



Minutes of PWR Committee Meeting 21st July 2021 Hybrid Meeting

Present: Daniel Selman (DS), Nicola Moore (NM), Tim Springett (TS), Kev Howarth (KH), Julie Medhurst (JM), Sarah Davis (SaD), Gillian Selman (GS), Hannah Harrison (HH), Alex Robbins (AR), Richard Dunstan (RD), Lianne Flynn (LF), Anna Adams (AA) for 1st section

Apologies: none

1. Update from AA (Run Director) regarding PWR 10k (10/10/2021)

Registration open for 1 month. 166 people registered up to 950 people with approx 850 to run on day

Same route but no children's race this year

Completed actions:

- Licence from council/National Trust and Hire of rec (subject to cancellation if winds over 55mph on day)
- Gillian COVID officer have created a contingency template COVID safety assessment form ready if needed
- Toilets/waste disposal/Chip timing
- Charities in place - St Christopher's\Demelza\National Trust
- Sponsorship – Caring Dental will be the main sponsor with the name on bottom of bibs
- Volunteer Team leaders confirmed and Volunteer organiser in place

Outstanding –

- Additional sponsors who could have an Advert in race pack/ on social media – have a banner /stall at rec
- Volunteer Sign-up sheet to be sent out soon and be plugged at social event
 - 1) Bib design – Committee decided on option 1. AA to take to sponsor to be happy
 - 2) Race pack – KH agreed to put together
 - 3) Trophies – Agreed on Wood to match the medal
 - 4) Decision on PA system – Chip timing can provide a basic one at £75 – Does anyone have access to a larger system - add to post on FB when we know what else is required
 - 5) RD to nominate someone to own the arch on the day as he will be away
 - 6) LF to open gates for Spencer so that he can film the go pro of the race from his bike

2. Minutes and actions from last time

Action	Responsible	Update
Feedback and assist Eadaoin with search for new kit	JM	See below
Publicise Runners Need Discount	DS / RD	complete
Help Tidy shed – when lockdown over	ALL	Complete but to be done again post 10k

Contact EA if discounted DBS check is possible	DS	Complete – was not possible
Feedback on online LIRF course	RD	Complete – positive and same price
Check Safeguarding policy on leaders qualification/DBS check statement	HH/DS	See below
Advertise Race Director	DS	Complete and appointed
Add addendum to website for virtual record claims if any	NM	None claimed
Add to PWR weekly news a spotlight on a page on the website	RD	C/F for all - each committee member to review and update a section

KIT update from Eadaoin

JD showed the mock of a new vest from iprosports from Eadaoin which they can print immediately with no waiting for orders of 5 or more. JD to bring to club on Tuesday and also ask Eadaoin to send full information on including costings

Leaders qualification

Leaders – we would be required to pay for a full DBS check. Most agreed it would be required so would look to introduce a 6 monthly Leaders meeting to welcome new leaders but also as a refresher for others will be set up

RD to review the list of leaders and to send out reminders for LIRF/DBS not renewed

3. Tuesday Club Runs

Changes to Tuesday night start times – meet in one place and reluctance in booking sheet but other than that difference of views.

Stick with sheets for people to book with maximum numbers. 7 and 7:30 starts all at Willett Rec from 3rd Aug. Higher groups exit rec from separate gate. Will review at end of Summer

Vital to avoid any more than 20 in a group

Agreed to the creation of G13 due to increased speed gap between Gp11 and Gp12. Group 12 to become Gp13 and then there are 2 groups from August.

Group 13 to be a 06:30-07:00 /mile

Group 12 – to be 7:00 - 7:30

Group 11 to be 7:30 to 8:00

Encourage leaders to be stricter about pace times. Point for refresher meeting.

Recruitment drive required for new leaders – RD

4. Members 10k

AR confirmed will arrange for Spring 2022

5. Mobmatch

Due to lack of interest from Orpington agreed to an internal mobmatch to be repeated to be organised on same course as last year on Sunday 31st October. Venue for afterwards

6. VLM water station

Requires 100 volunteers but will only give 1 club place. NM agreed to coordinate. There will be 5 club places available for the April 2022 VLM race and volunteering opportunities will be advertised.

7. Heartstart Training / Defib servicing

NM discussed the defib at Rec and the previous Heartstart training courses which have now expired. London Lifesavers replaced Heartstart – will run free courses

NM to look into training and potential on line training with London Lifesavers.
Mike Reeves to be contact for on the alert team taking over from Perry.

8. Social Secretary Update

27th July Social confirmed to offer 5 places for PWR 10k – LF to confirm with Chris Summers to organise

GP Trophies to be given out at the event and an email reminder will be sent out

Invitations to the Leaders event have been sent out for Wednesday 15th Sept – LF to include other helpers including Anna, Mike, Hels etc

Winter party – 13th November. Need helpers for afternoon. LF to put the save a date out soon. Will continue to be £25 a ticket. KH to arrange a backdrop for photos. LF to include a photobooth.

New Charity should be announced at Winter party so Charity bid to be advertised soon

9. AOB

Discussion on 10k volunteer thank you gift and agreed on Buffs again.

The link to track sign up to be added to weekly club sign up email. LF to speak to MR

4 * 2.3 miles relay event at O2 8th Sept 6pm start – KH to advertise

AR to send website blurb to Jason Hone ONLINECONTENT@PETTSWOODRUNNERS.ORG

DS to resolve outstanding issue about Club Record claims

DS to reach out to James Wall about whether he wants to take forward his ideas about the younger runners further

Summary of actions C/F

Action	Responsible
Retrieve correspondence about kit from Eadaoin	JM
Review leaders with expired LiRF / DBS checks and send reminders out	RD
Advertise changes to Tuesday night club runs and update details on website	RD
Recruitment drive for new leaders	RD / ALL
Arrange 6 monthly new leaders/leader refresher course	RD
Coordinate VLM Water station	NM
Arrange Lifesaver/Heartstart training / potential online training	NM
Advise about charity raffle	LF
Advertise save the date for Winter party and charity bid	LF
Track link to be added to the Sunday weekly email – to be discussed with Mike	LF
Advertise O2 relay for September	KH
Approach James Wall about youth drive aims	DS
Update blurb to be sent to Jason Horne	AR

Next Meeting: Monday 20th Sept next meeting 7:30pm