



PRR Committee Meeting Minutes

Monday 24th August 2026

North Inch Community Campus

18:30 – 20:30

In Attendance: Jo Brinkman, Mark Crawford, Finlay Dale, Maria Dale, Mike Dales, **Paul Hammersley (Chair)**, Caroline Hogarth, Liz Johnston, Diane White (Minute Secretary), Charles Woodhead

Apologies: Clive Bowman, Jill Garvie, Tom Rhodes, Richard Ward

Agenda:

- 1) Speedy updates
 - Membership and Tuesdays
 - Coaching/Training Sessions
 - Accounts
 - Welfare
 - WpC
 - Clothing
- 2) Social Media Policy
- 3) Risk Assessment
- 4) Website
- 5) AGM
- 6) AOB
- 7) DONM

Minutes of Previous Meeting – 29th June 2026

1) Speedy Updates:

- **Membership and Tuesdays (Liz)**

Liz reported that she had spoken with Kevin Cuthbert from Rodney's Gym, who has agreed that Perth Road Runners members may start Tuesday club runs from the gym and use the changing facilities and indoor space when required. Parking is available free of charge after 6.00pm.

It was agreed that club members should be consulted regarding their preferred meeting location, with a poll to be circulated seeking views on whether runs should continue to start from Bells Sports Centre or move to Rodney's Gym. The Committee agreed that a decision should be made before the winter season.

Membership numbers continue to increase steadily.

- **Accounts (Charlie)**

All outstanding invoices have been paid, although two donations relating to the Mob Match remain to be processed. Three Gift Aid claims have been submitted during the last three months. The current club account balance stands at approximately £8,000.

- **Welfare (Jo)**

No welfare concerns were reported.

- **Clothing (Finlay and Maria)**

A steady level of orders has been received throughout the summer period and all historic stock has now been sold. Maria highlighted that the club website still refers to junior stock being available despite there being no junior vests in stock. Mark agreed to arrange for this information to be removed.

The Committee noted that the manufacturing process for the club vest has changed to a single-piece design, although there is no visible difference in appearance.

2) Volunteering

Volunteer numbers have increased throughout the year and sufficient numbers were available to support the recent Duathlon event. Mark emphasised the importance of ensuring volunteers receive appropriate recognition and thanks for their contributions. The Committee noted that the club's GDPR Privacy Notice has now been uploaded to the website under the Membership section.

3) Coaching

The Committee remains keen to recruit additional volunteer coaches, although it was recognised that this may continue to present challenges.

4) Social Media

Paul proposed developing a Social Media Policy setting out expectations and responsibilities for managing the club's social media presence. The Committee agreed that designated individuals should be responsible for administering social media

channels. Paul and Jo will develop proposals further.

5) **Risk Assessment**

Paul presented an updated risk assessment covering hazards that members may encounter during club runs and training activities, including road crossings, maintaining group cohesion, and slips, trips and falls.

While members have personal responsibility for their own safety, the Committee agreed that each organised run should have a designated Run Leader who would act as a point of contact in the event of an incident. It was suggested that leaders carry a mobile phone with key emergency contact numbers available.

Further discussion took place regarding:

- Asking members at Tuesday runs to declare any injuries or medical concerns prior to participation.
- The potential need for additional qualified First Aiders within the club.
- Renewal of First Aid qualifications currently due to expire in December.

Mark advised that Kevin Riddell may be able to organise future First Aid training. Paul agreed to update the risk assessment document following the discussion and upload the revised version to the club website. It was also suggested that the document be included within the club welcome pack for new members.

6) **Website**

Caroline reported that a website proposal document, prepared with input from Tom, has been uploaded to Dropbox for review. Subject to Committee approval, she will obtain quotations from three website developers. Paul offered assistance with this process.

The Committee agreed that any new website should:

- Be easy to maintain.
- Improve user experience and accessibility.
- Provide enhanced security.
- Allow multiple Committee members to update content.

An indicative cost of between £4,000 and £6,000 was discussed. Finlay advised that he has a potential contact and will arrange for them to get in touch with Caroline.

7) **AGM**

The Committee discussed preparations for the forthcoming AGM in December. Mark advised that regulations relating to the London Marathon ballot process will need to be established in advance, particularly given the two-day event format planned for 2027.

Mark will prepare an action checklist covering all AGM preparations. Members were reminded that any proposals to amend the Club Constitution must be submitted at least two months prior to the AGM.

Diane will arrange booking of the large lecture theatre at the NICC for the AGM.

8) **Club Membership Fees**

The Committee considered club membership fees, which have remained at £15 since 2006. Members agreed that an increase should be considered to reflect rising operating costs. Charlie advised that maintaining the fee below £20 would simplify Gift Aid administration.

9) **AOB**

- **Outstanding Donations**

Mark reported that two donations remain outstanding:

- Murthly Hall, in recognition of use of facilities during the Mob Match.
- The Woodland Trust, consistent with previous years' support.

The Committee approved donations of **£150 each**.

- **Mob Match 2027**

The Committee reviewed feedback regarding this year's Mob Match location. Some participants from Kinross Road Runners felt the location required excessive travel.

Potential venues for future consideration include:

- Kilgraston
- The Dron
- Pitmedden
- Abernethy

These options will be explored further when planning next year's event.

- **Race Entries**

The Committee agreed that Entry Central should be the sole platform used for race registrations next year. Spond will not be used for entries in order to avoid confusion. This decision should be communicated clearly to members.

10) **DONM**

The next Committee Meeting will take place on **12th October 2026**. Diane will arrange booking of the usual meeting room.

Action Log

Ref	Action	Owner	Timescale
1	Circulate poll seeking members' views on Tuesday run location (Bells or Rodney's Gym)	Liz	Before winter season
2	Remove reference to junior stock from website	Mark	As soon as possible
3	Develop draft Social Media Policy and governance proposals	Paul & Jo	Next meeting

4	Update Risk Assessment following Committee feedback and upload to website	Paul	As soon as possible
5	Explore arrangements for renewing First Aid training	Mark / Kevin Riddell	Before current certifications expire
6	Obtain quotations from three website developers	Caroline	Next meeting
7	Introduce website development contact to Caroline	Finlay	As soon as possible
8	Prepare AGM action checklist	Mark	Prior to AGM
9	Book large lecture theatre at NICC for AGM	Diane	Prior to AGM
10	Process £150 donation to Murthly Hall	Charlie	As soon as possible
11	Process £150 donation to Woodland Trust	Charlie	As soon as possible
12	Consider venue options for the 2027 Mob Match	Committee	During 2027 event planning
13	Communicate Entry Central-only registration process to members	Committee/Communications Team	Prior to next year's event
14	Book usual room for next Committee meeting	Diane	Prior to 12 October 2026