

Avon Valley Runners Committee Meeting

Held at TRFC on
Tuesday 3rd October 2023



Committee members present	
Sara Robert	Chair
Dave Hyde	Honorary Secretary
Caroline Scott	AVT
Andrew Sharratt	Off Road Race Secretary
Vicky Bodman	Vice Chair
Hayley Anderson	Minutes Secretary
Emma Day	Membership Secretary
Jay Sims-Bagshaw	Safe Guarding lead
Also present	
Andrew Hoddinott	Vice president of the club
Richard Ailing	EA Support Manager

The Chair opened the meeting at 20:21 pm

Item	Minute	Action
1	<p>Welcome and apologies for absence. Declaration of quorum.</p> <p><i>The Chair welcomed all.</i></p> <p><i>Apologies received from: Simon Reeves (Honorary Treasurer), Martin Russam (Road Race Secretary), Debbie Ellis (AVR Youth Secretary).</i></p> <p><i>The meeting was declared quorate.</i></p>	
2	<p>Review and Approval of the minutes of the AVR Committee meeting held on 05/09/2023</p> <p><i>The minutes of the AVR Committee meeting held on 5th September 2023 were approved as a fair and accurate record of the meeting.</i></p>	
3	<p>Reports</p> <p><i>Relevant committee members are encouraged to provide a brief written report / update in advance of the meeting, which are circulated to the committee via the Secretary. Committee then note and discuss as required.</i></p> <p>a. Treasurer's report</p> <p><i>SR has provided a copy of the Income and expenditure report for September 2023. A copy of this report can be found in appendix one.</i></p>	

Notes to accompany the report:

As I will not be able to attend also have included the details from the ledger with what makes up each of the figures, hoping that this will answer any questions.

NB: The kit stock and AVT figures are as they were last month as I have not had time to chase updates this month. Apologies.

The final document is a financial summary of the AVR 5k races. Some of the monthly costs are skewed by the fact that they were paid in one month though they covered several. Similarly with the entry amount for the September race, this includes the cash entries from all races with the money only paid in at the end. Having said that the totals columns show we made a good profit!

b. Kit report

No report this month

c. Road Secretary Report

No report this month

d. Off Road Secretary Report

Off road league races have yet to start. Four races (of eight) are now open to entry (see below):

- *22/10/23 Race 1 WORL White Horse Gallup, 12k, BA13 3PT £22 affiliated, £24 unaffiliated. <https://www.entrycentral.com/form/103352>*
- *05/11/23 Race 2 WORL Over The Hills, 11k, BA15 1LF, £15 affiliated, £17 unaffiliated, https://race-nation.co.uk/register/avon-valley-runners-1/avr-over-the-hills-2023?fbclid=IwAR3ZRp112kA41a_EGWkvHwSb1FSpQIR-1hdEiVT4d18P59K1TrQprm9fIf8*
- *26/11/23 Race 3 WORL Yarnbury Yomp. 7 miles, SP3 4JL, £18 affiliated, £20 unaffiliated
<https://race-nation.co.uk/register/shrewton-running-club/yarnbury-yomp>*
- *14/01/24 Race 4 Riverbank Rollick, 15.5k (9.6m), Castle School, Bristol BS35 1HT, £X,
<https://www.thornburyrunningclub.co.uk/trc-races/riverbank-rollick/> Entries open 29 09 23*

Over the next month will update for none league off road races schedule.

e. Membership Secretary report

Membership Stats	September
Number joined in month	24
Number of brand new members this month	15
Number of EA members this month	5
Number of Life Members	25
Total number of members this year	341
Total number of paying members this year	316
Total number of EA members this year (inc changes to claims)	159
Total brand new members this year	67
Total Number of Youth this year	29
Total Number of SEN this year	83
Total Number of V40 this year	74
Total Number of V50 this year	84
Total Number of V60 this year	53
Total Number of V70 this year	12
Total Number of V80 this year	6
Percentage of Female members	48%
Percentage of Male members	52%

f. Avon Valley Triathletes (AVT)

AVT Monthly Report

Weymouth 70.3 saw 6 AVR members (some raced under Frome tri club)

5 members of the club attempted Ironman Wales

Emily Dye qualified again for age group GB, Kathryn Butt and Steve Clark did well at the triathlon pontevedra 2023 (World Champs series)

AVT Closed event - TT - won by Will Whitmore and Kathryn Butt. A great little event we can promote further next year.

AVT Calendar and long term planning is underfoot - we have a new shared AVT calendar which should make things much easier moving forwards

The AVT open water session went well

g. AVR Youth

No Report this month

4 Committee updates and Discussions

a. Insurance / Run Groups

Andrew Hoddinott and Richard Ailing have joined the meeting to discuss what insurances we have under the different groups we are affiliated to.

AVR is affiliated with EA and as part of this we get public liability insurance, which is overseen by Marsh insurance. This covers us for running activities such as beginners club,

committee meetings etc. Other benefits we get free legal advice, EA run session like what we had up at Bath University and options to apply for funding awards.

AVR also has ARC affiliation – this insurance covers non athletics, road and off road running. This also includes public liability insurance along the same lines as EA. Popular in southwest, and currently Over the hill use them for their race licence. ARC is well known for being less about paperwork and more about running but still has guidelines to follow.

Permitted events we currently have through EA are Westbury 5K and the AVR Wiltshire Half Marathon. The licence covers the event insurance, as well as giving runners reassurance that certain levels are required for the race to be run in terms of medical guidelines etc. Runners who are a member of EA also get a discount through the event which is £2.

18 months ago, EA brought in new club standards where clubs need appropriate governance in place and a duty of care must be at the heart of what the clubs do. The standards include:

- Club constitution made up of certain roles (see website for details)
- Policies need to be in place – GDPR, complaints & grievance procedure, inclusion & diversity, Welfare officer (trained and DBS), Coaches & Leaders are licenced, Health & Safety.

The EA will check that these documents are in place to make sure the club is meeting the required standards.

Under 18-year-olds MUST have session organised and run by CIRF. Groups runs are mainly/ should be ran by a LiRF however if they are not led by LiRFS/CiRFS this is also ok.

Beginners should have their session delivered by CiRFS/ LiRFS to make sure the session are planned and organised.

Everyone who is a qualified CiRF and LiRF are DBS every three years, so we are offering a standard and a safety aspect. It helps limits risks.

b. AVR Half Medics

As the AVR Half is a permitted race through EA it requires a minimum of 4 medic that are CQC registered. The current medics we have booked are not registered with the CQC. As the AVR Half needs to follow the guidelines provided by EA Hayley Anderson advised that this year the AVR Half will need to change medics, this is after discussion around that in order to be fully covered by the EA insurance we should follow their guidelines. The committee has agreed for this year to go with the medics that the race directors chosen. This will be a large increase in costs to the AVR half however as Race Directors Hayley and Vicky feel this is the best plan of action.

c. Affiliation Fees Notice,

Prices for EA are increasing by £50 per club and £2 per runner.

d. Lirf/ Cirf Administration

This will be discussed in the coaches meeting in November.

	<p style="text-align: center;">e. Club Survey</p> <p><i>Club survey to go out via mail chimp, shorter survey but important elements. Copy will be emailed out shortly.</i></p> <p style="text-align: center;">f. AVT Swimming</p> <p><i>Looking at other options for swimming.</i></p> <p><i>Proposal is to pilot with Chillies, they would like to be able to offer 5 coach swimming sessions. AVT will co provide with chillies – if the session can be filled surplus monies will come back to AVR/AVT.</i></p> <p><i>£7 per session per person.</i></p> <p><i>This is fully self-funded pilot which will not affect members monies paid into AVR</i></p> <p><i>Committee voted unamously for the pilot to run. Further feedback to be provided at the next meeting to see how the pilot is running. When announcing the pilot it needs to be clear that this is funded by AVT monies NOT AVR</i></p> <p style="text-align: center;">g. AVR One drive – 97% used</p> <p><i>Andrew confirmed there is plenty of space on the one drive and not to be concerned. The error message could be happening in regards to users personal one drive.</i></p>	
	<p>Actions required for Websites.</p> <p>1. Section for an AVT calendar to be added to the website, and to speak to Caroline for updates.</p>	
	<p>AOB</p> <ul style="list-style-type: none"> • Confirmed that the next coaches meeting is 8th November 2023 • Caroline has advised that any AVT information required for the monthly newsletter needs to go via Maria Harryman. Caroline is to provide an email address for this. • ACTION to remove the wording at the bottom of the run booking email that is sent out each month that relates to being covered by insurance. 	
<p>6</p>	<p>Committee Meeting Dates for 2023</p> <p>- All due to be held at Trowbridge Rugby Club at 8.15pm on the first Tuesday of the month.</p> <ul style="list-style-type: none"> ⌘ Tuesday 7th November 2023 ⌘ Tuesday 5th December 2023 	

The Honorary Secretary closed the meeting at 21:59 pm

Signed:

Date:

Appendix one – Income and expenditure report

AVON VALLEY RUNNERS - INCOME AND EXPENDITURE

Sep-2023

Balance b/fwd from:	<u>31-Aug-2023</u>		<u>£ 9,468.99</u>
Income			
Membership	£	594.00	
EA Subs	£	85.00	
Presentation Night	£	-	
Other Social	£	-	
Club Kit	£	64.00	
AVR Half	£	722.00	
AVR OTH	£	1,422.00	
AVR 5k	£	401.00	
Other AVR Races	£	-	
AVT	£	-	
Other Races	£	-	
Special Projects	£	-	
Coaching	£	-	
Volunteers	£	-	
Other	£	474.28	
Total Income	£	3,762.28	£ 13,231.27
Expenditure			
EA Subs	-£	153.00	
Membership	-£	27.16	
Presentation Night	£	-	
Other Social	£	-	
Club Kit	-£	1.08	
AVR Half	-£	235.22	
AVR OTH	-£	96.10	
AVR 5k	-£	273.30	
Other AVR Races	-£	139.15	
Other Races	£	-	
AVT	£	-	
Other	£	-	
Coaching	£	-	
Volunteers	£	-	
Special Projects	-£	474.28	
Fees	-£	338.88	
Tfr to Deposit A/C	£	-	
Total Expenditure	-£	1,738.17	
Balance as at:	<u>30-Sep-2023</u>		<u>£ 11,493.10</u>

Cash Reconciliation		
<u>Nos</u>		
£ 20.00	£	-
£ 10.00	£	-
£ 5.00	£	-
£ 2.00	£	-
£ 1.00	£	-
£ 0.50	£	-
£ 0.20	£	-
£ 0.10	£	-
£ 0.05	£	-
£ 0.02	£	-
£ 0.01	£	-
	Cash	£ -
	Cheques	£ -
	Inc Cheques	£ -
	As at:	<u>30-Sep-2023</u>

Unrepresented Cheques:	
	£ -
	£ -
	£ -
	£ -
	£ -
Total	<u>£ -</u>

Sub Accounts:		
AVT	£	59.95
Special Projects	£	-
Sub Accounts Total	<u>£</u>	<u>59.95</u>
Budgets:		
Fees	£	1,521.04
Coaching	£	1,981.24
Volunteers	£	1,000.00
Social	£	628.00
Presentation Night	£	2,200.00
Budgets Total	<u>£</u>	<u>5,130.28</u>

Committed Liabilities	
	£ -
	£ -
	£ -
AVR Half Gazebos	£ 1,000.00
	£ -
	£ -
	£ -
Total	<u>£ 1,000.00</u>

Available Balance	£ 10,394.14
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Financial Status	
Bank account	£ 11,493.10
Money to be banked	£ -
Unrepresented Cheques	£ -
Ledger Balance	<u>£ 11,493.10</u>
Balance in Deposit acc	£ 5,091.27
Total cash assets	<u>£ 16,584.37</u>
Stock of Club kit	£ 3,047.00
Cash held by EntryCentral	£ 50.00
Cash held by AVT	£ 759.59
Fixed Assets	£ 3,078.10
Total assets	<u>£ 23,519.06</u>

