**Minutes of Orion Harriers committee meeting** **STRICTLY PRIVATE & CONFIDENTIAL**

**13 October 2025 (In person) 7.15 pm**

**In attendance:**

Paul Filler (Chair), Andrea Macqueen (minutes), Lisa Barham, Sarah Mills, Paul Goodhew, Dan Green Christine Inch, Hayley Rogerson, Paul Williams, Karen West, Karen Lyons, Laura Graham-Clare, Nikkii Barnett, Hayley Barron, Tim Wright

Apologies: Darren Cordes

1. **Introductions**

New members of the committee were welcomed and introductions made.

2. **Apologies for absence**

Apologies had been received from Darren Cordes.

3. **Minute of previous meetings**

The minutes of the committee meetings held on 28 July, and 15 September 2025 were approved.

**Action Points**

Outstanding actions from previous meetings were complete, carried forward as below, or discussed elsewhere on the agenda.

4. **Finance update and y/e accounts.**

Paul G updated the committee on the Club's financial position. For each £67.00 membership only £44.00 would remain with the Club once EA subscriptions were paid in April.

Although financial statements had been reviewed at the AGM, audited accounts had not been submitted or approved. The requirements of both the Club constitution and the CoL concerning audited accounts are to be clarified. Assuming an audit is required, the auditor would need to have access to Club statements and the bank account.

Paul G highlighted the difficulties experienced in generating data from the existing bank account in a from user friendly for accounting purposes. A possible switch of bank accounts will be investigated.

Although the clubhouse roof should have been under guarantee, alternative arrangements for repairs had been required. This contract will be honoured and payment made irrespective of whether funds can be subsequently claimed either under the guarantee or insurance.

The Club Expenses Policy (on the website) provides details of expenditure authorisation levels.

5. **Membership update**

To date 374 members had paid and 120 were outstanding. Dan will follow up as required.

6. **AGM follow up**

<u>Pensioner membership</u>

Following discussion, a reduced membership rate will not be offered to OAPs. Christine will respond further to the relevant member. In cases of individual hardship an approach may be made to the Membership Secretary.

The membership form/communication will be reworded to expand definition of “hardship”.

<u>Spond</u>

Paul W confirmed that payment can be made on the day and there is no requirement to pay in advance of a fixture.

London Marathon Trust

Grant has confirmed that no further information is required by LMT.

Amendments to constitution

The constitution will be amended to reflect changes agreed at the AGM, namely references to “ladies” will change to “women” and the social media co-ordinator role will be added.

**7. Heating**

Clarity on the issue is being sought from Andy. A quote for £1100 has been received which, depending on the real nature of the problem, appears high. A second opinion is to be sought.

The importance of resolving the problem in time for the Essex Vets on 13 December is understood.

**8. Committee Code of Conduct**

All committee members were asked to read the code of conduct which is on the Orion website. Requirements around confidentiality were stressed.

**9. Men’s co-ordinator role**

Steve B and Bob G will split the co-ordinator role as below, with the aim of getting more men out to race.

Bob: -

Essex League, Essex Vets and all Essex Championship races, Loughton races (x2), Mob match 14 February, Orion 15.

Steve: -

Chingford League, Handicap, Mob match 13 March, Mercury10.

Paul W remains manager for the Chingford League.

If there is a fixture clash, there will be double points for the Essex League and single points for the Chingford League.

**10. Essex Vets**

Paul W confirmed that organisation for the 13 December is well underway. The cut off date for entries is to be publicised.

**11. Awards evening/Christmas Party**

The Awards evening/Christmas party will be held on Saturday 13 December. Lisa is liaising with Ollie and Shayne who have volunteered to arrange the event. There will be no charge for entry (charging people to collect their awards appeared wrong) and Paul G confirmed there was a budget of up to £600.

Economy was agreed to be important and there will not be a photobooth or balloons this year. We can make our own music arrangements rather than hiring a DJ.

Trophies are being arranged for event/prize winners.

**12. Marathon place allocation policy**

Following requests for marathon place allocation to be more transparent, a draft policy was discussed and key criteria for allocation agreed.

Paul W will be added to those deciding on place allocation and the amended draft will go on the website.

Those awarded places will be encouraged to collaborate with Karen and Laura to share aspects of their training and event experience on Club social media, although they will not be required to lead training groups, necessarily.

On 31 October, we should receive notification regarding the allocation of 2 marathon places to the Club based on membership size. Clarity on whether a further place is allocated, in respect of drink station staffing, will be sought from LM organisers.

**13. Orion e-mail accounts**

There was discussion on the utility of the various Club email accounts and who has access to each. Christine will provide a current summary and ongoing proposal for the next meeting. An additional email is required for the Orion 15.

**14. WhatsApp groups**

The current use of WhatsApp groups was discussed. It was felt that a separate group should be used for Parkrun, which was not a formal Club event. Core functions were seen as racing, training and social. Laura and Karen will propose a structure for WhatsApp use to the Committee.

**15. AOB**

<u>Mental health training</u>

Laura highlighted a free 2-day mental health first aider training course. Tim will share details to make other local clubs aware of opportunity.

<u>Hill training</u>

Karen pointed out the clash between Tuesday hill training and track. Hill training will move to Thursdays (with due warning), and attendance will be monitored. Spond will be updated.

<u>Spond data</u>

The Club did encourage people to run with ID. Also, it would be sensible to seek the voluntary provision of emergency contact and medical condition details on Spond. The GDPR implications re data security/App access are to be considered before implementation.

<u>Winter night forest runs</u>

A risk assessment document is required to address issues, such as minimum group size and head torch use.

<u>SAL</u>

There had been few participants last season. Paul W will talk to Pat Brown.

The juniors are not managing SAL going forward as it is a senior event. The Club may have to withdraw of no one from the track is willing to take this on.

**16. Date of next meeting**

The next meeting will be held on Monday 24 November at 07:15pm.

**Action points**

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| Consider if a rainwater solution can be found to supply the boot wash. Action transferred to Paul. | c/f Paul F |
| Gas issue in clubhouse. Ensure we get a guarantee for the gas work that has being done by liaising with Andy Day (just in case anything goes wrong later) | c/f Hayley B |
| Loading historic Mob Match results onto the website. Ongoing. | c/f Paul F |
| Speak to COL re lease (hiring clubhouse) and race fee levels | c/f Tim |
| Speak to COL re their CCTV in the yard. Tim is awaiting a response from CoL | c/f Tim |
| Twitter account to be deleted. | c/f Laura to speak to Ben F |
| Speak to Dave Wilson to see if when a person declines a race a pop up can ask them if they can marshal | c/f Paul W |
| Signage regarding location of first aid kit and defib to go up in clubhouse. | c/f |
| Recovery of roofing expenses from guarantor or insurance | c/f |
| Finalisation of account to 30 June 2025 | Paul G |
| Club constitution - requirement for audited accounts to be checked<br>*Section 10 does require annual audited account presentation at the AGM* | Andrea |
| Any CoL requirement for audited accounts to be clarified | Tim |
| Alternative banking arrangements to facilitate the production of account for future audits to be considered once last year's accounts finalised | Paul G |
| Further clarity to be sought on clubhouse heating issue and, potentially, an alternative quote. | Paul/Hayley B |
| Response to member re OAP discounted membership suggestion | Christine |
| Re-word membership form/communication to expand definition of "hardship" | Dan |
| Constitution to be amended as agreed at AGM | Andrea |
| Committee members to familiarise themselves with Code of Conduct on website | All |
| Publicise cut of date for entries to Essex Vets | Christine/Andrea |
| Committee liaison with Ollie and Shayne re awards event | Lisa |
| Trophies/awards to be organised for Christmas party | Andrea |
| Social media and allocated Club marathon places | Karen/Laura |
| Finalised marathon allocation policy to be published | Christine |
| Clarity re drink station London marathon place allocation to be sought. | Christine/Tim |
| Proposal for Club email - accounts and who has access | Christine |
| Criteria/structure for WhatsApp groups | Laura/Karen |
| Mental health first aider course details to be share with local clubs | Tim |
| Spond update to reflect hill training move to Thursday | Dan |
| GDPR implications of potentially sensitive personal data access from Spond to be considered | Andrea/Dan |
| Discussion with Pat Brown re SAL | Paul W |
| Risk assessment for night forest runs to be conducted | Lisa |