

Newport Harriers AGM

2<sup>nd</sup> February 2018

**Present:** Ken Goodger (KG); Hilary Goodger (HG); Philippa Marsden (PM); Mike Adams (MA); Ivor Adams (IA); Peter Hitchings (PH); Becky Knight (BK); Darryn McAtee (DM); Jean Rogers (JR); Jane Goode (JG); Colin Bradley (CB); Rhian Loudon (RL); Kirsty Crane (KC); Gareth Jones (GJ)

**A minute Silence was held in respect of Rob Sercombe and Ivor Hopkins who had both passed away within the past few months.**

	Action
<b>Minutes:</b> were distributed and approved. It was suggested that in future minutes should be sent to members via email prior to the meeting.	
<b>Matters Arising:</b> None	
<b>Reports</b>	
<b>Chair –</b> PM gave a verbal report stating that her council work had meant that she was not able to devote as much time to the club. She also mentioned that the website has been a great success and is very informative.	
<b>Secretary –</b> Annual statement attached	
<b>Treasurer –</b> Attached	
Receipt and insurance for Pole Vault poles	HG
4.3.1 To consider membership and training fees. The committee recommends (item 4.3.1 to be discussed after item 5 on the agenda):	<b>Agreed</b>
4.3.1.1 That the monthly fees become annual fees which can be paid by monthly or quarterly instalments and that the membership form reflects this	<b>Agreed</b>
4.3.1.2 That the Primary school fee increases to £120 per annum (£10:00 per month/ £30:00 per quarter).	<b>Agreed</b>
4.3.1.3 That the membership fee for Secondary school children and adults remain at £180 per annum (£15:00 per month/ £45:00 per quarter).	<b>Agreed</b>
4.3.1.4 That non-members be required to pay the fees set out in 4.3.1.3 above.	<b>Agreed</b>

<p>4.3.1.5 That the absent athlete fee (used for students and athletes who train almost exclusively at other venues) be increased to £33:00 per annum and that this option of payment be closed to athletes who train regularly at Newport Stadium.</p>	<p><b>Agreed</b></p> <p><b>Membership forms and standing order forms to be amended</b></p> <p><b>KG, BK, HG</b></p>
<p><b>Auditors</b> – Report to be given at next committee meeting</p>	<p><b>To be audited</b></p> <p><b>HG, PH, GJ</b></p>
<p><b>Head Coach</b> – IA asked the question of how many coaches knew he was head coach and that he was available to give help/advice if asked. Coaches should be able to share ideas with each other but could also obtain information from coaches from outside the club.</p> <p>Contact of Head Coach to be made available Communicated via website to all coaches</p> <p>7 club records have been broken in the last year. However it is difficult to get into the club’s all time top 10 rankings.</p>	<p><b>IA, BK</b></p> <p><b>JS</b></p>
<p><b>Membership</b> – this item was included in the Secretary Report</p>	
<p><b>Motions:</b></p>	
<p>The Secretary presented the following motions relating to the constitution</p>	
<p>5.1 Change to Constitution (A copy of the constitution is attached).</p> <p>i. 13.1 Fees will be paid</p> <ul style="list-style-type: none"> <li>• Annually – Full subscription fee</li> <li>• Monthly – the full subscription fee divided into 12 equal monthly payments.</li> <li>• Student and absent members fee. (the committee will have the authority to offer a reduced membership fee to athletes who do not train regularly at Newport Stadium)</li> </ul> <p>ii. Add new clause 13.1</p> <ul style="list-style-type: none"> <li>• Members aged 16 and over have the right to stand for election to the committee.</li> <li>• The parent or legal guardian of children under the age of 16 have the right to stand for election to the committee and to represent their child.</li> <li>• Renumber clauses 13.1 to13.5.</li> </ul> <p>iii. 13.4 Change June to April.</p> <p>iv. Insert new clause.</p>	<p><b>Constitution to be updated</b></p> <p><b>KG</b></p> <p><b>Updated constitution to be stored on the Welsh Athletics Portal</b></p> <p><b>BK</b></p>

<ul style="list-style-type: none"> <li>• 15.7 The parent or legal guardian of any member under the age of 16 has the right to vote at the Annual General Meeting.</li> </ul> <p>5.2 18 Sub Committees and Working Groups.</p> <p>5.2.1 Rename this clause “Forums and Sub Groups” – replace the words “sub committees” with “forums” and replace the words “working groups” with “sub groups”.</p> <p>5.2.2 Add 18.3 Forums and sub groups will be required to report back to the committee as required.</p> <p>All were agreed with 5.2.2 “as required” to be changed to “at least once a year”</p>	
<p>The Secretary presented the following motion</p>	
<p>5.1 That the club introduce long service awards for volunteers (coaches, officials, team managers etc.) for 5 years service, and multiples of 5 years service and that at the 2018 presentation evening those with 5 years service be recognised and that at the 2019 presentation evening those 10 years service be recognised and that at the 2020 presentation evening those with service of more than 15 years or more be recognised. Proposed Ken Goodger Seconded Hilary Goodger</p>	<p><b>Agreed</b></p>
<p>5.2 That the committee consider whether the current officer posts meet the future needs of the club or if the club needs to appoint committee members with specific roles at the AGM and whether to appoint the vice-chair at the AGM (e.g. minute secretary and/or assistant secretary, communications officer, awards officer, welfare officer, officials co-ordinator, transport officer, head coach, etc.). <i>Note the constitution currently states that the vice chair be elected at the first meeting after the AGM and there is no provision in the constitution for these additional officer posts.</i> Proposed Ken Goodger Seconded Hilary Goodger</p>	<p><b>Agreed</b></p>
<p><b>Election of officers</b></p>	
<p>Patron – Steve Jones Proposed KG and Seconded HG</p> <p>President Open at present</p> <p>Vice Presidents (4) None nominated</p> <p>Chair Peter Hitchings Proposed MA and Seconded PM</p> <p>Secretary Becky Knight Proposed KG and Seconded HG</p> <p>Treasurer Hilary Goodger Proposed KG and Seconded MA</p>	<p><b>All agreed</b></p>

Membership (shared) Seconded DM	Kate Bradle/Colin Bradley Proposed HG	
Trustees and GJ	To stay with current Trustees KG, PM, MA	
Committee (12)	MA, JM, JSL, KC, JR, JG	
Welfare Officers to attend a course to become Welfare Officers	HG and IM several members have asked	<b>To be confirmed at the first committee meeting after the AGM</b>
That the signatories of the accounts be the Chair, Secretary, Treasurer and Jean Rogers		
<b>Lease Update</b>		
A letter had been sent to the Company Secretary of Newport Live to open negotiations on the lease. The committee had appointed PH, KG and JS as the negotiating team.		<b>Awaiting response from Newport Live</b>
<b>Welsh Athletics Member</b> KG Proposed MA and Seconded KC		<b>Agreed</b>
<b>EWRAC representatives</b> – BK, MA, PH		<b>Agreed</b>
<b>Dates of Next Meetings</b>	06/04/2018 01/06/2018 05/10/2018 02/11/2018 AGM 04.01.2019	
These dates are to be fixed and will not be changed unless there is no access to the club room.		
MA proposed a vote of thanks to PM and KG		<b>Agreed</b>
Auditors and Vice Chair to be elected at next committee meeting		<b>Committee</b>

## Appendix 1

### Secretary's Report to the 121<sup>st</sup> AGM 2<sup>nd</sup> February 2018

This should therefore be the This is my final report as Secretary of Newport Harriers. I want to start by paying tribute to some members who sadly passed away in 2017. Former Welsh and British International Rob Sercombe died in December after a long illness and Ivor Hopkins, who joined us as a coach from Carmarthen Harriers within the past year was diagnosed with cancer of the gall bladder and died within weeks of the diagnosis. Both were 67 years old. There are several other people who have connections with the club who passed away during the year. I have served the club over a number of years first as a coach, then as a committee member before becoming treasurer and finally secretary of the club. Over the last 3 years I have also taken on part of the role of the membership officer. I took on the role of secretary in 2011 and at that time membership numbers were in decline. In April 2011 we had 160 members registered and expenditure was outstripping income. I was determined to increase the number of members and set a 3 year target of doubling our membership. That target was hit in just over a year and we now have almost 600 registered athletes. Amongst these are a number of children who may have only tried the sport for a short period of time, but the growth in numbers and enquiries has been phenomenal and it is mainly by word of mouth. However that produces some pressures and occasionally conflict as growing numbers increase pressure on track usage at peak times. For this reason the 5:30 to 6:30 slot on Tuesday and Thursday evenings was created specifically for under 11s, but has evolved to be for developmental purposes. There has been pressure from older athletes trying to encroach on this timeslot and that should be resisted at all costs. A survey of other clubs with similar pressures reveals that Cardiff, Cardiff Archers and Swansea have similar dedicated time slots. If the club wishes to continue to grow in terms of numbers then we will need to look for other time slots outside of the existing ones.

Having spent a number of years as treasurer of the club starting in the dark days when all our funds and more were spent on delivering one prestige event and the club was on the brink of going out of existence I want to stress that we should always view the club as a business and that new projects should be fully costed before we enter into them.

In 2017 the club competed in the Welsh Junior League, the Les Davies Trophy, the Welsh Junior Cup, The Midland League, The Welsh Senior League, the Welsh Senior Cup Final, the Youth Development League both upper and lower age groups and Welsh Masters League on the track as well as the Gwent Cross Country League. The club continues to provide the core

East Wales representative teams across all age groups. We have produced Welsh Champions, Welsh Schools Champions and had medallists in the AAA of England Championships.

The club is growing in strength in the junior sections on cross country and road and we were the best represented Welsh club across all age groups at the National Road Relays and the Welsh Road Relays. There is a concern that at senior level where at the moment the club appears to be in decline.

The club stands at a crossroads. Having twice had a team in the UK Women's League it is painfully obvious we cannot maintain a team at that level for a prolonged period on our own. Neither at present do we have the resources to sustain a team in the British League. It should remain one of our targets to offer competition at that level for male and female athletes at the club. The season we spent in the first division of the Midland League demonstrated that in some events we are able to compete with the best, whilst in other events there is a gulf between us and some other clubs. There are enough athletes in the East Wales Region to sustain a UK Women's League Team and a British League Team, but they do not stay with their local clubs. They migrate to Cardiff or Swansea for that level of competition. Newport Harriers can strive to attain that level of competition on our own in isolation, or ask the question would we be better trying to get there in co-operation with another club or clubs. There are clubs in the region that face similar problems in terms of retention that we do and would be open to exploring collaboration with Newport Harriers to help retain athletes and provide higher levels of competition. Newport Harriers can either look at doing things in a different way or sit back and watch as other clubs overtake us. In a changing world standing still whilst others move forward sees us dropping behind. It is my firm belief that we should look for partnerships both within the sport and from outside of athletics to take us forward.

Our Welsh Athletics registered membership in 2016 stood at 425 affiliated athletes, 27 coaches, 10 officials and 15 other volunteers. In 2017 as well as increasing to just over 600 athletes we have 42 coaches **12 officials, with a number of level 1 officials yet to be processed through the system** and more than 25 other volunteers. Although we have 600 registered athletes its worth noting that many are only with the club for a relatively short period of time as they or their parents wish them to try out a range of different sports.

Our coaches, official and team managers do excellent work in preparing athletes for competition, ensuring that athletes get to meetings and officiating in conditions that range from freezing cold and wet to blistering heat throughout the year and all are to be congratulated on the work they do on behalf of the club. As numbers increase some coaches are under pressure to deliver. The UKA guidelines on the number of athletes per coach is 8 and we regularly exceed that number. That some of our coaches are able to continue to

produce medallists in championships when working with large groups of athletes speaks volumes for their commitment and work.

Every season we host Athletics League matches, but there are increasing pressures as UKA rules and health and safety considerations place demands on officials to be at a large number of fixtures. If we participate in a league we have to provide a full field team (usually 5 people) a track judge and a timekeeper. When we host we have in addition to provide a meeting manager, announcer, results team, track referee and chief timekeeper and from 2018 onwards if we want to have photo finish and EDM we have to provide at least one person to assist with setting up the equipment. Despite recruiting a number of new people into officiating we are short of people in all those disciplines and need to continue to recruit officials across the board.

At the AGM of Welsh Athletics we successfully nominated Chris Boswell and Colin Bradley for meritorious awards for their work both for the club and in the sport in general. Over the past 3 years the club the following have also received meritorious awards Jenny Cook, Darryn McAtee, Jean Rogers, Steve Leach, Keith Powell, Ken Goodger, Hilary Goodger, John Townsend and Tony Lewis (posthumously). There are more willing volunteers who we need to nominate in future years and as they complete the minimum number of years to be considered for the awards. On the agenda today is a motion to recognise volunteers at a club level who work for our athletes on a daily basis.

The club has fostered and will continue to build a strong voice within the region and has a good relationship with Welsh Athletics and with the East Wales Region. Members of the club actively helped to ensure that the East Wales Cross Country Championships and the East Wales Track and Field Championships (both indoor and outdoor) were a success. The East Wales Region is now held up as an example of how regions should operate in Wales and a number of representatives of Welsh Athletics are commenting on the success of the region in engaging with clubs across the full range of the sport. I am proud to be part of the development of the region in this direction.

Newport Harriers has now been at our current home, Newport Stadium since 1994. The lease on the clubroom will expire in 2019 and we have now entered the negotiating period for an extension to the agreement. The default legal position is that we can claim a 15 year extension on the lease on the same terms as the existing lease. Newport Live would like us to move to a license agreement that does not have the same security of tenure as the existing lease. They wish to make use of the clubroom during the daytime whilst we are normally not on site. We are in a strong position because they want something that needs our agreement. There may be a certain amount of validity in moving to a license, but we need to be mindful in our negotiations that the clubroom and the lease is the property of the members of the

club both now and in the future and the officers and committee are guardians of that agreement. So far Newport Live have offered some redecoration and resurfacing of the clubroom floor and a trophy cabinet outside the clubroom as an offer to give up the option of a lease for 15 years. I am unsure how long a license they are proposing. We need to be strong in our negotiations and if the club is of the mind that we can surrender the lease for a license we need to come out of the new agreement with something positive. Now is the time to address the issue of our discus and hammer throwers being disadvantaged by the preferential treatment given to football at the stadium. Now is the time to ask for increased storage space to allow the club to better deliver on some elements of strength and conditioning. Now is the time to ensure that if Newport Live wish to access our room at no cost we have a reciprocal agreement with Newport Live on the use of other parts of the stadium (e.g. the John Charles Suite). If Newport Live are not prepared to offer more we should not accept less.

There are too many people for me to thank each and every one of them for their efforts in 2017, but attached is spreadsheet of the activities of the people who give a lot of commitment to the club and what they did in 2017. It would however be remiss of me not to thank Hilary who puts in a tremendous amount of work on behalf of the club and has supported me tirelessly in my role as secretary.

We are also extremely grateful to people from Welsh Athletics who contribute to the success of fixtures we host and to the club in general including Sue Hooper who for the past 3 seasons has sorted out the starters teams for matches at Newport and Ryan Spencer Jones who provides support as the East Wales Regional development officer.

Ken Goodger

Hon Sec

## Appendix 2

### 2016/17 Annual accounts

	Income	Expenditure	
Balance C/Fwd			
		Affiliation	£680.00
Membership Fees (including registration)	£1,398.50	Registration Fees	£4,642.50
Training Fees	£6,365.70	Entry Fees	£1,395.10
Month membership scheme	£28,106.50	Membership refunds	£81.75
Presentation evening	£400.00	Presentation evening	£1,495.80
Clothing Sales	£951.00	Clothing	£4,418.20
Grants	£1,528.46	Addition/improvement to Assets	£4,542.93
		Officials Expenses	£424.35
		Other Meeting costs	£347.60
Catering	£1,921.43	Catering	£541.00
Transport	£430.20	Transport	£2,882.00
		Website	£44.19
		Legal Fees	£569.00
		Postage, Printing & Stationery	£1,263.13
		Rent	£884.78
Shared track sessions (Lliswerry)	£244.01	Track Hire Training	£14,154.57
Meeting re-imbursment	£228.82	Track Hire Meetings	£1,161.26
Room hire	£30.00	First Aid Cover	£100.00
		Photocopier Maintenance	£162.00
		Rates	£59.88
		Telephone bill	£0.00
		Insurance	£628.58
		Training Courses	£1,162.00
Gift Aid	£0.00	Cleaning	£97.50
Interest	£8.89	Secretary's expenses	£18.00
Other	£196.00	Other	£98.96
<b>Total for year</b>	<b>£41,809.51</b>	<b>Total for year</b>	<b>£41,855.08</b>
<b>Surplus for year</b>		<b>Deficit for year</b>	<b>£45.57</b>
<b>Exceptional Items</b>		<b>Current account Balances</b>	

Seat recovering	£1,977.60	31/03/2016	<b>£26,567.17</b>
Purchase of stakes for Cross Country	£338.98	31/03/2017	<b>£26,950.79</b>

Equipment Purchases including Shot, Hammer, Discus, Vaulting Pole	£2,109.64	Note there were several items that had not been cleared at the end of the financial year in both 2016 and 2017 so the balances will not equate to the actual funds available
Solicitors Fees etc	£686.00	
Senior members on the old scheme were refunded 50% of the membership fee	£81.75	
<b>Total</b>	<b>£5,112.22</b>	

## Notes

1. The cost of postage rose due to having to issue updated standing order forms to all members on the new scheme
2. Clothing and kit purchases included issuing the coaches and officials with corporate kit free of charge
3. Solicitors fees and registrar fees were incurred due to the need to appoint new trustees
4. Printing costs are high as the company who supplied the printer charge a service charge and charge additionally for cartridges - this can be reduced by purchasing a printer, or moving to a different supplier.
5. A community chest application was submitted, but Newport Live claim it was not received. There is no way of tracking this as they do not acknowledge receipt of applications
6. A Welsh Athletics grassroots grant was received to promote the City of Newport Games. As no progress was made on this the money was returned to Welsh Athletics in August 2017
7. Postage costs rose as it became necessary to post out standing order forms due to lack of response to electronic mail. Standing orders were increased by £1:00 requiring a mailshot to a large number of members.