

Minutes Committee Meeting

March 27th 2019,

Royal Ivy Bush Hotel

Present: Jake Morgan; Nathan Jones; David Toogood; Carol Jones; Cressy Morgan; Lisa Forrest; Edward Morgan; Kath Jones; Andrew		Apologies: Hedydd Davies; Richard Jones; Kate Parker; Alison Thomas
Agenda item	Notes	Actions
Minutes of last meeting		
Preview of the website from Adam Edwards TINENT	Adam from Tinopolis shared the mock up of the website	Filter on events/fixtures JM Membership form CM Email addresses NJ Sponsors to be more prominent AE Make headings bilingual CM-AE
WA/CCC post proposal (NT)	Carmarthenshire County Council have identified athletics as one of their focus sports. Both WA and CCC are willing to contribute towards a part time post with employer being CCC. The person in this role would: take a lead on the development plan; support club committee structure; create capacity and sustainability; liaise with parents; planning & delivery of Gwent League, Louise Arthur and club- school links. Proposal is that this is a 4 year plan to support with the modernisation of the club.	NT given the authority to start to negotiate with CCC based on a sliding contribution from Harriers over a 4 year period.
LAL	HD has provided a list of tasks that need to be completed in preparation for the LAL that the club is hosting Andrew WA went through the elements that the club has License will be issued- can check on Power of 10 Named meeting manager on the day – cannot be an active official	Jm to contact HD to offer 3 options: 1. HD works alongside a named individual 2. We can't do it so find somebody else

	Chief field judge Technical manager Chief time keeper Chief track judge Starter	Worst case scenario is it is (2) and can't find another venue so we hold an emergency committee meeting and plan (3)
Finance and audit	RJ sent apologies: Current £37,387 Savings £16,478 First audit of finances have been completed. Club doesn't technically need an audit so it is seen as an independent review.	JM to thank Andrew Gibbs for completing this.
Kit options	JM gave an update on kit options. 2 companies have offered kit options: 1. Swansea firm that supplies Joma kit high quality performance based fabrics 2. Stroud firm that can provide a bulk order under £10	JM to liaise with Lisa on Tuesday April 2 nd to make decision about the kit. Kath to bring another option for a cheaper t-shirt
Annual Dinner	2 dates proposed 12 th October or 9 th November	JM to book the Royal Ivy Bush for Saturday 12 th October
Club portal	Currently only CM has access to the WA Portal. CM proposed to committee members that access also given to Kath Jones (gate and registers). Andrew suggested that it should be: Membership and Secretary Gate Treasurer	CM to get permissions to provide access to the portal and to liaise NJ to tweet/facebook training fees: £5 non club members during training time £3 on training night for club member
Insurance	Insurance is due for renewal on April 1 st 2019. £350 per year	CM to forward the Insurance paperwork to Kath Jones who will get the paperwork looked at.
First Aid	CJ has been quoted approx. £500 to deliver L3 first aid training, sports injuries and defibrillator use.	CJ to explore the options for delivering a first aid training session over 2 evenings.
DBS audit	CM gave an update on the DBS status of all coaches, volunteers and officials registered on the portal. Coaches 18 (3 with no DBS) Volunteers 34 (21 with no DBS) Officials 9 (2 with no DBS)	

Parkrun	NT – meeting has been held to plan a Carmarthen park run for seniors which will go from the leisure centre along the river	N/A
Safeguarding	DT queried what safeguarding courses are available – LF shared info on a course that KP completed last year. NT offered to link DT with necessary officer in CCC to identify a safeguarding course.	NT to contact Hilary Jones on safeguarding courses
Sponsorship	EM gave an update on a proposed model that offers a range of sponsorship packages ranging from £50 to £1000	Committee members to provide feedback to Edward by Monday April 1 st
Membership update	CM gave an update on membership renewals. 70 renewals received and paid for – predominantly online/BACS. Another email to be sent to all current members with a reminder that membership will be capped for U11 group at	NJ to promote CM to send electronic copy of the membership form to Kath to print a batch CM to send lists to coaches and Kath in readiness for next week
Coaching update	Positive performances across the club – participation up in all events. Coaches working well together.	
AOB	Risk Assessments to be on the agenda of the next meeting.	