

Avon Valley Runners Committee Meeting

Held at Trowbridge Rugby Club on
Tuesday 5th April 2022



Minutes

Documents available prior to the meeting:

- Agenda

Committee members present		
Carole Alston	CA	Safeguarding Lead
Martin Bull	MB	Minutes Secretary
Emma Day	ED	Membership Secretary (Admin)
Sally Frawley	SF	Assistant Secretary
Joby Hobbs	JH	Committee Member
Dave Hyde	DH	Vice Chair
Gemma Knudsen	GK	Road Race Secretary
Tim Lowrie	TL	Committee Member
Richard Newman	RN	Chair
Jackie Rockliffe	JR	Committee Member
Laura Waterhouse	LW	Honorary Secretary

The Chair opened the meeting at 20.32 pm

Item	Minute	Action
1	<p>Welcome and apologies for absence. Declaration of quorum.</p> <p>The Chair led the meeting and welcomed all.</p> <p>Apologies for absence were received from Debbie Ellis (AVR Youth Secretary), Michael Guy (Asst Off Road Secretary), Vicky Ody (CDP Lead), Kat Taylor-Laird (Avon Valley Triathletes Secretary) and Sheona Yellowlees (Honorary Treasurer).</p> <p>The meeting was declared quorate.</p>	
2	<p>Review and Approval of the minutes of the previous AVR Committee meeting</p> <p>The minutes of the AVR Committee meeting held on 1st March 2022 were approved as a fair and accurate record of the meeting.</p> <p>Updates on action points not covered as part of the agenda below</p> <ul style="list-style-type: none"> • Item 2 - First Aid Training – Delayed and ONGOING • Item 4a - AVR Closed & Open Races 2022 - AVR Relay – ACTIONED – Holly Newman and Debbie Ellis have agreed be Race Directors. • Item 4c - AVR Half Marathon 2021 proceeds – ACTIONED - Cheque for £2,000 will be presented to Wiltshire Air Ambulance tomorrow. • Item 4d - Digital Welcome Pack - MB has made a start on it - ONGOING • Item 4e - Committee emails/GDPR - Concern that we are not being GDPR compliant. – RN has spoken with Andrew Hoddinott – Chair and Secretary need to meet / improve - ONGOING 	<p>MB</p> <p>Chair / Secretary</p>

	<ul style="list-style-type: none"> • Item 4h - London Marathon 2022 - ACTIONED - Information on the lack of club place for 2022 has been disseminated. • Item 4j – Updating Bank Mandate - ACTIONED • Item 5 – AOB - Trowbridge Rugby Club, re Caretaker / Unlocking / Cleanliness. – ACTIONED – RN has spoken to Chris Lamb at TRC who will deal with. Service seems better since. Members will continue to monitor. 	
<p>3</p>	<p>Reports</p> <p>Reports to provide brief update to committee, with option to circulate detailed written report via Secretary for committee to discuss as required.</p> <p>a. Treasurer’s report</p> <p>An Income & Expenditure spreadsheet to 31.03.2022 was made available very shortly before the meeting.</p> <p>Chair suggested that committee members should study after the meeting and raise any questions with Sheona Yellowlees (Honorary Treasurer) and himself.</p> <p>b. Kit report</p> <p>No report.</p> <p>c. Membership Secretary report</p> <p>ED gave a verbal report. As 1st April is the start of the new membership year it has naturally been very busy. 108 memberships were taken out in March, some of which were new. Currently have 225 paid up members, plus 25 life members.</p> <p>d. Club captain reports</p> <ul style="list-style-type: none"> - Road <p>GK led. Quite a lot of AVR members ran the Clock Change Challenge 10k (Clane), which was the 1st race in the Wiltshire Road Race League (WRRL) for 2022. AVR results were added to the Facebook page. Waiting for Wiltshire Athletics Association to confirm the current overall standings.</p> <ul style="list-style-type: none"> - Off Road <p>No report / no representatives present.</p> <ul style="list-style-type: none"> - Avon Valley Triathletes (AVT) <p>No report / no representatives present. We are talking to rugby club about possible AVT use of track on Saturdays.</p> <p>e. AVR Youth</p> <p>The newsletter covers recent information and updates. Going well with Rich Ayling doing coaching. Would like to promote the club to increase the number of teenage girls in particular. May not be the best time though due to exams season; September may be a better time.</p> <p>Chair reported that he has received a complaint re the name change / alleged lack of consultation. This is disputed as there was consultation with members and the change was agreed by the committee.</p> <p>f. Working group reports</p> <p>No report / no representatives present.</p>	
<p>4</p>	<p>Committee updates and discussion</p> <p>a. AVR Equipment, including Finish Funnel & Feather Flags</p> <p>Need to look at the whole picture of what is needed.</p>	

<p>vested in a committee consisting of a Chairman, Honorary Secretary and Honorary Treasurer and such other additional officers and committee members as may be deemed desirable for the optimum operation of the club... The committee may at its discretion fill any vacancy which arises.”</p>	
<p>AGREED to advertise the vacancy to all members and attach the duties and responsibilities. Will use Members Only Facebook group and email to members. Closing date for application circa a week / 10 days before the next committee meeting.</p>	Chair
<p>For the interim it was AGREED to update the AVR website and to take off reference to 10 other races being part of the AVR Off Road League. JH will score the races previously agreed and the new secretary can start afresh and organise for 2022/23 season.</p>	
<p>Committee discussed the issue of an AVR representative on the Wiltshire Athletics Association (WAA) off road committee. Anthony Hickson has been the rep.</p>	
<p>Secretary will check the minutes of the meeting detailed above (Item 4e). If it was clear that AH wants to stay as AVR rep, AVR (LW) will contact the WAA, inform them that AH has resigned for the committee and ask if our rep will have to be / should be a full committee member.</p>	Secretary
<p>g. Parkrun ‘takeovers’</p>	
<p>RN & MB led.</p>	
<p>Melksham Parkrun – RN reported the possibility of a ‘takeover’, where a local running club takes over the marshalling (not the Race Direction though) for a parkrun event. Noted that circa 20 volunteers will be needed. Noted that volunteering at a Parkrun earns a point in the AVR Goal Getters Challenge. RN will liaise with Melksham Parkrun organisers and lead.</p>	RN
<p>Chippenham Parkrun – MB reported that the first Chippenham parkrun of the month is designated as a pacing day, where volunteers will attempt to run an even pace towards a specific finishing time (usually at minute intervals between 20 and 40 minutes). Every other month the pacing responsibility can be a ‘takeover’ by a local running club. Corsham RC is doing May, so AVR could potentially do July. Noted that up to 20 volunteer pacers will be needed. Noted that pacing at a Parkrun earns a point in the AVR Goal Getters Challenge. MB will liaise with Chippenham Parkrun organisers and lead.</p>	MB
<p>h. Use of grass area at TRFC for speed session</p>	
<p>JH led.</p>	
<p>There is a potential to bring the two Tuesday night speed sessions together. The only way to do it would be to use the grass (obviously not the main rugby pitch). Is that possible?</p>	
<p>Noted that AVR used to use an area of grass over by the children’s play area, and that would be effectively summer use only.</p>	
<p>RN has briefly spoken to Steve at Trowbridge Rugby Club (TRC).</p>	
<p>Chair will speak to the TRFC groundsman</p>	Chair
<p>i. Clarification on potential change of mission statement - linked to Club Development Plan (CDP)</p>	
<p>JH led.</p>	
<p>JH was asked by a member if the AVR mission statement was about to change, relating to multi sports. Noted that such a change would have to be taken at an Annual General Meeting (AGM) or an Emergency General Meeting (EGM).</p>	
<p>Confirmed that whilst the CDP is looking at all aspects of AVR as an organisation, the committee has never suggested that the mission statement would most probably be changed, and certainly would not be outside of an AGM or EGM.</p>	

	<p>j. Member query - Do we have contract / terms of employment for paid persons.</p> <p>JH led.</p> <p>JH has had a query from a member, who asked if we have a contract / terms of employment for paid persons?</p> <p>Noted that the only person paid by AVR for services is Rich Ayling, as a coach, via invoices raised by RA (i.e. he is not an employee of AVR).</p> <p>Noted that when the role was agreed, it was not advertised. At the time of agreement it was quite a unique situation and was genuinely urgent.</p> <p>Chair will email Sarah Robert and ask if RA has any agreement / job specification / contract.</p> <p>N</p> <p>oted that the role will need to be reviewed by Dec 2022 at the latest.</p> <p>k. Club Development Plan (CDP) update</p> <p>RN reported that he recently had a brief talk with Vicky Ody. One delivery group has been set up so far.</p> <p>l. Submission of Race Results 2022 - Parkrun results</p> <p>JH led.</p> <p>The AVR committee agreed at their meeting on 13th January 2022 that we would not be able to include parkrun results on the new AVR Race Results service. JH received feedback from one member who disagreed with that decision. JH explained why the decision had been made.</p> <p>Noted that the parkrun system does have a consolidated results option where a link can be created to take interested parties to all AVR Parkrun results. In theory that works well, but if someone registered as an AVR member, for example, six years ago and has since left but not amended their club membership, their results will still show as AVR.</p> <p>All present AGREED that parkrun results will not be included in the AVR results service. The Parkrun results system is amazing and to save valuable time for our hard worked volunteers, we will have to encourage AVR members to use their system rather than duplicate it.</p> <p>m. AVR Constitution</p> <p>As time was running out the committee agreed to look at this at the following committee meeting.</p>	<p>Chair</p>
<p>5</p>	<p>AOB</p> <ul style="list-style-type: none"> - Chip timing – Chair will email out again and committee will decide. Noted that considerable work has already been undertaken on it, which was gratefully received. - Minutes / agendas on AVR website. LW had a question from a member, who said that some of the links / info do not work. MB reported that it is an ongoing issue. Vicky Bodman did show MB how to update, and MB has some experience of such work, but the links do not work at times. MB will continue to try to improve. - JH reported that he has been to the Culver Close (Bradford on Avon) pavilion redevelopment meetings. JH will continue to be involved. 	<p>Chair</p> <p>MB</p>
<p>6</p>	<p>Remaining Committee Meeting Dates for 2022</p> <ul style="list-style-type: none"> - All due to be held at Trowbridge Rugby Club at 8.30pm on the first Tuesday of the month. <p>☒ Tuesday 3rd May 2022</p>	

	<ul style="list-style-type: none"> ✘ Tuesday 7th June ✘ Tuesday 5th July ✘ Tuesday 2nd August ✘ Tuesday 6th Sept ✘ Tuesday 4th Oct ✘ Tuesday 1st Nov ✘ Tuesday 6th Dec 	
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The Chair closed the meeting at 22.06pm

Signed:

Date:

Summary of action points from AVR committee meeting (05.04.2022)

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4a	<p>AVR Equipment, including Finish Funnel & Feather Flags - RN will redistribute the costings he received a few months ago.</p>	RN
4e	<p>Anthony Hickson Complaint - A record of the meeting, as taken by Alan Button, is available. Chair will distribute to committee.</p>	Chair
4f	<p>Off Road Secretary vacancy</p> <p>AGREED to advertise the vacancy to all members and attach the duties and responsibilities. Will use Members Only Facebook group and email to members. Closing date for application circa a week / 10 days before the next committee meeting.</p> <p>Secretary will check the minutes of the meeting detailed above (Item 4e). If it was clear that AH wants to stay as AVR rep, AVR (LW) will contact the WAA, inform them that AH has resigned for the committee and ask if our rep will have to be / should be a full committee member.</p>	<p>Chair Secretary</p>
4g	<p>Parkrun ‘takeovers’</p> <p>Melksham Parkrun – RN reported the possibility of a ‘takeover’, where a local running club takes over the marshalling (not the Race Direction though) for a parkrun event... RN will liaise with Melksham Parkrun organisers and lead.</p> <p>Chippenham Parkrun – MB reported that the first Chippenham parkrun of the month is designated as a pacing day, where volunteers will attempt to run an even pace towards a specific finishing time... MB will liaise with Chippenham Parkrun organisers and lead.</p>	<p>RN MB</p>
4h	<p>Use of grass area at TRFC for speed session - Chair will speak to the TRFC groundsman,</p>	Chair
4j	<p>Member query - Do we have contract / terms of employment for paid persons? - Chair will email Sarah Robert and ask if RA has any agreement / job specification / contract.</p>	Chair
5	<p>AOB</p> <ul style="list-style-type: none"> - Chip timing – Chair will email out again and committee will decide. Noted that considerable work has already been undertaken on it, which was gratefully received. - Minutes / agendas on AVR website. LW had a question from a member, who said that some of the links / info do not work. MB reported that it is an ongoing issue. MB 	<p>Chair MB</p>

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Items to be Actioned later in the year and added to agenda for the appropriate meeting.

ITEM	COMMITTEE MEETING DATE	MINUTE NO.	WHICH MEETING TO RETURN TO?	ACTION / OWNER
<p>Awards Meeting Queries – “Can someone with AVR as their second claim club be eligible for an award?”</p> <p>Noted that the AVR Constitution does not mention it. Needs to be looked at. Can then be changed in Jan 2023. JH will look at.</p>	01.03.2022	4. k	April 2022	JH