

Darwen Dashers Committee Meeting Minutes 8 October 2024

Meeting opened at 8:15pm

Committee members present: Andy Haworth (Chairman), Debbie Ashton (Secretary), Allan Harle (Treasurer), Mark J Taylor (Welfare Officer), Rick Marsden (Road Captain), Gareth Davies (Fell Captain), Jim Taylor (beginners Captain).

Apologies: Sarah Marsden (President).

1. Actions from September meeting:-

- a) Members who have not agreed to Code of Conduct - Welfare officer to check numbers with E.A. and together with Secretary email outstanding members by next committee meeting. **Complete**
- b) Health and Safety Statement - Welfare Officer to update Chairman to sign off, upload to E.A. portal and email to members by next committee meeting. **Complete**
- c) Christmas party - Committee to book a caterer by next committee meeting. **Complete**
- d) Darwen Half Marathon – Sub-committee to update committee at next meeting. Treasurer to give an update on the sponsorship plan. **Ongoing**

2. Christmas Party. **Actions** - Rick and Sarah to manage organising party. Secretary to diarise to contact caterer to check if deposit required and update Treasurer. Chairman will post further details shortly and Secretary to email members on his behalf. Work in progress, offer to members should be ready in good time. Action date: by 31/10/24

3. Darwen Half Marathon. Sub-Committee updated - Progressing.

4. Club Standards.

1. Constitution – Complete (could do with updating and approval at next AGM).
2. Committee- Appoint club Welfare Officer – Complete.
3. Grievance and Discipline – Complete (Separate Document to be established for AGM approval).
4. GDPR (General Data Protection Regulation) – Complete.
5. Inclusion and Diversity –Complete (Just needs specific reference in Constitution for next AGM).
6. Code of Conduct – Welfare Officer and Secretary to update. Complete.
7. Health and Safety – Complete.

Club standards to remain a standing item on the agenda to ensure ongoing oversight

5. Pro Rata membership new members and beginners. **Action** Debbie and Allan to investigate options on E.A. Portal. Agreement needed AGM. Action date next meeting.
6. Email cover for Secretary's holidays. **Action** Debbie to continue to send out of office replies with return date, however change reply from contact a committee member if urgent to contact Welfare Officer together with Welfare Officer's email address. Action date: as and when required
7. Dashers Awards vote. **Actions** – Debbie and Mark to liaise regarding list of new members for Most Inspirational New Dasher Award. Welfare Officer to send out survey to members. Action date: by 31 October. Committee to produce final list of candidates for members to vote on Action date next meeting.

8. Championship rules. **Action** -Rick and Gareth to update Championship rules and forward to Mark to upload on Dashers website. Action date by next meeting.

9. Sunnyhurst post run food. **Action** - Jim to speak with Sunnyhurst about options. Action date: as and when.

10. Welfare Officer report:-

Cases:

Welfare Cases / H and S

No cases / nothing reported within the period.

General Updates:

Website

Created and rolled out (No concerns raised).

Website - To discuss - New Calendar feature – Push out? Will need doing once a year then adhoc – Agreed and under test.

11. Treasurer's Report:-

Treasurer Account: £3,244.43

Savings Account: £3,306.65

Payments out:

No payments out this month.

Darwen Half Marathon

Sponsorship costings - work ongoing with sponsorship document being drafted.

12. Any other business- London Marathon places update – England Athletics are currently awaiting further information on marathon places for affiliated clubs from London Marathon. They have not been sent any guidance on cut off dates or the number of places that will be allocated but are continuing to chase this information. As soon as they have the criteria confirmed for 2024 they will communicate this to clubs and the

figure in the portal will be updated. **Action:** to share once information is known. Date: when information is known.

Meeting closed at 9:20pm.

Next meeting Tuesday 12 November