

Article I. Committee Meeting 14<sup>th</sup> May 2025 8.00pm – using Zoom

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

**Apologies:** Alistair P (Membership Secretary)

**Action**

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| <p><b>1 Matters Arising from Previous Minutes:</b></p> <ul style="list-style-type: none"> <li>• Andy looking at maintenance of website. Mark to contact Alastair about direct meeting with Cameron to enable Andy to move to a new website. Mark updated committee from Armada meeting that current funding for improvements will run out, to apply for next allocation from September, of £500.</li> <li>• Lighting sponsorship – discuss at next months meeting</li> <li>• Welcome pack for juniors needs to be reviewed by Alastair – still outstanding, Elaine to do a final review.</li> </ul> | <p><b>AH/MW<br/>MW<br/><br/>EF</b></p> |
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| <p><b>2 • Treasurers Report:</b></p> <ul style="list-style-type: none"> <li>• One invoice outstanding for £25 for use of our tables.</li> <li>• Awaiting invoices from Shaun for Awards Evening, Tavy 5 Medals &amp; PSC Medals.</li> <li>• Invoices up to date.</li> <li>• Primary School Challenge – Profit circa £ 37</li> <li>• 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.</li> </ul> |  |
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	<ul style="list-style-type: none"> <li>• Still awaiting end of year accounts from Keiran Stocker. I have chased him on numerous occasions but don't get any response. I will ask Helen Alcock when she is back if she is able to get in touch with him.</li> <li>• Net operating loss for April 2025 is £2,158 (due to affiliation payments)</li> </ul> <p><b>Sponsorship for events, track lighting and equipment.</b></p> <ul style="list-style-type: none"> <li>• Unfortunately no further responses to letters sent to potential sponsors.</li> <li>• Mark to follow up with Ed Horn, one of 3 directors of a Landscaping company – committee agreed he can send letter to all directors for request.</li> <li>• Andy to follow up letter to dentist</li> </ul>	<p><b>MW</b></p> <p><b>AH</b></p>
3	<p><b>Club Policies:</b></p> <ul style="list-style-type: none"> <li>• Need update of EA portal of policies and standards, like to get to 100% for gold standard. Mark to follow up with colleague on policy on Privacy &amp; Equality, Diversion and Inclusion. Uploaded minimum required onto EA portal and will upload others once approved by committee. To include one on Data Protection.</li> <li>• To update directors with Companies House and Trustees for Charity Commission. MW to circulate list to proposed Trustees to agree.</li> </ul>	<p><b>MW</b></p> <p><b>MW</b></p>

**Coaching & Competition:**

- Richard would like new Race director to shadow at Relays – Mark to introduce Gary to Richard next week.
- Agreed to increase entry fee of Tavy 7 to £20 and increase t-shirt price to cover current costs. Dene confirmed current cost is £11.80 (£9 plus VAT).
- Elaine to hold Junior coach meeting, include looking at having 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 and volunteers. Mark discussed with Armada contacts, will circulate information. They suggest good practise is:
  1. Any club can define roles that require DBS check through EA
  2. Promote use of self declaration form by volunteers
  3. Risk assessment performed by club
 Mark to circulate draft Risk assessment and also speak to volunteers about self assessment form.
- Elaine noted that at first SWAL (South West Athletics League) and Devon County Championships there was low turnout from TAC. Look at promoting T&F events going forward – refer to AOB action. Next SWAL is 6<sup>th</sup> July.
- Elaine is completing licence application for Throwing event to jointly hold with COPAC on Weds 4<sup>th</sup> June.
- Next week is West Devon Schools competition that leads into South West Schools competition.
- Dene provided update on latest C25K, 23 attendees

**MW/RN****EF****MW**

	<p>with graduation on 19<sup>th</sup> July.</p> <ul style="list-style-type: none"> <li>• Tavy 5 licence expires after June race, Richard has applied for next year and is arranging for verification of the distance. Andy raised issue that Power of 10 does not have distance verified – Mark to follow up with Power of 10.</li> <li>• Richard asked who manages Instagram account – currently James Armstrong, Mark to speak to James about changing this. This also applies to the TAC Facebook page.</li> <li>• Tavy 5, June event is part of Armada series so expect increased numbers.</li> <li>• Relays – Dene confirmed James Armstrong will sponsor. Look at new ways to manage registration.</li> <li>• Tavy 7 confirmed we will still host Ross Shield</li> </ul>	<p><b>MW</b></p> <p><b>MW</b></p> <p><b>RN</b></p>
<b>5</b>	<p><b>Facilities:</b></p> <ul style="list-style-type: none"> <li>• Mark waiting confirmation that college has no dates for BBC use of the car park this summer.</li> <li>• Mark agree with Keith we can raise charge for Devon Open use of track so it covers costs, including maintenance.</li> <li>• Mark has progressed several regular bookings for the track – Launceston monthly on a Monday, RFRF weekly on Friday.</li> <li>• Agreed that Mark and Elaine can progress with choice of supplier for new cages</li> <li>• Mark to discuss with Mount Kelly School an arrangement for their use of our facilities with a contribution to fund new equipment.</li> <li>• Lighting – Mark to update committee next month.</li> </ul>	<p><b>MW</b></p> <p><b>MW/EF</b></p> <p><b>MW</b></p> <p><b>MW</b></p>

	<ul style="list-style-type: none"> <li>Agreed Elaine can purchase new slam balls.</li> </ul>	
6	<b>Membership:</b> <ul style="list-style-type: none"> <li>Dene has provided list of members paid to Alastair, waiting for some to be uploaded on EA site of paid members. Mark to follow up with Alastair.</li> </ul>	MW
7	<b>AOB</b> <ul style="list-style-type: none"> <li>Ian asked if we are considering holding a mile race with Tavistock Lions Club – Mark looking at dates with the council.</li> <li>Relays will be Thursday of Carnival week - 17<sup>th</sup> July.</li> <li>Elaine noted that there are no Track &amp; Field events on the website. Long term Andy can look at a new structure for the website. Short term Elaine to provide Andy with information and Mark to encourage members to provide photos from T&amp;F events.</li> </ul>	MW   EF/AH   MW
	<b>Date of Next Zoom Meeting</b> <b>Wednesday 11th June 2025</b>	