

Committee Meeting - 13 October 2021 - 19:50pm

Present:

Allen Adamson, Martyn Blackwell, Penny Butcher, Peter Carpenter, Craig Emerson, Bob Thompson, Peter Webster, Rachel Welbourn,

Apologies:

Courtney Gunn

Item	Discussion	Action
Approval of previous meetings minutes	Meeting date was 21 September 2021 not 20 September.	RW
Matters arising	Welfare will be discussed in item below. PW has looked in more detail at storage options. Prospective provider stipulate that, to qualify for free service, we need to have HMRC registered number or a registered charity number. Agreed to do some further investigation into this and BACAC status and discuss at next meeting. BT suggested talking to Paul Gooding about this further who will provide PW with his details. Email has been sent out to coaches by MB. There are a few coaches who have not yet responded. Beagles is running and there are approximately 35 – 40 athletes. Southern relays and National relays went ahead. AA has the thank you letters for the volunteers but missing at least one address. BT will contact missing volunteer for details.	PW, BT, and PC BT AA

	AA has not had chance to contact DofE yet for volunteers.	
Finance and membership report	PC has circulated latest financial report. Club remains in a reasonable financial position. MB reminded the committee we are now due to pay Fusion, so we need to tally up track passes and members.	MB and PC
Welfare	An email has been sent out to coaches requesting that they sign up to code of conduct. There are a few coaches we still await a response from, MB chased these up yesterday. MB will send another email out to the coaches that have not yet responded, requesting that they sign up to it by the end of the week otherwise they will be suspended from coaching with effect from next week. One to one session with no other identifiable adult must not go ahead, whether at the club or elsewhere. One to one session with an identifiable (tbc) adult at the club or another suitable venue needs approval from the welfare team. If there are any situations that arise through unforeseen circumstance it was agreed that the welfare team are notified. MB to enquire with Fusion that all their staff are DBS checked and have robust safeguarding policies and procedures in place. RW agreed that the same rules apply for team managers and that they will	MB MB MB RW/MB

	not leave each other alone with 1 under 18 adult. PC and CE agreed that they will also ensure that they are not left in a position with just 1 athlete. Vulnerable adults training groups are also liable to the same rules, and the coaches have agreed to the rules, codes and conducts. Membership application needs to be a repeatable process every year, this is to ensure that consent is accurate for permissions around photographs, and contact details, emergency details. The committee discussed photos, photographers, and social media – see below	PC/CE
AOB	RW suggested a sub-committee for welfare and safeguarding. They would meet to discuss welfare and safeguarding issues, conclude a prospective resolution or suggestion to take back to the full committee for approval. All agreed. Photography and social media are items that will need discussing. RW asked if there was a secure filing programme the welfare committee can use to save documents. It was agreed that documents are to be double password protected. AA raised email regarding lower YDL and asked for a conversation about travel and location of the venues. It was agreed to discuss this at the next meeting. Also agreed for an article inviting member feedback on the topic.	RW/MB RW RW/MB/PW

	MB confirmed indoor sessions will be available as of next week.. RW and PB to meet to discuss the welfare and safeguarding poster one evening next week. Volunteering co-ordinator and coaching structure to be discussed at the next meeting. Approved and redacted September minutes to be sent to PW to upload to the website. Winter fixtures on website currently quite sparse. CE will send over a list of fixtures and suggested adding the cross challenges. Wednesday meetings will prove challenging for AA and PB. Agreed to hold in person meetings on Tuesdays from this point. Agreed that MB would respond to Dennis's email to the entire committee. Proposed agenda to also be uploaded to the website the weekend prior to the committee meeting.	RW/PB RW MB CE/PW RW MB MB/RW
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Meeting closed: 21.20pm

Next meeting date: 09 November 2021 (In person)