

BEDFORD & COUNTY ATHLETIC CLUB

MINUTES OF COMMITTEE MEETING

Monday 14th August 2023

Present: Paul Gooding [PG], Martyn Blackwell [MB], Allen Adamson [AA], Craig Emmerson [CE], Penny Butcher [PB], , Bob Thompson [BT], Pete Carpenter [PC],

Apologies

Courtney Gunn [CG], Ewan Wilson [EW]

	➤	Action
1	Minutes of Previous Meeting ● Agree accuracy - Agreed ● Matters arising - - Still checking on invoices for Wheelchair Racing, £86.02 - No progress on athletes listed under coaches - IR still waiting for result of appeal before reinstatement as Welfare Officer.	MB
2	Reports ● Finance - Report held. Some discussion on our real balance; £48,041 [including Wheelchair account]. A number of points were made regarding the competency of Fusion's record keeping and fulfilment of contract. Still waiting for details of winter road and cross country expenses. There was further clarification on last year's Chiltern Lge expenses. PC arranging for MB and AA to sign accounts and register with Company House. PC and CG to arrange for joint control of account by going to bank. £72 was confirmed as the figure we accrue to Fusion for a junior track ticket. Kit stock. Figure quoted was £4118.6. In the Treasurers report quoted at £1620.82. Keysoe Cross Country, explore the £552.12 discrepancy. Our net balance is £42882 excluding ring fenced wheel chair account. We must guard against complacency. ● Membership – In summary; 38 seniors paid; 15 Seniors no track; 163 juniors; 22 free members register EA; 22 free members. Some time clarifying different categories of membership and fees. Half year membership costs agreed. Second claim membership set at £160. PC to check half year rates agreed in March/April meeting. ● Volunteers – The volunteer incentive scheme was reviewed. PG to update table of incentives. ● Safety, Welfare & Grievances- Nothing to report. ● Club Standards & Governance - PG had contacted EA solicitors regarding checking our Articles of Association. The changes that we have proposed we need to be posted within 15 days on CH website. We will delay posting. PG and BT to check through past articles and proposed changes with the intention of presenting them to next year's AGM. Risk register review. Add the following risks; 'Failing to adhere to Companys House or HMRC rules'	PC/AA/MB PC/CG PG BT/PG BT AA

	'Loss of facilities for training and competition' ● Performance/Event Management - Indoor hire. Beagles first term to run from Saturday 30th September to Saturday 9th December, 1000-1130. To date 38 registered. Cap at 45. Max of 8 student helpers expenses to be increased to £15 per session. AA check with Fusion regarding SSG access and equipment storage. New junior group, pre Beagles Plus, to be formed led by Steve Janes, membership fee £60, based on no EA registration, 27 sessions pre Xmas. Giving Fusion £36 junior half year. Bookings for Indoors winter 23-24 from 16/10 to 14/4. We need the indoor throwing cage and pit to be set up for 16/10. Competition Format 2024 – Complicated issue which requires wide consultation. Two Open Meetings to be held in September; Senior competition on Tuesday 12th September 1945-2100. Junior competition Tuesday 19th September 1945-2100. PG to produce discussion paper. Meetings to be advertise on website, by email and social media. Approach 9 local clubs to see if there is an appetite for a local league. ● Communication – See details from EW below. Agreed that they should be implemented. PB to change policies. Look to delete the old Bedford and County Facebook page	PG PB
3	Discussion Items <u>Miscellaneous:</u> ● Starting gun repair – gun repaired and returned. ● Purchase of EA certificates – AA to consult Tina Blackwell and purchase certificates. To presented at the end of a season. ● AGM minutes – AA to publish on website ● Kit stock – ● Photo-finish - Steve Feely has the serial numbers for PF. PG to arrange meeting at the track, 29th, 30th or 31st August ● NAL and YDL PG to make claim ● Keysoe 14th Oct, all going ahead as planned. Will cost club approximately £1000.	AA AA AA PG PG
4	AOB ● Our club EA representative, amy Frith leaving 16/8. No replacement yet. ● EYAL lost kit resolved ● Agreed to purchase HJ bars for club use only and stored in club container.	
	Date & time of Next meeting Monday 4th September	

Meeting closed 2110 hours

Signed as a true record

Privacy Policy:

The Privacy policy explicitly says we can use members personal information (including photos) for the purposes of “club newsletter, website and local media to promote club

activity”. It doesn’t refer to social media so I think we should add it to the list. Given we are just promoting club activity through a different channel alongside the website, I think the principle is already there, we just need to extend it to explicitly include social media.

Online Safety and Social Media Policies:

The policy has a clause which says “Our account, page and event settings will be set to ‘private’ so that only invited members can see their content”. We are not doing this as it is too difficult to verify invited members so the accounts will be public but Read Only (only the account administrator can post content and the facility to add comments after posts will be turned off). This seems to be in line with the approach taken by many other clubs and athletics organisations which I have looked at (although most seem to allow comments – something we can revisit at a later date).

As such, I propose we should change this clause to “Our social media pages will be public but read only such that only social media co-ordinators appointed by the committee can post content or make comments.”

The Social Media policy explicitly states that permission should be given before posting photographs or videos on social media. As such, I have let Emma and Peter know that, where we are using a photo, we need to get permission before we post.

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