**Committee Meeting**

**February 2020**

Present: there were 8 members present and 5 apologies

Matters Arising from the previous minutes

* Finally in receipt of a reply from LUSC
* Chair to write to LUSC requesting early payment of December’s invoice
* In the process of changing signatories on Bank Account
* Budget sub-committee planning to meet after training on a Tuesday
* January Taster Group seemed to work and Hilary and Chair spoke with the parents

Correspondence

* Chair completed DCC Block Booking Form (*2020 invoice received*)
* Workshop organised with Muckles for 20th Jan (4 committee attended)
* Various local workshops organised by EA
* Missed out on the Tom Pink Relays this year
* Yasmin Miller has transferred to Thames Valley Harriers
* Fire Extinguishers checked and passed; we need the Certificates from Shaun
* Details re DCSF Funding and Agenda for next meeting
* Need to complete Risk Assessment Forms for training and competition
* Chair responded to DCC Press Release re TrackMark
* Collating quotes for refurbishing the toilets
* Coach Education programme in the North sent to appropriate Committee members
* Asked to provide Bar/Catering for Touch Rugby at the end of June

Finance

* Received 2 quotes for the toilet refurbishment
* Chair raised possibility of changing Cleaning Contract to another day – agreed to try to change to Fridays

Current Issues

* Legal Structure Workshop was useful
* Group to meet up and discuss further
* Taster Group is very short of coaches and as such needs a more structured programme
* No new Tasters in March but opportunity for youngsters to change groups if they have the potential
* Celebration Evening – postponed until a more suitable time

Annual General Meeting

* Notification by 11th Feb, nominations close 25th Feb
* Annual Report to go out on 1st March; Officers asked to write a short paragraph on their area to be included in the Report and send to Chair by 26th Feb
* Proposed Membership fees agreed and a new category included
* Constitutional changes – only members over 16 entitled to vote at AGM and Safeguarding Policy to be added to Appendices

Sub-Committee Reports

* Only 1 report from Officials – invitations sent out to be available for Club fixtures and replies by 14th Feb; County Officials also invited to be available
* Proposal for county to buy an Electronic Starting System and the Club were asked if it would like to contribute towards the total cost

Any Other Business

* Agreed for Paul Martin to buy small trophies for North Midlands Cross Country League winners

Meeting closed at 9.25pm.