



**Minutes of PWR Committee Meeting  
13<sup>th</sup> April 2022  
Virtual Meeting**

**Present:** Daniel Selman (DS), Nicola Moore (NM), Tim Springett (TS), Hannah Harrison (HH), Richard Dunstan (RD), Alex Robbins (AR), Kev Howarth (KH), Natalie Jacques (NJ), Sarah Davis (SD), Jason Mercer (JaM)

**Apologies:** Julie Medhurst (JM), Lianne Flynn (LF)

**1. Jason Mercer – PWR10k update**

- i. Received and absorbed various info received from AA - including the famous Race Bible.
- ii. Route confirmed as last year's - Tim and JaM will walk the course a few weeks before the event.
- iii. Risk Assessment, Safety Plan & Medical Plan updated, approved by TS and NM. Only real change is removal of Covid-19 guidelines. England Athletics advise no Covid-19 measures are now needed.
- iv. Quote requested submitted to SD. Need this in place before submitting the licence request to the council landowner.
- v. Quote received from RaceResult, formerly known as Chip Timing. Cheaper than last year
- vi. Stakeholders contacted - Jubilee Park, Chislehurst Common, Pavilion Pre-School, National Trust, Friends of Willet Rec. Rec'd ack from all. Info needs to be sent to NT.
- vii. Most key internal people have been contacted and are on board. Need to appoint Medical Liaison – if you have anyone in mind, please pass details to JaM
- viii. Police have been notified - online - ref: EOP-1170-22-0100-3168
- ix. Need to decide on charities (agreed in meeting: St Christopher's and Demelza)
- x. Race registration mostly completed on Run Britain, subject to some key points.
- xi. NM is contacting Munchkin Sports - last year's kids games went down well so we will repeat this.
- xii. RD to organise a Race Adjudicator
- xiii. PWR Places. Raffle for 8 places in the PWR 10k to take place at AGM. JaM liaising with EC as funds from the raffle will be donated to Demelza.
- xiv. Sound system – RD will provide
- xv. Run Britain Questions: agreed to sell 950 places, entry fee to stay at 2021 price

**2. Minutes and actions from last time**

Action	Responsible	Update
DBS Check and document process for new leaders guidance	DS	Ongoing
Event Calendar	JM	Calendar of events at end of minutes to be updated regularly and can be shared with club via weekly email.
Reinforce Tuesday Night booking process – FB post & club email	NM supported by ALL	<b>completed</b>
PWR10k Team/RD email and post to be drafted	DS	Ongoing
Investigate scout hut on Tent Peg lane	NM	Ongoing
March curry night and Brighton Marathon	LF	<b>completed</b>
Coach outing for parkrun	AR	Ongoing
Remind H&S process for reporting accidents – Facebook post and Email	TS	<b>completed</b>
Beckenham Relays Teams to be organised	NJ and KH	<b>completed</b>

3. **DBS checks for leaders** – DS confirmed that it is possible to get our leaders DBS checked without having to attend the LiRF course. It was agreed that as we have U18 members and potentially vulnerable adults, we should request that all leaders be DBS checked. The cost of this process will be reimbursed by the club. AR to provide a list of leaders who DO NOT have a DBS and RD to write to them to advise that they need to get this completed by end June 2022.
4. **Tuesday Night Booking Sheet** – agreed we will carry on with this but send a note out to explain that this is the same link every week and it will be put live on a Sunday night - **completed**
5. **Health and Safety** – runners observed sprinting in the road down Crossway and the entrance to the park appearing very congested. RD to send a note to rota leaders about using both exits to ease the congestion at Crossway
6. **Midsummer Run** - NM to look in to options. Date agreed Tue 21<sup>st</sup> June
7. AR to look at coach trip to parkrun for some tourism
8. **Beckenham Relays** – KH/NJ organising, Google form sent out and responses received
9. **AGM** – Tue 24<sup>th</sup> May combined with KFL celebration drinks. DS has sent an email to the membership to say that all roles are up for grabs, with particular emphasis on Treasurer and Social Secretary, H&S. In the event of more than one nomination, there will be a Google form to check club membership. SD to provide accounts data to DS by 14<sup>th</sup> May. Nominations to be received by Fri 6<sup>th</sup> May
10. **Members 10k** – historically took place at the end May, but will now be moved to 18<sup>th</sup> Sep. Need permission from Id Verde. Helpers needed
11. **Water Station** – DS to send email out to members gauging interest and to see if anyone will take it on – **completed**. Update: interest to volunteer on the water station and also to run it have been received.
12. AOB – Marathon roll call – to be scheduled after London in October
13. Captains' reports for AGM Nat and Kev to be prepared.
14. Tent Peg Lane scout hut – received a response to our email asking if we could use the facilities. This is being put to the scout group committee. NM to advise on progress

#### **Actions Carried forward to next meeting**

<b><u>Action</u></b>	<b><u>Responsible</u></b>
Provide a list of leaders who do not have a valid DBS	AR
Write to the above to advise that they need to get this completed by end June 2022	RD
Send a note to rota leaders about using both exits to ease the congestion at Crossway	RD
Look at possible options for the mid-summer run	NM
Gauge interest in some parkrun tourism	AR
Process committee role nominations & circulate papers to membership for AGM	DS
Look in to options for the mid-summer social	NM
Marathon roll call drinks to be organised for October	tbc
Members 10k to be organised for 18 <sup>th</sup> September	tbc

## Calendar of future dates

### **April 2022**

20<sup>th</sup> – Uskudar meal

24<sup>th</sup> – Southampton Marathon

### **May 2022**

8<sup>th</sup> – GP6 and Kent GP Darent Valley 10k and Chatham 10k

Beginners Graduation and Bromley parkrun takeover

18<sup>th</sup> – Beckenham Relays

24<sup>th</sup> – AGM & KFL celebration drinks

29<sup>th</sup> GP7 Folkestone Coastal 10k

### **June 2022**

5<sup>th</sup> – GP7 & Kent GP High Elms 10k

21<sup>st</sup> – TBC PWR Midsummer run

22<sup>nd</sup> GP8 Bromley Midsummer 10k

### **July 2022**

10<sup>th</sup> – GP9 Sevenoaks 7miles

### **August 2022 –**

GP10 Best parkrun time

29<sup>th</sup> – Canterbury Half Marathon (Kent GP)

### **Sep 2022**

4<sup>th</sup> – The Big Half

18<sup>th</sup> Members 10k \*new\*

11<sup>th</sup> – GP11 (and Kent GP) Larkfield 10k

### **Oct 2022**

2<sup>nd</sup> – London Marathon

9<sup>th</sup> – Petts Wood 10k (and Kent GP)

Marathon roll call drinks – date tbc \*new\*

30<sup>th</sup> – GP12 Ashford 5Mile race and Dublin Marathon

**Next Meeting: AGM Tuesday 24<sup>th</sup> May, The Manor at Bickley**