

BEDFORD & COUNTY ATHLETIC CLUB

MINUTES OF COMMITTEE MEETING

Thursday 21st 2022

Present: Martyn Blackwell [MB], Allen Adamson [AA], Craig Emmerson [CE], Penny Butcher [PB], Courtney Gunn [CG], Pete Webster [PW], Bob Thompson [BT],

Apologies

Pete Carpenter [PC]

	>	Action
1	• Minutes of Previous Meeting • Agree accuracy - Agreed • Matters arising - • Articles of Association. BT continuing to check through. • Policies. The following have been agreed and signed off with EA; Constitution/Articles of Association, Grievance, Inclusion, Safeguarding. Still to be looked at Health and Safety and Role Descriptions. PW to look at how they can be more accessible on the club website. BT to start a 'risk registrar'. Some discussion on inclusion and that we should look for a broad definition. • Link to the Privacy Policy to be emailed to membership MB. • No communication from previous secretary. AA to write again giving a time limit, one week, for a reply and detailing arrangements for return/collection of lap top and club secretary files.	BT PW BT MB AA
2	Reports • Finance - In the process of paying quarterly and back dated payments to Fusion. Next payment end of September. • Membership - 34 adults, 121 juniors, 3 overseas, 6 second claim, 8 students. We have 56 free members. Rob Lands to be made a 'social member' of the club MB. • Volunteers - BT has produced a role description. Discussion around expectations of volunteer receptionists. Add a list of skills, give training. Should they sell kit? No conclusion. This led to discussion on athlete pathway. We have a pathway on our website but it is not working. It was decided that we first need a clear idea of coaching groups. MB to survey coaches asking for the names of who they coach and if they have any coach/helpers. PB willing to help with collating results. BT suggested we consider making volunteering by parent/carers a prerequisite to membership. • Welfare & Grievances- Discussion on appointing a second welfare officer. MB proposed that candidates should apply for the post and that the post be advertised. PB to produce an advert for the role of Welfare Officer to be posted on the web site. Meeting with Kirsty Fardell EA CSO. AA to contact and suggest dates. BT explained the need for the meeting. Meeting to include support in attaining Club Standards. Discussion on ongoing grievances redacted. • Club Standards - See matters arising from minutes above. • Performance/Event Management - PV stands. The PV group has made some adaptations to the stands. Email received from a	MB PB

	member of the group detailing why they were unsafe. Competition stands now can be used but they do not go down to a height for beginners. The committee to look at improving communication between Fusion, the club and the Borough. AA to meet Fusion management. ● Communication - PW reported that the Times and Citizen were reducing the number of pages reporting sport. Richard Wall has sent a report on his daughters success at the Schools International. Hopefully this will be published.	AA
3	Agenda Items ● None	
4	AOB ● None	
	Date & time of Next meeting Tuesday 9th August	

Meeting closed 2140

Signed as a true record