible, but it raises questions around Gift Aid, which needs to be investigated further.

Kit

Sara mentioned that some people think that the top we have is quite thick to run in, especially in the summer. She is going to look into the company of the t-shirt that Nick ran the London Marathon in, as this is thinner.

Action: Sara to investigate possible new kit supplier.

Awards Sub-committee

This was discussed at the last meeting. Sub-committee is made up of Bridget, Michelle, and Alice.

5. Awards Night planning

To take place on 26 September 2025 at the Nags Head, Pickhill. Cost is around £20 per head for 2 courses, served family style at each table so everyone gets a selection of food. There was some discussion to see if it was possible to get a list of the menu options this may include so people can decide if it's something they are interested in.

Room hire is free and requires a minimum booking of 40 people. Tracey will find out if there is a maximum.

Graham said that the guest speaker has been confirmed.

Action: Social team to see if we can get a list of possible options to be served on the night.

Action: Tracey to see what the maximum the room will seat.

Post meeting note: Both actions complete – max room capacity is 60. Information to share with members will be along the lines of 'assorted Cantonese dishes'.



6. Review London Marathon ballot procedure in preparation for awards night

The current procedure was discussed and deferrals were clarified. Following the discussion, there were no changes proposed and the committee agreed that the current procedure would remain unchanged.

7. Communication

Gemma asked that all committee members, especially those who hold specific roles such as Kit, Publicity, Welfare etc, check they have access to their club email accounts – Chris can help if anyone is having issues accessing. It is important for club emails to be used for all club communications:

- It makes it as easy as possible for people to contact the right person the first time they contact us.
- It is important for information security.
- It helps with succession – new post-holders will be able to see previous communications to and from role-specific emails.

Gemma also asked that those who hold specific roles to ensure that the people in their WhatsApp group(s) match the people we have listed for particular working groups (see roles listed on minutes from 10 March). Please let her know if there are people not listed in the minutes who want to be in those groups or remove people as necessary.

8. AOB

Graham is away for 2 weeks as of Friday (6 June), Gemma will deputise if necessary in his absence.

Rebecca asked if it is possible to get rid of some WhatsApp groups that we no longer use.

Action: As Gemma is the owner of a lot of the groups she will do this, and put a message in the group chat to ask those who want to save pictures to do so.

Rebecca Cobby reported that she has completed the safeguarding course.

There was some discussion about DBS verifications. All roles named by England Athletics as needing to undergo DBS verification will continue to do so, and this will be paid for by the club. Michelle will follow this up for all committee members who are also coaches. All other non-coaching committee members will be required to complete a “safer recruitment” declaration form that Chris will create.

It was also agreed that the role of DBS Verifier would go back to Michelle.

Action: Chris to create the above declaration form and circulate to those who need to complete it.

Action: Gemma to ensure HARC website reflects the role of DBS Verifier. Erin to ensure that EA Portal reflects this change.