

Avon Valley Runners Committee Meeting



Held at TRFC
Thursday 11th January 2024

Committee members present	
Sara Robert	Chair
Dave Hyde	Honorary Secretary
Simon Reeves	Treasurer
Martin Russam	Road Race Secretary
Andrew Sharratt	Off Road Race Secretary
Hayley Anderson	Minutes Secretary
Debbie Ellis	AVR Youth Secretary
Jay Sims-Bagshaw	Committee Member
Also present	

The Chair opened the AGM 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: Vicky Bodman (Vice Chair), Emma Day (Membership Secretary), Debbie Ellis (AVR Youth Secretary), Katie Oliver (Assistant Secretary) & Julian Roughley (committee member), Caroline Scott (AVT Secretary), Sandra Sharrett (Safeguarding Lead).</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 05/12/2023</p> <p><i>The minutes of the AVR Committee meeting held on 5th December 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 noted and discuss as required.</i></p> <p>a. Treasurer’s report</p> <ul style="list-style-type: none"> • <i>Simon read through the income and expenditure Report which can be found in Appendix one.</i> • <i>Approval of spends.</i> 	

	<p>Committee confirmed that the working groups are responsible for agreeing their spends within their budget, anything outside of this needs to be agreed at committee for approval.</p> <ul style="list-style-type: none"> • Simon has set up a personal treasurer's email address this is avrtreasurer.sr@gmail.com <p>b. Membership Secretary report</p> <p>Emma emailed to advise that membership applications for 2024/2025 is now live.</p> <p>No other reports provided as all information was provided for the AGM held on 9th January 2023.</p>	
<p>4</p>	<p>Committee updates and Discussions (Items from the Agenda)</p> <p>-Treasurers Report – Authorization of Spend and Budgets</p> <ul style="list-style-type: none"> • The committee agreed to increase the budget of the presentation night to £3000. • Coaching Budget is to remain at £2500. • Volunteers budget to be removed as this has not been spent. • Social Budget to remain at £1000. <p>- Charity Donations from recent Race Events</p> <ul style="list-style-type: none"> • AVR half donation to Wiltshire Air Ambulance £2331,76 • Over the Hills donation to Alzheimer's £1,500 <p>- AVR Relay/Cotswold Relay 6th July/ Active Festival 13th July</p> <p>AVR Relay: Looking for a RD for this event. Dave Hyde to create a post/email to go out to see if there is a working group that will take this on.</p> <p>If no one comes forward, then this event will not go ahead this year.</p> <p>Cotswold Relay: Andrew Sharratt to liaise with Gary MacAlister to see if we are submitting two or three teams this year.</p> <p>Active Trowbridge festival to discuss closer to the time.</p> <p>- Hardship Fund</p> <p>Following on from the club survey Jay has suggested we create a fund (not called hardship) where members who want to donate financial funds they can do so. It could be called future project funds. Simon will rename "special project" to Project Funds".</p> <p>- Presentation Night Running Order, Ticket Sales & Booklet</p> <p>Running order of the night is as follows:</p> <ul style="list-style-type: none"> • Intro - Sara • Young person • Inspirational videos • Goal getters 	

	<ul style="list-style-type: none"> • <i>Inclusive club video Awards</i> • <i>Why people love racing video</i> • <i>Speedy awards</i> • <i>Avt video of something</i> • <i>Avt awards</i> • <i>What are the benefits of volunteering video Volunteer section</i> • <i>Close out</i> <p><i>Brochure on AVR which is in the process of being created is looking great, this will be a great addition to the club.</i></p> <p><i>18 tickets sold so far.</i></p> <p>- Entry Central Clean up</p> <p><i>Simon gets a report each month, which contains lots of information which is no longer needed. Simon has asked that the older data is cleared from the system. David Hyde to speak to Emma Day to remove this as Emma has admin rights.</i></p> <p>- Clarification Notice to Club over Pound Lane and Thursdays</p> <p><i>Dave Hyde to send out an email and post on FB to clarify the situation at Bradford on Avon. Which is that Pound Lane has now stopped as we no longer rent the building. Winter runs are now also stopped from Bradford, but summer runs will be looked into in the near future with a new meeting place most likely station car park.</i></p> <p><i>There also looks like there is an appetite for a Thursday run from TFRC during the winter. Dave will send out a message that goes out about this to see who is interested.</i></p> <p><i>Email to also request that if anyone holds any keys to pound lane to return as these need to be handed back to the council.</i></p> <p>- Club Emails</p> <p>The committee looked through the current club emails in order to clean them up.</p>	
5	<p>Actions required for Websites (to be sent to Will Hargreaves)</p> <ol style="list-style-type: none"> 1. No website updates discussed 	
6	<p>AOB</p> <ul style="list-style-type: none"> • <i>Martin mentioned WAA have their AGM 17th January where they are likely to announce Road Race League fixtures. Post on FB to let people know if anyone wants to attend.</i> 	
7	<p>Committee Meeting Dates for 2024</p> <ul style="list-style-type: none"> - Due to be held at TRFC (Trowbridge) at 8pm on the first Tuesday of the month. <ul style="list-style-type: none"> ⌘ 6th February ⌘ 5th March ⌘ 2nd April ⌘ 7th May ⌘ 4th June ⌘ 2nd July 	

	✕ 6 th August ✕ 3 rd September ✕ 1 st October ✕ 5 th November ✕ 3 rd December	
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The Chair closed the meeting at 21:36 pm

Signed: Date:

Appendix one.

<u>AVON VALLEY RUNNERS - INCOME AND EXPENDITURE</u>		<u>Dec-2023</u>
Balance b/fwd from: <u>30-Nov-2023</u>		<u>£ 14,024.78</u>
Income		
Membership	£ 148.50	
EA Subs	£ 17.00	
Presentation Night	£ 175.00	
Other Social	£ -	
Club Kit	£ 44.00	
AVR Half	£ 2,288.10	
AVR OTH	£ -	
AVR Sk	£ -	
Other AVR Races	£ -	
AVT	£ 35.21	
Other Races	£ -	
Special Projects	£ -	
Coaching	£ -	
Volunteers	£ -	
Other	£ -	
Total Income	£ 2,707.81	£ 16,732.59
Expenditure		
EA Subs	-£ 17.00	
Membership	-£ 6.62	
Presentation Night	-£ 7.00	
Other Social	-£ 370.37	
Club Kit	-£ 0.74	
AVR Half	-£ 2,385.67	
AVR OTH	£ -	
AVR Sk	-£ 546.00	
Other AVR Races	£ -	
Other Races	£ -	
AVT	£ -	
Other	£ -	
Coaching	-£ 319.00	
Volunteers	£ -	
Special Projects	£ -	
Fees	-£ 400.17	
Tfr to Deposit A/C	£ -	
Total Expenditure	-£ 4,052.57	
Balance as at: <u>31-Dec-2023</u>		<u>£ 12,680.02</u>
Financial Status		
Bank account	£ 12,680.02	
Money to be banked	£ -	
Unpresented Cheques	£ -	
Ledger Balance	£ 12,680.02	
Balance in Deposit acc	£ 5,115.89	
Total cash assets	£ 17,795.91	
Stock of Club kit	£ 3,139.00	
Cash held by EntryCentral	£ 50.00	
Cash held by AVT	£ 984.88	
Fixed Assets	£ 3,078.10	
Total assets	£ 25,047.69	
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>31-Dec-2023</u>		
Unpresented Cheques:		
£ -	£ -	
£ -	£ -	
£ -	£ -	
£ -	£ -	
£ -	£ -	
Total	£ -	
Sub Accounts:		
AVT	£ 35.16	
Special Projects	£ 0.00	
Sub Accounts Total	£ 35.16	
Budgets:		
Fees	£ 342.05	
Coaching	£ 1,662.24	
Volunteers	£ 1,000.00	
Social	£ 257.63	
Presentation Night	£ 2,395.02	
Budgets Total	£ 3,261.92	
Committed Liabilities		
£ -	£ -	
£ -	£ -	
£ -	£ -	
£ -	£ -	
£ -	£ -	
£ -	£ -	
Total	£ -	
Available Balance £ 14,498.83		