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| **MINUTES**  **Date: 5th January 2016**  **ILTSC** | | |
| **Present** : Martin Archer, Petra Bijsterveld, Rachel Carter, David Chandler, Neil Chapman, Hilda Coulsey, Jane McCarthy, Val Kerr, Dick Waddington, Dan Wilkinson, Shirley Wood with Peter Lewis attending. | | |
| **Apologies:**  none | | |
| Item |  | Action |
| 1 | **Minutes of Meeting 3rd November:** Agreed. Correction to add Steve Weston to London marathon place winners. |  |
| 2 | **Matters Arising** (not covered in later discussion)   1. Tent: Concerns over the weight, complexity and price of a proposed new one have been expressed. A more modestly priced 3mx3m, easy erectable one would be preferred. The costs of printing the logo will be investigated, however if impractical or expensive, an off-the-shelf, red or green one, with banner perhaps is suggested. | **JMcC with SCoy** |
| 3 | **Running the Club**  i. **Harrier of the Month and Volunteer of the Month**. Nominations as follows  **Harrier**:   * Will Worboys for persistence in getting to Chevin Chase * Kate Archer for Chevin Chase 1st F35 * Jemima Elgood for great results, Stoop U18 record and Burley Moor * Alex Hirst for continued excellent parkrun results.   **Volunteer:**   * Peter Lewis for newsletter * Helen and Dick Waddington for mulled wine and mince pies at the Christmas relays.   The Harrier was voted as Jemima Elgood, and Volunteer the Waddingtons.  ii. **Christmas relays and quiz review:** There was an excellent turnout of about 70 and enjoyment. Items to be addressed for next time are the arrangements for youngsters running on their own or with parents, the siting of the refreshments wrt the start/ finish and rice quantites. It was much appreciated and thanks to Neil, Val, Helen and Dick as well as all others attending.  iii. **Awards do, 26th Jan, organisation:** As usual more communication to remind people to sign up and Jane will liaise with ILTSC re food quantities required. Timings proposed are: The pre event 5k at 7:15 at the old bridge and 8.30 for food, then the awards. Dan and Dick timing the 5ks and volunteers are required for the corners. Tuesday ev runners who wish to do their own thing are welcome to do so and join the event later. Dan to send the reminder and timings through the e-newsletter and Petra to continue to keep the notice live on the website.  iv. **The awards:** As usual considerable discussion was held to evaluate the nominations for each category. Hilda will send the details to Dan and Jane and we will decide how best to present on the night. Captains awards can now be finalised, coordinated by Val and Dan. Dan will organise the engraving. Announcement of winners will be on the night. Prior to this, all nominations can be viewed at the club say during the food, with thoughts of a screen or a board with pictures. We will review the process in Feb.  v. **Juniors:** The faciltiies proposal - see later. | **JMcC/ PB/ DW**  **HC/JMcC/DW** |
| 4. | **Developing the Club**  i**. BRSC Development Plans:**  Following further discussions in December a paper was presented to the committee, which is appended below. The committee agreed all “actions” set out in this paper, essentially approval to proceed with the project in principle as prescribed, which may involve submission of the grant application, submission for planning approval, including an expenditure of up to £3000 from the Junior account, and review of a new company constitution with an update on all these at our February meeting.  ii. **Club development plan and Clubmark.** The plans are in draft form and will be presented to the February meeting as discussed previously. | **SW/HC**  **SW/ HC** |
| 5 | **AOB**  i. **Distribution of the paper newsletter:** This was completed in various ways with thanks and payment to Dan Hayes etc as agreed can be arranged. Arrangements for next time should be firmed up with Peter Lewis.  ii. **The Dales Way Relay:** A date, probably in March, will be proposed and we can discuss in Feb.  iii. **Members:** Around 250 have updated membership at present, including 28 new, but we have lost some relocated or injured members. Rachel will issue a final reminder to those we expect to continue.  iv **Beginners group:** Hilda and Petra will update next time.  v. **Committee meetings time:** We agreed to start at 8:30, we aim to finish by 10.00 and Hilda will review the calendar for the year to attempt to ensure we have enough time for the things we want to discuss by spreading the items through the year more effectively. | **PB/JMcC/MA**  **VK**  **RC**  **HC/PB**  **HC** |
|  | **Date of next meeting – Tuesday February 2nd 8.30pm ILTSC** |  |

**Proposed New Athletics Facility**

Paper to Ilkley Harriers Committee 5th January 2016 HAC 3rd January 2016

**What:** A proposal by the Junior section is being tabled. It is proposed to build an athletics facility consisting of a running track, throwing and jumping areas alongside a new football pitch together with the Football club at the existing Ben Rhydding sports site. The proposal includes forming a joint company with the Football club and the Grammar school to raise money, manage the project and manage the facilities once built. We have schematic drawings (suitable for planning submission), a business plan (which is a conservative analysis of running costs and covering these costs with operating income) and a cost estimate for the project build of £300,000. The Football club’s build project is estimated to cost £600,000.

**Why now:** There is a window of opportunity to join the Football club who are confident of success and are going ahead. They are not dependant on us, we are dependant on them. The project only makes sense if we join them to build together (using the same contractor at roughly similar timescales) and to fund raise at least in coordination with them.

**Benefits:** The project would provide a superb facility for the valley. It would enable the Juniors to accommodate more members, presently being turned away and by recruitment from a wider area. We would enjoy a better set of facilities for the Juniors and Seniors and also provide capability for new sessions for all ages and groups. It would potentially attract grant funding as it provides a mechanism to target bringing many more people into sport for health and fitness. It would underpin increased memberships and sustainability for the club over the years. A 25 year lease would be in place.

**Steps:**

**January**

1. The committee agrees in principle to proceed assuming mechanisms, as described below or with additional caveats, are put in place (and see the Action section at the end of the doc).
2. Communication to the tennis club that we are pursuing this project, but we would like to continue with our contract in place for the foreseeable future, and perhaps beyond. For information; the BR Sports Club are not included in the proposal although access for the use of the toilets would be required perhaps with some arrangement put place. Martin has a meeting in Feb.
3. Investigate an “Inspired Facilities” grant from Sport England and contact EA for advice. The Grammar school are prepared to apply for this, which has to be submitted by 11th Jan. This is tight but the criteria for approval may be less advantageous for the next round which is likely to be mid year. Submission so soon may significantly compromise the application, as we have no match funding in place. The Grammar school can apply for up to £150k, whereas as a club our limit would be £75k. We will also investigate our own submission. The Football club will also apply for a grant in January for up to £300k from the FA. The discussion is that they would not require any of the Inspired Facilities grant.
4. Submit for planning approval jointly. At present the costs are predicted as £4100 + planning fee. This includes the minimum surveys for submission, however see risks below regarding the potential for additional surveys. The junior account could fund half of this i.e. up to £3000. The seniors are not being asked to fund any additional amount.
5. Receive and consider the draft constitution and articles of association for the joint management company, which is likely to be a “Community Benefit Society”. This would require detailed appraisal regarding obligations, although it is intended to be a limited liability company by constitution. The Football club need this to raise some money via investment loans, which we could also consider. We would be able to join this company at some convenient time, presumably alongside grant submission or a major funding offer.
6. Consider communication to members that we are investigating this proposal and considering the way forward a) for information and b) to gauge interest.

**March**

When the Football club have their grant and planning approval they will go out to tender for a contractor, which will have to be an FA approved one. It is most likely that they would be appropriate for the athletics scheme too. Football have about £20k surplus to cover costs to get through planning, advice on the company and raising the initial investment. No capital money is required until their grant comes through.

**Summer**

Aiming to appoint the contractor and cut the first turf.

These look exceptionally optimistic timescales, which also realistically appear too quick for us to accumulate funds and run entirely alongside Football.

**Confidence of the Harriers achieving fundraising:** a) the first indication from EA was that this looked like `good, supportable project’ if written appropriately, but obviously see the provisos regarding deadlines and availability of match funding above, b) fund raising events through the year, donations from the Round Table and local businesses or individuals will require considerable effort and resource and c) we would most likely need to join Football in their Investment loan scheme.

**Risks:**

1. Initial planning application costs escalate. Neither we nor Football have funds to cover this. The possibilities for further investigation are; adequate flooding run-off accommodation, no additional lighting nuisance, biodiversity - otters and bats provision. The recent Hockey club application gives confidence that the likelihood of issues is low.
2. The design of the flooding run-off has been considered but, for the project, we may wish to reconsider potential costs of remediation highlighted by the recent weather.
3. Good, timely, open communication is important to keep all interested parties on board and to significantly aid fundraising.
4. The costs of the project itself need to match the income from grants and other fundraising. Contractors will need to be paid for the work done. The management of that process will be quite onerous. We would have to operate a priority list of facilities that are needed through to those that would be nice to have. The less we can afford to build, the less income we would generate when built. The timing of the stages we could approve to go ahead to build would have to be dependant on having funds to pay for them.
5. It will be key to ensure that we are not liable for any Football actions or deviations from plan, and vice versa. Hence the clauses within the joint company are crucial to get right.

**Action from Committee 5th Jan**

1. Does the committee support the project, in principle, and authorise a sub-committee to investigate further?

2. Does the committee

1. appoint the sub team of Shirley Wood, Martin Archer and Hilda Coulsey, together with Steve Maslen and Paul Stephens to progress further discussions with Football and the Grammar School
2. approve that the sub team can apply for the Inspired Facilities grant if possible by 11th January (seems increasingly unlikely), otherwise to determine when the next date would be and the implications of the delay
3. approve the expenditure of up to £3000 from the Junior account to apply for planning consent together with Football and
4. approve the sub team to investigate the draft constitution and articles for the proposed management company, which is being prepared by Football.

The update on these would be tabled at our February committee meeting.

There are a number of serious resource implications to consider throughout the project if it proceeds; good and consistent communication, liaison and decision making on the facilities details as they are being planned and built, the legal and financial complexities. We will need ways to reach out to as many volunteers to help as can contribute. More detailed thoughts on these will be required.

Hilda Coulsey