

# Leicestershire Orienteering Club



## Minutes for Committee Meeting held online via Zoom Monday 9<sup>th</sup> May 2022

**Present:** Libby Barber, Steve Chafer, David Cladingboel, Jane Dring-Morris, Roger Edwards, Simon Ford, Derek Herd, Iain Phillips, Roger Phillips, Alastair Paterson, Esther Revell, Alan West Wendy West, Ernie Williams.

**1. Apologies for absence:** Peter Leake, Chris Phillips, Ursula Williamson.

**2. Minutes of the last Committee Meeting on Monday 7th February 2022**

These minutes were agreed to be a true record.

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

- IP noted that the best practice document was still to be completed.
- SC noted that the club dinner had been held.
- EW thanked all those involved in putting on club dinner this year. CP, SC and Rachel Simonetti (*Create the Scene*) for creating the table decorations.
- RP noted that the club Zoom licence had been renewed for 12 months.
- SF noted that a review of the club's mileage allowance was still to be completed.
- RE noted that the current club mileage allowance is £0.30 per mile and the maximum allowed by HMRC is £0.45 per mile.
- SF proposed that the club adopt a new rate of £0.33 per mile. This was agreed.
- RP advised the committee that the SIAC hire fees had been updated.
- RE reported that progress had been made on the QEDJW base map.
- RE noted that updates to the Hermitage map are on hold until the landscaping has been completed.
- SF noted that donations to MapRun and Ollie O'Brien had yet to be completed.
- RE reported the information from CLOK was still lacking in regards to the club development officer.
- JDM noted that work was still ongoing on the club development plan.
- WW reported that the Safeguarding tab on the club website had been updated.
- AP reported that his DBS was still to be updated with BOF.
- RP reported that IP now has access to the BOF database for coaching awards and status.

### Action Points

- IP to carry forward the action point from the last meeting.
- SF to adjust the club's Financial Policy and associated expense forms for the new mileage of £0.33 per mile.
- JDM to carry forward the action point from the last meeting.
- AP to carry forward the action point from the last meeting.

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

##### **a. AGM** (*Suggested date Monday 24th October 2022*)

- SC advised the committee that the AGM was due to be held at the end of October 2022. The suggested date would be Monday 24<sup>th</sup> October 2022. This was agreed.
- SC suggested that this should be an in-person AGM.
- RE noted that Glenfield Parish Council have a second venue in Glenfield that may be suitable for the AGM.
- SC suggested that the venue for the AGM be either Glenfield Parish Council Office or the suggested alternative. It was agreed to hold the AGM at either venue in Glenfield.

##### **Action Points**

- RE to investigate a suitable venue for the 2022 AGM.

##### **b. Club Dinner 2023**

- SC asked if the club dinner should revert back to March.
- SC noted that end of February was the end of the Winter League and end of the Clock Trophy period. It was agreed to revert back to March for the club dinner.

##### **Action Points**

- SC to calendar the club dinner for March 2023.

#### **5. Treasurer's Report**

*Please refer to the Treasurer's Report May 2022 circulated prior to the meeting.*

- SF reported that all club dinner payments had been received.
- SC noted that numbers attending events had significantly increased.
- RE suggested that any excess money should be moved to the club's savings account for a better savings rate.
- SC suggested that the excess money could be used for replacement SI equipment.
- RE suggested that Simon Starkey, CP and IP investigate what SI equipment is actually required.
- RE reported that the club Santander bank statements are still being sent to the wrong address.
- RE noted that Santander would need a resolution from the committee to change the registered address to SF.
- RE proposed that the club should change the registered address to SF's home address.

Proposal - "The Leicestershire Orienteering Club Committee agrees to change the registered address on our Santander Business Account to Simon Ford's home address as soon as possible. (*Address removed for GDPR reasons on published minutes*)"

Proposal seconded by EW.

The committee unanimously accepted this proposal.

*(Note: The address listed in the proposal will be removed on the minutes published on the club website)*

- RE reported that POC plaque sales had reduced the club stock. Plaques are normally sold to schools.
- RE suggested that the club normally buys five years supply of plaques at about £1,000. It was agreed to purchase more POC plaques for stock.

#### **Action Points**

- Simon Starkey, CC and IP to investigate the replacement SI equipment to purchase.
- SF to change the registered address on the Santander Business Account.
- RE to restock POC plaques.

#### **6. Delegates' Reports**

- IP reported the DVO are also researching on whether to have a paid club development officer.
- IP reported that EMOA will shortly be assessing its commitment to future major events.

#### **7. Events Committee Report**

*Please refer to the Event Committee Report May 2022 circulated prior to the meeting.*

- EW reported that the Canal and River Trust were needing a substantial risk assessment for our use of Foxton Locks. This was proving difficult for our Permissions Officer Maureen Webb.
- SF suggested that he speak to on-site manager at Foxton Locks to help resolve any issues. This was agreed.
- RE noted that the YBT heat at Irchester will require the proposed fees to be agreed by the committee. The proposal by CP is that helpers for Irchester have a free run and that our junior team have free entry into this year's YBT final. This was agreed by the committee.

#### **Action Points**

- SF to help resolve permission issues at Foxton Locks with CRT.

#### **8. Development Team Report**

*Please refer to the Development Team Report May 2022 circulated prior to the meeting.*

- RE reported that work on POCs and VOCs is progressing.
- RE reported that the upcoming First Aid course was fully booked.
- RE noted that the future club night programme will be discussed at the next development meeting.
- RE suggested that the club night programme is likely to be a similar format to last years, with the use of MapRun and the use of South Charnwood School after Christmas.
- RE reported that club prices for mapping schools have been raised to be on par with commercial mapping providers.
- AP asked if EMOA were likely to run a mapping course again?
- SC suggested that having an EMOA mapping course would be useful.
- RE noted that a questionnaire about the website redesign had been sent to the committee.
- RE reported that the Peter Palmer relays are due to held at Sutton Park. Helpers for the team are likely to need a DBS.
- RE noted that at the Active Together meeting, all sports clubs were challenged about climate change and their policies.

- AW noted that committee meetings are now held on Zoom. This would help reduce our climate impact.
- DC noted more club members are car sharing.
- RE noted that car sharing is difficult for new club members.
- SC noted that car sharing ideas could be discussed at the next meeting.

#### **Action Points**

- IP to ask EMOA if they could run a mapping course.
- RP to add Climate Change/ Car Sharing to the agenda.

#### **9. Safeguarding**

- WW reported that IP now has access to the BOF coaching database.
- IP noted that he is the only LEI coach that is licensed. DBS needs to be registered with BOF.
- WW reported that DBS documents can be verified by herself if needed.
- RE noted that costs for a DBS application will be paid by the club.

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

- DC reported that there were three members interested in the British Sprint Relays.

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

*Please refer to the Membership Secretary's Report May 2022 circulated prior to the meeting.*

- RP reported that one new member had joined the club since the last meeting.
- DC expressed concern that some new members hadn't attended events lately.

#### **Action Points**

- SC to contact new members.

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

- SC noted the Market Bosworth event was due to be a promotional event for newcomers.
- AP suggested running an all controls score for newcomers to avoid increased workload on the planner.
- AW advised the committee that the copy date for LEI News was the 15<sup>th</sup> May.
- LB suggested that as part of the club's climate change policy the club could arrange a kit swap shop. This would be useful for junior families.
- EW asked on behalf of a club award winner if the engraving for the Club award should be either 2021 or 2020 – 2021.
- SC suggested that any awards from the club dinner were for 2021. This was agreed.

Meeting Closed at 8:30pm

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

FULL:	FEBRUARY, NOVEMBER, AUGUST, MAY – <i>Normally 2<sup>nd</sup> Monday</i>
Events:	JANUARY, APRIL, JULY, OCTOBER
Development &	
Coaching:	December, March, June, September
AGM:	OCT

Next Meeting: Monday 8<sup>th</sup> August 2022 via Zoom.



## TREASURER'S REPORT MAY 2022

LEI current account has risen steadily from £5580 on Jan 1st to £8292 on May 1st

There remains an additional £11000 in the deposit account.

The gradual increase has been made up of income from the events previously reported, including last weeks at Aylestone.

The current balance includes £1000+ of Club dinner payments to be paid out shortly.

Simon Ford

LEI Treasurer

## EVENT COMMITTEE REPORT MAY 2022

The committee met on Monday 25<sup>th</sup> April 2022.

### **Summer League 2022.**

The first event of the League was on Tuesday 26<sup>th</sup> April at QEII Woods. An interesting evening was had- if you were there you will understand what I mean!

A few changes have been made to the original programme because of permission issues. e.g., we have been refused permission for Abbey Park because a "Rave" is taking place. We are still waiting permission for the events at Foxton Locks and The Outwoods.

### **Level C events.**

By the time of the meeting there will be three events remaining in 2022.

23<sup>rd</sup> October Bagworth Woods (changed from Beacon Hill)

27<sup>th</sup> November Hicks Lodge. There is some doubt about the venue due to recent restrictions that have been imposed.

11<sup>th</sup> December Dishley Grange.

### **Compass Sport Cup and Trophy Heat 2023.**

It is LEI's turn to host the regional heat. The proposed venue is Beacon Hill (hence the change to the 2022 Level C programme) and the date is 12<sup>th</sup> February 2023.

### **Winter League 22/23.**

Jane and Ursula will be working on the programme over the next few months. The Chairman suggested to the Sub Committee that two new trophies should be introduced for the Male and Female with the best points score from the 4 night events in the League. This was agreed.

### **YBT Final, Irchester 3<sup>rd</sup> July 2022.**

Planning and Organising is progressing. The timetable for the day is now in draft format.

10.15 Courses open for non YBT Competitors

11.15 Last starts for Non YBT

12.15 Courses Close

12.20 YBT Yellow courses start

12.30 Rest of YBT Courses start

13.40 Last YBT Starts

15.00 Courses Close

There will be free runs for helpers. Non-YBT Courses will be Short Green, Green and Short Blue.

Entry Fees for LEI Juniors. We have in the past paid half of the entry fee for LEI Juniors taking part in the YBT. The suggestion/recommendation from Events Sub Committee, given that this is “a home game” is that, as one off, we pay the whole fee for the team (max of 10 juniors).

**Si Kit.**

There will be a need to replace some control boxes in the coming year and the recommendation is that the Club Budget has an amount of £1,000 for replacement and maintenance of Si Kit.

CP

27.4.22



## DEVELOPMENT TEAM REPORT MAY 2022

Minutes of the Development Committee meeting in March have been circulated.

1. **POC/VOC:** Courses are on Go orienteering on the BOF website. Download numbers are increasing as we are in the summer period. We are behind with our POC inspection and maintenance programme.
  - 1.2 Ed Chester has reviewed the Knighton Park course and the City Council have been advised about missing posts. David Cladingboel has reviewed some of the Beacon Hill, but there are a large number of plaques here and it's still a work in progress. Courses avoiding Jewel Hill are now on the BOF site. The Outwoods has been partially repaired and the Ranger is going to fit the extra plaques to some new posts. CBC is paying for a dozen plaques.
  - 1.3 The update to the Coalville and Whitwick Leisure Centre map will be started once the trim trail is fitted in June.
  - 1.4 We have permission to install MapRun at Bradgate Park from Feb 2021. Chris Bosley will review his courses from two years ago and make live.
  - 1.5 When Maprun was introduced by BOF two years ago the presentations were off puttingly technical. The newest facilities in Maprun are now much easier and one can even import a purple pen course and create a Maprun course file and save the files for testing fairly quickly. It also provides a course line between controls, and this helps to avoid out of order courses. It does not help with getting the map right and this needs to be done mainly in the field and then using Google Earth.
2. **Coaching:** First aid LEI course on 14<sup>th</sup> May 2022, we have a full class of 10 including four DVO attendees.
3. **Club night:** We will look at the Winter programme in June, highly likely to be mapruns like last year and South Charnwood High School after Christmas.

**4. Schools:** We map schools for a fee, Pete has finished Castle Mead Academy, St. Barts Quorn Toni is waiting for school to appoint new PE coordinator. Hugglescote I'm waiting for an update on number of plaques install before issuing an invoice. Peter is mapping Packington, including area outwith the school. Peter is move forwards on Charnwood College, where the usable area is now outwith the school buildings. So will require a number of new plaques. Pete is mapping New College and they will require a permanent course. My initial visit to discuss mapping was in 2013! The Schools Sports Partnership want a Primary schools event on 9th June. I am offering our timing equipment and help with planning but I'm expecting them to run it all.

In March our fees are increased by £50 per school, I feel we need to have a similar increase next year and we are still way below the £600 BOF charge.

North West Leicestershire Primary School Championship, We had a handful of brilliant secondary school leaders. We had 600 children from 27 schools for a 30 minute pair score. We did a promotion to get people to go to the first Summer league, and we managed to get two people to attend! Deanice, from Willesley primary school, joined as a member and the Kendrick family from Whitwick are hoping to go to another summer league. Peter did some training at Whitwick St John's.

We are waiting for Melton & Belvoir, and South Charnwood Sports Partnerships to come back with a suggested Saturday in June 2023. Don't hold your breath!

#### **5. Recruitment (& Retention)**

We are mainly passive here. A mailchimp is sent to all registered POC users to promote the upcoming level C. The messages in thestartkite are to be modified to advise newcomers to be prepared, using material on our website, and were aiming to send a post-event notification. E.g. where to find results, why not come to another event?

#### **6. Website**

Roger Phillips has spent ages developing options, eg the event presentation pages, taking out hard coding and added parameter files instead. Also making our web site **mobile** friendly and to focus on recruitment of **beginners**, so fewer tabs on the top line, with the **members** pages moved to be less prominent and a reduction in the sidebars content. Hopefully this can be released shortly

#### **7. Yvette Baker Trophy & Shield Final**

At Irchester at the beginning of July. We do know some juniors have prior engagements so can't come, but we could have a podium result. Team Captains will need to submit the team names and which of the allocated start time they want to use to the Organiser. The Club normally pays 50% entry fees for the junior team plus free dibber hire. As this is our promotion I suggest it's all free.

**Recommendation:** For this year's Yvette Baker Trophy final junior members can go free.

#### **8. Junior Competitions**

Peter Palmer Relays (11/9) have two competitions: Daybreak relays for small teams and the normal eight person relay. PPR is the tricky one as needs the overnight stay at Sutton Park and we need DBS sorting for the adults.

#### **9. Climate Change Agenda**

Active Together, formerly Leicestershire Sports, have challenged clubs to address the climate change agenda and were asking clubs to indicated what they were doing. We tried something car sharing with CompassSport Cup heat but there may be other things we can do.

**Thoughts?**

Roger Edwards

Development Co-ordinator 1 May 2022

## MEMBERSHIP SECRETARY'S REPORT MAY 2022

Year	Family	Seniors	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	Note: member left club before AGM
2021		106	23		129	
2022		99	18		117	

<b>Honorary Members</b>	1
<b>Newsletter Members</b>	4
<b>New Members</b>	11
<b>Left The Club in 2022</b>	24