Committee Meeting Minutes

Date: 2nd March 2026
Attendees: GRC Committee members
Time: 8:00pm

1. Apologies

Sarah High.

Present: Zoë Wragg, Fraser Marshall, Kate Marshall, Matthew Atter, Ros Sadler, Sylv Hull, Sam Dodwell, Nicci Whittaker, Russel Whittaker, Russell Maksymiw, Cameron Hoggan, Rick Dobbs, Julie Gilbert and Darren Harley

2. Minutes of last meeting

The minutes of the last meeting, held on Monday 19th January 2026, were signed off by the Committee.

3. Actions from the last meeting

Task	Description	Responsible	Status
1	Decide on a start date for this year's beginners and arrange a planning meeting with the volunteers.	RM	Complete
2	Decide on maintaining current club structure or apply for CASC status.	Committee	Ongoing
3	Discuss next steps relating to becoming a CASC. A 1-pager needs producing to explain the CASC status to members and reasoning behind the action.	SHull, CH & FM	Ongoing
4	Changes needed to the current constitution, so it works as a CASC. Draft the changes to the constitution as listed, to then go to an EGM/AGM.	CH & FM	Complete
5	Decide on membership costs for next year.	Committee	Ongoing
6	Share final details ahead of the First Aid Training; timings, potential e-learning and invoicing.	KM	Complete
7	Best Newcomer to be discussed in the wash up meeting post Awards night so it can be considered for the 2027 awards.	Committee	Ongoing
8	Pull together a social calendar for 2026.	SD	Complete

9	Arrange another parkrun takeover so we can promote both Beginners and Solstice.	NW	Complete

Tasks 2 & 3: The CASC proposal document is now completed, and for Committee members to review, prior to being sent out to all members. An EGM will then be called.
ACTION: Cameron to send out the CASC proposal document to all Committee members to review.

Task 4**:** The Committee is to decide on an appropriate date for the EGM (the sole purpose of which will be to decide on the CASC proposal). It was agreed that this EGM will be online.
ACTION: Committee to decide on a date for the EGM.

Task 5: The Committee discussed the subject of the club membership fee. The Committee was informed that England Athletics (EA) had increased their fee by £4 per member, and it was agreed that this would result in a similar membership increase. Therefore, the Committee agreed that the membership fee would rise from £30 to £34.

Task 7: The Awards Night 'washup' was discussed, and it was agreed that the evening went well. The food, venue, etc were well received, and the club received great feedback from The Passage. It was agreed that the awarding of the top 3 places for the GP was a good idea, and it was agreed that there would be no change to the trophies for next year. The Committee also agreed that the Newcomer 'window' would be widened, so it would now include all members who joined in the Summer of 2025, through to the end of 2026 in order to qualify for the 2027 newcomer award.

4. Finance

Cameron reported to the committee the following club bank balance figures.

Current account: £5,721.81

Liquidity: £5,081.15

Reserves: £1,031.48

Events figures:

Awards night: (expected spend of) £849.69

Solstice profit: £1867.34

5. Membership

Kate informed the Committee of the latest membership figures.

We have 283 members in total:

276 first claim

3 second claim

4 life members

6. Correspondence

No correspondence received.

7. Club Welfare

No correspondence received.

8. Club Development

Now the first aid training is complete, it was agreed that each run leader should be provided with a first aid kit.

Ros agreed to take the lead on this and would purchase enough first aid kits (bum bags) for all run leaders.

The Committee was informed that England Athletics has a recommended list of equipment to go into the first aid kit, and this would be used as a guide to the new kits.

Action: Ros to investigate, and purchase, first aid kits for all run leaders.

The Committee was informed that the Risk Assessment documents would need amending, and the Health & Safety document would need updating. This is to fall in line with the England Athletics club standards.

Action: Sylv to update the Health & Safety document and upload them to the club website.

Kate also let the Committee know that Emma Hopkinson, who is part-way through her LiRF qualification, had agreed to become an ARC run leader in the meantime.

9. Kit

Sam informed the Committee that kit had generated an income of £429.50, with £45 outstanding.

Sylv let the Committee know that the possibility of the club offering an 'elite' vest was being looked into. This vest is made of a thinner material, which leads to a lighter garment. There are no timescales for this vest at present.

Action: Sylv to carry on with the possible provision of thinner, lighter club vests.

10. AOB

Summer Solstice

Nicci informed the Committee that there had been 208 entries to far for the Solstice, which is ahead of last year (which sold out).

Nicci let the Committee know that she had spoken to a club member as to how to entice faster runners to enter the race. She was informed that the majority of the faster runners in the area would usually enter races which offered prize money, and it was agreed that this would be implemented for the Solstice. Although the feedback on the trophies from last year was positive, it was felt by Nicci that the addition of prize money would be a good incentive for the faster runners in the region.

It was agreed that the prize money for the 2026 Solstice would be £100 for the first male/female, £50 for the second male/female and £25 for the third male/female.

The Committee also agreed that the prize money for each age category winner would be £20.

It was also agreed that there would be a course-record monetary prize next year.

Action: Nicci to promote/advertise the Solstice prize money through the available channels.

Nicci also informed the Committee that the Solstice 2026 medal design had been completed, and this would be distributed around the Committee.

Sylv let the Committee know that she had contacted a company that would print the entrants name onto their race number. It was agreed that this would be looked into further, but a cut-off point would be required for entrants to choose whether to have a name printed on the number. It was agreed that this may encourage some runners to enter the race sooner rather than later.

Action: Sylv to look into entrants' names on race numbers.

DropBox cleanup

Sylv reported that there was a large number of files on the club Dropbox account that were no longer required, in particular the 'Policies' folder. It was agreed that these files should be deleted to free up some space.

Action: Sylv to delete Dropbox files that are no longer required.

Run leader workload and recruitment

The Committee discussed the subject of run leaders, the current workload and new run leaders. The possibility of creating a 'rota' system was raised, as some run leaders are leading run groups week in, week out. The question was raised as to whether there were too many sessions being provided (there are currently 5 x 5K runs a week and 5 x 10K runs a week). It was agreed by all present that the current format needs a shake-up and a recruitment drive for new run leaders was required, as the Committee were in agreement that the current format is not sustainable. It was also agreed that club members should be asked for their opinions on this matter, as to what runs they would like.

Russell asked whether, in winter, the club runs should be staggered, similar to the club runs pre-covid. This would require less run leaders and could be moved to a 7pm start. It was agreed that this would be looked into.

ARC renewal

Darren reported to the Committee that ARC membership was up for renewal at the end of March. It was agreed that this would be renewed.

Action: Darren to begin the ARC renewal process.

Quiz Night

Sam informed the Committee that he was intending to set up a club quiz night. The Committee thought this was a good idea, and the Jubilee Life Centre Church was mentioned as a venue. This would also include food and possibly a raffle.

Action: Sam to look into organising a club quiz night.

Chip Timing

The Committee agreed that chip timing would be purchased, but at a date as close to Solstice as possible. Sam agreed to take the lead on this, but the Committee agreed that the timing chips should not be re-usable. The preference was for one-off chips, for example on the back of race numbers.

Action: Sam to investigate the purchase of chip timing.

Date of Next Meeting

It was agreed that the next meeting would include the presentation evening wash up and be on Monday 13th April at 8.30pm online.

Meeting Closure.