

BEDFORD & COUNTY ATHLETIC CLUB

MINUTES OF COMMITTEE MEETING

Tuesday 13th June 2023

Present: Paul Gooding [PG], Martyn Blackwell [MB], Allen Adamson [AA], Craig Emmerson [CE], Penny Butcher [PB], Courtney Gunn [CG], , Bob Thompson [BT].

Apologies

Euan Wilson [EW], Pete Carpenter, [PC]

	>	Action
1	• Minutes of Previous Meeting • Agree accuracy - Agreed • Matters arising - 1. PG to contact Mark Delgado to assess the needs of upgrading/repairing equipment in the PF room. Steve Feely to be involved. 2. Michael Blunt invoice for coaching course. CG given the invoice. 3. PG to talk to Michael Smith (helper with junior distance group) about his daughter looking at club social media. 4. Sam ? Football coach who has been observing coaching. Offer to pay 50% of ciach award and 50% after 12 months service. 5. Peter Webster still in post has editor of Newsletter and web site. 6. Question over request for payment to Michael Blunt for equipment from Amazon. Committee not happy about payment into individual accounts. Expense comes out of wheelchair account. PG to email to explain. 7. PG meeting with PC next week.	PG CG PG PG PG
2	Reports Finance - 1. Report held. 2. Question over gift aid claim, believed to made by Wheelchair section. PG discuss with PC. 3. Discussion of payments to EA. MB having to pay from own account to register athletes in time for competitions. MB to reconcile with CG and PC. 4. Club Kit - £2892 stock held. TB has stock sheet. To be added to Asset Register. MB to forward invoice to PG. Membership - 1. MB reported on current numbers as follows: U11 7 F/ U13 12M 20F / U15 23M 24F / U17 22M 20F / U20 10M 13F/ Seniors 75M 25F. Question if these figures correspond to the EA portal, as of 7/6 we registered 61 seniors and 183 juniors. MB suggested that some athletes still not appearing as registered. 2. MB to look into giving PG access to the portal. 29 trial members. 3. Some discussion on the data needs of coaches and team managers. MB to work towards creating data sheets for coaches and athletes that include emergency contacts. In addition to have one group dedicated to members with health issues. Spreadsheets to be	PG/PC MB/CG/PC MB PG MB MB

	password protected. BT repeated his concerns regarding knowing 'who' is in the stadium on training nights. 4. Thanks to PB for producing a Junior Members Welcome Pack'. PG will give out pack to new members. In addition all renewals to be asked to reread the pack to remind them of club etiquette and rules. Volunteers - 1. The committee is aware of the importance of recruiting volunteers but at present other issues have priority. Safety, Welfare & Grievances- 1. Safety/risk assessments have been produced by James Danobregha. To be presented to coaches meeting in September. 2. Grievances. We have covered most of the recommendations from the panel concerning two grievances. Adopted a welcome Pack; Supported coach on Athletics Coach course; arrange for parents to watch Beagles Plus. Unable to introduce Induction Meetings because of lack of volunteers. PG to follow up. Club Standards - 1. The committee accepted a number of policy renewals Travel, Health and Safety, GDPR, and the Codes of Conduct. PG made a statement on GDPR. MB queried our policy on transgender athletes. If the situation arises we will refer to UKA. ICO, PG to check on data protection. 2. Company's House. PG outlined directors responsibility and underlined their duty to register accounts and confirmation statements on time. Confirmation statement - next statement date 11.3.24, due to be filed by 25.3.24. Accounting year end 31/3, hence accounts to 31.3.23 due to be filed by 31.12.23 Performance/Event Management - 1. Coaches Meeting. To be held in September. To include a presentation about coaching, Risk Assessments, Reminder about contents of welcome pack. 2. Snagging list from YDL and NAL. PG assembling a long list of issues to presented to Fusion. PG to speak to new local manager and then to the regional manager. 3. Reclaiming expenses from leagues. NAL to ask fir expenses for PF, EDM £150, refreshments £350, First Aid £312. YDL will give club a bursary at the end of the season. 4. Beagles register will open at the beginning of August 5. CE mentioned the need for covers on the hurdles. PG to remind Mark and Simon Goodwin. Communication - 1. Thanks again to Pete Webster for the Newsletter and website. 2. PG would like to discuss with club members how we can organise awards to members and recognise achievement. Project for post season.	PG PG PG AA/PC BT AA/BT PG PG PG
3	Agenda Items 1. PG, BT and EW met with Sarah , Councillor I/c Leisure and Recreation and Richard Tapley. PG felt the council were supportive. The ability to hold detailed discussions around funding investment in stadium is affected by the imminent need to issue invitations to tender for operator of leisure facilities after Fusion's contract expires on 31.1.24 2. Kit. Vests to sold at cost. T Shirts and Hoodies 20% mark up.	MB/TB
4	AOB •	
	Date & time of Next meeting To be decided either 11/7 or 13/7. PG to discuss with PC	PG/PC

Meeting closed 2130 hours

Signed as a true record