

BEDFORD & COUNTY ATHLETIC CLUB

MINUTES OF COMMITTEE MEETING

Tuesday 14th February 2023

Present: Martyn Blackwell [MB], Allen Adamson [AA], [CE], Penny Butcher [PB], Courtney Gunn [CG], Pete Webster [PW], Bob Thompson [BT], James Danobregha [JD] Health and Safety Officer.

Apologies: Craig Emmerson, Pete Carpenter [PC]

	>	Action
1	• Minutes of Previous Meeting • Agree accuracy - Agreed • Matters arising - Monthly membership breakdown to be on a spreadsheet MB. Arrange follow up meeting with Fusion AA. We are now in Div 3 of the SAL with a home fixture on Sunday 9/7.	AA
2	Reports • Finance - PC did hope to make the meeting but delayed. Monthly report held and report on budget for next year. The meeting agreed the following; 'Pete Carpenter, Courtney Gunn and Allen Adamson are the authorised signatories on our bank account'. AA to take documents into the bank. CG only officer who can make club payments at this time. PC will require gadget to access account. • Membership - 165 juniors, 68 seniors, 9 second claim, 12 students, 59 honorary members, coaches or other officials. 313 in total. New members and renewals will complete a club membership form as well as signing into EA membership. The form will include signing up to codes of conduct and details of our GDPR policy. MB to produce form. • Volunteers - Alec and Rosemary Lunch. BT and two of their former athletes to speak. Presentation of plaque. Bursary will be £100 per year for five years given to a female junior distance runner, nominated by coaches. In addition, a voucher for £100 for the 'Knife and Cleaver' restaurant in Houghton Conquest. PB has an A4 notebook for guests to sign. BT proposed that Paul Gooding and Rob Lands be made an Honorary Members at the EGM for their services to the club over a number of years. Proposal accepted. • Welfare & Safeguarding; Health and Safety: JD introduced two generic risk assessments for running on and off track. He will produce 6 more for; Throws, Jumps, PV, wheelchair training, indoor training and the weights area .In addition he will look at fire evacuation procedures; the balance of First Aid qualifications. He discussed using an app, 'Attendee', for taken registers and the possibility of the club upgrading the app for all coaches so that all coaching groups can be registered centrally. JD to check cost and number of licenses available. EA Safeguarding procedures to be put on club notice board, as well as photos and link to welfare officers. Coaches can claim expenses on fees paid for First Aid and Safeguarding courses.	AA/PC/CG MB BT JD JD IR/ZL

	● Club Standards - Role descriptions for following were accepted: team manager, web manager, communications manager, social media coordinator, volunteer coordinator, front of house description. Proposed date of EGM 23/3. AA to check with PC. BT has circulated changes to Articles of Association, confirmation of changes by committee to be made via email. ● Performance/Event Management - Dates and venues of track and field fixtures now confirmed. Thanks to Hayley Vinnicombe and the squad of helpers who set up, ran and cleared up the Chiltern League cross country at Keysoe. ● Communication -	AA All
3	Agenda Items ● The club have received a communication from Brew Point [Charles Wells Brewery] regarding their involvement in athletics and the club. AA to ask what they had in mind.	AA
4	AOB ● CG asked opinions on club records. Committee agreed that there should be a category of 'club record' which any athletes of any age can hold ie separate categories for age groups. In addition, indoor performances can be known as club records.	CG
	Date & time of Next meeting Tuesday 14th March	

Meeting closed 2115

Signed as a true record