

BEDFORD & COUNTY ATHLETIC CLUB

MINUTES OF COMMITTEE MEETING

Tuesday 10th January 2023

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

In addition. Ian Roberts [IR] and Zoe Luscombe [ZL] (online) Welfare Officers.

Apologies:

	➤ Welfare & Grievances. Welcome to IR and ZL. They expressed their appreciation of previous Welfare Officers for the work they had done in safeguarding. They went through the 'Time to Listen' table [copy held] categorising where the club stands at present. We are generally in the centre column, 'minimal compliance'. Our aim is to be in the third column, 'effective safeguarding culture' changing the culture to one in which it is at the forefront of all members so that new athletes and their parents are aware of the importance the club takes safeguarding. The Welfare Officers will produce a timeline of actions from now until April. BT asked for a diagram of the club's safeguarding procedures. Present procedures at a coaches meeting when completed. As with signing up to the coaches' code of conduct coaches will also sign up to the club's welfare and safeguarding policy. ZL stressed that our policy must have 'real time' practices; the policy must operate effectively. Welfare and safeguarding are a standing item on the monthly agenda. Welfare officers will now be invited to the executive meetings. IR and ZL to ensure that they have completed the latest 'Time to Listen' EA course. There is now a dedicated email address for the welfare officers.	Action IR/ZL IR/ZL
1	• Minutes of Previous Meeting • Agree accuracy - Agreed • Matters arising - BT still to be recompensed £30.60 for starters fees.	PC
2	Reports • Finance - We are uncertain of the excess costs for staging the Chiltern League cross country. Membership stands at 232, plus free memberships. The Wheelchair section has gained further grants. Our balance is £57,000. We still do not know what the increase in Fusion/Borough fees will be. PC thought it will be around 10%. BT/AA to ask Fusion manager on Thursday. AA has a list of coach requests for equipment, amounting to £1500. PC advised we go ahead with the purchases. AA to visit Pullums, Luton to order and to ask coaches who did not attend the coaches meeting for further suggestions. The committee gave clearance for Tina Blackwell to purchase new kit and to include free hoodies or sweat tops for coaches. • Membership - MB detailed the breakdown of membership; he will send a copy to the committee. This term there are 37 Beagles. We do not have any athletes on the waiting list at present. MB asked what we should charge for new members from now to April as Fusion	AA MB

	only has half yearly membership. As new athletes will initially be on a month's trial this could be extended to April. They could still be registered with EA, as that membership is on a different time scale. ● Club Standards - The Committee role descriptions as posted by PB were accepted (vote:8 in favour; 0 against) and will be posted on the web site (post meeting note: this has been done). Agenda for meeting with Fusion: Tand C's, fees, quarterly memberships, bookings, use of the 'club house', services for T&F fixtures. ● Performance/Event Management - CE happy to continue as NAL team manager but will step down from SAL role. We are still uncertain if our request to compete in SAL Div 3 has been accepted. We are willing to co-host with Northampton on 20/5. Graeme Packman still pursuing with SAL. Summer fixture list and commitment from coaches and athletes to be discussed at coaches meeting on 26/1. PB provided a list of concerns regarding GDPR and the club's duty of care to club members, based on guidance from EA and the CPSU, including how coaches and team managers can access to club members' emergency contacts and medical details. The committee agreed that at training and competitions there must be access to emergency contact and medical details. We do expect coaches to keep a register of attendance at training sessions; discuss at coaches meeting. Other topics discussed: we must offer extra support to athletes with disability if required; photo consent, we are not asking for this at the moment, we must ask new members and existing members at renewal of membership; new members must be made aware of Privacy and GDPR Policies. Agreed that this needs to be addressed when we renew memberships in April; in addition, members must sign that they have seen the club rules and articles of association. The EA sample membership form can be used and is electronic. PB to discuss with Welfare Officers (post meeting note: this has been done). BT reported that he has contacted officials for home matches this summer. Chiltern X Country home fixture going as planned. Does the club have a loudhailer? ● Communication - PW checked if issues regarding emails from the committee address had been resolved and if emails were arriving. No problems recently.	AA/BT PB
3	Agenda Items ● None discussed.	
4	AOB ● Function for Alex and Rosemary Stanton, provisional date 19th February. ● Plaques from clubhouse wall have been located. ● EGM: Financial plans and arrangements for EGM to be discussed in February's meeting	BT
	Date & time of Next meeting Tuesday 14th February	

Meeting closed 9.05

Signed as a true record