ASHFORD AND DISTRICT ROAD RUNNING CLUB

MINUTES OF MEETING HELD ON THURSDAY 5th JULY 2018 8.30PM

Committee Members:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Paul Moses | Julie Foster | Robin Butler | Mark Attenborough | Scott Lynch |
| Brad Bunk | Stu Nunn | Chris Boyce | Richard Baker | Sue Reader |
| Anthony Brown | Rhian Shrimplin | Adrian Moody |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Item | Notes pre-meeting | Minutes and action (who/when) |
| 8.30 | Last Months Minutes |  | Any issues are up for discussion at this meeting |
| 8.35 | Membership Update | MA | New Members:Michael DavisNikki GibbsKirsty Farrant111 members including life members, 2 members still to make payment |
| 8.40 | Treasurers Report | RB | Bal: £2192.381 o/s cheque to bank by BB for £43 |
| 8.45 | Membership Process | MA | To review over coming months, look at trial sessions, vetting, renewal and payment options |
| 8.50 | GDPR non signatories | BB | What to do? |
| 8.55 | Final Lenham Round up | JF | Could be up to 60 A&D members plus ATC |
| 9.00 | Discussion for moving to Towers | AM |  |
| 9.05 | Any further feedback re 10 miler? | AM/SR |  |
| 9.10 | Club Insurances | SH (Guest) |  |
| 9.15 | Brighton Marathon/Ragnar Relay volunteering | JF – see email |  |
| 9.20 | Parkrun takeover | JF | 18/8/18 (11/8/18 now sports day off) |
| 9.25 | Safeguarding issue | AM |  |
| 9.30 | AOB | Bid for new shelter – AMChloe Green membership ?? |  |
|  | *Items for discussion in September* | *2019 10k* |  |

**Apologies:** Robin Butler

Guest attendance: Steve Hickman

**Last Months Minutes:**

* Proposed JF, 2nd AB – no outstanding actions

**Membership Update:**

* New members as listed above – proposed by MA, 2nd SL
* Ian Cox and Pat Butler still to pay
* 111 Total Members

**Treasurers Report:**

* Balance £2192.38
* RB has £196.66 to add for purchased kit
* RB has purchased vests at a cost of £480 which is still to be paid

**Membership Process:**

* To consider more ‘vetting’ of new members. Other members vouching for those attending for trials
* Aim to have 3 trial sessions and then propose for them to join or discontinue attending
* To ensure that expectations of new members are in line with club policies

**GDPR non signatories:**

* At present, 9 members have still not signed the GDPR agreement. BB to contact them and give a final warning before removing them from the closed page.

**Final Lenham Round Up:**

* There will be a formal briefing before to ensure all runners are aware of safety and litter disposal.
* PM and BB marking out course
* Runners and lifts organised and arranged by JF
* Water station manned by JF & AH

**Discussion for moving to Towers:**

* For formal discussion at next meeting in September

**Any further feedback re 10 mile race?:**

* SR provided a comprehensive list of details for the proposal of this race.
* Suggest for a 5 and 10 mile route – voted for both by majority of committee
* Proposed date looks good and BH of SEUK already putting things in place
* Date proposed for Sunday 28th October @ 10.30am
* AB to discuss with possible sponsors – Champneys, Eastwell manor
* See attached sheet (in folder) for full proposal from SR

**Club Insurances:**

* With the help of SH, Club President, a folder has been put together to hold all the information regarding insurances for the club
* All insurances quoted are subject to proof of liability. Any incidents should be reported for further investigation
* All qualified leaders are covered. In addition to this, a leader can delegate a route to another club member who becomes a ‘designated leader’ for that run route/group.
* There is no age limit for cover
* Areas not covered under the policy are
	+ Non club runs, eg Sunday runs, BTNG and other social runs outside of club times
	+ Clear guidance should be given prior to the start of all runs to ensure runner safety at all times during the evening.
* The policy details are held with the club secretary (currently JF) and can be referenced when required.

**Brighton Marathon/Ragnar Relay Volunteering:**

* JF has email offering marathon places in exchange for checkpoint marshalling at this event.
* Committee agreed to go ahead and gauge response via facebook page.

**Parkrun takeover:**

* As sports day was cancelled, it was agreed that this would now be done on 11/8/18
* JF to put list of volunteers together and advise on baking etc for the day

**Safeguarding issue:**

* Several club members had complained of another members activity that did not adhere to club guidelines. The aforementioned club member has been advised about the activity and disciplined.
* Regarding new club members, we need to ensure that medical conditions that can possibly cause a safety issue are noted clearly at the point of inception into the club, in order to plan for any safeguarding situation which may arise. MA to contact UKA and discuss further any implications.

**AOB:**

* Bid for new shelter – AM provided catalogue showing a more suitable shelter for future events, specifically XC, which the committee agreed to purchase.
* Chloe Green membership – As chloe is almost 16 it was discussed whether she was to be included as a member.
* Items for discussion in September
	+ October race
	+ 2019 10k

**DONM: 6/9/18**

 mileBanner: where it had been and any other appearances! The request to council on putting the

banner at the junction by the towers? Any update? Would like to do this early Jan.

Medal on FB as taster

Any other advertising to advise or ideas to share?

Water:

Sue R looked into Tesco, was advised to write a letter to the community champion, sent two

weeks ago, but had no response.

Car park:

Brakes: 350 spaces

NHS at park: ? spaces

Are we comfortable we have enough for the event?

Signage:

We will need signs to the car parks, and signs for walkers from the car park through the

estate to the event.

How many signs do we need for car parks and walkers?

Sponsorship: Girling Solicitors

Where is their publicity stand going to be any other information for the day?

Any other info from them dealing directly with Sport Events UK?

Start and Finish Line:

Sporting Events UK, A&D and Girlings flags & banners?

Marshalling:

Danyel Cater (Ladies Capitan) offered to organise us all!

We have the course map to base marshals on

How many on car parks and directing to event from car park?

Catering

Food to be done by caters

Drinks (hot and cold) to be provided by Sandyacres

Cakes by A&D!

Westwell community

Advise village by letter what's happening and when?

AOB or questions