

# Leicestershire Orienteering Club



## Minutes of Committee Meeting held online via Zoom Monday 13<sup>th</sup> November 2023

**Present:** Steve Chafer, David Cladingboel, Steve Edgar, Roger Edwards, Simon Ford, Alison Hardy, Derek Herd, Chris Phillips, Iain Phillips, Roger Phillips, Alastair Paterson, Ernie Williams, Ursula Williamson.

**1. Apologies for absence:** Jane Dring-Morris

**2. Minutes of the last Committee Meeting on Monday 14<sup>th</sup> August 2023**

These minutes were agreed to be a true record.

**3. Items arising from the last MOM**

- CP suggested an amendment to the club's standing orders with new membership category.
- RP to publish the new constitution to the club's website.
- UW reported that a new club printer has been purchased.

**4. Request for inclusion in 'Urgent and important items' on the agenda**

**a. Club and Committee Roles**

- SC reported that AH had volunteered to be the club's new safeguarding officer.
- AH noted that the committee roles list has the safeguarding officer listed twice.
- RE noted that Simon S should be listed as MapRun Administrator and the MapRun coordinator should be himself.

**b. Updates to Standing Orders**

*Please refer to the amendments to standing orders November 2023 circulated prior to the meeting.*

- RP advised the committee that the standing orders needed amending to add the new membership category of Young Adults. This amendment was approved.

**5. Treasurer's Report**

*Please refer to the Treasurer's Report November 2023 circulated prior to the meeting.*

- SF reported that all bills had been paid, along with the payment in Euros for the club tops. – *Post meeting – VAT needs to be paid to HMRC.*
- SF reported that £3,000 needs to be transferred from the Mansfield account into the Santander account to ensure there are enough funds available to pay for upcoming events.
- SF reported that he had only two requests for expenses from recent event controllers.
- SC asked if using out of club controllers was costing the club more.
- SE suggested that the location of the controller to the event was more important in terms of event expenses.
- IP noted that volunteer controllers were hard to find, therefore any controller is value for money.

## 6. Delegates' Reports

- IP noted that the last meeting for EMOA was the AGM.
- CP reported that the Chair was going to continue for one additional year with Ann-Marie D (DVO) being elected as Vice-chair.
- CP reported that EMOA was still in need of a Development Officer, but this post may be shortly filled.

## 7. Events Committee Report

*Please refer to the Event Committee Report November 2023 circulated prior to the meeting.*

- CP noted that the British Orienteering had introduced a Trans Competition Policy. *Listed under key documents - <https://www.britishorienteering.org.uk/keydocuments>*
- CP noted as a BOF policy, we as a club are bound by the scope of it and it will take affect on the 1<sup>st</sup> January 2024.
- CP noted that the policy allowed scope for a club to decide who can be included in club leagues. E.g. the club's Summer League and Winter League.
- A discussion around this new policy was held by the committee with no final agreement.
- SC noted that the club had recently changed the club championships to include a open class.
- RP suggested that the club follow EMOA's lead on this policy.
- IP suggested that EMOA could discuss at their next meeting.
- CP noted that the officials for JK were ploughing through their work load.
- IP noted that there was still a big list of work to complete for the JK Day 1.

## Action Points

- IP to ask EMOA to discuss the BOF Trans Competition Policy.
- RP to agenda Trans Competition Policy for next meeting.
- ALL – Read the British Orienteering Trans Competition Policy.

## 8. Development Team Report

*Please refer to the Development Team Report November 2023 circulated prior to the meeting.*

- RE reported that he would like to acquire old dibbers for the club for various school's events.
- RE suggested it might be possible to ask EMOA to support a dibber hand in scheme for use by schools.
- SC suggested that members could loan their dibber for the event.
- CP asked how many extra dibbers would be needed?
- RE suggested about 50 extra dibbers would make a difference.
- SC suggested that SPORTident might be able to supply old dibbers.
- RE reported that MapRun are suggesting that a donation of around £50 be made every 3 months.
- UW suggested that £200 a year for using the MapRun app was expensive.
- The committee agreed to donate to MapRun.
- RE suggested that fees for MapRuns rise to £2.00 from £1.00. *No agreement was reached.*
- UW asked about other users of the club's MapRuns who don't pay fees.
- IP suggested that we shouldn't be always be looking to recover the costs from user's and that the suggested donation to MapRun was reasonable.
- RE reported that two club members had tested the new BOF online planning course.
- RE asked the committee if the club should be covering the costs of these courses.
- SC suggested that the club should cover the costs of members attending online training courses, but only if it was managed to ensure those attendees would benefit the club. *This was agreed.*
- IP noted that the club intend to host a Level D planning course, along with an event safety workshop sometime in the near future.
- RE reported changes had been made to the club website on the committee page.

### **Action Points**

- CP to contact SPORTident about old dibbers.
- RE to donate £50.00 to MapRun.
- IP to liaise with CP on future event planning and safety training courses.

### **9. Safeguarding**

- SC thanked AH for volunteering to be the clubs Safeguarding officer.
- AH reported that she had been in discussions with Wendy W about the role and was looking to take on the DBS verify role if required.
- AH reported that a new club safeguarding email address had been set up. This is [safeguarding@leioc.org.uk](mailto:safeguarding@leioc.org.uk).
- SC noted that several clubs were printing emergency contact numbers on event maps.
- SC noted that a club phone number rather than a personal number would be preferable if this was needed for events.

### **Action Points**

- SC to research into a club phone number for use on event maps.

### **10. Club Captain's Report**

*Please refer to the Club Captain's Report November 2023 circulated prior to the meeting.*

- DC reported that the heats for the 2024 CSC had been announced.
- DC noted that the EMOA heat is King's Forest, Bury St Edmunds.
- DC noted that the WMOA heat at Cannock Chase, Cannock would be substantially nearer.
- SC noted that more club members were likely to attend Cannock Chase.
- SC thanked DC for providing the club tent and banner at New Beechenhurst CSC final.

### **Action Points**

- DC to select Cannock Chase as the 1<sup>st</sup> preference for the CSC.

### **11. Membership Secretary's Report**

*Please refer to the Membership Secretary's Report November 2023 circulated prior to the meeting.*

- RP reported that nine members had already renewed their membership for 2024.
- RP noted that a few members are unlikely to renew their membership after moving away.

### **12. Any Other Business**

- SC reported that the club dinner and presentations will be on the 9<sup>th</sup> March 2024 at Longcliffe Golf Club.
- SC asked the committee their views on the cost to members for the dinner.
- CP advised the committee that normally cost was set at cost plus £1.00 per person to cover decorating fees and other costs.
- SC suggested that dinner fee could be set at £25.00.
- RE proposed that the club dinner fee be set at cost. This was approved by the committee.
- AH asked if new sprint tops were going to be ordered.
- RP noted that Marueen W, would need to organise any new club kit.
- EW suggested that a new club hat could be the JK volunteer thank you gift.

### **Action Points**

- CP to set the club annual dinner at the cost per person set by Longcliffe Golf Club.

### **13. Date of future meetings:**

- RP suggested the next meeting be Monday 12<sup>th</sup> February 2024. This was agreed.

Meeting Closed at 8:48pm

## TREASURERS REPORT NOVEMBER 2023

**Current** account showing £1,500

**Deposit** account £9,000 including

£3,000 withdrawn in October (due 24<sup>th</sup> Nov) to cover recent purchases.

No recent reply from Financial Ombudsman regarding the £2,100 Fraud.

All invoices paid up to date, except for new O tops (awaiting Euro/£ advice.)

CSC entry fees paid.

Gift aid claim to be made by year end for about £2,000

Simon Ford

November 2023

## EVENT COMMITTEE REPORT NOVEMBER 2023

Since the last committee we have completed the summer league. Thanks to all the organisers especially those who arranged the catering for the final event of the league. We've also run our club championships, congratulations to all involved and again thanks for the catering, Ursula and Chris.

We have run Level C events at Irchester and Donisthorpe. Both were well received although the former (thanks to Alan, Wendy, Steve E and Steve from SMOC) was smooth from an events coordinator perspective, the latter required quite a lot of organisation to get into place with major contributions from the mapper (Simon), controller (Jane from DVO), planner (Oliver) and organiser (Steve C) as well as me to get the courses right.

The British Schools Score Championships was held in October, and this brought us 170 runners and a reasonable profit to the club. I'll leave the treasurer to comment on this.

As I write we have completed the first two events of the Winter League and I look forward to the rest of these events.

We provisionally plan 4 level C forest events next year, Bagworth, Beacon, Cademan and from South Charnwood High School.

We also provisionally plan to hold 2 urban Level Cs at Ibstock and Whitwick.

Of course, our big event for next year is the JK Sprint at Loughborough University.

Looking to 2025 we will hold the EM Champs in February at Beacon Hill and we're in the process of selecting areas for a further 4 level C forest and 2 urban events.

We continue to use [thestartkite.uk](https://thestartkite.uk) for entries and now can use this to provide credits to people who help at events such as the BSSC.

Iain Phillips

## Development report to Executive Committee November 2023

Minutes of the last Development Committee meeting on 4<sup>th</sup> September have been circulated.

### 1. Schools events

We will put on Melton & South Charnwood Schools event on Tuesday 12<sup>th</sup> March 2024 and the NW Leicestershire Schools a week later. First site meeting held with NW Schools Partnership and finish straight is to be moved and new video produced. We are aiming for a teacher free finish to stop them going home with non-downloaded dibbers.

#### *Extra Dibbers*

As our numbers at schools events are so high we could do with some more dibbers, or British Schools could do with a larger loan stock for us. One opportunity to is to ask EM members to give their old dibber (type 5) to British Schools -EM. SI offer £3 off a new dibber if recycling an old one, I am not sure we could match this.

**Recommendations** Ask EMOA if it would support a dibber hand in system for use by schools. Ask club members to make a dibber donation.

### 2. Permanent and virtual orienteering courses

Ben Shannon is starting to pick up the POC Co-ordinator's role. He is going to need help to review and repair courses.

#### **Donations**

We use Maprun and Open Orienteering mapper to offer Maprun and they continue to need clubs to make donations to fund the servers and ancillary expenses. We are now getting a quarterly request for donations of c£50 from Maprun, the figure is based on actual results uploaded .

**Recommendation:** We pay the suggested donation quarterly.

#### **Beat the Street**

Steve had an approach from **Beat the Street**, so we worked with them and LCC on offering a Maprun at Hamilton at October half-term. We had about 45 in say 20 groups, families and adults. We now have our second urban POC/VOC. We are likely to work with them on a further promotion in say July 2024, after the next Leicester Beat the Street promotion finishes. We hope to get paid for the materials used this year.

### 3. Schools Mapping

I am still struggling to get paid for last summer's work at Charnwood College, also this year at Humphrey Perkins and Packington. I chase up the schools each month. We have some support work to do at Packington first. Pete Leake mapped Kibworth Mead and we have been paid for installing a POC.

### 4. Coaching

Autumn Club Nights we have used a range of new Maprun locations. Burbage Village at 19 and Bradgate Park at 20 had the highest numbers and the weekly average is 12. We are hoping to use Markfield Community Centre from January 2024 for club night. Derek has not been able to book it yet.

**Lake District coaching** early November: we had four LEI interested as the number from EM were low they were advised to be book as individuals.  
EMJOS is still providing support to our juniors and Cara Tolley went to the Lakes weekend (first weekend in Nov).

## 5. Coaching New BOF Coaching Pathway with three keys steps

to start in Spring 2024

- Level 1 Orienteering Instructor, Level 2 Orienteering Coach, Level 3 Orienteering Performance Coach. First new syllabus will be for Level 2.
- Find some way to get CPD working
- (Accredited) prior learning system needed and to be called Recognition of Prior Learning (RPL).

## 6. Recruitment

NOC are repeating Map Active.

BOF have just published results for the Find your Way project, working with Sports Partnerships and Local Authority “Active” groups to promote Maprun and being active with a map. Sports England Funding used for Facebook adverts, etc. The projects have resulted in work with schools and other groups.

## 7. E-learning Planning

Andy Nicholls (limited experience) and Ben Shannon (novice) are going to try out the BOF Planning e-learning module and give us some feedback. Andy did the course and his summary is:

*The interaction with other officials - organiser, mapper, controller (or mentor)*

*Responsibilities of the planner - makes it sound like quite a lot though - could be off-putting to new people! Permissions & insurance Courses/event formats/target audience and timetable to plan Location of start/finish Route basics*

*Control site suitability Info to add to course maps On the day bits to do - including putting out the controls and organising control collectors*

*Links to resources to download - not looked through them yet but a fair few bits so no doubt will be useful. Quiz to confirm understanding.*

## 8. Website

There is a continual need to update the website. With change in roles following the AGM I have updated the personnel in “Key volunteers” and “Officials”. Please check your entry and if it needs correction ask John Cooke to update.

Our new clothing offer needs to be added.

Roger Edwards

Development Co-ordinator

7<sup>th</sup> November 2023

## CLUB CAPTAIN'S REPORT NOVEMBER 2023

Thirty-five club members represented LEI at New Beechenhurst in the Compass Sport Trophy. The outcome is .....

And already we must enter the 2024 competition (by 10<sup>th</sup> December). We should still be a trophy club.

**Methodology** Determine the number of BOF members in your club as at 30 September , (total people not units) then deduct all aged 1 to 11 and 86 or greater to give your club count. If this is 120 or less then you are a Trophy Club. 121 or more then you are a Cup club. This is the members first claim open club membership. Total BOF membership: Deduct aged 1 - 11 and 86 or greater.

By default clubs should enter their Association round. **The qualification rounds are on Sunday 18 February 2024.**

Club	Association	Venue
SROC	NWOA	Helsington Burrows, Kendal
SLOW	SEOA	Esher Common, Esher
EBOR	YHOA/NEOA	Gilling, Helmsley
WCH	WMOA	Cannock Chase, Cannock
FVO	SOA	Birnam Hill, Birnam
WIM	SWOA	Bere Wood, Bere Regis
SUFFOC	EAOA/EMOA	King's Forest, Bury St Edmunds

There are no WOA or SCOA events for 2024.

The Final is on 20 October 2024, hosted by SELOC.

I assume that we would rather go to Cannock Chase (1 hour compared to 2 hours drive each way). If the committee is of that opinion, then I shall state Cannock as our preference 1 though we might have no choice but go to Bury St Edmunds, at which I expect we will see a smaller turnout of LEI members. I expect other EMOA clubs might want to go to Cannock as well.

Club Captain  
David Cladingboel



## MEMBERSHIP SECRETARY'S REPORT NOVEMBER 2023

Year	Family	Seniors	Young Adults	Juniors	Units	Total
2013	38	53		12	103	170
2014	38	61		16	115	183
2015	37	56		17	110	174
2016	38	60		12	110	180
2017	34	61		8	103	151
2018		108		37		145
2019		103		36		139
2020		104		26		130
2021		106		23		129
2022		105		18		122
2023		96		16		112
2024						

Note: member left club before AGM

**Honorary Members**

2

**Membership Categories:**

Junior, Young Adult, Senior, Family, Group or Correspondent

**Correspondent Members**

4

**New Members**

0

**Left The Club**

0

Roger Phillips  
Membership Secretary

## AMENDMENTS TO STANDING ORDERS NOVEMBER 2023

### Change Sheet

<b>Title: Standing Orders</b>			
<b>DESCRIPTION</b>			
<b>Version</b>	<b>Date</b>	<b>Section</b>	<b>Description</b>
V2	25/08/2021	Section 14 added	O Safe policy wording added
V3	03/09/2021	Wording in section 14 amended	New wording: "All coaches and Club members who are required to undertake DBS checks will be reimbursed for any costs incurred.) The Club Welfare Officer will assist with any safeguarding matters, ensuring that concerns are dealt with sensitively and appropriately."
V3	03/09/2021	New page	Change sheet added
V4	29/12/2021	Section 14	Wendy West's name removed
		Section 13	British Orienteering Federation amended to British Orienteering
		Section 7	HMRC amended to HM Revenue and Customs (HMRC)
		New paragraph	Signpost to the Club's policies added
		Section 8	Signpost to the Club Constitution section of the LEI website.
V5	10.11.2023	Section 13	Wording added: Young Adult, 2 seniors and unlimited children, Young Adult any member between 21yrs and 25yrs on 31 <sup>st</sup> December of the membership year  Date change from December 2021 to November 2023

# Standing Orders November 2023

## Standing Orders

1. At the first committee meeting after the annual general meeting the club committee will ensure that the roles required for the efficient organisation of the club and its affairs are filled by members of the club. Currently identified roles are shown in Appendix 1.
2. The Chair is responsible for the coordination of all aspects of the club's activities.
3. The Vice Chair shall deputise for the Chair at the Chair's request or at the request of a majority of the committee. In the absence of the Chair and Vice Chair the committee may elect any of their number to exercise the role of Chair for that meeting.
4. The Secretary is responsible for arranging quarterly committee meetings and the AGM and ensuring that agendas are circulated as required. The secretary shall be responsible for the communication of minutes of these meetings to appropriate members and the communication as required of details of club activities to club members, appropriate orienteering bodies and organisations and to other interested parties.
5. The Treasurer shall be responsible for all the financial affairs of the club and may be called upon at any time to give a report on the prevailing financial circumstances of the club. He or she is required to prepare a simple form of report for each meeting. The Treasurer is responsible for ensuring that the club's officers and members are protected by suitable third party insurance when in pursuit of activities on behalf of the club.
6. Membership fees are to be kept low to encourage new members and shall be set at the Annual General Meeting. Entry fees shall be set by the club committee and it is policy to cover all the anticipated direct and indirect costs of any event and to endeavour to provide surpluses to assist in the general administration and development of the club. The Treasurer shall produce as guidance to the members of the club committee a projected budget and any proposals for standard event fees budgets and entry fees for unusual and level B events shall be proposed by the organiser / events coordinator and agreed with the Treasurer. An adequate reserve fund is to be maintained to cover any foreseeable shortfalls outside the club's control.
7. Committee members and members working on behalf of the club may be reimbursed for all out-of-pocket expenses. Receipts should be produced where possible and agreed. Car mileage will be paid at a rate set by the club committee up to the prevailing HM Revenue and Customs (HMRC) rates.
8. The club committee will establish and maintain as part of the club's standing orders policies on specific areas of the club's affairs where appropriate (see

The Club Constitution section of the LEI website).

9. The club committee will promote and ensure the maintenance of a number of permanent orienteering courses (POC) to bring the sport to novices and otherwise disadvantaged parts of society and as a potential source of revenue for our activities. Where any POCs are being set up we should endeavour to have an involvement to ensure the courses comply with appropriate orienteering standards.
10. The club committee will establish a Development Plan and the Vice Chair will monitor progress towards achieving its aims. The plan will be reviewed annually by the club committee and updated.
11. The club will maintain a Development Committee to promote the aims of the club and develop activities to encourage the involvement of new and existing juniors, adults and families and to maintain support for the already established school / community orienteering links. It will also organise such coaching as may be required. This committee will monitor athlete performance and development.
12. In accordance with clause 5.7 of the Constitution which authorises the club committee to delegate its powers to subcommittees the committee authorises the officers of the club acting together as a sub committee to take such decisions as they deem necessary between formal meetings of the full committee.
13. **Membership: Junior, Young Adult and Senior membership shall be as defined by British Orienteering. Family membership shall be two seniors and unlimited children under 21 living at one address. Correspondent membership shall be for members already members of the British Orienteering Federation and joining as a further club to receive the club newsletter. Groups are organisations approved by the club committee. Note both definitions currently are:**
  - a. **Senior: any member aged 21 or older on 31st December of the membership year**
  - b. **Young Adult: any member between 21yrs and 25yrs on 31<sup>st</sup> December of the membership year**
  - c. **Junior: any member aged 20 or younger on 31st December of the membership year**

**Membership Secretary: Maintains membership records of Life and Honorary members, extracts membership details from the British Orienteering database and reminds lapsed members to rejoin. Issues EMEWS to members by email or printed copy. Notifies Newsletter Editor, Mailchimp editor, Club Night Coordinator and other relevant role of new members so they can issue welcome pack and add details to MailChimp.**

14. Leicestershire Orienteering Club is fully committed to safeguarding children, young people and vulnerable adults, as well as promoting the wellbeing of all its members. In this regard, the Club adheres to British Orienteering's 'O Safe' Policy (see link below), which underpins the Club's activities, helping to ensure

that orienteering is a positive experience. In order to achieve this, Leicestershire Orienteering Club has appointed a Welfare Officer, who is a member of the Leicestershire Orienteering Club committee and works with the Club to help ensure that members working with children, young people and vulnerable adults (e.g. coaches) have undertaken appropriate training and safeguarding checks (All coaches and Club members who are required to undertake DBS checks will be reimbursed for any costs incurred.) The Club Welfare Officer will assist with any safeguarding matters, ensuring that concerns are dealt with sensitively and appropriately.

Please speak to or email the Club Welfare Office regarding safeguarding concerns.

[https://www.britishorienteering.org.uk/images/uploaded/downloads/governance\\_O-Safe](https://www.britishorienteering.org.uk/images/uploaded/downloads/governance_O-Safe)

For full details of the Club's policies please see "The Club Constitution" section on the LEI website:

1. Officials and their Roles (currently under review)
2. Access and Environment (currently under review)
3. Events (currently under review)
4. Equality and Inclusion (currently under review)
5. Safeguarding Children and At Risk Adults (currently under review)
6. Mapping (currently under review)
7. Protection of Under 16s at Urban Events (currently under review)

## LEI Club Officials

### Principal Officers

	2023/2024	2022/2023	2021/2022	2018/19
Chair	SC	SC	SC	CP
Vice Chair	JDM	JDM	JDM	SC
Treasurer	SF	SF	SF	RE
Secretary	RP	RP	RP	JDM

### Event Roles

Event Coordinator	IP	IP	CP	CP
Events Secretary	EW	EW	EW	EW
Access Officer	Vacant	RD ( <i>not on committee</i> )	RD ( <i>not on committee</i> )	RD
Permissions Secretary	MW ( <i>not on committee</i> )/ SC	MW ( <i>not on committee</i> )	MW ( <i>not on committee</i> )	Andy P
Minor Events Coordinator	JDM	JDM	UW	UW
Map Archivist	SS ( <i>not on committee</i> )	SS ( <i>not on committee</i> )	SS ( <i>not on committee</i> )	SS
Mapping Coordinator	SS ( <i>not on committee</i> )	SS ( <i>not on committee</i> )	SS ( <i>not on committee</i> )	SS
Mapping Adviser	Vacant	Vacant	Vacant	Vacant
Map Printing Officer	UW	UW	UW	UW
Results Secretary	KB ( <i>not on committee</i> )	KB ( <i>not on committee</i> )	KB ( <i>not on committee</i> )	KB
Minor Events Results Secretary	AP	AP	AP	IT
Event Entries Officer	IP	IP	IP	UW
Electronic Systems Coordinator	KB ( <i>not on committee</i> )	KB ( <i>not on committee</i> )	KB ( <i>not on committee</i> )	KB
Electronic Systems Assistant	DC	DC	DC	IP?
Planners' and Organisers' Equipment	KG ( <i>not on committee</i> )	LF ( <i>not on committee</i> )	LF ( <i>not on committee</i> )	LF
Technical Adviser	EW	EW	EW	EW
SI Equipment Monitor	CP	CP	CP	PH

### Development Roles

Development Coordinator	RE	RE	RE	RE
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Development Secretary	Vacant	Vacant	Vacant	Vacant
Coaching Coordinator	IP	IP	IP	IP?
Club Night Coordinator	DH	DH	DH	
DofE Award Scheme Officer	KB ( <i>not on committee</i> )	KB ( <i>not on committee</i> )	KB ( <i>not on committee</i> )	KB
Media Liaison Officer	Vacant	Vacant	Vacant	Vacant
Permanent Courses Coordinator	BS ( <i>not on committee</i> )	SC	SC	SC
Schools Liaison Officer	RE	RE	RE	RE
Club Kit	MW ( <i>not on committee</i> )	RP ???	RP ???	RP
Colour Coded Awards Officer	RE	RE	RE	RE
Training Weekend Organiser				
Maprun Administrator	SS ( <i>not on committee</i> )			
Maprun Coordinator	RE			

#### Club Wide Roles

Club Captain & Members' Rep	DC	DC	DC	RP
Club EMOA Delegate	IP	IP	IP	Deputy is UW
Development Plan Monitor	JDM	JDM	JDM	SC
Junior Captain	Vacant	LB	LB	AB
Membership Secretary	RP	RP	RP	JDM
Newsletter Editor(s)	CP/UW	AW/WW	AW/WW	AW/WW
Webmaster	JC ( <i>not on committee</i> )	JC ( <i>not on committee</i> )	JC ( <i>not on committee</i> )	JC
Website Editor	CB ( <i>not on committee</i> )	CB ( <i>not on committee</i> )	CB ( <i>not on committee</i> )	
Club Safeguarding Officer	AH	WW	WW	WW
Club Archivist	Vacant			
MailChimp Editor	RE			
Social Media Administrator	RP			
Committee Members not listed above	SE	PL, ER	PL, ER	PL, IW, BH

**KB – Kevin Bradley, JC – John Cooke, CB – Chris Bosley, SS – Simon Starkey, MW – Maureen Webb, BS – Ben Shannon**