

Winchester Running Club AGM 2025

Meeting Minutes – 7pm on 28th March 2025

Location: South Downs Social

	KB welcomed everyone to the AGM 2025 and ran through housekeeping items, namely the agenda and voting procedure, including proxies. KB stated for the proposed motion and election of committee / trustees, a 'round the room' vote would be carried out followed by a call on those who had received proxies.	
1.	TA confirmed no apologies for absence or conflicts of interest.	
2.	TA proceeded with the Chairperson's report. This is enclosed at Appendix 1.	
3.	AL provided the Treasurer's Report. This is enclosed at Appendix 2.	
	Proposed Motion 1: WRC Conversion to CIO	
4.	MS introduced presented Proposed Motion 1 – Conversion to a CIO. His presentation is included at Appendix 3.	
5.	The following questions were raised during the Q&A: <u>Question 1:</u> Are there many other clubs that are a CIO? <u>Response:</u> There are a mix across the county, however, several other local clubs operate under the same CIO structure. <u>Question 2:</u> Could we claim gift aid on subs? A member has experience of being able to claim up to 60% on subs for other CIO structured club. <u>Response:</u> Our understanding is that we wouldn't be able to do this, but will review as part of 2026/27 subs. <u>Question 3:</u> Are there any negatives of converting to a CIO? <u>Response:</u> MS confirmed that once we go down this route, it is hard to revert. If the club wanted to revert, they would have to distribute all of its assets (including financial) for charitable purposes and then re-establish under alternative desired structure (essentially starting from scratch). We therefore wouldn't be able to transfer assets into another structure. <u>Question 4:</u> What is our charitable purpose? <u>Response:</u> MS read the aims and objectives directly from the proposed draft constitution. A further question was posed whether a sports club could be considered a CIO. A member confirmed the legislation changed recently to allow amateur sports clubs to be included. <u>Question 5:</u> What would happen if members win prize money at events? <u>Response:</u> MS confirmed members would not have to donate / share prize money with club as it is not a club asset. <u>Question 6:</u> Would the club lose control over who is let into the club? Is there a risk of having a flood of people that wouldn't normally be accepted? The example used was a 'babysitting service' and putting pressure on the coaching team?	

	<u>Response:</u> MS confirmed he didn't see this as a huge risk as we have a membership policy that would provide procedures to decline memberships under certain circumstances. In addition, MS confirmed, as part of the 2025/26 subs review, junior membership fee was increased so that all (apart from Students paying their own fees) pay a standard rate. MS confirmed this will be monitored going forward. AL confirmed in conjunction with this and to enable the coaching team to be supported further, the committee would support members obtaining qualifications at all levels (LiRF, CiRF etc). <u>Additional Comments:</u> A member made further comments that as a result of the conversion, the club wouldn't be 'fully in charge of its own destiny', and someone could complain on the basis of not acting in the public benefits and that rejection of membership might not be acting in the public good. This could be challenging in circumstances where the club is concerned about accepting membership which could result in the member not acting in the best interests of the club. <u>Response:</u> TA confirmed the constitution and policy already require us to act in the best interests of the club. MS noted access would be open to all. There would be a restriction on paying members only competing on our behalf, but this is unlikely to be a concern for the club. <u>Additional Comments:</u> A further member noted that participation of the membership keeps the club safe and that's why it's important for members to be involved in organisation and governance. No further questions were raised.	
6.	MS proposed the following under the motion to convert the club to a CIO structure: 1. Winchester Running Club should convert to a Charitable Incorporated Organisation. 2. Adopt the WRC CIO Constitution dated 26 March 2025. 3. Appoint the elected committee of WRC as the initial trustees. Tamsin seconded the motion.	
7.	Voting: 1. Everyone in the room voted in favour of this proposal. 22 proxies confirmed their nominators voted in favour of the proposed motion. 1 proxy voted against the proposal. 2. Everyone in the room voted in favour of this proposal. All proxies confirmed their nominators voted in favour of the proposed motion. 3. Everyone in the room voted in favour of this proposal. All proxies confirmed their nominators voted in favour of the proposed motion. The motion was passed.	
8.	Two members had further questions in relation to the motion.	

	<u>Question 1:</u> What is the minimum number of trustees. <u>Response:</u> MS confirmed the constitution supported a minimum number of 3 trustees. He further confirmed they would have a maximum 3 year term, with 1/3 of trustees being required to stand for re-election in each year. The longest serving members would stand down/ rotate to support these each year. <u>Question 2:</u> Can a sponsor stand as a trustee? <u>Response:</u> Yes, however, this will have to be recorded in the minutes of a committee meeting as soon as practicably possible after the AGM.	
	Election of Committee / Trustees	
9.	Chair – Tamsin Anderson. Seconder – Alex Lane Voting 1. Everyone in the room voted in favour. 2. All proxies voted in favour.	
10.	Vice Chair – Ellie Swire Seconder – George Belfield Voting 1. Everyone in the room voted in favour. 2. All proxies voted in favour.	
11.	Treasurer – Bruce Ayling Seconder – Pete Curtis Voting 1. Everyone in the room voted in favour. 2. All proxies voted in favour.	
12.	Secretary – Kate Belfield Seconder – Tamsin Anderson Voting 1. Everyone in the room voted in favour. 2. All proxies voted in favour.	
13.	Lead Welfare – Sam Parkinson Seconder – Steve Goodwin Voting 1. Everyone in the room voted in favour. 2. All proxies voted in favour.	
14.	Membership Secretary – Matt Smallman Seconder – John Mills Voting 1. Everyone in the room voted in favour. 2. All proxies voted in favour.	
15.	Junior Representative – Lara Noott Seconder – Andy Parkinson Voting 1. Everyone in the room voted in favour. 2. 22 proxies voted in favour. 3. 1 proxy abstained.	
16.	Ordinary Rep – Colin McManus Seconder – Paul Horler	

	Voting 1. Everyone in the room voted in favour. 2. All proxies voted in favour.	
17.	Coaching Rep 1 – Nick Anderson Seconder – George Belfield Voting 1. Everyone in the room voted in favour. 2. All proxies voted in favour.	
18.	Coaching Rep 2 – Andy Parkinson Seconder – Nick Anderson Voting 1. Everyone in the room voted in favour. 2. All proxies voted in favour.	
	General Question & Answer	
19.	<u>Question 1 (submitted prior to the meeting):</u> Is there a limit for the amount of time committee members service? Would this be workable with a view to make sure there is good turnaround and no one ends up stuck. <u>Response:</u> KB confirmed this had been covered earlier in the meeting and asked whether members would like any further information on this. No further questions raised.	
20.	<u>Question 2 (submitted prior to the meeting):</u> Is there a plan to try and increase participation and preparation for cross country for the seniors? There is no specific training advertised for seniors wanting to train for XC apart from the early Tuesday session, and Saturday Whiteshute sessions are rarely advertised on the WhatsApp group. It was highlighted by the fact we only had 3 men and 1 woman for nationals at Parliament Hill this year. <u>Response:</u> NA confirmed the Club would like greater participation across all groups noting there is a desire to medal and win those races we have done historically, but it does need membership involvement to do this. NA encouraged members to partake in CC6 / HRRL as entry races into cross country as well as coming along to cross country races and giving it a go. With regards to training NA noted the limitations of having 3 coaches for set up and organisation of training session, noting a need for more money to spend on equipment (lights) and a review of logistics to support a later session. He commented that he thinks the club does really well in providing availability across all disciplines, but if a later start or session was desirable from members then this would be required. There may be implications for the later 7pm session and there may be an ask for qualified run leaders to help support this. CM agreed the biggest issue would be the logistics, noting there is a clear benefit to having a coach at each session there to lead as much as possible. Were there any suggestions from the membership to amend? NA noted that Andy / Colin also like to do the session so coach from within.	

	A member queried whether it was possible for team managers to help promote events and leagues further with new people, including transport / how to get there etc. Another member confirmed a lift share WhatsApp Group is available within the Whatsapp community. NA confirmed the club has team managers in place and they can certainly do this, but called again for more support from the membership. KB agreed with this noting that those who appear to front lots of things do require help and support across the board as sure the membership would like to see different faces at the forefront. A member suggested whether the threshold session on a Thursday/ Harestock Handicap could be made more informal and then whether an additional junior / cross country session could be help on Gaterfield as the formal Thursday session. This could work with run leaders support. Another member queried whether there is a need for more coaches / team leads. This was confirmed. It was noted that some leagues clash with others leaving members having to choose what they do. NA said the club isn't looking for people to do two events in one weekend, but noted we had enough members to cover all bases, and the club wants to build across all age groups. This was proven in our first competitive weekend as a club at Hampshire XC champs and Stubbington. CM noted the leagues should sort out fixture dates between themselves, but this isn't always possible. A member added a point to note with regards to team manager communications where races clash insomuch that a number of people participate in lots of races and so encouraging new member is key. It may be that less are participating because they don't know about them. AP confirmed the coaching team intend to put on a workshop in September to highlight key races and leagues. Further comments in relation to this question included some members suggesting they wouldn't attend XC national as they didn't think it was something they could do. The limited promotion of marathon events was also noted. The coaching team and committee acknowledged these points and agreed to review them.	
21.	<u>Question 3:</u> Is there an intention to promote and include training for longer distance racing beyond marathon. <u>Response:</u> Unlikely at this stage as ultra running is only competitive at a national/world level, not club. This could change if it moved to a club level. It	

	was also highlighted that the club has 3 coaches to c. 250 members and so if members would like further training session in different disciplines it places more emphasis on a need for run leaders.	
22.	<u>Question 4:</u> Is Saturday XC and track just for Juniors? <u>Response:</u> AP confirmed no, however, the coaching team will take away the comments made and look to promote better. He noted that it is tricky to balance numbers in the space available. SP noted it would be difficult to promote XC if there is only limited availability for Saturday sessions and challenges with seniors attending the earlier session on a Tuesday. If Tuesday isn't working for some as it is too early, then this is a critical point the team need to plan around. She highlighted how good the Saturday session is. NA suggested the team consider moving the Tuesday session back 30 minutes, however, would place emphasis on run leaders picking up drills for later session. This isn't an issue during the summer as everyone is on Gaterfield but will be more prevalent during the winter. A working group will be set up to discuss. KB/ GB highlighted the path to becoming a run leader to those in the room.	
23.	<u>Question 5:</u> How do we capture interested parties converting to new members? <u>Response:</u> MS confirmed we do need to work on this to see if we can increase the conversion rate. He noted some feedback has been that the session are more intimidating and the club need to perhaps consider what type of club we are. There is an opportunity to create a working group around this as well. Further comments from members included the perception that the club is an elite club due to the number of fast runners; the club doesn't offer a novice session as a gateway into the club; the club need to be able to easily identify new people and / or make coaching team and run leaders clearly visible to new people. It was acknowledged that a Tuesday night doesn't always showcase the plethora of running activities that take place across the club with additional groups training on different days and in different way together. It became clear that consideration needs to be given to creating a development group, but further underpins need for additional support from members.	
24.	Meeting Close.	

Appendix 1 – Chair's Report

Good evening everybody and thank you all for giving up your Friday night to be here at our second Winchester Running Club AGM.

Reflections:

I stood in front of you around this time last year and we were a newly formed club with lots of hopes and dreams for the future but at the same time we all had to work so hard to put everything in place and get ourselves established. Well what a year it has been - we certainly do have so much to celebrate and be proud of as we continue to go from strength to strength. I look now a year further on and it is hard to take on board everything that we have achieved and it really has been a wonderful year all round.

Numbers:

Our membership numbers a year ago were at 178 and we are now at closer to 250 which is absolutely phenomenal for any club, especially a new one, and we should all be very proud. Our junior membership has grown, our senior membership has grown and we have grown throughout all of the age groups. We are attracting new runners, experienced runners and runners from all backgrounds.

Results:

It's been an immensely successful twelve months for the club in so many ways. There really have been so many great results throughout the year that it can be difficult to list them all and whilst I do not want to exclude anybody, I cannot list all of our successes in every area so will focus mainly on the team events where we don our vests and represent the Club collectively. However, we are proud of you all.

We achieved great results again at the county cross country championships with gold and silver medals in the U17 boys, gold in the U20 men and women with Will Atkins and Eva Johnson, Alex Lane coming third in the senior women and with a ladies team bronze and silver in both the vet men and women, not to mention Sarah Gurney, Andy Parkinson and Martyn West all winning their age groups. We look forward to targeting the national XC championships next year and growing on our achievements at the county champs.

We also had many medalists at the county track championships in the summer. We have been promoted in the Hampshire road race league and again we thank Sarah Gurney for her leadership and cajoling to get lots of you involved. We also achieved great results in the RR10 and we of course have now joined the Hampshire cross country league where we have seen promotion for our teams and lots more fantastic results.

We must also mention Casper Wilson who finished in the top 10 at the English schools XC championships and top ten at English schools and Will Atkins who finished top 15 in the UK inter counties XC championships. Both were representing Hampshire, as were many of our other junior and senior athletes.

Magic mile:

Last summer we came together to enjoy the first of our summer magic mile relays which we combined with some business as we needed to hold an EGM. We also all brought along our credit cards for the kit night and also enjoyed a slice or two of pizza.

Relay events:

The summer also saw us take part in three big relay events involving almost 70 members. This was obviously Welsh Castles, South downs relays and the Cotswold relays and I know we are going to be busy once again this year with those events. It's wonderful to see so many people coming together on these big weekends and all helping and supporting each other from driving minibuses and cooking delicious food to the logistics of dropping people off and making sure they get back on the right bus and have some clothes to wear! We extend a big thank you to everybody who is involved with the mammoth task of organising each of those relay teams.

The big challenge now of course is to build on this and we have many plans and ideas ready to put in place as we continue to develop in all areas of the club. One of these will be to begin discussions over obtaining a weekly track night for the Club. More to follow on that.

Thank you Committee:

None of these things happen without the help of everybody in terms of team management and the wonderful coaches who are there Tuesday and Thursday and at weekends. And all of you that have volunteered for the various projects throughout the year that we have put together to help take the club forward. Our committee has been very busy putting policies in place that must be there to help protect us all, as well as working on projects towards the future. Sadly we say good bye to Alex Lane who has been our founding treasurer and Alex we thank you for all that you have done. The new treasurer will certainly have some big shoes to fill! On a positive note we look forward to welcoming new committee members after tonight's proceedings and thank those who have put their names forward to be a part of the club's committee for the next twelve months.

Winter training talks:

The club has enjoyed coming together for a series of winter workshops and I would like to thank our coaches for presenting evenings on training and sports psychology and of course we all enjoyed a wonderful evening with Anna Brockman who came to talk to us about our breathing. We hope to continue these workshops into the future and keep these as fun social evenings. We would be interested to hear from members with any ideas or wishes for future talks and we will do our best to organise those.

Christmas party:

Of course the highlight of our social year was our wonderful Christmas party at the South Winchester golf club where 100 members enjoyed the awards evening and I thank everybody involved with the awards committee who put together our prizes and what was a seamless evening and I also thank our Christmas party organisers for organising what was a great night for everybody where people were able to chat away, enjoy great food and party the night away, for once not dressed in lycra and super shoes as part of our club's festive celebrations.

CIO Incorporation:

We will hear shortly from Matt who will be presenting our proposal to incorporate the club structure into a Charitable Incorporated Organisation. In our founding year it was important to focus on forming the club and settling into the swing of things and that was our priority. It is important to consider how the club is actually set up though going forward in order to protect our members and those on the committee and to ensure that we receive all the benefits that we can as a club and that we are acting in the best interests of the Club as a whole and so Matt will be discussing the key points around this in a moment.

Thank you all/thank you sponsors:

Last but by no means least we want to say a massive thank you to our sponsors who help to make things happen behind the scenes. These are in no order of importance – Bruce Ayling of Ayling Financial Wellbeing, Dean Rawlins of Winchester Blinds and Shutters, Alton Sports and Running With Us.

In summary, we should all be very proud of everything the club has achieved over the last year and of course our incredible growth in all areas. We would just like to take this opportunity to wish you all a successful twelve months ahead and thank all of you for your hard work and continued support. Let's continue to make the dream that we all share of being the best club in Hampshire and beyond come to life. Thank you all and I now hand over to Alex.

Appendix 2 – Treasurer’s Report

As Tamsin has summarised, it has been an exciting year with Winchester Running Club, so I will try not to ruin it by talking numbers that aren’t strava stats for too long.

For some background, during the year we had to register with HMRC as we established that as an unincorporated sports club, our sponsorship income would be subject to corporation tax. If we vote through becoming a CIO this evening, then in future we will not be subject to tax on most types of income as long as they use the money for charitable purposes.

The period for the finances that I am presenting tonight is the 12 months as defined by HMRC as our first taxable period and is 18 March 2024 to 17 March 2025.

The accounts are prepared on a cash basis, which is the cash in and out that actually occurred during the 12 months.

Membership fees:

£10,000

This is mostly relating to the 24/25 membership year, some of which also fell in the prior period

Sponsorship:

£900

We have received sponsorship from Winchester Blinds (Dean Rawlins) and Bruce Ayling Financials – thank you both for your support

Donors:

£300

Grants:

£500

Grant given by Allianz towards equipment – thank you Tamsin for the leg work done on this to get the grant along with Ric Pike and Jessica Pike

Total income: £11,700

Leading onto expenses:

Member affiliation:

£4,000

Fee paid to EA for our members affiliation.

GoCardless transaction fees

£235

Club Affiliations

£915

Affiliations include: England Athletics, Hampshire Athletics, CC6, HRRL, RR10 and Hampshire XC

Facilities

£2,455

Gaterfield which has increased in cost per usage from November 2024

Equipment

£617

Lights, hi vis

Other

£838

Coaching courses and welfare. for Colin who I think we can say has been a fantastic additional face to the coaching team and for junior coach development

Events

£4500

We stated last year that we wanted to support events for our members. Over the last year we have supported summer, road and cross country relay races, Ryde, the Christmas and awards dinner and the training talks held here at the SDS.

There is a cost of £635 for the 2025 welsh castle relays which we are expecting to collect from participants – so just a little nudge for those of you who are wanting to attend!

Where, as a club, we do not want members to incur costs for events which are to be reimbursed by other members, we make the payments for events and then collect the balance from members.

Unfortunately during the year, we paid the deposit for the Forest of Dean camp and where we did not have enough conversion of interest to actual sign ups, we had to cancel the camp at risk of otherwise making a bigger loss. Due to pushing back this decision, we did lose the deposit, which came in as a loss at £1200.

Since this event, we have put in place an expenses policy which has a process and criteria for costs above £150 which are to be directly covered by the club or will be passed on to attendees. This policy is published on the website, so please do take a read if you think this will apply to you at any point.

Total expenses: £13,555

Over the 12 months we had a net cash deficit of £1,858

We ended the 12 months with a cash position of £6,044. This is above our £4,500 sinking fund we have set as a minimum.

So I think that is me all finished up because, as you will likely know, I am stepping down from my role as treasurer today. I would like to say a huge thank you to all of the members and the committee who have supported me over the last 18 months in this role, it has been a real learning curve. I now look forward to seeing where we, as a club and as individual members all are in another 18 months. Thank you.

	12 months to 17 March 2025 24/25	6 months to 17 March 2024 23/24
Income		
Membership fees	9,997	10,418
Sponsorship	900	300
Donation	300	650
Grants	500	-
Other	-	-
Total income	11,697	11,368
Expenditure		
Member affiliation	(3,990)	(391)
GoCardless	(235)	(70)
Affiliations	(915)	(425)
Facilities	(2,455)	(1,184)
Website	-	(230)
Equipment	(617)	(839)
Other	(838)	-
Events	(4,506)	(326)
Tax	-	-
Total expenditure	(13,555)	(3,465)
Surplus / (deficit)	(1,858)	7,903
Opening cash balance	7,903	-
Closing cash balance	6,044	7,903

Appendix 3 – AGM Presentation

Enclosed under separate cover.