

# Avon Valley Runners Committee Meeting



Held at TRFC  
7<sup>th</sup> May 2024

Committee members present	
Jay Sims-Bagshaw	Vice Chair
Dave Hyde	Honorary Secretary
Simon Reeves	Treasurer
Martin Russam	Road Race Secretary
Hayley Anderson	Minutes Secretary
Caroline Scott	AVT Secretary
Andrew Sharett	Off Road Race Secretary
Sandra Sharrett	Safeguarding Lead
Julian Roughley	Committee Member
Also present	

The Vice Chair opened the AGM at 20:21 pm

Item	Minute	Action
<b>1</b>	<p><b>Welcome and apologies for absence. Declaration of quorum.</b></p> <p><i>The Vice Chair welcomed all.</i></p> <p><i>Apologies received from: Vicky Bodman (Chair), Katie Oliver (Assistant Secretary), Debbie Ellis (AVR Youth) &amp; 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 16/04/2024</b></p> <p><i>The minutes of the AVR Committee meeting held on 16<sup>th</sup> April 2024 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 noted and discuss as required.</i></p> <p><b>a. Treasurer’s report</b></p> <p><i>Report is attached in appendix 1.</i></p> <p><b>b. Kit Report</b></p> <p><i>No report provided.</i></p>	

**c. Road Secretary Report**

*No report provided.*

**d. Off Road Secretary Report**

*We had an amazing 64 runner's turnout to run Corsham 10k, the first road league race. Ben Mees was 7th overall (4th senior category) & also part of our men's team who were 3rd overall. Also in the men's team was Daniel MacPherson, Stewart Avery (who was also 5th V40) & Gary Day (who was also top 10 V40). Gary MacAlister was also in the top 10 V40. Tim Lerwell was 2nd V50 with Richard Morgetroyd also in the top 10. Peter Campbell won the V70 category. George Sawyer was in the top 10 U18 (with another pb). Jen Natrass was in the top 10 V40 (with a pb). Kathryn Sinclair was 2nd V60 with Debbie Ellis 3rd and Pauline Bradley was also in the top 10. Rosemary Barber also won the V70 category.*

**e. Membership report**

<b>Membership Stats</b>	<b>April</b>
Number joined in month	106
Number of brand new members this month	5
Number of EA members this month	50
Number of Life Members	26
<b>Total number of members this year</b>	<b>227</b>
<b>Total number of paying members this year</b>	<b>201</b>
Total number of EA members this year (inc changes to claims)	106
Total brand new members this year	23
Total Number of Youth this year	15
Total Number of SEN this year	38
Total Number of V40 this year	51
Total Number of V50 this year	58
Total Number of V60 this year	47
Total Number of V70 this year	11
Total Number of V80 this year	7
Percentage of Female members	49%
Percentage of Male members	51%

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

*No report provided.*

**g. AVR Youth**

*Provided for March/April 2024*

*1. Training has been going very well, however it has been the school Easter Break for the last 2 weeks and they return this Wednesday 17th April.*

*2. I have spoken to Chloe Penny and her mum regarding her fundraising trip to Butan. We are currently helping Chloe with various initiatives and will support her as she needs it.*

	<p>3. After the discussion at the last committee meeting regarding reducing the age limit to 9 no decision has been made regarding this yet.</p> <p>4. Debbie Ellis has discussed taking the Athletic Assistant and Athletic Coach Qualification with EA with the AVYR group. They are supportive of this and would provide backup to Chris Redshaw to enable AVRY to go ahead and reduce the age limit It will be put forward to all the coaches at the next coaches meeting to see if this can go ahead.</p>	
<p><b>4</b></p>	<p><b>Committee updates and Discussions (Items from the Agenda)</b></p> <p><b>- Treasurer’s Report and Bank Update</b></p> <p>Simon now has access back to the accounts which is great news. We have money coming into the account mainly from membership.</p> <p>We have taken £310 on kit, £2000 AVR Half Sponsorship paid in.</p> <p>Sarah’s bench is all completed it has been agreed that the cost of this will be covered from the £150 from “Beat the Street” and then 50/50 coaches’ budget and “other budget”.</p> <p>Question has come up as to whether we need to consider banks, Simon thinks that we need to let the dust settle and keep things as they are. Maybe longer term this is something we can look into.</p> <p><b>- Club Kit Update</b></p> <p>Quote from Halo is in appendix 2, Caroline will contact them to see if we can get some samples for the next meeting.</p> <p>Sports bug are not in a position to buy the stock from us; however, they can hold stock. They have asked many other questions which Dave and Katie will go back to them on.</p> <p>We will put this discussion on pause, whilst we get samples for Halo.</p> <p>Hayley Chapman to map up if we were to order 50 tops from the current supplier what would that order be made up of if we were to do an interim delivery.</p> <p><b>- Road Race league Update</b></p> <p>The Hullavington half marathon has had its numbers reduced. Low AVR numbers currently but this is common with a half marathon.</p> <p>The AVR Men’s team came third at Corsham, which was great.</p> <p>Next week we have the Westbury 5K</p> <p>Martin asked if we can again offer a free entry into an AVR race for those members who take part in 6 out of 8 races. Hayley will check with the other race directors if they are happy to offer this again.</p> <p><b>- Off Road League Update</b></p> <p>6<sup>th</sup> July Cotswold relay. Need to advertise this event out as still have a few more spaces to fill.</p>	<p>Hayley Chapman</p> <p>Hayley Anderson</p> <p>AS</p>

<p><b>- Goal Getters Update</b></p> <p>29 members taking part in Goal Getters this year.</p> <p>We have 10 entries that have targeted the required three races this year.</p> <p>Last year 13 entries targeted the three distances but only 3 actually achieved the goal at those distances and we only record if they beat they previous years' time.</p> <p>Martin to promote the club championships this year.</p> <p><b>- Archway for Air ambulance Event</b></p> <p>Can we loan out our old archway to Air Ambulance? Committee have agreed that they can use the arch</p> <p>Committee agreed that we will always bring these requests to the meetings to agree if we donate or charge.</p> <p>Revisit in the next meeting the cost of buying the new generator as agreed in the minutes from January.</p> <p><b>- Awards Team Update</b></p> <p>New team for this year will be headed up by Tim Burrell and supported by</p> <p>Sarah Hillman  Andrew Sharratt  Martin Russam  Jay Bagshaw-Sims  Dave Bagshaw  Emily Dye</p> <p><b>- Suggestions and Discussions on Summer Social Fundraising Event</b></p> <p>It would be good to do this as the event we discussed previously of doing laps around the track. 63 laps as Sara was 63 years old.</p> <p>Dave has been looking at dates with TRFC and currently dates are really limited. Sunday the 7<sup>th</sup> of July is looking most promising for "Sara's Summer Social" – Dave will check this date is still available.</p> <p>It would be good to also combine this with goal getters social.</p> <p>It was agreed that the committee will help to organise this event. Jay and Dave to create a list of what needs to be done and this will be brought to the next meeting.</p> <p><b>- Fundraising and Local pots of Money Jim Roberts Memorial Funs as an example</b></p> <p>Andrew said he is happy to work with Vicky on this to get an understanding of what is required.</p> <p><b>- Update on Policies</b></p> <p>We need to update/review our policies annually.</p>	<p>MR</p> <p>SR</p> <p>DH</p> <p>JS &amp; DB</p> <p>AS</p>
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	<ul style="list-style-type: none"> <li>• Privacy and GDPR – owned by the secretary.</li> <li>• Safeguarding is linked to EA so no action needed.</li> <li>• Health and safety representative is needed. Jay and Dave will approach a couple of members to see if this is something they will be interested in.</li> <li>• Grievance policy &amp; complaints policy – needs updating, committee members to read this and provide comments to the secretary by 21<sup>st</sup> May 2024.</li> <li>• Inclusion policy – Jay will take this away and look at it.</li> <li>• In the mission – there needs to be a review of AVT in this.</li> </ul> <p><b>The committee then read through the Club constitution and have noted the following section that need to be reviewed/amended:</b></p> <p>5B – This is a typo which needs to be amended as this still states age 7 so needs to mirror what was stated above in 5a. It should state ages between 11 and 17.</p> <p>6A - Resignation – For the AGM club resignation needs to be removed and replaced with if a member no longer wants to train with AVR their membership runs out at the end of the year.</p> <p>7B – AVR doesn't take cheques for memberships so this needs to be reviewed for AGM</p> <p>7C – This section needs to be reviewed at the next AGM</p> <p><b>- Club Calendar</b></p> <p>Dave will look to add the new c25K to the calendar in the hope to start in September.</p> <p>We will review the 5210K around Christmas time</p>	<p>DH &amp; KO</p> <p>DH &amp; JS</p> <p>All</p> <p>JS</p> <p>DH</p>
5	<p><b>Actions required for Websites (to be sent to Will Hargreaves)</b></p> <p>AVT league for this year needs to be updated. Caroline will send this to directly to Will and let Vicky know this has happened.</p>	<p>CS to send update to WH</p>
6	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Reminder for run leaders to add runners to this at run sessions.</li> <li>• Sandra and Alan have suggested that we could offer another event which would request donations of running gear, trainers, trousers, top's etc. This will be organised for "Runners Need" and will be aimed for October and organised by Alan and Sandra.</li> <li>• Wiltshire Mind have approached us to see if we will help them with their mental Elf Day. AVR would be promoted on their promotional material looking at 8th December. Jay will keep the club updated.</li> <li>• First aid course – lack of first aiders in the club so would be good to have a course put on. Need to look at options such as TRFC, Ian Tuckett and Air Ambulance.</li> </ul>	<p>SS &amp; Alan</p> <p>JS</p> <p>JS</p>
7	<p><b>Committee Meeting Dates for 2024</b></p> <p>- <b>Due to be held at TRFC (Trowbridge) at 8:15pm on the first Tuesday of the month.</b></p> <ul style="list-style-type: none"> <li>✕ 4<sup>th</sup> June</li> <li>✕ 2<sup>nd</sup> July</li> <li>✕ 6<sup>th</sup> August</li> <li>✕ 3<sup>rd</sup> September</li> <li>✕ 1<sup>st</sup> October</li> </ul>	

	⌘ 5 <sup>th</sup> November ⌘ 3 <sup>rd</sup> December	
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*The Vice Chair closed the meeting at 10:04 pm*

Signed:

Date:

## Appendix 1 – Income and expenditure report

AVON VALLEY RUNNERS - INCOME AND EXPENDITURE		Apr-2024	
Balance b/fwd from:	31-Mar-2024	<u>£ 7,332.61</u>	
<b>Income</b>			
Membership	£ 3,672.00		
EA Subs	£ 1,461.00		
Presentation Night	£ 15.00		
Other Social	£ -		
Club Kit	£ 310.00		
AVR Half	£ 2,130.00		
AVR OTH	£ -		
AVR 5k	£ 718.00		
Other AVR Races	£ -		
AVT	£ 14.00		
Other Races	£ -		
Special Projects	£ -		
Coaching	£ -		
Volunteers	£ -		
Other	£ 150.00		
<b>Total Income</b>	<b>£ 8,470.00</b>		<b>£ 15,802.61</b>
<b>Expenditure</b>			
EA Subs	-£ 523.00		
Membership	-£ 202.36		
Presentation Night	-£ 884.74		
Other Social	£ -		
Club Kit	-£ 3.78		
AVR Half	-£ 464.52		
AVR OTH	-£ 124.52		
AVR 5k	-£ 435.41		
Other AVR Races	£ -		
Other Races	£ -		
AVT	£ -		
Other	-£ 1,056.90		
Coaching	-£ 315.00		
Volunteers	£ -		
Special Projects	£ -		
Fees	-£ 375.52		
Tfr to Deposit A/C	£ -		
<b>Total Expenditure</b>	<b>-£ 4,385.75</b>		
Balance as at:	30-Apr-2024	<u>£ 11,416.86</u>	
<b>Financial Status</b>			
Bank account			
Money to be banked	£ 11,416.86		
Unpresented Cheques	£ -		
Ledger Balance	<u>£ 11,416.86</u>		
Balance in Deposit acc	£ 5,140.63		
<b>Total cash assets</b>	<b>£ 16,557.49</b>		
Stock of Club kit	£ 2,893.00		
Cash held by EntryCentral	£ 50.00		
Cash held by AVT	£ 1,709.27		
Fixed Assets	£ 1,539.00		
<b>Total assets</b>	<b>£ 22,748.76</b>		
<b>Cash Reconciliation</b>			
<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:	30-Apr-2024		
<b>Unpresented Cheques:</b>			
	£ -		
	£ -		
	£ -		
	£ -		
	£ -		
Total	<u>£ -</u>		
<b>Sub Accounts:</b>			
AVT	-£ 102.06		
Future Projects	£ -		
Sub Accounts Total	<u>-£ 102.06</u>		
<b>Budgets:</b>			
Fees	£ 3,146.61		
Coaching	£ 1,985.00		
Volunteers	£ -		
Social	£ 1,000.00		
Presentation Night	£ 312.07		
Budgets Total	<u>£ 6,443.68</u>		
<b>Committed Liabilities</b>			
	£ -		
	£ -		
	£ -		
	£ -		
	£ -		
	£ -		
Total	<u>£ -</u>		
Available Balance	£ 5,075.24		

## Appendix 2 – Halo prices

This is the message Caroline got from Halo

Hi Caroline. Sorry for the delay in confirming prices. Running Singlets keep the same price as vests from last year £26.50, top (short sleeve) £29.50. All prices include Vat, but not postage. If making a bulk order , then tariffs come in at 50 per coded garment ( ie 50 vests, 50 tops). Set up costs are free. We can set up an online shop for the club if preferred. Best wishes. Harry. Halo Sports

Once we have the proposal from Sportsbug I can put a paper together for consideration by the committee.

Thanks