

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 9th February 2022

Old Inn, Bishops Hull

Present: Sandra (Chair), Peter, Simon D, Sam, Dave, Helen, Simon R, Linda, Chris, Brian, Ola,

1. Apologies

Michelle, Rob

2. Review actions from last meeting

- List of first aiders – ongoing (Sandra with also identify a first aid course for group leaders)
- Supply of car stickers – ongoing (Linda)
- Track issue – see below
- Committee Page - new members photos need adding – ongoing (Ola)
- Welfare Officer training - ongoing (Dave)
- Easter running challenge to be communicated - ongoing (Simon D)
- Canvass ideas for annual club trip – ongoing (Simon D/Chris)
- List of hazards for risk assessment – see below
- Club Standards review – see below
- Message Wed group leaders with numbers – no longer necessary
- Design and promote 2022 club championship (Simon D) – done
- Promote LiRF to group leaders (Sandra) – ongoing
- Emergency rota for committee members (Sandra) – ongoing
- Ask group leaders to carry phone (Sandra) – ongoing
- Design & quote for award for record holders (Dave/Peter) - done

3. Track

Sandra reported that she had at last got an offer from TAC for use of the track - £4 per runner using two lanes for 1.5 hours. It was agreed to hold a session once a month and charge attendees £3.

4. Group leaders review

Simon will remove non active leaders from the facebook group. Peter will update the guidance document for group leaders.

5. Humdinger

Sandra gave an update on the race. It will be based at Fyne Court on 13 March with a reduced entry field. Entries are open and she is seeking further volunteers to marshal. It is believed that Malcolm Boon has the signage and other race equipment.

6. Club Standards

Peter explained that these need to be reviewed and documentation produced by end March so that the EA checklist can be completed positively when our affiliation is renewed. It is proposed to complete the checklist at the next committee meeting in April.

Sandra has been reading the EA documentation for Club Safeguarding Code of Conduct which will need to be implemented. The existing club code of conduct and welfare statements need to be updated.

Brian is looking at Grievance and Disciplinary policy and the existing club document needs updating. He also needs to produce an Inclusion and Diversity policy.

Peter has produced a Health & Safety policy and Risk Assessment and is awaiting comments. He will be allocating various actions to enable to risk assessment to be completed.

7. Booking system review

Peter had produced a list of pros and cons. Ola proposed simplifying the system eliminating the need for a webpage to be updated and allowing members to book directly using the RunTogether app. The risk is that non-members would be able to book on to runs and this would need to be monitored. It was agreed to go ahead with this change. It was also agreed after discussion that checking in should continue.

8. Club membership fees for 2022/23

EA will be increasing their registration fee to £16. In view of the healthy state of club funds in was agreed to freeze the club membership fee at £10.

9. Kit issues/orders

Simon R highlighted some differences in the latest T shirt order but it was decided to continue with allocating them to members. Simon R will put together a new order for approval by the committee.

10. Social

Sam reported that arrangements to celebrate Georgina's 100th marathon were in place. She would ask Sally Tuer to check with the family whether the club would buy one of a 100 marathon club medal, vest or hoody.

A summer BBQ is proposed, hosted by Chris & Lou Reah and Sam will communicate a proposed date.

A clay pigeon shoot is also proposed and Sam will discuss with Simon R

Sam does not wish to organise the Christmas Party this year and a volunteer is required. There is concern about returning to the Cricket Club due to the high cost. Chris agreed to research possible new venues for a Christmas or New Year party.

11. Finance report

Michelle had provided a report to Sandra and we have £9000 in the bank/paypal. It was agreed not to change the account from HSBC in spite of the new fees.

12. AGM

The 2022 AGM will be held on 6th May (7 for 7.30pm). Sam will book the Taunton Vale Sports Club. Linda will host a quiz.

13. AOB

- It was agreed to fund 50% of the LiRF fee for Simon R and Paula Bisatt.
- Proposal to look at alternatives or additions to club hoody
- All to read committee job descriptions (document is on website)

14. Date of next meeting

6th April at the Old Inn (Sam to book)

Action	By whom	Deadline
List of current First Aiders	Sandra	Next meeting
Identify first aid course for group leaders	Sandra	Next meeting
Source supply of car stickers	Linda	Next meeting
Update committee page on website	Ola	ASAP
Complete Welfare Officer training	Dave	Next meeting
Contact Samaritans	Sandra	Next meeting
Communicate Easter running challenge	Simon D	ASAP
Canvass ideas for annual UK club trip	Simon D/Chris	Next meeting
Promote LiRF to group leaders	Sandra	Next meeting
Emergency rota for committee members	Sandra	ASAP
Ask group leaders to carry phone	Sandra	ASAP
Remove non active group leaders for fb group	Simon D	Next meeting
Update group leaders' guidance	Peter	Next meeting
Update Code of Conduct & Welfare Statement	Sandra	End Feb
Update Grievance & Disciplinary policy	Brian	End Feb
Draft Inclusion & Diversity policy	Brian	End Feb
Allocate actions to complete Risk Assessment	Peter	End Feb
Make changes to booking system	Ola	End Feb
Purchase 100 marathon club item for Georgina	Sam	Next meeting
Research venues for Christmas/New Year party	Chris	Next meeting
Book venues for next meeting & AGM	Sam	End Feb