

19 January 2026 (In person) 7.15 pm

**In attendance:**

Dan Green, Paul Williams, Nikkii Barnett, Tim Wright, Andrea Macqueen, Christine Inch (minutes), Paul Filler, Lisa Barham, Hayley Rogerson, Karen West, Karen Lyons, Darren Cordes

**1. Apologies for absence**

Apologies had been received from Paul Goodhew, Hayley Barron, Sarah Mills, Laura Graham-Clare

**2. Minute of previous meetings**

The minutes of the committee meeting held on 24 November 2025 were approved.

**3. Action Points**

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

**4. Y/e accounts and finance update**

Paul G advised that Mark Roberts has agreed to help regarding the incomplete accounts to y/e June 2025.

Proposed that Mark Roberts be added as a signatory on the bank. Approved by the committee.

The committee was keen to see the accounts finalised as soon as possible as required by the club's Constitution.

Paul G updated on bank account. An "on account" payment has been made to the Juniors of £1,500 for family memberships.

**5. Membership update**

A list of overdue members had been sent by Dan. Dan will delete these off Spond so that they cannot come to a race without an EA number. A list of new members had also been circulated by Dan. 442 members – 338 first claim; 66 second claim; 6 students and 32 associate members.

Keys on a Wed night. Can we have a key safe outside? Reply was No because of insurance. Run leaders must make sure that they tell their group not to leave anything in the clubhouse unless they can be sure that themselves or another leader will go back to the club at the right time. Dan to speak to Katherine T.

**6. Heating**

Hayley reported that the issue remained unresolved and that a further quote was being sought.

**7. Wi-Fi**

Currently, Bob G is paying a monthly fee for Wi-Fi at the clubhouse. Agreed we need wifi for races. Paul G to action.

**8. TV licence**

Individual's home TV licence will cover use on a phone. Laptops must not be used in the clubhouse to watch any activity that requires a licence. Tim to follow up.

**9. Data Protection**

Andrea has checked and, as a sports body, we do not need to register for DP.

There have been rumblings about who has access to which Orion e-mails and membership works.

This had been updated back in November but Christine shared a list which was discussed and approved by the committee. It was agreed that those with access need it for specific and legitimate club business.

Agreed users must not use any access for non-club related matters. E-mail to be sent out. DONE

#### **10. Monday night circuits**

A long discussion was held about Monday night circuits, including hearing the views of those members present who attend the class.

Andrea spoke to EA who confirmed that we would not be covered by their insurance unless the trainer is qualified; only fully paid-up Orion members attend and the relevant risk assessment is adhered to.

The liability goes to the members and in the first instance to members on the committee as a non-incorporated body. Steve took out his own insurance but the view was that this would be invalid as he has not yet completed the relevant training. If any attendee gets injured the Club can't guarantee that they would be protected.

It was agreed that a 3<sup>rd</sup> party risk assessment should be carried out. The Circuits class has brought money into the club which Steve has kindly passed on so this can contribute towards the cost.

Steve has not yet confirmed whether he is in a position or not to do the course – this has been discussed with him for several months. Karen W said that she would be willing to train if Steve does not want to. Consider also whether any other member who is trained would be willing to run it.

Following the long discussion a vote was taken as to whether circuits should be suspended now or whether it should continue, complying with the current RA of a max of 25 attendees.

11 out of 12 attendees voted that it should be suspended immediately as the risk is too great to continue. 1 attendee voted that it should continue.

#### **11. Spring/summer social**

After handicap in May. Lisa/Karen W to follow up with Xmas party team to arrange it.

Quiz – Tim to contact Don.

#### **12. WhatsApp groups review**

Laura will circulate the WhatsApp proposal.

#### **13. Future races**

PW has got licences for all summer fixtures we are hosting. MWL dates are provisional.

Forest 5 – Bob J will do set up and entries. Dan agreed to do results and Tim will help.

First aiders DNS for home CL. Lisa to let Paul W have the contact Dan Baxter has for first aid.

Essex Fell race being managed by Paul W, Tim, and Bob G.

No handicapper - we need one

Club champs will be the Mercury 10

Vets' champs will be one of the MWL races

Elvis AGM 25 Feb. Dan will attend and report back

#### 14. AOB

Reported that sadly Bob Henbest had passed away. Bob was a former president and held many positions on the committee. Paul F to send CI some words for the next newsletter.

Club marathon place: Max Bell did not accept the link sent to him by Andrea in time. As a result, he hasn't got a place. Andrea has tried repeatedly to speak to someone at the LM but no luck. Christine to ask Nick H-F if he has any contacts- DONE. All committee to let Andrea/Christine know if they hear of any places or have any contacts.

Upgrade for social media. £100 p.a. to access more templates. Committee agreed.

Diversity & Inclusion – Darren drafted a document. Christine to review, discuss with Darren then report back at next meeting.

Newsletter – agreed the committee would like it to continue. Do 2 p.a. and not 3. Next one – try for April.

Taster sessions for new members: agreed that this should only be for run and not for circuits, yoga or pilates. Dan to action.

#### 16. Date of next meeting

The next meeting will be held on Monday 16 March 2026 at 07:15pm at the Queen Elizabeth.

#### Action points

Consider if a rainwater solution can be found to supply the boot wash. Hayley to follow up on suggestion that 100 club funds be used.	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. Tim is chasing	c/f Tim
Speak to COL re their CCTV in the yard. Tim is still awaiting a response from CoL	c/f Tim
Signage regarding location of first aid kit and defib produced by Dan - to go up in clubhouse.	Dan
Finalisation of account to 30 June 2025 – Mark Roberts to assist	c/f Paul G
Add Mark Roberts as signatory for bank account and remove former treasurers	Paul G
Alternative banking arrangements to facilitate the production of account for future audits to be considered once last year's accounts finalised	Paul G & Mark R
A further quote to be sought to resolve clubhouse heating issue	c/f Hayley B
Criteria/structure for WhatsApp groups	Laura/Karen
Review who has access to what on Spond – too many – some should be helpers and not admin (Paul W has the details)	Laura
Risk assessment for night forest runs to be finalised, signed off and circulated to leaders – remind leaders to fill in accident report form properly. RA to be added to website	Lisa
Speak to Katherine T re Wed night keys/club access	Dan
Send Christine some words about Bob Henbest	Paul F
Set up wifi contract on direct debit. Communicate with Bob G	Paul G
Reply to TV licence people, put poster in clubhouse	Tim

Send e-mail to those with access to club e-mails etc. Christine also advised Rob Hayday not to accept instructions re adding/deleting access other than from Andrea or Christine. Rob has passed this onto Jamie/Hattie	Christine DONE
Social event after May handicap	KW/LB
Liaise with Don re quiz. Provisional date of 13 June	Tim
Advise Steve Bennett of decision re circuits and e-mail members	Andrea/Christine DONE
Change wording on taster sessions (see above)	Dan
Find new first aiders	Paul W - DONE
Push plea for marshals & handicapper via social media	Karen W
Review Diversity & Inclusion document	Christine/Darren

Christine Inch : 28 Jan 2026