



## Plymstock Road Runners - Committee Meeting No. 188 Minutes

Date: 19<sup>th</sup> January 2022 via Zoom

Present: Jackie Falkner (JF), Linda Worsfold (LW), Graham Bale (GB), Steve Rose (SR),  
Carla Tunnicliffe (CT)

Apologies: Brett Tunnicliffe (BT)

Item	Discussion	Action
1.0	Minutes from the last meeting (GB)	
1.1	Acceptance: The minutes of the previous meeting are accepted by all.	
1.2	Matters arising: Included under following headings.	
2.0	Finance (LW)	
2.1	<u>Year to date:</u> The finance schedule was discussed and some amendments agreed. Updated schedule is attached to the minutes. The full year is expected to show a small loss. No invoice received as yet from Fort Stamford re disco at Christmas party. CT will speak with them to verify.	CT
2.2	<u>Draft 2022/23 Budget:</u> Draft budget was discussed and amendments agreed. Revised schedule is attached to the minutes. No website allowance has been made as the hosting 3-year fee was paid the previous year. The projected loss at 2023 year-end is budgeted to be around £1000.  £500 training budget has been included. Through contact with England Athletics (EA), as a club we should be aiming as best practice to have a coach at a member ratio of 1:12. Recommendation of 1 no. coach with 4 no. Leader in Running Fitness (LiRF) qualified members. If ratios not met, we may not be able to demonstrate best practice in future. We currently have 2 no. LiRF members, but 1 no. plans to become a coach, leaving 1 no.  JF suggests Committee Members become LiRF registered so as to demonstrate best practice. SR queries the timeframe? We need to work gradually towards best practice. CT summarised what the LiRF course entails. SR queried whether we needed the paperwork to demonstrate our best practice. LW suggested asking the Armada Network for advice. Suggest allowing smaller training budget each year to work towards best practice member to coach/LiRF ratios; instigating a longer-term plan. LW proposed an objective to train 2 no. LiRF's each year. We have a potential candidate. It was agreed to allow for a £500 training budget. Such training to be highlighted at the AGM.  A membership fee of £15 was proposed and agreed by committee members. Additional cash can be used to engage and pull the club together. Brainstorm suggestions: cake at the AGM, hot cross buns on Maundy Thursday, Easter egg hunt on a run! The £15 PRR fee for the coming year is to be ratified at the AGM. <i>Post meeting note: It is proposed</i>	JF/GB



	<i>that the fee reduces to £10 from 1<sup>st</sup> October and then £5 from 1<sup>st</sup> January; also, to be ratified at the AGM.</i>	LW
3.0	Club Kit (CT)	
3.1	The current position regarding kit. The logo issue is sorted and was provided by Steve Witney's niece who was originally employed to produce the PRR logo. This has been sent through to Charlie at Run Venture. Vests at £26, 'T' shirts at £27, but a minimum order of 10 no is required. CT will obtain photos and advertise again to the club and to the C25K members. LW agreed to give CT access to the members list; noting the use of the blind copy function when sending emails. Suggest restricting the kit to 'T' shirts and vests initially. An email needs to be sent to those members already paid. LW agreed to send CT a list of those who have paid. We may need to order some most popular style/size kit to make orders up to 10 no.	CT LW LW
4.0	Social (JF)	
4.1	Future social events to be confirmed later.	JF
5.0	Couch to 5k (JF)	
5.1	There will be a 12 <sup>th</sup> March graduation parkrun after the 9-week programme. 31 no. are currently on roll, all of which are attending regularly. Some are doing homework when they cannot get to all the training sessions. It is agreed that JF is going to offer an invite to the C25K group to the AGM. Potential family members may end up joining the club as a result of C25K.	JF
6.0	First Aid Training (SR)	
6.1	3 no. dates are planned, Wednesday evenings on the 16 <sup>th</sup> & 23 <sup>rd</sup> February and 2 <sup>nd</sup> March in the Church Hall. LW to ask the church if their Hall is available. The fee is set at £5 per head. The Church Hall hire period will need to be 2 hours from 18:30 to 20:30 hours. This training is to be made available to the church members.	LW
7.0	Strength Training Workshop (CT)	
7.1	The suggested dates of 9 <sup>th</sup> February in the Church Hall from 18:30 to 19:30 hours is agreed with CT. This is to be opened up to existing club members and the C25K group. Warm up and cool down is going to be covered in addition to the strength training. There will be no charge for this event.	
8.0	Schools Cross Country (JF)	
8.1	All schools have been contacted, medals ordered and delivered and the kit picked up from Dave Dane. Volunteers have come in. Due to an easier route layout this year, the number of marshals can be reduced. First session is 28 <sup>th</sup> January from 15:00 to 17:00 hours and all volunteers have been earmarked. The results are computed afterwards at home. CT offered her assistance which was greatly appreciated. There are options to get parents involved; perhaps by giving them high-vis jackets to assist with marshalling. This also provides recruitment opportunities for PRR.	CT
9.0	Update of PRR Welfare Policy (LW/SR)	
9.1	This item is carried forward to a future date; it relates to the safeguarding of youngsters.	LW/SR



10.0	England Athletics Set of Standards and 2022/23 Affiliation Process (GB)	
10.1	GB forwarded an email from the EA dated 06 <sup>th</sup> January 2022, which will be discussed at a future date.	GB
11.0	Armada Network Forum Meeting Monday 17 <sup>th</sup> January (GB)	
11.1	A treasurer is still required plus new position of Chair.	
11.2	England Athletics Set of Standards email feedback is welcomed.	
11.3	C25K at other clubs have attracted similar numbers as PRRs.	
11.4	Armada 3k race to move forward by one week in March.	
11.5	A request is going to be made to Saltram NT to host the Armada 5k Summer Series races.	
11.6	The fee to clubs will increase by 50p.	
11.7	Details of the Armada Grand Prix is still to be confirmed.	
11.8	The Armada Network AGM will be held during May 2022.	
12.0	AGM (All)	
12.1	The date for the AGM is set for Thursday 17 <sup>th</sup> February 2022 in the Church Hall with cake provided.	
12.2	JF will ask her colleague Clare if she will be happy to audit the PRR monitory records.	JF
12.3	The Chair is to provide a report at the AGM.	JF
12.4	The Committee Members were asked if they are happy to serve again during the coming year. SR as stated at the last AGM will stand down from the Committee but will however continue serving the club as Race Director for the Muddy Duck, coordinate the schools cross country and assist with updating of the PRR website. CT will check with BT if he is still willing to serve on the Committee. The remaining Committee Members are happy to continue to serve subject to ratification at the AGM.	CT
13.0	Any other business (All)	
13.1	JF asks for C25K Graduation parkrun volunteers. The proposal is the 9:00am parkrun at Central Park on Saturday 12 <sup>th</sup> March 2022. GB to investigate a contact name and details to discuss PRR marshalling the whole event. Once confirmed, club members will be asked to volunteer at the event and encourage the C25K participants.	GB
13.2	Some C25K members are asking what is next after this graduation race? Potential runs are the Trust 10 at Saltram if post Covid the race is resurrected, or the Armada Summer Series of 5k races at Saltram.	
13.3	SR is planning for the Muddy Duck to take place on the 9 <sup>th</sup> July 2022. Rachael Ward was previous race secretary but now has moved on. SR therefore will be asking for volunteers. Online race entry system is to be investigated possibly alongside postal entries. The course relies heavily on marshals so considerations to simplify the route in the vicinity of the Wharf will be made. To make administration easier, it is unlikely that on the day entries will be an option. The race should be self-funding having an £1000 balance available.	
14.0	Date of next meeting (GB)	
	Next committee meeting: Wednesday 23 <sup>rd</sup> March 2022. AGM: 17 <sup>th</sup> February 2022 in the Church Hall at 18:15 hours with cake!	ALL

Plymstock Road Runners: Seniors as at 18 January 2021

Description	21/22 Budget £	YTD Actual £	Remainder of year £	Total year £	Variance to 21/22 Budget £	Comment - YTD	Comment - Budget
<b>Income</b>							
Memberships	700	860		860	160	86 members (including 4 life members)	70 members @ £10
Memberships - 20/21		(34)		(34)	(34)	Paid in 20/21, applied to 21/22	
Club kit		154		154	154		
EA athlete fees		211	-	211	211	1 @ £16, 13 @ £15 - matched by expenditure	
EA athlete fees - 20/21		(15)		(15)	(15)	Paid in 20/21, applied to 21/22	
Gait analysis		80		80	80		
Erme Valley relays		84		84	84	21 @ £4	
New race kit		235		235	235		
Christmas party		363		363	363		
Couch to 5K		290	10	300	300		
Membership & EA fee 22/23		35		35	35		
Sundry		-		-	-		
<b>Total income</b>	<b>700</b>	<b>2,263</b>	<b>10</b>	<b>2,273</b>	<b>1,573</b>		
<b>Expenditure</b>							
Rent	382	180	120	300	82	£15 (1.5hrs) per week; to 10 March	assume Oct - Feb (20 wks) with 5% increase
Refreshments	125	-	40	40	85		2 coffe mornings £60; refreshments £65
Affiliations	350	249	-	249	101	EA - £150, ARC - £99, no Armada Forum fee to be charged this year	EA remaining at £150; ARC fee £143, Armada Forum fee £57
EA athlete fees		210	-	210	(210)	£1 surplus	
Stationery	25	-	-	-	25		
Grand Prix prizes	75	-	-	-	75		includes club awards
Marketing	50	-	-	-	50		
Charity & gratuities	125	20	-	20	105	YTD - Elburton PTA Quiz sponsorship	
Miscellaneous	80	-	-	-	80		Includes relay prizes £20
Functions	500	-	-	-	500	Christmas £250, Post Pandemic Event - £250	
Christmas party		385	100	485	(485)	£122 contribution by club assuming £100 invoice rec'd	
Replacement kit	100	-	-	-	100		
Website refresh	600	461	115	576	24		
Domain name renewal		27		27	(27)	3 year renewal	
Gait analysis		60	-	60	(60)	Run Venture	
Erme Valley relays		80	-	80	(80)	20 @ £4	
Refunds		9	41	50	(50)	Remaining: 2 members @ £10, £1 balance to LH, £20 to fee paid by standing order	
New race kit			235	235			
Club meal		8		8	(8)	Booking error	
<b>Total expenditure</b>	<b>2,412</b>	<b>1,688</b>	<b>651</b>	<b>2,339</b>	<b>308</b>		
<b>Net surplus/(deficit)</b>	<b>(1,712)</b>	<b>575</b>	<b>(641)</b>	<b>(66)</b>	<b>1,881</b>		
<b>Allocated to Juniors</b>							
Leadership in Running Fitness		280		280	(280)	Carla, Bill	
Safeguarding course		20		20	(20)	Dave Dane, Carla	
Coach in Running Fitness		138		138	(138)	Bill Christie	
Cross country medals		255		255	(255)	Bill Christie	
<b>Total expenditure</b>	<b>-</b>	<b>693</b>	<b>-</b>	<b>693</b>	<b>(693)</b>		

**Bank and cash**

	£		£	
Bank	6,238	Seniors	3,683	
Cash	230	Juniors	1,721	
	<u>6,468</u>	Muddy Duck	<u>1,064</u>	no transactions to date in 21/22
			<u>6,468</u>	

Description	21/22 Budget £	21/22 outturn £	Variance to 21/22 Budget £	Comment	22/23 Draft Budget £	Variance to 21/22 Actual £	Assumptions
<b>Income</b>							
Memberships	700	826	126	budget assumed 70 members @ £10	1,050	224	70 members @ £15
Memberships 20/21	-		-			-	
Membership/fees re 22/23 paid €	-	35	35			(35)	
Club kit	-	154	154			(154)	
Couch to 5k	-	300	300			(300)	
Sundry	-	24	24			(24)	
<b>Total income</b>	<b>700</b>	<b>1,339</b>	<b>639</b>		<b>1,050</b>	<b>(289)</b>	
<b>Expenditure</b>							
Rent	382	300	82	5 payments @ £60	720	(420)	12 payments @ £60
Refreshments	125	40	85		125	(85)	2 coffee mornings - £60; tea, coffee etc - £65
Affiliations	350	249	101	ARC & EA paid, no Armada Forum fee	350	(101)	EA remaining at £150; ARC fee £143, Armada Forum fee £57
EA fees	-	14	(14)	£1 net surplus		14	
Stationery	25	25	-		25	-	
Grand Prix prizes	75		75		75	(75)	
Marketing	50		50		50	(50)	
Charity and gratuities	125	20	105	Elburton PTA £20 donation	125	(105)	
Miscellaneous	80		80		80	(80)	Relay prizes £20
Functions	500	22	478		-	22	
Replacement kit	100	100	-	Banner	100	-	
Website refresh	600	576	24		50	526	
Domain name renewal		27	(27)	3 year renewal	-	27	
Training					500	(500)	
Sundry		58	(58)		-	58	
	<b>2,412</b>	<b>1,431</b>	<b>981</b>		<b>2,200</b>	<b>769</b>	
	<b>(1,712)</b>	<b>(92)</b>	<b>1,620</b>		<b>(1,150)</b>	<b>(1,058)</b>	

Bank balance as at 18 Jan

Seniors	3,683
Juniors	1,721
Transactions remainder of year	(641)
Forecast balance end Feb	4,763
Forecast deficit 22/23	(1,150)
Forecast balance Feb 23	3,613

Pre pandemic - Feb 20

Seniors	1,893
Juniors	2,437
	4,330

Increase/(decrease) **(718)**