

RFRC Committee Meeting

MINUTES

8:00pm Wednesday 1st October 2025

Old Inn

Present: Simon (Chair), Peter, Helen, Dan, Emma, Sandra, Ben

1. Apologies

Joanna, Darren, Robin, Michelle

2. Review actions from last meeting

- Publicise Solstice run – done (Joanna)
- Approach candidate for Marketing & Comms role - ongoing (Simon)
- Arrange session for group leaders with Robin – ongoing (Sandra)
- Contact Ben re Herepath race status – done (Simon)
- Liaise with Paul Parmenter to publicise Lanzarote trip – done (Dan)
- Remind members they must book on to runs – done (Robin)
- Investigate 2025 Christmas Party venue – see below (Dan)
- Provide contact details for Air Ambulance to HP – superseded (Simon)

3. Finance update

Michelle sent apologies but has posted update on committee facebook group

4. Herepath race update

Ben reported that everything is now on track with 100 entries so far and race should at least break even. Mementoes have arrived. He will check whether there are sufficient volunteers and then push the race to club members.

Ben also stated that he intended to step down as RD after the race due to work pressures. Sandra volunteered to take over.

5. £3000 fund allocation

Further to the agreement at the last meeting and following discussion, the following will be taken forward immediately:

- Online first aid training for group leaders (Sandra)
- Hi-viz T shirts for active leaders (Joanna)

6. Christmas party update

Dan reported that Rumwell will be booked for Friday 9th January with a New Year theme. The venue hire charge has increased to £450 but he expects the per person charge to be around £35 (before club subsidy). It was agreed that there should be a disco and the meal would be main course plus dessert. He will post the date on facebook.

7. Document approval

The revised Welfare Statement and Grievance & Disciplinary Policy were approved with minor changes. Peter to publish on website.

8. AOB

- Emma will remind members that they are signed up to the EA Code of Conduct and to ensure their RunTogether profile contains up to date medical and next of kin details.
- Joanna to source Hi-viz T shirts for all members to buy.

9. Date of next meeting

10th December 2025 (note change). Simon to book Old Inn.

Action	By whom	Deadline
Approach candidate for Marketing & Comms with role description	Simon	ASAP
Arrange session for group leaders with Robin	Sandra	March 2026
Offer online first aid training to group leaders	Sandra	ASAP
Source Hi-viz T shirts for group leaders	Joanna	Next meeting
Publicise New Year party date	Dan	ASAP
Remind members of code of conduct	Emma	ASAP
Source Hi-viz T shirts for all members to buy	Joanna	Next meeting