



Committee Meeting Minutes

Date	Tuesday 6th May 2025
Time	7.30pm
Location	Via Zoom
Attendees	Richard Willis (RW), David Sissons (DS), Hilary Palmer (HP), Andrew Ridgway (AR), Mick Lucking (ML), Pauline Olivant (PO), Vic Knight (VK)

Item	Notes	Action
1	<p>Apologies and last meeting's Minutes: Apologies received from D Cooke and A Squire.</p> <p>The Minutes (4th February 2025) were accepted. VK to publish on website.</p>	VK
2	<p>Matters arising and key actions from previous meeting:</p> <ul style="list-style-type: none"> • Club savings account: It was confirmed that P Cholerton does have access to the Scottish Widows account. Further discussion took place regarding accessing part of the funds to manage future expected cash flows, and indeed, finding a new account. Details are recorded in the Treasurer's section below. 	
3	Chair's Report: Nil report on this occasion.	
4	<p>Treasurer's Report:</p> <ul style="list-style-type: none"> • The income from the CST event at Clumber should recognise a credit for the NOC member fees (as the club agreed to pay the entry fees for NOC participants). This would then more accurately reflect the financial result of the CST event (even though a balancing cost would appear that would culminate in the same end impact in cash terms). • The Burntstump and Silverhill events had just broken-even and the need to increase event fees for future events is becoming more compelling. • AR mentioned that the club had been buying capital items (like computers and batteries) using the current account rather than withdrawing from the Savings account (which is intended to help finance capital expenditure). 	DS

	<ul style="list-style-type: none"> • Club Savings account: <ul style="list-style-type: none"> ○ With access to the Scottish Widows account now possible, the meeting agreed that £2000 (£2500 to accommodate the CST Final entry fees?) should be transferred to the club's current account with immediate effect so that the club can finance expected invoices, such as for the mapping at Wellow and expected up-front payments for items like portable toilets at the City Race and possibly Colwick. DS to action. ○ The meeting agreed that an alternative savings account should be sourced. PO mentioned that the OF use many different accounts and would find out what options are currently used. <i>(Update from PO on 12 May: OF have 12 month fixed bonds with Redwood Bank as well as a Notice savings account paying 3.6% but with a minimum deposit of £10k).</i> ○ AR mentioned that Aldermore is another option. DS will investigate alternatives (comparison sites like USwitch may also help). Update required at next meeting. <p>Also in this section, it was highlighted that the two proposed road crossings at the Bramcote event would normally be manned. ML (as Controller for the Bramcote event) will look into changing the planning to accommodate just one road crossing.</p>	<p>DS</p> <p>PO</p> <p>DS</p> <p>ML</p>
5	<p>Secretarial & Development Report:</p> <p>In addition to the usual web enquiry management, newsletter and Mailchimp production, and Zoom meeting hosting, the following was noted:</p> <ul style="list-style-type: none"> • Submitted registration details for Gedling Green Book. Currently awaiting publication. • Confirmed registration of Newark & Sherwood Sports Council and paid £20 annual subscription. Entry is now public on the Active4Today website: https://www.active4today.co.uk/activities/communitysportwellbeing/findaclub/ • Facilitated production of a 'Helping at Events' web page (inspired by TVOC - suggested and edited by HP). Now live on NOC website. • Encouraged promotion of POCs on social media channels ahead of the latest MapActive campaign. 	
6	<p>EMOA & Membership Report:</p> <p>Key points:</p> <ul style="list-style-type: none"> • EMOA have been advised that NOC would not host a level B event in 2026. 	

	<ul style="list-style-type: none"> • Arranged for Hebe Parr to undertake the Organisers and Event Safety e-learning courses. • Supported enrichment sessions at Clumber Park for Welbeck College. • Arranged for circulation of EM Champ's survey. • Continuing to identify members who might volunteer for e-learning in advance of acting as a level D event official. • It was noted that the club's Instagram activity was currently provided by someone whose membership had lapsed. HP agreed to make contact and establish if membership will be renewed. If not, steps may need to be put in place to ensure that future Instagram (and Facebook) posts are controlled by an existing member. <p>Noted from EMOA meeting on 28 April:</p> <ul style="list-style-type: none"> • Is NOC interested in hosting the 2027 Midlands Champs? Following discussion, PO will notify EMOA that NOC had not considered hosting this event and so it is not in the current calendar, nor would the club consider combining with the EM Champs. • An Officials Conference has been arranged for 20th Sep' at Rushcliffe CP. • Consideration being given for EMOA as a region to host the 2029 British Sprints and Relays. • A club is being sought to host the 2027 British Middle Champs. • EMOA website is being updated. 	<p>HP HP/VK</p> <p>PO</p>
7	<p>Coaching Report: Highlights:</p> <ul style="list-style-type: none"> • The DVO 'Festival' at Hardwick Hall has been confirmed for Sat. 5 July and included in the June/July MapActive course. • The 'Map-Geeking Zoom' before the CST was well received. • The 6th iteration of MapActive has now been planned and promotion has commenced. HP will need volunteer support throughout as a number of the usual stalwarts may be unavailable this time. • Still working on using POCs as a source of low key/sociable activities. • Consideration being given to some club coaching for late August/early September before the CST final and also another 'Geeking' session via Zoom. 	
8	<p>Team Captain's Report:</p> <ul style="list-style-type: none"> • The meeting noted the success of the club in the CST and the JK relays. • Now assessing member interest in participating in the CST Final in September. The meeting agreed to pay for entries. 	

	<p>Logistical arrangements will depend upon member interest in attending the Finals.</p> <ul style="list-style-type: none"> • Investigating interest of members participating in the Harvester Relay event in June. • Plans for the club championships ongoing. • ML advised the meeting of his intention to step down from the Team Manager role at the next AGM. 	
9	<p>Mapping Report:</p> <p>Highlights:</p> <ul style="list-style-type: none"> • The Silverhill Wood map was updated for the event on 23 March. • The event at Ollerton Pit Woods scheduled for 13 April did not take place due to concerns regarding car parking and road crossings. • Simon Elliott is updating and extending the Bramcote Hills map for the event on 18 May. • David Olivant is updating the Colwick Country Park map for the local event on 22 June. • Richard Robinson (Planner for EuroCity event, 12 July) has requested an enlargement of the final course section (The Memorial Gardens). Andrew Ridgway has supplied a 1:4000 map of the course area. Remaining tasks include updates and preparation of the enlarged section. • Map updates may be required if a proposed sprint event at Clifton Campus goes ahead. • Andrew Ridgway is the mapper for the Retford event on 28 September. • A local event will be held at Newstead and Annesley Country Park on 26 October. The AGM will follow. Subject to fitness, Dave Cooke will update the map. • An EM League event at Wellow Park is scheduled for the 9th November. Richard Parkin (DVO) has completed the map. Andrew Ridgway is reviewing the final draft. • A mapper is to be identified for the Strawberry Hill event on 21 December. • There are some concerns about the condition of the woodland at Thieves Wood for the event scheduled for 18 January 2026. If the club decides to proceed, it is proposed to seek a quotation from Richard Parkin (DVO). <p><i>POC Maps and Courses:</i></p> <ul style="list-style-type: none"> • David Olivant is working with Clumber Park staff to deliver updated permanent course maps. <p><i>Map Development:</i></p> <ul style="list-style-type: none"> • The venues for urban events in June 2026 and October 2026 are under review. In view of the effort required to create a new urban map, extensions to existing urban and POC maps are being considered. 	

	<ul style="list-style-type: none"> • Andrew Ridgway prepared an OCAD background map file for the new Newark map. This file contained the old map and POC map content realigned to the current magnetic north. The mapping process is being overseen by Paul Murgatroyd (LOG). The mapping work is being done by Mike Hampton (OD). • David Olivant has applied minor updates to the Burnstump Country Park map. These are changes that were detected at the January 2025 event. • Simon Elliott is preparing a map of Cotgrave Country Park. Completion date not known. 	
10	<p>Permissions Report:</p> <ul style="list-style-type: none"> • Ongoing (daily) processing of permissions information for future events, requesting of information from Planners and Organisers (ACM's, RA's, EMD's), interactions with landowners, updating information on NOC CMS, and updating my 'Rolling tick list'. • Collected information sheets assembled and forwarded to Planners and Organisers. • Agreed minimal fees with FE (admin fee only) for Clumber 23/02/25. • Meeting at Teversal VC re parking etc. 26/02/25. • FE advised re fee for Silverhill, £6.26 (20% of nett income). • Protracted discussions with Biffa and Peveril Homes about western extensions to Bramcote Hills CP map for 18/05/25 event, with positive conclusion. • Fixtures meeting on 22/04/25 with review of 2025 events and proposals for 2026 events. • Public transport details updated for the next few events. • Walesby charges for Peter Palmer JTR sent to Pauline Tryner SYO • New permissions system introduced by Nottm City Council. The applications for The Meadows and Colwick had to be resubmitted as information did not transfer from old system. Difficult discussions with NCC re fees, but with satisfactory outcome. On the positive side, the system works better than the previous one and I get very quick responses. • Ongoing discussions with NCC re Colwick 22/06/25 re parking. 	

11	<p>Fixtures Report:</p> <p>Info/Discussion: Successful Clumber / Lvl B /CS Cup in February, 409 participants. Thanks to the major officials of Jane, Ant, John Hurley (DVO) and David Olivant and whole club. A lot of pre co-ordination needed with NT, particularly around parking – seemed to go very smoothly on the day. Overall entry numbers were probably lower than anticipated (expected 600-700?), resulted in a small loss, rather than the substantial profit we were expecting. Are we getting too generous/low in our entry fees?</p> <p>Info: Successful Silverhill / Lvl C in March, 147 competitors. Thanks to the major officials of Robert, Hilary, Ant and Andrew and usual teams. Seemed to go very smoothly.</p> <p>Info: 18 th May / Lvl C / Bramcote Hills, good map update from Simon Elliott and permissions magic from Dave Cooke has opened up 3 extensions, allowing for full-length courses to be planned. May have an on-the-day gap for a controller – Mick Lucking to confirm.</p> <p>Info: 22 nd June / Lvl D / Colwick Country Park, opportunity for two new officials, Richard Beadle (Planning) and Hebe Parr (Organising), hopefully start to broaden the pool of officials.</p> <p>Info: Believe the Euro City Race is going okay.</p> <p>Info: Simplifying the ambition for NOC sprint event/training for Sun 17 th August to be similar to last year's training/event. Aim to host at Clifton campus. Aim to split the effort with Dave Schorah. Will share details with the local regional squads / clubs.</p> <p>Discussion: Rescheduled the Club Champs/AGM from Sun 14 th Sep (Due to clash with CS Cup Final!) and proposing Sun 26 th October. [Lots of the other Sep/Oct dates are already full or close to our Retford event]. Still planning to use Newstead & Annesley Country Park. Ed Cochrane agreed to plan. Dave Cooke hoping to do map updates, subject to knee post-op recovery. Confirmation requested from committee that this event timing is okay for the AGM?</p> <p>Info: RE: 2025 Lvl C Events Need Controllers for November (Wellow) and December (Strawberry Hill) EML events.</p> <p>Discussion: (May be covered in the mapping update section): Anthony visited 'Thieves Wood' and judges the area suitable for Lvl C event, Over 50% of the area is decent. Agreement requested from committee for Andrew to pursue re-mapping options, and schedule hosting an event.</p>	
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	<p>Discussion: Andrew, Dave and Ant are proposing the following 2026 Lvl C dates/areas plus 2027 Lvl B date/area. For committee review ahead of approaching EMOA:</p> <p>Sunday 18 th January 2026 EML (Lvl C) @ Thieves Wood / Sherwood Forest or Boundary or Byron's Wood as back up</p> <p>Sunday 15th March 2026 EML (Lvl C) @ Watchwood</p> <p>June (date TBC) as (Quite a few urban date clashes) EMUL (Lvl C) @ Nottingham University (potentially with Wollaton East? Or Jubilee Campus)</p> <p>Sunday 4th October 2026 EMUL (Lvl C) @ Harvey Hadden / Surrounding Areas? Or Southwell Or other new area? Shireoaks or Woodthorpe Grange and nearby urban extension</p> <p>Sunday 15th November 2026 EML (Lvl C) @ Worksop College/ Kidney Clump / Manton Pit Wood/ Clumber (North-West)</p> <p>Sunday 20th December 2026 EML (Lvl C) @ Walesby</p> <p>Sunday 31st January 2027 East Midlands Champs/ Robin Hood Trophy (Lvl B) @ Sherwood Forest</p> <p><i>Other Items:</i></p> <p>No further progress on progressing the MapRun event series idea, like DVO did. Though do intend to pick back up with Chris Millard as DVO ones seem to be going well again.</p> <p>Further details about past and future events were provided in the written report confirming many of the items outlined above and highlighting potential issues with finding suitable event officials.</p> <p>Impact of current Fixtures schedule:</p> <p>The meeting discussed the ability of the club to continue to support 6 or more level C (and sometimes B) events each year given the available pool of Organisers, Planners and Controllers.</p> <p>The current workload means that some individuals are performing multiple roles simultaneously and the potential for 'burn-out' is high (which could have serious repercussions for the club longer term given the experience and competence of the current level C+ pool).</p> <p>The recent progress in recruiting some new level D officials is recognised as very positive and some of these new officials will no doubt move on to level C+ events over the coming years.</p> <p>However, in the meantime, many in the Committee feel the Fixtures</p>	
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	<p>sub-group should consider the implications of the current workload and the possibility of introducing more level D events or activities.</p> <p>These should prove to be easier and less onerous to arrange, and consequently allow for perhaps a reduced volume of level C events.</p> <p>This would make use of the newer officials coming through and may help to ease the burden on the current pool of experienced level C+ officials.</p>	Fixtures sub-committee
12	<p>Any Other Business:</p> <ul style="list-style-type: none"> ● Inbound web enquiry handling: The meeting agreed to remove the tick-box options currently used on the website webforms and just route all future webform enquiries to Chair, Secretary, Coaching and Membership, who will collaborate and take ownership of suitable responses. ● SPOX proposition: The meeting felt that the proposition would not attract sufficient interest from our current membership base. Decision to be communicated back to SPOX. ● Use of the term “Portaloo”: The meeting discussed the situation and agreed to: <ul style="list-style-type: none"> ○ Introduce some wording in the details sent to an event organiser to advise not using brand names or trademarks in future event briefing to the public. ○ Support the coding solution proposed by Ray Barnes upon return from his travels. 	<p>VK</p> <p>VK</p> <p>VK/DC</p> <p>VK/RB</p>
	Next Meeting Date: 8th July 2025, at 7.30pm, via Zoom	ALL
	<p>Version Control:</p> <ul style="list-style-type: none"> ● First draft - 10th May 2025 ● Updated - 12 May with PO feedback (item 4) ● Updated - 9 July correcting typo: D to P Cholerton (item 2) 	