

Committee Meeting - 16 November 2021 - 19:50pm

Present:

Allen Adamson, Martyn Blackwell, Penny Butcher, Bob Thompson, Peter Webster

Apologies:

Peter Carpenter; Courtney Gunn; Rachel Welbourn

Item	Discussion	Action
Approval of previous meetings minutes	Add Penny Butcher to list of meeting attendees. Updated minutes to be sent to PW to upload onto website.	RW/PW
Matters arising	Discussion on one-to-one coaching policy included in discussion on welfare Lower YDL discussed under competition.	MB
	Actions carried over from previous meeting: MB to enquire with Fusion whether all their staff are DBS checked and if Fusion have robust safeguarding policies and procedures in place.	MB
	Approved and redacted September minutes to be sent to PW to upload to the website. PB to confirm with RW if minutes are ready to upload.	PB/RW/PW
	Agreed that MB will respond to Dennis's email to the entire committee.	MB
General Matters	The following principles were agreed: • All policies adopted by the club should be approved by the Committee before being implemented. • Club policies should be reviewed by the Committee on a regular basis (at least annually) to ensure	

	that they are up to date and meet the club's needs. The Committee should provide a timely response to Club members' communications. Wherever possible an acknowledgement of any communication should be provided within 24 hours of receipt.	PB/RW
Finance and membership report	Financial report provided to MB up to start of November. Club has received money from the NAL and YDL.	
Welfare	The aims, content and implementation of the one-to-one policy were discussed. - It was agreed that PB, MB, Tina Blackwell (TB) and RW will meet ahead of the next Committee meeting to discuss the current policy and consider potential revisions where appropriate. - The one-to-one policy, with any updates from the above discussion, will be presented for discussion and approval at the next Committee meeting. MB noted that England Athletics (EA) Club Welfare Framework recommends that each club adopts guidance on the appropriate use of social media. - The Welfare team (RW, TB) will review the guidance on social media suggested by EA and present their policy suggestions to the Committee for approval.	PB, MB, TB, RW MB, RW Welfare team
Document storage	PW has looked in more detail at storage options. Prospective provider stipulates that, to qualify for free service, we need to have HMRC	

	registered number. PW to follow-up with PC regarding obtaining the documentation to verify the registered number from HMRC.	PW/PC
Competition	The travel to, and location of venues for the lower YDL was discussed. It was agreed to await further details on the league structure and competition venues following the league AGM to decide on next steps. To be discussed at the next Committee meeting.	
Coaching and volunteers	Volunteering co-ordinator and coaching structure: discussion held over to next meeting	
Indoor facilities	It was noted that the issue with the use of the indoor pole vault bed had been resolved with Fusion and that the pole vault group are now able to start indoor training. Fusion have suggested that the Club finance the installation of the indoor throws cage. BT to check with Bedford Borough Council on the agreement for the provision of services for training at the stadium.	BT
Updates on EA, UKA, County AAA, County Schools	Not discussed at the meeting.	
AOB	PB proposed a bi-monthly (every 2 month) email to all club members to keep them informed of relevant Club matters. Email content will be brief and refer to the club website for further detail where appropriate. It was agreed to proceed with this suggestion. PB to develop content, to be agreed on by the Committee before being distributed to Club members by MB using the EA membership website. PW to set up Committee email address to be included in club email that Club members can use to contact the Committee. Post-meeting note: email address has been set up. Proposed	PB/MB/PW

	content of first email will be presented at next Committee meeting with the aim of sending out the first club email in January 2022. Development Plan: PB queried if there is an existing club development plan. The club 360 action plan was provided, and it was agreed that PB will review this plan and present findings at the next Committee meeting.	PB
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Meeting closed: 21.30pm

Next meeting date: 13 December 2021 (tbc).