KENT AC COMMITTEE | Minutes

Meeting date | time *01.12.25* | *19:30* | Meeting location *Blythe Hill Tavern*

Meeting called by	Jules Gevers
Type of meeting	Committee
Facilitator	Phil Marsden
Note taker	Phil Marsden

In Person: Jules Gevers (JG), Phil Marsden (PM), Jake Simmonds (JS), Ken Pike (KP), Jane Treasure (JT), Stephen Jones (SJ), Reka Kinda (RK)

On Zoom:

Apologies: Ellie Freeden, Dan Ansell, Gen Blanche, Sofia Contino, Sarah Young, Richard Giles, Lucy Atwell

Agenda topics

Agenda topic 1 *Minutes & Action List* | Presenter *Phil Marsden*

- Minutes from last meeting – approved.
- Action points followed up – none. Membership Sec points handed over to RK.

Agenda topic 2 *Officer reports* | Presenter Various

Treasurer (PM)

PM said that a handover with David Devlin hadn't yet occurred so no accounts for November were yet available. Accounts and a Budget will be presented at the January meeting.

Membership (RK)

Report circulated prior to the meeting

- Approved without comment.
- PMc and RK are ready to pick up on the several action items for the Membership Secretary.

Juniors (JT)

- KYAL fixtures proposed – 3 U14/U16 fixtures, 2 U12
- Christmas party - £300 subsidy requested for trophies and food. **Approved.**
- JT proposed that KAC hire the track from 1700 on Thursday evenings to give extra capacity for juniors. By doing so we can bring more juniors in from the waiting list. PM noted that the extra cost of the track hire would be c £250 per month, which would require 42 juniors in that hour to cover. The Committee considered that this was a worthwhile investment in the junior section. **Approved.**

Welfare (SY) (Absent)

- Nothing to report.

Agenda topic 3 Payment authorisations | Presenter *Phil Marsden (PM)*

- PM noted that on occasion there are payment requests in between committee meetings that exceed the discretionary authority of the Treasurer (£100) and may hold up urgent immediate payments. These requests are not common, although the absence of an August meeting adds to the risk.

- PM proposed that payment authorisations be as follows:
    1) A Budget should be approved by the committee, and items within that budget should be considered preapproved. The exception is subsidies for group travel to distant events (eg national xc), which should be brought before the committee for discussion and approval.
    2) Amounts up to £100 can be approved by the President, Secretary or Treasurer.
    3) Amounts between £100 and £500 can be approved between meetings via email or Whatsapp as long as a committee quorum agrees – 5 members including at least 2 of President, Secretary, Treasurer and Membership Secretary. This should be minuted at the next meeting. **Approved.**

AOB Presenter *Various*

- 2026 Membership fee communications – PM to draw up mail for approval and distribution.
- LM ballot – entries handed to JG for the draw at the xmas party.
- LR requested that the Grand Prix be reduced to 6 races, because of the fixture clashes for 2 races. **Approved.**
- Coaching sec update to be a regular committee report.
- Xmas party – EF communicated that only 45 people had signed up so far.
- SEAA to be used for juniors club XC champs
- JG and JS have signed up for the EA club leadership programme in Q1 of 2026.

Meeting closed 21:00

Next meeting 05/01/25

Action items	Person responsible	Deadline
Advertise to members the long term injured membership	**MemSec**	**01/04/26**
EA compliance check box for life/honorary members	**MemSec**	**01/04/26**
Adjustment to Membership fees to include EA membership	**MemSec**	**01/04/26**
Budget to be drawn up	**PM**	**05/01/26**
Communication about membership fee changes	**PM**	**31/12/25**