Present		Apologies	
Mick	Anglim	Jeremy	Barber
Charmaine	Bradford	Matt	Casey
Dan	Chown	Chris	Harris
Sarah	Fitton	Louise	Kitcher
Jane	Hodge	Louisa	Rayner
Simon	Ibbotson	Alice	Rudd
Dan	Parker-Hales		
Tamsin	Roberts		
Marnie	Seymour		
Julie	Swainston		
Andrew	Vaughan		

1. **Acceptance of September meeting minutes.**

Minutes of previous meeting (04th Sept 2024) agreed by committee present. Also available on the Hardley Runners Website and Committee Shared Google Drive.

2. **Current Issues**

   a. **Vacancies / Volunteer Incentives**

   After a period of having no Club Chair the committee present were unanimous is co-opting Sarah Fitton and Andrew Vaughan as Co-Chair. Formal election of officers and committee will take place at the Club AGM.

   Due to some of the committee standing down for 2025 the following roles will need to be addressed prior the AGM ready for formal election: [AC63]

Secretary	TBD
CC6 Captain(s)	TBD
Publicity Officer	TBD

   Volunteer Incentives:
   It was noted the club has struggled with low volunteer numbers both for RR10/CC6, Solent Half Marshals and also on the committee. Ideas to encourage members included:
   -Inclusion in prize draw for Kit / HRRL or other event entry.
   -Local businesses providing prize fund in exchange for marketing at our events
   -Additional entry to the London Marathon Club place ballot, increasing chance of winning (to include all volunteers including cake bakers etc.)

b. Other AGM Prep / Key Dates

- It was agreed to have a maximum 15mins comfort break at AGM to prevent runners getting cold post run and leaving early. The bar will still be available post meeting.

- The committee present voted to split the £4000 profits from the 2024 Solent Half event across the following charities, treasurer to arrange payment for the following [Action 57]:
  - Oakhaven £2000
  - Waterside Foodbank £1000
  - Waterside XMAS appeal £1000

  Decision based on local charities where small amounts of money would make a big difference. Further charities to support for 2025 to be discussed at AGM / Committee meetings. [Action 35]

- The committee agreed the following key dates for 2025:

Item	Date	Location	Comments
Club Championships	15th June	Alresford 10k	Due to encouraging participation in HRRL and no major race clashes
Awards Ceremony	13th July	Lepe BBQ area / Social run route TBD	Social run followed by BBQ, club to supply bacon roll or similar. BYO drinks.
XMAS Handicap	14th Dec	Deerleep	Same format as previous years, subject to Forestry permit and restricted numbers.
Committee meetings	23rd Feb (AGM) 19th May 3rd September 1st December	Vibrant Brewery (AGM) Committee meetings TBD	AGM date for Jan/Feb 2026 will be set at 2025 AGM. Committee meetings will alternate between Monday / Wednesday

3. **Actions reviewed**

ID	Description	Committee Member	Date Raised	Date Closed
28	Dan C to provide SI list of charities the Solent Half has donated to in the past.	DC / SI	20/11/2023	02/12/2024

34	Additional child welfare course required by welfare officers due to potential <18 members. CB to get details and communicate with Phil to book.	CB	20/05/2024	02/12/2024
35	Send out shortlist of charities to entire membership to vote on for guest charity 2024	LK	20/05/2024	02/12/2024 - will be discussed and voted on on an adhoc basis
38	Request Forestry England permit for xmas Hardley Handicap 15th Dec	MA	20/05/2024	02/12/2024 – payment of £79 made
41	Send email out to membership with minimum core responsibilities for Chair and clarification role does not need to be filled by long standing member	CB	04/09/2024	02/12/2024
42	Verify current terminology used by EA for 'Chairman' role	CB	04/09/2024	02/12/2024
43	1 Coach (currently not coaching) is listed as unlicensed on EA portal, identify what is required to address this to meet EA mandated club standards	CH / CB	04/09/2024	Ongoing
44	Compile list off additional race support kit required i.e., tent, start / finish banner etc.	TR	04/09/2024	02/12/2024
45	Maintain a list of 'items for the next AGM' to include 1) What should the club spend money on?	CB	04/09/2024	02/12/2024
46	Notify CC6 Captain with instructions for sending club emails.	CB	04/09/2024	02/12/2024
47	Add Dan Parker-Hales to Hardley google drive access list	SI	04/09/2024	02/12/2024
48	Remove Diary from Agenda template and Add Exbury 10K	CB	04/09/2024	02/12/2024
49	Review and update job descriptions on committee home page, everyone to review own and provide Simon with any updates	All	04/09/2024	Ongoing
50	Investigate cost and level of cover for liability insurance to protect club from loss of funds due to late cancellation of event such as Solent Half	CB / SHM team	04/09/2024	02/12/2024- Solent half committee taken this action forward

51	Send out London Marathon Club Place email in time for the draw which will take place at the Solent Half Marathon (or shortly after)	CB / SHM team	04/09/2024	02/12/2024
52	Investigate local potential venues for 2nd December committee meeting as Vibrant unavailable	DPH / AV / MA	04/09/2024	Ongoing
53	Discuss awards ceremony feedback at December committee meeting	All	04/09/2024	02/12/2024
54	Locate and share Key Dates Spreadsheet for December meeting prior to AGM	CB	04/09/2024	02/12/2024
55	Add applying for Forestry permit at least 3 months prior to CC6 date to CC6 role description (due to the lengthy time it is taking to receive permits now)	CB	02/12/2024	
56	Replace Rays email address on EA portal	CB	02/12/2024	
57	Allocate the following funds to charities from the Solent Half 2024 event: Oakhaven - £2000 Waterside Foodbank - £1000 Waterside XMAS appeal - £1000	DC	02/12/2024	
58	Check latest prices and availability of items listed in prospective club shopping list and circulate to committee	DPH	02/12/2024	
59	Update club constitution for AGM approval to include how the club will disperse cash and assets	CB	02/12/2024	
60	Confirm details i.e. location / parking for Mile of Miles relay event 2025 hosted by Hardley Runners	TR / CH	02/12/2024	
61	Discuss potential date change to March 2026 for Solent Half at HRRL meeting	SF / TR / AR	02/12/2024	
62	Check with Poppy / Alice if they would like to feature in some publicity articles for the club based on successes this season.	CB / Publicity Officer (TBD)	02/12/2024	
63	Notify membership of current vacancies and encourage members to volunteer for vacant positions.	CB / ALL	02/12/2024	

4. **Membership Report**

Hardley Runners membership is showing a trend of gradually increasing EA members i.e. 90 (20th May) vs 96 current.

Current membership:

Membership Type	**Total**	**Comments**
Lifetime members	2	
Members aged 15-20	2	
Out of county members	7	
Second claim members	5	
Non EA members	59	
EA members	96	*Includes 11 run leaders/coaches and 1 EA Add on*
Total	**171**	

EA Fees:

It was noted EA have increased the club affiliation fee from £200 to £205 from April 2025, and the individual membership fee from £19-£20.

Subscriptions:

As the clubs finances are in a healthy state and membership fees are competitively priced in the area, the committee present agreed to propose the following fees for 2025:

Category	**2025 (£)**	**2024 (£)**
EA Members	37	35
Non EA Members	17	17
Second Claim	17	17
Out of county members	7	7
Members aged 15 to 20	0	0
Lifetime Members	0	0
EA add on	20	19

5. **Standards**

With our newly appointed co-chairs making the core committee complete, the club are currently compliant in 6/7 Club Standards with outstanding issues being addressed prior to April. From April 2025 the club needs to be fully compliant for any further EA affiliation.

- Constitution Propose to update for 2025 following accounts audit to state how cash and assets will be dispersed on the club folding. [AC59] The committee present agreed the following words 'the cash and assets will be dispersed to a like-minded local organisation sharing the same values as Hardley Runners'
- Committee (Mandatory roles are defined as: Chairman, Secretary, Treasurer, Membership Secretary, Welfare Officer x2, DBS Verifier)
- Grievance and Disciplinary Policy (included in club constitution)
- GDPR Privacy Policy – last updated March 2023
- Inclusion and Diversity Policy – last updated March 2023
- Club Safeguarding Code of Conduct

- All members signed up on membership
- All coaches qualified, licenced and DBS checked [AC43]
- Welfare officers training
    - Safeguarding course
    - Adult welfare course
    - Child welfare course (required where there are or may be members <18)

- Health and Safety Policy / Risk Assessment – last updated Sept 2023

6. **Treasurers Report**

The club remains in a good financial position. (Club finance information published to committee and available to members on request).

Due to the available cash in the club account, the committee present (including treasurer) approved purchase of additional race support kit. The latest availability and prices to be circulated via committee group chat for committee review prior to purchase. [AC58]

7. **Coaching Report**

Winter training has been popular with up to 30 runners at sessions, coaches have addressed any additional safety and community concerns if these numbers continue. To ensure all runners of different abilities are lead to and from the sessions safely, two more members are training as run leaders purely for this role.
Aaron has completed the Leadership in Running course and is awaiting his license to lead the sessions.
Danii has completed the Leadership in Running course earlier this year and is successfully leading sessions.

The popular Bleep test session is planned for 3rd December, at Gang Warily all-weather football pitch following feedback from previous bleep test sessions.

On December 17th the Festive Fartlek starts at the Heath Pub and finishes with mince pies. Thursday 19th marks the end of training sessions for 2024, with coached sessions returning January 7th. A Tuesday evening session at Southampton Athletics track is being planned for 2025.

The 2025 miles of miles event is being hosted by Hardley Runners, the proposed venue is New Forest Academy track, this was supported by committee present as long as sufficient parking was available (perhaps including use of the old Esso club site) and the school can support the date which may be during school holidays potentially requiring the track to be remarked. [AC60]

A special mention was given to Poppy Tanner, who has won and been runner up in a number of races this year including setting the record of first overall (as well as first female) at Bartley Parkrun. It was noted that Alice Rudd has also had some prestigious results this year. Both would make for excellent publicity articles. [AC62]

Beginners:

The numbers for the beginners course were down on previous years due to so many rainy Monday evenings. However, 3 ladies are now regulars at training sessions, with Imogen also taking part in many league events.

8. **Welfare Report**

No welfare issues to note.
Welfare officers have completed all mandatory training in accordance with EA Club Standards.

9. **Club Kit Report**

It was reported there is currently good availability of t-shirt and vests in all sizes. Approximately one item is sold per month with one large order being placed per year. Minimum order is 10, with a 6-week lead-time. There are still 12 items of old stock left, it was agreed these could be donated to the CC6 / RR10 kit box.

Additional non-clothing kit:
A number of club assets need updating / replacing (tent, banners, and stakes etc.). A kit wish list has been drawn up, current availability and cost is to be investigated and reported back to the committee via group chat [AC58]. It was noted the highest priority item in this list is the stakes.

10. **HRRL Report**

No representative present but it was reported that attendance, communication and car shares for these events is all good.

11. **CC6 Report**

No representative present and after several successful years the current captains are standing down. Again, attendance, communication and car shares are all good for these events.

Totton hosted the joint CC6 event this year and in light of the newly appointed captains Totton have offered to host again for 2025 so Hardley Runners only need provide marshals rather than course organisation etc.

12. **RR10 Report**

The RR10 season is now over. However, it was noted that details needed to be agreed for the Hardley Runners hosting of the 2025 Mile of Miles relay event. It is anticipated that these details will need to be communicated at the RR10 AGM in January 2025. [AC60]

13. **Hampshire Cross Country Report**

The 2024/25 league started out with low numbers but there have been increasing numbers of both men and women in recent events, with a few taking part for the first time.

Congratulations to Mick Anglim, Jeremy Barber, Alice Rudd, Imogen Hart, Tim Annetts, Simon Ibbotson, Phil Rudd, Richard Bingham, Andrew Vaughan and Karwan Mountasim for representing the club at these competitive events, where even our 17min 5k runner came 86th, a great experience to compete in this environment.

The men are currently 6th which places them in 5th place in Div 3. It was noted if the men's team do get promoted to Div 2 a team of 5 men (not 3) is required.

The next event is at Prospect Park Reading 11th January, with the 5th event unlikely to happen. More information is available on the Basingstoke & Mid Hants website.

The following X/C Championships events are open to Hardley Runners EA members, an email will be sent out:

Event	Location	Date
The Hampshire Championships	Fairthorne Manor	4th January
Southern Counties	Beckenham	25th January
Nationals	Parliament Hill	22nd February

14. **TRI / CTT**

Hardley Runners continues to be a British Triathlon Affiliated club, membership fee has been paid.

15. **Solent Half Report**

The 2024 Solent Half was very successful with £4000 profit being allocated to local charities [AC57].

The committee present agreed to a prospective date change to March for 2026, following several race clashes in October. It was thought the March date would fit well with Marathon season training. The prospective date change should be highlighted at the HRRL meeting. [AC61]

16. **Exbury 10k**

The date has been set for 22nd June 2025. A call for Hardley Runners to assist in this event will once again be sent out nearer the time. However, it is anticipated less volunteers will be required due to T-shirts now being pre-ordered with entries. It was noted the 2025 event clashes with the Giants Head event.

17. **Publicity Report**

No representative present and after several successful years the current captain is standing down.

18. **Social**

Hardley Runners have provided many successful social events this year. Paddle @ Christchurch, Studland Social Run, Hamble Social Run. Unfortunately the Run the Forest event did not encourage enough numbers to be viable this year.

The last event for 2024 is the popular Christmas party at Vibrant Brewery on 13th December.

Upcoming events for 2025 include:

- Portland Social Run in April
- Paddle in May
- Fortitude style lap on the hour every hour event with camping (location TBD due to forestry permission permit required for the New Forest)
- Awards event with social run
- Studland Social Run in July

19. **Web**

Maintaining the race diary has now been merged into this role, this google calendar can be added to members own calendars. Both the race diary and website are up to date with the latest info, but keep sending the webmaster details of anything new to be added. Recent updates have been made to kit pages and previous awards winners sections.

All committee members to review job descriptions for inclusion on committee page and provide amendments where role details are out of date. [AC49]

Updates are still being made to the current website to make the transition to the future more mobile friendly website easier, with archived data being retained.
Further meetings / viewing will be arranged with key parties as and when work on the new website begins, providing the opportunity for feedback.

20. **AOB**

1) Garage Keys:
It was thought that Matt and Rob have the garage keys at present.
2) Member Mojo:
A reminder was given that all members would receive an email reminder prior to renewal and the club payment for this system is due shortly after the AGM.
3) Hardley a Ramble 2005 trophy to be repurposed:
Mick presented the new co-chairs the trophy to be repurposed within the club.
4) Gang Warily Junior Parkrun:
Following Mick initiating talks to start this 8 years ago, the first Gang Warily Junior Parkrun (for 4-14 year olds) took place on 10th November 2024. The event is showing good numbers (despite bad weather) so far, with many under 14s taking part in their first ever parkrun.

Meeting closed 10:00 pm

Charmaine Bradford

Minuted by Charmaine Bradford for Hardley Runners