



Caerleon Running Club Committee Meeting Minutes

**14th November 2024, 6.30pm
Red Lion, Caerleon**

In attendance

Paul Adams, Dave Davies, Chris Ford, Matt Turner, Vanessa Pritchard, Stuart Dominy, Avisia Talem and Jane Derrick.

1. Welcome and apologies

Apologies received from Daniel Symmonds, Gareth Burkitt and Pauline Beckett.

2. Minutes of last meeting – Wednesday 14th August 2024.

PA followed up on a DBS renewal document for the welfare officers. Only the individual can see the expiration date. PA provided a document that listed all members who should have a DBS and whether it was current or expired. Minutes approved

3. Membership & Treasurer Update

Currently there is £4158 in the club account. There is also £968 being held as payment for the Christmas party. Securing the card reader is proving difficult, with Barclays asking for a compliance process to be completed. One Cardiff Half place secured by the club was not used due to injury and it would have been bad practice to allocate elsewhere, encouraging someone else to run under the wrong name. Committee spending limits and residual balance matters are still being developed.

4. Gazebo & Flags

Tom Newman has forwarded a quote from TFH Gazebos in view to purchasing a newly branded club gazebo and feather flags. The committee considered the proposal and suggested the following.

- a. It was felt the gazebo frame was still in excellent condition having not been used much. Therefore, it was suggested that either a newly branded roof was costed up or patches to apply to the old branding.
- b. It was also felt that the feather flags were still in excellent condition and there was no need to purchase new frames. It was suggested that new branded flag materials were sourced.

5. Welfare Update

No new issues. A list of member DBS renewal dates to be created.

6. Kit Update

A new order was submitted 6 weeks ago but still has not arrived. The club is currently in possession of several samples. Some of these will remain with JD to be used for sizing purposes. The others will be photographed for the kit page on the website and sold at reduced cost to members.

7. Proposal for motion at AGM

PA proposed that the committee forward a motion at the AGM. One of the general committee member posts will be vacated at the AGM. It was proposed that this position be retired and replaced with a Club Championship Coordinator position. The committee unanimously agreed to forwarding a motion at the AGM. PA will seek advice on ensuring that this issue is constitutionally sound prior to the AGM.

8. AGM

The AGM will take place on Thursday 6th February 2025. The venue is to be confirmed. The notice of the AGM will be sent to all members on Thursday 9th January 2025. All members of the current committee are entitled to remain in post unchallenged. An informal discussion took place about those committee members who are stepping down or looking to take on other roles.

8. Awards Night

VP and CH to work together to source a venue and format for the evening. The awards night will take place on Friday 7th February 2025

9. Feedback from members

The committee discussed general feedback submitted by two club members. Several very valid and constructive points were raised. It was felt that ensuring the positions of communications officer and social secretary are filled at the next AGM will go a long way to alleviating the issues raised. The suggestions on infrastructure improvements were welcomed and MT & AT will discuss these further with members to integrate these ideas.

10. AOB

VP almost completed collecting funds and menu choices for the Christmas party. AT thanked VP for stepping in to organise this.

Next meeting – Wednesday 22nd January 2025, 6.30pm

Meeting ended 8.05pm.