TAVISTOCK Athletic Club

www.tavistockathletics.co.uk

Article I. Committee Meeting 9th April 2025 8.00pm – using Zoom

Present: Mark (Chairman), Dene (Treasurer), Ian (Welfare), Andy Hughes, Carole W (Club Secretary), Alistair P (Membership Secretary), Sarah (Welfare), Richard N

Apologies: Elaine		Action
1	 Matters Arising from Previous Minutes: Paul Waldron agreed to provide help with entries at Tavy 7. Tavy13 proposed date of June 8th – not going ahead. Andy in discussion with Cameron on maintenance of website. Then look at funds available from EA for managing club websites – Mark to provide criteria for application, need to apply by July. Lighting sponsorship – see Treasurers section. Elaine provided names for suppliers of cage and nets Dene bought 2 new padlocks for toilets and will send emails on codes to users. Welcome pack for juniors that was sent out by Elaine needs to be reviewed by Alastair. 	AH/MW
2	 Treasurers Report: One invoice outstanding for £25 for use of our tables. 	
	 Awaiting invoices from Shaun for Awards Evening, Tavy 5 Medals & PSC Medals. 	
	 High balances but substantial amount will be paid to EA soon. Also bills still to come for Primary School 	

Challenge.	
 Invoices up to date. 	
 Primary School Challenge – Profit circa £ 94 	
• Need to look at costings of PSC next year before the entries go live. Everything has gone up considerably and we need to be mindful of this before any future event.	
• Still awaiting end of year accounts from Keiran Stocker. I have chased him on numerous occasions but don't get any response. Helen Alcock is back from her hols next week, so I will ask her if she is able to get in touch with him.	DM
 Net operating income for March 2025 is £4,003 	
 Sponsorship for events, track lighting and equipment. Carole sent 20 letters to potential sponsors, two replied requesting further information so far, 2 declined. 	
 Other committee members provided more potential sponsors and will follow up – Canine Hydro Therapy, Abbey Mead Dental, Salisbury Estate Agents, OMG business for general maintenance and support rather than financial support. 	A 11
 Dene/Carole can provide letter if required. 	All
	DM/CW

3	 Club Policies: Policy on wearing of Club Vests /Kit sent out to club members.Draft policy on travel and other expenses sent out for review by committee, as well as training in extreme weather for review. Need update of EA portal of policies and standards, like to get to 100% for gold standard. Mark sent out drafts for review on Data Privacy & Equality, Diversion and Inclusion. Uploaded minimum required onto EA portal and will upload others once approved by committee. To include one on Data Protection. To update directors with Companies House and Trustees for Charity Commission. MW to circulate list to proposed Trustees to agree 	MW
4	 Coaching & Competition: Richard would like new Race director to shadow at Relays – Mark to discuss with potential candidate. Can then progress to managing Tavy 7. There should be a Race Director course soon in Plymouth that he can attend. 	MW/RN
	 Agreed to increase entry fee of Tavy 7 to £20 and increase t-shirt price to cover current costs. Mark to see if new member who has coaching qualifications will join coaching team, potentially as coaching co-ordinator. Elaine suggested we should have later sprint groups 	MW
	 Claime suggested we should have later sprint groups as currently the 5-6 slot on Tuesday is too early for some juniors. Look at setting up rota with coaches and assistants. To look at guidance required for junior coaches on numbers in training groups. Alastair looked at EA 	AII

	 guidance – cannot legally enforce DBS checks on volunteers. However anyone who regularly volunteers should take the assistants coach course that requires this check. Need to summarise principles for the club: When DBS checks are required Circumstances when a volunteer can lead – such as under guidance of a qualified coach How much can an assistant coach do To add as Priority topic for next C committee meeting, Mark/Ian to circulate material for review beforehand. 	MW/IC
5	 Facilities: Mark noted his concerns with the relationship with the college (TCC) on various issues such as the use of the car park. To pursue on dates car park to be used by BBC in July/August. To raise charge for Devon Open use of track so it covers costs, including maintenance. Mark is progressing several regular bookings for the track. 	MVV
6	 Membership: Mark to speak to members who have not paid fees to explain they will not be EA registered and can no longer attend training sessions. Dene and Alastair progressing upload on EA site of paid members. Alastair has issue with new members email address no longer on spreadsheet downloaded from TAC website. Andy to follow up with Alastair K to add back to membership form. Alastair to let Mark 	MW

	 and others know which emails he is missing. Once members uploaded onto EA site Mark will send confirmation email to members. 	AP/MW MW
7	 AOB Next Awards evening proposed we hold at Town Hall, Richard proposed Kings Centre, Pixon Lane – now booked for Friday 21 November, 1800-2100 bar staff included. Andy asked about dates for Armada Series – Mark to send draft list. Andy to update website for list of events – do not need to include Tavy 13 as previously stated it is on hold. Ian asked if we are considering holding a mile race with Tavistock Lions Club – Mark looking at dates with the council. Alastair asked if we are considering holding any more Weds evening events – to discuss with junior coaches. 	MW AH MW
	Date of Next Zoom Meeting Wednesday 14th May 2025	