



Committee Meeting Minutes

22 September 2025,

7pm HARC HQ

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

1. Welcome and introduction (GW)

Chair's welcome and acceptance of apologies.

Gemma Wardle also let the committee know that Tracey Wise has temporarily stepped down from the committee and Bridget Wilson has resigned but will remain on the parkrun and social & fundraising team. Gemma also thanked them for their contribution.

2. Open actions from previous meetings

Working group re procedures

Update to be provided at a later meeting.

Financial planning update

Please see Treasurer's Report (item 3) below.



3. Written reports from Chair and Treasurer

Graham Finlay provided a draft year end accounts, which the committee was asked to approve for submission to HMRC. This motion was passed unanimously, with 8/8 attendees approving. All attendees were given a copy of the draft accounts, and the opportunity to ask questions.

Graham noted that we do have a reduction in reserves, having spent more than we have made. Reserves are down by £800, and reserves per member have reduced in line with this. The main reasons for the reduction in 2024/2025 financial year were:

- Coach development fees – £2000, which is made up of 2 x CiRF, 1 x LiRF, 1 x coaching assistant and running a first aid course for 10 club members.
- Awards Night (see below).
- Misc – Kit for coaches and spot prizes for social events.
- PayPal and Square – £300 in fees.

It was asked how much the awards dinner cost, this is approx. £800, which was agreed to be a reasonable amount considering our income. However, it was decided that there would be no gifts for coaches at Awards Night this year.

Graham anticipates a further, but smaller reduction in our reserves for 2025/26. We have not spent as much on coach development fees this year however, we are currently in surplus and once all costs from Awards Night have been paid the surplus will sit at a little under £1000.

Questions were raised about increasing revenue and whether:

- The cost of membership could be increased. It was not raised last year, and the committee will look at this at a future meeting.
- The cost of kit could be increased. Club kit is mandatory for some races and also makes people feel part of a club, so it was agreed that the cost of kit should be kept as low as possible.

Graham mentioned that he would like to put together a budget to reach a point where we break even.

Chair's Report

Was added to the committee WhatsApp group chat.

Verbal updates

Membership Secretary (given by Erin in Alice's absence)

Since the last meeting in June, we have 3 new members.

All memberships up to date on HARC website and EA Portal – we have 127 members (1 member is pending payment).

Action: Graham to look at issues with payments showing as pending on the EA Portal.



Head Coach

Chris Lees said that the coaching team have been very busy recently due to holiday/injury/illness.

RE: Awards Night, it has become apparent that some information has not been pulled through to Power of 10 which is used to determine who is eligible to be nominated for some awards. Chris asked if we could consider accepting the Association of Running Club (ARC) runs which would mean that club members would be able to take part in more runs to be eligible. However, results would need to be submitted by club members and individually checked, so it would require a lot of time and effort from the Head Coach, meaning they would likely need additional support for this task.

Criteria would need to be set when deciding what races to extend eligibility to.

Action: Chris to investigate the feasibility of the above, and how much extra work this might incur.

Grants and Income

Alice provided the update below via WhatsApp:

“Groundworks (Tesco) – I have drafted a brief application for this, based loosely around the need for coaches to support Juniors Athletics. I am seeking funding for the training of an additional Coaching Assistant, purchase of equipment and hire of spaces such as a track.

I was also considering whether some of the funding could be directed towards a sponsorship / scholarship for 1 or 2 individual athletes who might not ordinarily be able to meet the costs of the membership fee and associated events for a 12-month period.” Chris Lees confirmed that this is something that is already in place, however we are not aware of anyone that this applies to currently.

There was also discussion around the possibility of having a list of grants/schemes that we have already applied for, and if/when we were successful.

Sara Sherwood asked if more guidance can be provided about how and what to apply for, and how to identify grants.

We also talked about coming up with a list of things that we would like to be able to spend any grants/income on, such as qualifications.

Action: Gemma Wardle to speak to Alice re getting some applications underway.

Social and Fundraising

The club has raised £195.93 so far for Hambleton Community Action.

There will also be games at Awards Night and Quiz Night to raise more money.

Easy Fundraising total to date: £975.66 – the remaining payments due (tracked funding not yet processed by retailers) = £394.51.

Kit

Sara brought samples of new t-shirt and vest materials and designs. There was a range of different weights of materials.

We currently order running t-shirts from Scimitar, who have a minimum number of units per order, where all items must be the same. So the order must be all t-shirts, or all vests, for example.

We could order from Fastrax, who have a range of more lightweight options. They also have a minimum order number, however this can be made up of different items



The committee discussed:

1. sticking with Scimitar and only order newer lightweight t-shirts when we have enough demand. Different thicknesses of t-shirts would need to be ordered separately. Or,
2. keeping the current t-shirt/vest option as the default, as it is durable and washes well and asking club members if they would be interested in purchasing new lightweight t-shirts / vests. Orders can be made twice a year for this.

It was agreed that option 2 was the best option.

Post-meeting note: Sara has put a poll in WhatsApp to gauge interest and people have begun to order the new style vest/tops.

4. AOB

There was discussion about whether people leaving the committee meant that we may want to go out to all club members and see if anyone would like to join the committee. There would be no need to hold a specific role, unless this was of interest. We discussed talking to people about what being on the committee to other club members when we see them at club nights. As always, we should stress that all members are welcome, no matter the length of time they have been a member of the club. Gemma Wardle also said that perhaps a poster/promo flyer might be useful to let people know and use that to let members know we have 2 vacancies.

Action: GW/CL to draft a poster/promo image to share in WhatsApp.