

MINUTES OF THE VIRTUAL ANNUAL GENERAL MEETING OF TRENT PARK RUNNING CLUB

HELD ON MONDAY 26 OCTOBER 2020 VIA ZOOM WEBINAR COMMENCING 7.35pm

1. Apologies for Absence

No apologies for absence had been received.

2. Minutes of the AGM held on 28 October 2019

The minutes were agreed.

3. Matters arising

There were no matters arising.

4. Honorary Chair's Report – Chas Taylor

This is my final report to the AGM as Chairman after 6 years in that role. I have absolutely loved being Chairman of this wonderful Club for that time and although it has taken up a great deal of my time I don't begrudge that one bit. I think we have made great progress in so many areas over that period. I am very proud of that progress and the small part I have played in it. Having said that I can take pride in the 5 and a half years before the pandemic hit. I have not coped with the virus period very well and have not provided the leadership I think was required and I feel guilty about letting you all down.

Coronavirus

Thank god we have had members who have stepped up to the challenge in such a brilliant way. We have made sure that we have been able to operate in a totally compliant way which when you look at some other organisations is something to be very proud of. Andrew Dench stepped up and took on the role of Coronavirus Coordinator. Andrew will report later but he did a massive task with intelligence, commitment and good humour. The other two main movers in our virus response were Janes Joy and Paul Ward who both worked incredibly hard to make the whole system work for our benefit and protection. I cannot say enough about all of our leaders and coaches who have responded superbly to the demands of this new world. The whole Club has played their part in making sure we keep going and progressing at this time.

Committee

This period has been a real test for the committee of the Club and to a man (and woman) they have responded brilliantly. It must be remembered that most of the committee have demanding jobs, which have become even more so during the pandemic and family lives that can only have been more demanding through lockdown etc. but they have all been prepared to put extra time into managing the Club through this difficult time. They are a wonderful team and I am delighted that the majority will continue in their roles. The Club is in good hands as we move further into the unknown.

Southgate Hockey Centre

We paid the Hockey Centre £26,212 on behalf of our members for the full year 1st April 2019 – 31st March 2020 in spite of lockdown coming a few weeks before. The Hockey Centre committed that we would not be charged while they were completely closed which had been a worry. Following the total shut down the Hockey Centre reopened with strict covid restrictions in place including no changing and showering facilities, no ability for us to meet prior to our sessions and restrictions on car parking. Refreshments were available but within covid compliant rules. We agreed a new payment structure with the Hockey Centre for the rest of this membership year up to 31st March

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Berkeley Homes/Cluttons

Berkeley Homes were very helpful to us in the early part of the year when it came to planning and operating races. We have had limited contact with them over the last 6 months. Cluttons have been given the responsibility of managing the Estate for the residents. We have been in contact with Cluttons regarding parking and working together in the future and offering residents membership.

Membership and Booking Systems

James will be reporting on all the details of how and why we moved from our in-house membership management system to where we are now with an integrated membership and session booking system on a platform called Coacha. It has been a very painful process and James has taken most of the brunt of this pain. James has put an unbelievable amount of work into managing the whole process of moving between these various systems. James has done a monumental job of keeping on top of all of this and we owe him a massive debt of gratitude.

Triffic Trail

We weren't able to have a Triffic Trail this year because of the virus in spite of trying to organise it on two different dates. This year should have been Alan Collingbourne's final event as Race Director and he has been robbed of the chance of going out with a grand finale. Alan has done a magnificent job in charge of this feature of life at the Club. Alan has provided me with some facts from his six years. We had 3,065 paid entrants and 2,465 finishers. We had £18,226.13 excess income over the 6 years

and made £6,100 donations to local charities. Thanks must go to all our sponsors, especially main sponsor Chamberlains Estates, all of the volunteers over the years and everyone who has taken part. Next year's race will take place on 13th June and Matt Burn will be taking over as Race Director.

Charity

We haven't been able to make our normal contributions to charity because of the pandemic. There have been no, or limited, contributions from Triffic Trail, Sally's Quiz Night, Cake Sales, Bread Pudding Club or Thames River Relay and other activities. This is very sad especially at this time. During the lockdown period the committee received a proposal from David Arnold and others that we should make a substantial donation from our reserves to WRAS, the animal rescue centre in Trent Park. The committee gave this detailed consideration and decided we weren't mandated to use our reserves in this way and also we had some concerns regarding the WRAS financial situation. We agreed a plan to get someone to engage with WRAS to see how we could help. When things improved and WRAS reopened we didn't follow up on the plan and I have to take personal responsibility for that and I am very sorry. Recently it has been pointed out that in 2009 there was a proposal to nominate a charity of the year but this has not been followed through. I will come back to this in Any Other Business.

Membership

We simply do not know what effect the pandemic will have on membership although we suspect that it will be lower. When we finally renew membership following this meeting we will see what the impact is. Our normal rate of non-renewal is approximately 25% at renewal time each year. The 2020 Beginners Course had to be cancelled at the halfway point and so we didn't have that group joining the Club. We are now 6 months further on and because of the pandemic there will be a number who won't be renewing for a variety of reasons. We didn't accept any new members during the period April to September apart from a few returning previous members. We were very conscious of the number of leaders being a limiting factor for sessions. We agreed to accept a small number of new members from October and believe it is important to the strength of Club that we accept this intake even in these strange times.

I am now leaving the role of Chairman and am very grateful for all the support I have had from everyone in the Club. It has been an absolute honour to do this job for 6 years. I am very pleased to leave behind an extremely talented and committed committee and I know the new Chairperson will lead the Club out of this difficult period and on to greater success and happier times.

I'm not quite sure what I am going to do with all the time freed up in my life, although I'm sure Chris will have lots of ideas, and hopefully I will get my running back on track. I'm not going anywhere and if any of the committee have any tasks they can give me I'll be happy to do anything I can to support this wonderful Club that I really love.

5. Honorary Treasurer's Report – Jason Maloney

Firstly, I would like to thank all committee members who have helped me in my duties over the last year. I would also like to thank all the Trent Park members who have paid for expenses personally for their patience in being refunded. Lastly, I would like to thank the former member, Andy Andreou for helping in preparing the accounts.

Turning to the accounts for 19/20, and looking at the Balance Sheet, you will see the following:

- Cash at bank as at 31 March 2020 totalled £66,548, however please note that as at that date, there were accruals (i.e. liabilities incurred but not paid or cash received not relating to 19/20) which totalled £10,767. This figure includes rent totalling £6,822.

- A truer reflection of the financial health of the club is reflected by the reserves which totalled £57,636, an increase of £2,086 from last year. This figure represents the surplus of the club in the year ended 31 March 2020.

Turning to the Profit & Loss accounts, you will see the following:

- The profit figure of £2,086 has been split as follows:
 - A profit of £1,104 attributable to the seniors' club activities
 - A profit of £982 attributable to the juniors' club activities
 - The above is based on most shared costs for seniors and juniors being allocated to seniors where there is no obvious rationale for apportionment
- The profit figure for the last year totalled £1,222, and thus the profit for 19/20 increased by the modest sum of £864.
- Broadly the main differences between this year and the previous year are:
 - An increase in total income for seniors of £5,952
 - An increase of the profit derived from the Triffic Trail of £726
 - A decrease of total income for juniors of £300
 - An increase in URN costs and race related costs of £935
 - An increase in coaching/training related costs of £2,286 across both seniors and juniors
 - An increase in social costs for juniors of £2,105

So, to summarise, club income has continued to marginally exceed expenditure, with a modest surplus of £2,086. The club now has reserves totalling of some £57,636.

6. Membership Secretary's Report – Christine Hawker

It has been a very strange year with many things just being put on hold. I would like to thank James Joy once again for his tireless management and support of 3 membership systems over the last 12 months, nothing about that has been on hold. I would also like to thank Chas for his support answering many questions from me and following up on all queries and requests from prospective new members.

At the end of March this year at the time of lock down we had the following numbers of members on our system:

22/03/20

Senior 318
 Beginners 14
 Juniors 132
 Students 27
 Social 12
 Swimming 8
 Honorary 4
 Total 515

The beginners listed above were from the previous year's course, they are now in the seniors number. We have not had a beginners course this year but more recently we have gained a few new members so the numbers now stand as follows. There has also been a change in categories with the latest membership system affecting Junior and Student numbers where some now show up as under

21s.

18/10/20

Senior 353
Juniors 117
Under 21s 25
Students 12
Social 12
Swimming 8
Honorary 4
Total 531

After the subscriptions are settled for the remainder of this year at this meeting we can move forward and see how the pandemic has affected our club numbers.

With the cancelling of most events this season we have only registered 20 URNs to cover compliance for Coaches and Leaders April 2020 to date.

Going forward we expect to see quite a drop in membership numbers due to lock down where no group training was possible. Though restrictions were reduced in the summer and a managed system of small training groups, with a lot of work put in place to make sure they are Covid compliant, not as many members have been back to take advantage of them.

7. Club Team Manager's Report – Adam Bowman

Naturally a much shorter overview from me than usual but still some positive things to report in a world of darkness over the past 12 months.

Met League

Senior Women – div 2 – 1st

Vet women – respectable 8th in div1

Senior men – 10th in div1 (survived relegation)

Vet men – 3rd in div1

Comments: all 4 teams in division 1 now which is excellent to see

Individuals

Senior women – Katie Brown 6th,

V45 men – Scott Aitken 3rd and Jason Maloney 4th

V50 men – Adrian 'Del' Edwards 3rd

Sunday league

Men A team – 2nd

Men B team – 1st

Men Vets – 1st

Women A team – 1st (by a country mile 97 against 335 and 690)

Women B team – 1st

Women Vets – 3rd

Combined – 1st (again by a country mile 895 against 1629 and 1879)

Individuals

Senior Women – Emily Jeanes 1st, Kat Alpe 2nd and Katie Vooght 3rd

Women 35 – Anja Greenwood 1st

Women 55 – Christine Savage 1st

Senior men – Chris Burdett 1st

Men 50 – Mike Prior 3rd

Within that we had race wins for the following:

Cheshunt: Chris Burdett / Emily Jeanes, Cyn Cano, Jessica Prior

TP: Chris / Emily, Alex Baird

Stevenage: Emily, Jessica, Cyn

Watford: Chris / Emily and Jessica (3rd)

Normally would move onto MWL now but obviously that has all been cancelled

8. Coaching Coordinator's Report – Paul Ward

This year's Coaching update will focus on the challenges and activities that the club has faced since COVID-19.

At the end of March we were faced with a lockdown that nobody could have predicted would have such an impact on our running activities. Members had to quickly adapt to the guidance from the Government and England Athletics. Different members stepped up to help adapt our fitness plans including Yoga classes, Virtual Training/Coffee sessions and Virtual races.

I would specifically like to recognise the great support at this time from Andrew Dench and James Joy who spent an inordinate amount of personal time in preparing the club for a return to organised training sessions.

The General and COVID-19 risk assessments and guidelines developed by Andrew provide members with improved safety now and in the future. These guidelines may seem different from other local clubs but they do follow England Athletics guidelines.

James has supported members with the research, testing and continued administration of Clubtrac and Coacha. Coacha is a system that supports COVID-19 requirements and test and trace. Post COVID-19 Coacha will continue to develop and provide members with a more consistent, supportive and intuitive approach to training.

Leaders and Coaches are putting themselves forwards to organise training sessions 4 days a week, with up to 10 sessions regularly available on

Tuesday's, our busiest day. Although it is difficult to recognise everyone we should recognise:

- Paul, Peter, Gavin Andrew, Fiona and Alison for all of their work with the Juniors
- Trevor Jex for his support of the "re-starter" sessions
- Peter Goldfinch for the sessions in Potters Bar
- Kath and Tasha and the many other leaders who have such a strong transformer group
- Scott for his work with the Sub-20's
- Chris Thompson, Martin Cullen, John Rose, Anthony Plewes, Robin Tremaine, Mustafa Ibrahim, Robert Pick, Jack Singer, George Georgiou and Mick Green who regularly provide sessions on a weekly basis

We also have several members booked on to the Leadership in Running Fitness course, when it is held again.

The future of the club will need more members prepared to volunteer to lead training sessions and the Leadership in Running Fitness is a great introduction for those interested. We then need to develop strength in coaching and look at supporting individuals over a longer term development plan.

In February discussions were held on how we support Juniors transitioning to senior membership and help develop more bespoke plans for members. These discussions will need to be picked up again at an appropriate time.

In summary the changes forced on the club by COVID-19 have helped develop systems that will leave us in a stronger position going forwards. Members are encouraged to return to group training via the sessions listed on Coacha if you haven't already done so, which I'm certain you will find both rewarding and enjoyable.

9. Junior Section Representative's Report – Paul Hart

The Junior section resumed training in June with Saturday sessions only.

To comply with Covid regulations we limited groups to no more than 5 athletes and 1 coach. This severely limited the numbers of athletes that could train each week. As a result, we decided to alternate weekly between Under 13's+Under 11's and Under 17's and under 15's the next.

Tuesday track sessions and Thursday road runs resumed in the last month.

The handicap restarted in September on a new course which was more remote and more appropriate to the new Covid regulations.

All coaches have been issued with first aid kits which are to be carried at all times.

Coaching capacity is at a better level than last year. We now have 8 coaches and 3 assistants across our 3 weekly sessions. Some of the assistants are about to commence their

coaching courses. Alex Baird joined the coaches in September. With her background in sports training and education she will be a real asset to the team. We now have 4 female coaches - we should look to increase this number.

We have been using the Coacha app to organise training sessions and are generally pleased with the way it is working.

The juniors raced in 2 cross country leagues last Winter - The Met League and the North West London (NWL) league. We had some strong individual performances but the teams lack depth. Our best team performances were 3rd and 4th placings in the NWL league for the under 15 and under 17 boys respectively. Alessio Ferrari took 3rd in the Met league and 2nd in the NWL league Under 15's competitions. He is an outstanding athlete. For the girls we had Niamh Keohane twice break the ladies' club record for 800m with a time of 2:21. She is only 14 years old.

We continue to receive support from the Jack Petchey charity and their donations have allowed the juniors to enjoy days out including climbing, bowling, white water rafting and have funded new hurdles, safety lights, whistles and clothing.

Going forward the junior section feels in better shape for accepting new members as and when we resume normal training. Currently we are running waiting lists in all age groups. There continues to be a grey area in the club management of athletes who are too old for the U17 age group and have not transitioned into racing for the senior section. With the demands of A levels, University and jobs there is a high tendency for athletes to lose touch with the club and currently we do not provide any mentoring or pastoral care for them. It would be good if a sub 20min 5km racer from the adults could fulfil this role otherwise we will continue to lose promising athletes.

10. Communication Officer's Report – James Joy

This report forms 2 parts as a major part of the last year has been dealing with the changeover of the membership system. Therefore, there is a separate report on the membership system changeover.

On the social media side, we were promoting both the Aquathlon and the Triffic Trail prior to going into lockdown. Once lockdown kicked in there was an initial buzz around virtual activities. We set up a club Zoom account for quizzes, yoga and training sessions, we also re-activated the club's YouTube account.

Via our YouTube, Sally Minks created a regular quiz and we alternated this between a YouTube version that could be watched and played at any time and a Zoom quiz, that was live and interactive. We also did a number of video projects, first up was the Madness project Foulia managed and collected the clips, there was then one from the Transformers and lastly was the Keep On Running video that was open to the whole club.

As we returned to training the focus has been on the training session booking process. Therefore, less social media activity as time became an issue.

As communication with the members is paramount in these times, in my opinion, it needs a small team to cohesively cover all communication mediums, social, email, website, etc. With other tasks and commitments, I don't have the time to build a team for this so have decided to step down at this time.

Transfer of Systems

A few years ago we switched from paper-based renewal forms to an electronic form on our website. These forms were fed into a membership database that we then used for managing the membership. Both of these used “off the shelf” software so they would be updated and supported by the developers and linked together with some custom database coding. Whilst not as elegant as a fully custom written system it was the fastest, and cheapest way, of creating a system that suited our needs.

Unfortunately, the forms software we were using was taken over by one of its competitors and support and updates became problematic. It was thought best to switch to a complete cloud-based membership system, rather than risk continuing with the current solution that was also dependant on myself for support and maintenance.

After some investigation, we decided on the Clubtrac system from Eventrac. We were already using Eventrac for the Triffic Trail and Aquathlon entries, so had an established relationship with them and the two systems had a similar layout so familiar to myself and others. Clubtrac includes a lot of additional features, race results, members bookings and could be used to build a full website. However, we only really had a need for the membership side at this stage.

It was agreed by the committee to switch prior to our April renewal. Therefore, in March we sent Clubtrac our data to import. After chasing a few times they eventually imported some of the data, I had already imported some of this myself as we needed this done and there was a lack of response from Clubtrac.

At this point, we went into lockdown and suspended all club activities and the decision was taken to extend the current membership until such time as we could return to training.

Once England Athletics published their guidance on the return to training, bookable sessions formed part of this, so I started looking at how we did this with Clubtrac as this was after all built-in. After a few emails back and forth an online meeting was held with Clubtrac so they could show me how to set up the system for these.

We did this and immediately started having issues. More people could book in than the session was set up for being the major one. After emails back and forth and promises from them to correct this, then missing these deadlines, I started a spreadsheet of bugs and issues which we shared with them.

Eventually, a further online meeting was arranged and they showed me an alternative way of setting up the session that at least resolved the session limit issue, however, it made the actual booking process longer. This is the system we ultimately rolled out to the members.

Whilst this appeared to work from a member’s perspective, there were still a lot of issues with this. We were dealing with these in the background to keep the system running, whilst still in contact with Clubtrac to get these issues resolved. This was taking several hours a week to deal with these issues so consuming a vast amount of my spare time.

Clubtrac kept making promises and setting themselves deadlines for these to be fixed, that they then consistently missed. They also needed constant, chasing to get any form of response. Therefore, as we need to start taking membership payments I started looking around at alternatives.

After testing several, I advised the committee that my recommendation would be to switch to Coacha. Unlike some of the others I tested Coacha was a more general club management system, however, very simple to operate and had a well thought out mobile app for members.

Coacha, is not perfect and one of the major issues is the lack of information available to members when they book a session. This was pretty much a deal-breaker, however, after speaking with them they acknowledged that this was somewhat of an oversight as this part of the system was fairly new. Therefore, we implemented a workaround where the leader would continue to fill out a session

booking form, something they were doing for Clubtrac as they could not add sessions themselves, and these would appear on the club's website. (<https://www.trentparkrc.com/covid-19/current-training-session/>)

The committee agreed that we should trial Coacha and then switch providing there were no major issues. We trialled this with the Juniors, who at that point were not using Clubtrac and then imported all the members into Coacha and have been using this for the past few months.

Coacha have so far been very responsive and dealt with a few issues already. The "additional details for the session" is still being worked on as it involves a fairly major redesign of the user interface and the app.

11. Social Secretary's Report – Kath Sinnott

Following the AGM and last Social Report in October 2019, the social calendar started pretty spectacularly. In November, we held a Dinner Dance at a new (for longer standing members, revisited) venue of Hadley Wood Golf Club. It was a Black Tie affair to celebrate 35 years of Trent Park Running Club. The event was a great success with, we believe, a good time had by all. It was a learning curve for the Social Team but the Golf Club were extremely supportive and organised and the event went off without a hitch. On review, there were a couple of things that didn't go as well as planned but it's all useful learning for the next event – identifying name tags will be issued for ladies black coats, for instance! The feedback was all positive and the Social Team would like to thank everyone for their lovely feedback and comments.

The next event was the Christmas Party held at the Hockey Club. It was decided to not arrange special entertainment but to arrange all to bring food along and plan the evening around some presentations. The event was well attended and enjoyed by everyone. We have a few ideas for the next Christmas event to ensure the food supplies are a little more consistent.

Into 2020 and a provisional booking was made for a Dinner Dance in November and other social plans were being formulated. The Cosmos had other plans! Following the developments of 2020, all social plans have been shelved until further notice. The provisional booking for November 2020 has been postponed to November 2021.

Realistically, all social planning is on hold until such time as Government guidance allows socialising for large groups from multiple households which currently seems some way off.

The Social Team remain in place and will be ready to galvanise into action when any social planning is possible.

12. Handicap Organiser's Report – James Joy

Towards the end of 2019 we trialled new software, WebScorer, for recording the handicap times and numbers. This worked well so for the start of the 2020 season we switched to using this.

However, the country went into lockdown in March, we had to suspend all activities. So we cancelled the March handicap, and put all others under review.

To give people a focus for their now individually training I developed a virtual handicap, where people could submit runs and view a table of these runs and improvements on the first logged run. This initially was manually done, so we could get this up fairly quickly, but has since been adapted to be fully automated. Therefore, now runs itself.

The virtual handicap was initially well-received, but as the COVID-19 situation progressed it has tailed.

Since training activities have resumed under the new guidelines we have been looking at ways of bringing the handicap back in one form or another. In August we developed a framework that we thought may work and trialled this with a small number of members.

This worked well, but we shelved this for a short while, whilst guidelines were updated and discussion with Southgate Hockey Centre were concluded, both key to the new format.

In September, we held our first junior version of the new format handicap on a course devised by the junior coaches. We had 39 juniors take part in this.

In October we did the first of the new senior handicap "The Plank". Despite the heavy rain 31 took part. We have also held our second junior race with 38 taking part.

The current plan is to continue with this new format for the remainder of the year as a short series and then review.

13. Triathlon Section Representative's Report – Anthony Plewes

Affiliation

Tri England has changed the way they affiliate clubs, and we are now a "single discipline club" i.e. running, with subset of registered triathletes. This makes no difference to members who can still affiliate via TPRC as triathlon members, it just changes the cost make up slightly for us, because not everyone is a triathlete (cheaper). We have got 40 registered triathlon members currently.

Tri kit

We did another club kit order this year from Champion System, which was organised by Kellie Cuthill. We have a few items left in stock if anyone wants to race in TP colours next year.

Competition

As a summer activity, the triathlon season was virtually wiped out by the lockdown, however club members did take part in number of races in August and September, including Outlaw X and

Helvellyn Tri, along with some duathlons. Some race organisers provided refunds or deferments, however, others did not. We cancelled our club championship, and will look to revive it again in 2021 – so will need to look for more events from May 2021 onwards.

Aquathlon

We cancelled our aquathlon early on when it looked clear restrictions will stop it – and provided a refund to all who had entered. We did however have a few issues with Furzefield regarding timings, so we possibly might switch venues if we run it in 2021. It would be ideal if we could run it in Trent Park again – as they have a pool in the development.

Open water swimming: Blue Lagoon

For those people who like to swim regularly, we have been very fortunate during the lockdown. Aside from a few restrictions, we have been able to swim continuously since early in the lockdown and there have even been a few benefits.

We held meetings with the other Tri clubs who swim at Blue Lagoon during late April/early May and came up with plans to allow us to resume swimming at the lake. This involved reserving one hour slots for each club, restricted numbers, no use of the changing facilities and compulsory British Triathlon membership.

Following these new rules, we restarted swimming on 16th May, this was really only a few weeks later than we would normally start. We also had some benefits as we were able to start swimming on Wednesday mornings which we had not done before and we were able to get the best time slots as our club had the furthest to travel, there was also a review of the payments we make to use the lake and we ended up swimming more but paying less.

During the time since we restarted a total of nineteen different people have swum with us, at times we got up to the maximum of fifteen per session and there have been only a few sessions which we did not attend. We are still swimming in October with reduced numbers. Most regulars have done far more open water swimming than in the past and the decent weather has meant that there have been many very pleasant swim sessions this year.

Takings at Simmons bakery or recently at Greggs will also have benefited as the social coffee and bacon roll after swimming has been an important part and benefit of the swim sessions. Special mention should go to Peter Goldfinch who came along just for the bacon rolls, he even came on his birthday and bought a cake for us to share. We plan to continue swimming for the next week or two but then will finish until next year. The Tri clubs who swim at the lake will hold further meetings when required to ensure that we can resume next year in April/May.

Pool swimming: Furzefield

Swimming at the pool was suspended during the early part of the lockdown and the pool was closed from 20th March until 25th July, we resumed swimming on 3rd of August. New COVID restrictions have been put in place but our swimming has not really been affected and we have had a decent turnout for most weeks. Twenty people have signed up and paid for the current term and most are attending regularly. The recent 10 o'clock curfew has had an impact and we now need to finish swimming early so that we can be out of the building in time, we are hoping that this is a temporary measure. The current swim term finishes on November 3rd, a new term will be organised to continue into next year.

Pool swimming: Queenswood

We have 25 members registered for swims and numbers at sessions varied from 10 to 20 through 2019. We also now have four members who have qualified as poolside lifeguards through the

NRASTC / Royal Life Saving Society we now provide our own poolside cover and significantly reduced the cost of our sessions. Obviously 2020 has been a bit of a non event but Queenswood are undertaking building works and we hopefully will return as soon as these are completed.

Thanks to Pete Hughes and Pete Lambert for the swimming reports

Cycling

The lockdown really brought virtual cycling into the picture, in particular with Zwift. There is a group of keen virtual TPRC cyclists who do a team time trial every week, with some great results. Outdoor cycling was also very pleasant in the lockdown, as there were far fewer drivers on the road. Unfortunately that has now passed. Sportives also made an emergence towards the end of the summer, with some events continuing into November.

14. Coronavirus Coordinator's Report – Andrew Dench

1. This report sets out what the club has done in order to enable organised club running activities to proceed.
2. TPRC is affiliated to England Athletics as the sport's governing body.
3. UK Athletics (and the various home nation bodies including EA) directed that all face to face organised activities by affiliated clubs should be suspended from 17 March 2020.
4. EA published return to activity guidance for clubs on 1 June 2020 setting out the requirements which affiliated clubs were required to follow.
5. The following notes are about how we have run organised activities within the terms of that guidance, as a result of which TPRC resumed organised activities very shortly after 1 June.
6. All of the guidance which EA published is easily accessible on its website – www.englandathletics.org/guidanceupdate
7. The essential requirements of advice to clubs on organised activities are the following:
 - a. To appoint a COVID19 officer
 - b. To produce a COVID19 plan setting out how running activities will be organised to meet guidance requirements including the following:
 - c. Updating risk assessments for the main activities to show how COVID19 risks will be minimised
 - d. Requiring basic hygiene measures to be observed
 - e. Maintaining 2m distancing at all times before, during and after activities
 - f. Maximum group sizes of 6 including coach/run leader
8. The approach has been
 - a. To adopt arrangements, and to encourage members to follow them, recognising that the reputation of the sport and TPRC are affected by how we are seen to conduct our activities, particularly within Trent Park
 - b. Committee have been asked to sign off on risk assessments and the plan (we have only needed to do one revision)
 - c. We have done as much as is necessary to comply with EA requirements and to be seen to be behaving responsibly as a club – we have not sought to create a more stringent arrangement than we need in order to retain our insurance cover or satisfy other organisations
 - d. We have consulted with EA regional team at an early stage on our approach
9. This approach meant that we were able to agree basic access to facilities with Southgate Hockey Centre and Enfield Borough Council (for QE track) on the basis of our plan without significant delay.

10. The most significant changes to what we do have come from the process of completing risk assessments for each of our activities. These now cover those activities on a normal basis (which weren't previously documented) in addition to dealing with COVID19 risks.
11. These changes include:
 - a. Clarifying the role and responsibilities of qualified run leaders and coaches – they have generally been leading runs to a high standard, but there is a clearer expectation about assessing risk and considering safety in runs
 - b. We now have a up to date list of accredited run leaders and coaches – this is important because it is a condition of the insurance cover which EA provides to clubs that activities are supervised by qualified people
 - c. We have reviewed the terms of hire of the track at QE track and now have procedures for following these terms. These are concerned with safety for track users, and with limiting liability for TPRC
 - d. Establishing a booking system (initially Clubtrac, but now Coacha) – the purpose of this is to provide a system through which run leaders and club members know, in advance of coming to a session, that they will be in a group which is no larger than 6 people, has a qualified leader, and what type of session is planned. This requirement wasn't directly required by EA, but without this, it would have been difficult to organise sessions within the group size limit without causing a greater level of inconvenience.
12. It is clear that many clubs have found themselves in a similar position to us. A number of them either took much longer to reinstate activities, didn't reinstate them at all, or just ignored the EA guidance.
13. One of the challenges that is clear is that many clubs had not recognised the requirement in their insurance to have qualified run leaders taking charge of groups. This has meant that many clubs, including ourselves, didn't have enough LiRF accredited leaders. The training courses have resumed with a backlog as a result, but it appears that an online solution is now being offered.
14. We have throughout this process avoided taking a judgemental position on the merit or otherwise of government guidance or how it is applied by EA. What we have focused on is how we find a way of following the guidance so that we can show that we comply with it, and have therefore met the conditions of the insurance cover and other obligations we have towards England Athletics.
15. It is important to say that this has asked more of members generally in terms of planning for how they will run. It has also asked a lot of run leaders to enable activities to be put on, and to work within more restrictive rules. I would like to thank all of them for their patience and continued commitment to organising and leading sessions for the benefit of club members.
16. Paul Ward and James Joy have similarly invested very considerable amounts of time in helping to organise and explain the measures, and for setting up IT systems which support this approach.
17. Finally, it is worth saying that whilst we had hoped that these temporary arrangements might have already ended, it is plain that this won't happen for some time. However, EA guidance, even for places which have been put into Tier 3 restrictions, allows running activities as we have set them up to continue. As long as the EA guidance stays this way, what we are doing will allow us to continue to put on organised running activities whilst COVID19 continues.

15. Co-opted General Member's Report – Brian Bowie

My role on the Committee was a flexible one, including:

- Assisting new Race Director to organize our Sunday League cross-country race in December. Since then with others I've put together a 'How-to-do-it' Manual so that Race Directors in future have, I hope, a helpful resource to get up their individual learning curves more quickly in relation to putting on races for the club.
- Proposing at the last AGM the creation of an Assistant Chairman position on the Committee which was agreed. The point of having this new role was to give the club more capacity & flexibility in dealing with its expanding range of activities & workload. Hopefully it will also assist the new Committee to be as active & productive as this one.

Unfortunately my contribution was limited this year by being 'out of circulation' for most of the year whilst being unable to run then awaiting recent hip replacement operation.

It has been a real pleasure being part of the committee & made me even more aware of the massive amount of work that goes on behind the scenes to enable the club to keep moving forward, especially during what has been an exceptionally challenging year. I can only thank everyone, & especially Chas, for their support as I step down from my committee role at this point.

16. Presentations

The Ralph Martin Trophy was awarded to Peter Cowley.

Anne Lippitt awarded the Pig to Sally Minks.

Presentations for serving on the committee were made to James Joy and Brian Bowie. In addition James Joy was made an honorary member for his outstanding service to the club.

17. Election of Officers for 2020/21

A nomination had been received for Peter Goldfinch to act as chairperson.

The following current committee members had all agreed to stand for another year:

Honorary Secretary – Robert Pick

Honorary Treasurer – Jason Maloney

Membership Secretary – Christine Hawker

Club Team Manager – Adam Bowman

Junior Section Representative – Phillip Ley

Triathlon Representative – Anthony Plewes

Social Secretary – Kath Sinnott

Coaching Coordinator – Paul Ward

There were no other nominations and it was agreed that the above were elected.

The position of Communications Manager remained vacant.

18. Motions: Constitution Changes and Others

PROPOSAL 1

The committee has submitted the following proposal:

The committee propose that the Membership Fee applicable for the period 1 October 2020 to 31 March 2021 in the various classes of membership should be Senior Full Membership £25, Students £15, Under 21's £15, Junior Members £15, Swimming Only Members £15, Social Members £10.

After much discussion the voting was as follows:

For: 92%

Against: 4%

Abstain: 4%

PROPOSAL 2

The committee has submitted the following proposal:

The committee propose that the Membership Fee applicable for the period 1 April 2021 to 31 March 2022 should revert to the full year rates agreed for the annual period 2019/2020 ie Senior Full Membership £110, Students £50, Under 21's £50, Junior Members £50, Swimming Only Members £50, Social Members £25. The committee will have the authority to vary these amounts by 5% in either direction. If this is not possible due to exceptional circumstances a Special General Meeting will be arranged to determine acceptable Membership fee rates.

After much discussion the voting was as follows:

For: 87%

Against: 9%

Abstain: 4%

PROPOSAL 3

Len Edmonds, seconded by Paul Rogers, has submitted the following proposal:

That money paid to the Southgate Hockey Club in respect of the annual levy for the year 2020-2021 should come from the TPRC bank account (which currently amounts to a sum in excess of £55,000) and not the membership.

After much discussion the voting was as follows:

For: 47%

Against: 31%

Abstain: 23%

19. Any Other Business

- Martin and Alyson Cullen are moving back to Bolton. The club wished them luck and thanked them for all they have done.

- The 2009 AGM agreed that the club would propose a Charity of the Year. This would be referred to the committee for further consideration.

The meeting closed at 21.55.