

## Darwen Dashers Committee Meeting Minutes 13 August 2024

Apologies: Gareth Davies, Allan Harle.

Committee members present: Andy Haworth (Chairman), Sarah Marsden (President), Debbie Ashton (Secretary), Mark J Taylor (Welfare Officer), Rick Marsden (Road Captain), Jim Taylor (Beginners Captain).

Chairman opening meeting at 8:30pm.

### 1. Actions from previous meeting:

- a) Committee meeting day to be agreed or keep on club run day.  
Committee have decided to keep the meetings on club run nights.
- b) Privacy Notice – Completed and uploaded onto portal.
- c) Code of Conduct – **Actions** - Welfare Officer to update all relevant COC's and then Welfare Officer and Secretary to feedback to any members not agreed to Code of Conduct on the E.A. portal and ask them to log on and do so. This will then complete Standard 6.
- d) Health and Safety - **Actions** – Committee Members to review Health and Statement and feedback in order to finalise and complete Standard 7

2. Christmas Party Including action from July meeting – **Actions** - Mark to email out a survey for numbers and food preferences.

3. Darwen Half Marathon update.

Sub-Committee are happy with the progress.

4. Facebook Site – Committee members assigned role – **Actions** - Mark to set up admin and review Committee members assigned roles.

5. Welfare Officer Email – **Actions** – Mark to email members introducing himself and his role.

6. Welfare cases - There have been 2 welfare cases reported within August.

7. Run Leader requirements -

8. Club Standards: - 5/7 Complete

- 1) Constitution – Complete. (Could do with an update for approval at next AGM)
- 2) Committee - Welfare Officer to be added – 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 at next AGM)
- 6) Code of Conduct; See 1c.
- 7) Health and Safety. See 1d.

9. Beginners Captain's Report: -

All going well, tomorrow will be week 4. Last week 8 Beginners. Last one Wed 25 September, graduation Sat 28 September at Burnley Park run.

10. Treasurer's Report:-

Treasurers Account: £3,336.21

Savings Account: £3,303.84

**Payments Out**

Mark Taylor (welfare training) - £35.00

Chris Cash (Aggies race fees) - £187.50

Red Rose cross-country fees - £60.00

Jim Taylor (Race Leader Course) - £20.00

**Action-** Any monies requested need to be authorised before purchase.

### **For Discussion**

- Increase in annual website fees from £108.00 to £129.60. Personally, I have no issues, but needs discussion. **Committee Agreed**

### **Outstanding Actions**

- Sponsorship Plan for Darwen Half Marathon - I still need to do some further research on this. **Actions** – Allan to update at next meeting.

### 11. Any Other Business

Simon Smith has suggested a Club Night Treasure Trail. Committee is agreeable.

**Actions** – Sarah to liaise with Simon to organise and agree a date.

Meeting closed at 9:35pm

Next Committee Meeting 10 September.