

# Avon Valley Runners Committee Meeting



**Held at TRFC on  
Tuesday 5<sup>th</sup> September 2023**

Committee members present	
Sara Robert	Chair
Dave Hyde	Honorary Secretary
Caroline Scott	AVT
Andrew Sharratt	Off Road Race Secretary
Martin Russam	Road Race Secretary
Vicky Bodman	Vice Chair
Simon Reeves	Honorary Treasurer
Debbie Ellis	AVR Youth Secretary
Also present	

The Chair opened the meeting at 20:18 pm

Item	Minute	Action
<b>1</b>	<p><b>Welcome and apologies for absence. Declaration of quorum.</b></p> <p><i>The Chair welcomed all.</i></p> <p><i>Apologies received from: Jay Sims-Bagshaw (Safe Guarding lead), Hayley Anderson (Minutes Secretary), Emma Day (Membership Secretary)</i></p> <p><i>The meeting was declared quorate.</i></p>	
<b>2</b>	<p><b>Review and Approval of the minutes of the AVR Committee meeting held on 01/08/2023</b></p> <p><i>The minutes of the AVR Committee meeting held on 1<sup>st</sup> August 2023 were approved as a fair and accurate record of the meeting.</i></p>	
<b>3</b>	<p><b>Reports</b></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><b>a. Treasurer's report</b></p> <p><i>SR has provided a copy of the Income and expenditure report for August 2023. A copy of this report can be found in appendix one.</i></p> <p><b>b. Kit report</b></p> <p><i>No report this month</i></p> <p><b>c. Road Secretary Report</b></p> <p><i>No report this month</i></p>	

**d. Off Road Secretary Report**

*No report this month*

**e. Membership Secretary report**

Membership Stats	August
Number joined in month	11
Number of brand new members this month	8
Number of EA members this month	6
Number of Life Members	25
<b>Total number of members this year</b>	<b>317</b>
<b>Total number of paying members this year</b>	<b>292</b>
Total number of EA members this year (inc changes to claims)	154
Total brand new members this year	52
Total Number of Youth this year	29
Total Number of SEN this year	71
Total Number of V40 this year	69
Total Number of V50 this year	80
Total Number of V60 this year	50
Total Number of V70 this year	12
Total Number of V80 this year	6
Percentage of Female members	47%
Percentage of Male members	53%

**f. Avon Valley Triathletes (AVT)**

- *New member of the AVT working group focussed on promotions (Maria Harryman)*
- *There will be a working group scheduled planning day to sort out all dates for next year*
- *The end of the tri season is upon us but we have just had Centurion, an AVT focus event that about 10 athletes attended (including run only attendees), Bustinskins was seen a few compete*
- *Sara Robert attended an AVT working group meeting to raise the point of raising awareness of other service providers beyond our own which was a discussion the working group felt needed AVR committee clarification - this will be brought to the AVR committee for discussion.*

**g. AVR Youth**

*No report this month due to AVR Youth being on summer break.*

**4 Committee Discussion**

**1) Actions from last meeting**

- *Signatures to be updated for bank account.*
- *Sean informed that he could carry on with event.*
- *Coaching for AVT – Keith will put himself through level 1 and will take the part funding for level 2, Diane and Annalie are still to make a decision.*
- *Coaches meeting yet to be held.*
- *AVR Awards committee – requires new people. Has been promoted but needs a push. Can be promoted at Goal Getters. Suggestion that road and off-road race secretary are part of it.*
- *Wiltshire Pool Invoice has now been paid.*
- *Website search has now been fixed.*
- *Bootstrap 5 update has now taken place*
- *Gazebo research underway*
- *AVT closed events – to be added to website. – CS to follow up*
- *Calendar Updates to still take place. Access to shared drive to be given to committee members.*

	<ul style="list-style-type: none"> <li>• <i>Over the hills is open, query over insurance, Dave to get quote for the insurance needed.</i></li> </ul>	
	<p>2) <i>Financial Report- SiR went through the finance report. He will move the special projects money over to help contribute to the track resurfacing. SiR also informed the committee that a kit order has been placed. New signs are required for our races, and it was <b>Agreed</b> that these could be purchased.</i></p>	<p style="text-align: center;"><b>DH</b></p>
	<p>3) <i>Committee Positions - DH to step down from Secretary, VB to step down as Vice Chair, JSB to step down as safe guarding lead and RD for 1 mile, she will also source new person to take on beginners. Discussions took place about replacements for these roles, and everyone was asked to help recruit to these.</i></p>	<p style="text-align: center;"><b>All</b></p>
	<p>4) <i>AVRY Restructure – Many of the young athletes have matured and their parents who have supported it are now unable to. Discussions have taken place with the working group and there will now just be a permanent Wednesday session. Chris Renshaw will be leading the sessions. Rich Ayling is stepping away but staying on the coaching group. Rich Smith is also advising. There will be Monday night clinics where specific events will take place that will be organised. Tina Towler, Tim Burrell and Ed Lewis are all assisting with the Wednesday session.</i></p>	
	<p>5) <i>Beat the Street is now coming back in October for 4 weeks, in and around Trowbridge. Card sign up is next week. Gary MacAlister is going to lead the social media for the promotion. <b>Action</b> – Post needs to go out to promote this.</i></p>	<p style="text-align: center;"><b>DH</b></p>
	<p>6) <i>Road Race League – MR updated the group on the progress. 6 races now complete. Checking on those that are members to check results. Please promote all events.</i></p>	<p style="text-align: center;"><b>All</b></p>
	<p>7) <i>Valley News – People require feedback if articles are being changed or feedback from their submitted articles. Road race and Off road league need to submit reports by the 25<sup>th</sup> of the month. We need to promote the AVR aspect.</i></p>	<p style="text-align: center;"><b>SR / DH . MR / AS</b></p>
	<p>8) <i>Cross Country races - Idea to push Gloucester over Gwent league for AVR. RA to take to coaches to discuss.</i></p>	<p style="text-align: center;"><b>RA</b></p>
	<p>9) <i>Website maintenance – VB informed committee that there were a number of pages currently out of date on the website. Updates to be made from members of the committee. Updates to be sent to Will Hargreaves.</i></p>	<p style="text-align: center;"><b>All</b></p>
	<p>10) <i>Roles and responsibility profiles. Social aspects to be added and roles updated to reflect all responsibilities.</i></p>	<p style="text-align: center;"><b>DH</b></p>
	<p>11) <i>AVR half directors from next year – Next year will be the last for Vicky Bodman and Hayley Anderson. All committee members to look at recruiting replacements. If they are recruited early, they can shadow to understand the process.</i></p>	<p style="text-align: center;"><b>All</b></p>
	<p>12) <i>For the past 12 months the AVT Working Group has been growing the capability of AVT multisport provision. Over recent months there has been increased discussion to</i></p>	

	<p><i>signpost alternative providers/clubs which goes against the previously held AVR/AVT direction of in-house capability. I would like to discuss the pros and cons of the respective approaches.</i></p> <p><i>CS led the discussion on growing our own support. Discussions took place around signposting and promoting of services from others. Currently people are able to promote other services on AVR / AVT open pages.</i></p> <p><i>SiR proposed that we keep the policy the same for the social media, that other people / organisations can promote on the open page only. <b>The committee voted and it was decided for the policy to stay the same.</b> It was also decided to add the name of AVT to the open page.</i></p>	<b>DH</b>
<b>6</b>	<p><b>Committee Meeting Dates for 2023</b></p> <ul style="list-style-type: none"> <li>- <b>All due to be held at Trowbridge Rugby Club at 8.15pm on the first Tuesday of the month.</b> <ul style="list-style-type: none"> <li>✘ Tuesday 3<sup>rd</sup> October 2023</li> <li>✘ Tuesday 7<sup>th</sup> November 2023</li> <li>✘ Tuesday 5<sup>th</sup> December 2023</li> </ul> </li> </ul>	

*The Honorary Secretary closed the meeting at 21:52 pm*

Signed: ..... Date: .....

**Appendix one – Income and expenditure report**

**AVON VALLEY RUNNERS - INCOME AND EXPENDITURE**

**Aug-2023**

Balance b/fwd from:	<u>31-Jul-2023</u>	<u>£ 15,764.99</u>
<b>Income</b>		
Membership	£ 108.00	
EA Subs	£ 68.00	
Presentation Night	£ -	
Other Social	£ -	
Club Kit	£ -	
AVR Half	£ 784.00	
AVR OTH	£ -	
AVR 5k	£ 304.00	
Other AVR Races	£ -	
AVT	£ -	
Other Races	£ -	
Special Projects	£ 209.00	
Coaching	£ -	
Volunteers	£ -	
Other	£ -	
<b>Total Income</b>	<b>£ 1,473.00</b>	<b>£ 17,237.99</b>
<b>Expenditure</b>		
EA Subs	£ -	
Membership	-£ 7.04	
Presentation Night	£ -	
Other Social	£ -	
Club Kit	-£ 504.00	
AVR Half	-£ 31.70	
AVR OTH	-£ 1,873.00	
AVR 5k	-£ 55.20	
Other AVR Races	-£ 113.60	
Other Races	-£ 52.80	
AVT	-£ 70.05	
Other	-£ 4,506.80	
Coaching	-£ 160.00	
Volunteers	£ -	
Special Projects	-£ 70.58	
Fees	-£ 324.23	
Tfr to Deposit A/C	£ -	
<b>Total Expenditure</b>	<b>-£ 7,769.00</b>	
Balance as at:	<u>31-Aug-2023</u>	<u>£ 9,468.99</u>

<b>Cash Reconciliation</b>		
<u>No's</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: 31-Aug-2023	

<b>Unpresented Cheques:</b>	
	£ -
	£ -
	£ -
	£ -
	£ -
Total	£ -

<b>Sub Accounts:</b>	
AVT	£ 59.95
Special Projects	£ 474.28
Sub Accounts Total	£ 534.23
<b>Budgets:</b>	
Fees	£ 1,859.92
Coaching	£ 1,981.24
Volunteers	£ 1,000.00
Social	£ 628.00
Presentation Night	£ 2,200.00
Budgets Total	£ 5,469.16

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

Available Balance £ 7,534.69

<b>Financial Status</b>	
Bank account	£ 9,468.99
Money to be banked	£ -
Unpresented Cheques	£ -
Ledger Balance	£ 9,468.99
Balance in Deposit acc	£ 5,069.09
<b>Total cash assets</b>	<b>£ 14,538.08</b>
Stock of Club kit	£ 3,047.00
Cash held by EntryCentral	£ 50.00
Cash held by AVT	£ 759.59
Fixed Assets	£ 3,078.10
<b>Total assets</b>	<b>£ 21,472.77</b>