Burnham Harriers Committee Meeting Minutes - 22 September 2026
Bay Centre 7:30 – 9:15pm

Present: Todd J (Social Secretary), Alex H (Captain), Tony M (Run Leader), Reg H (Coach), Alexis B (Kit Manager), Steve D (Secretary), Phil H (Chair), Matt P (Run Leader), Annette M (Welfare), Julie L (Vice-Captain)

Apologies: Mark B (Treasurer), Lucia G (Social Media), Steve W

1. **Minutes/Actions from last committee meeting**

   First Aid/Defib Training at Brent Knoll: Action carried over to obtain an update from Steve W who couldn't attend this evening's meeting.
   Update Membership process and guidelines to prevent under 18 applications: SD confirmed that the website has been updated to demonstrate the club as adults only. Membership process updated to exclude under 18 applications.
   Future Couch-2-5km programme: It was agreed that there would be no autumn couch-2-5km programme and a single annual programme would continue, with a new programme planned for the Spring of 2027. No immediate team to run the programme.

2. **Matters arising**
   a. **Couch-2-5km:** As per action above, no immediate programme scheduled until Spring 2027. A new team, webpage and promotions to be created with a soft launch planned for the December committee meeting. There was disparity over the WhatsApp group in terms of administration, removal of members from the original channel. A new channel to be created with new, willing run leaders to oversee communications via the new channel.
   b. **Run Leader Rep:** Committee is keen to attract a Run Leader representative to attend committee meetings on behalf of the run leaders. Whilst run leaders are present, a formal Run Leader representative is sought. Steve D/Phil H to draft a job description/advert designed to attract/appoint a run leader representative – social media to advertise the post (to add to existing **JD document**). **(Action – Steve D/Phil H).**
3. **Burnham half review:**
   2026 race was successful which saw an increase in participants, a sold-out race and many positive reviews and feedback from those involved. The race attracted a quality field of entrants.

Race feedback uploaded to Asana and discussed at the meeting as follows:

- Review marshal positions so that they cover specific zones. Zones discussed include the finish area, BASC bar area and a marshal who can meet and greet runners and visitors on where to find key locations.
- Spot prizes not considered necessary – runners did not want them.
- Not enough cups for the water stations and a larger cup order required for 2027. Bins to collect discarded cups and other materials required to boost recycling.
- Additional marshals for the finish area to provide water requested.
- Reduce banana quantities for 2027 as approximately 150 bananas were left over following the race.
- Signage spreadsheet requires an overhaul and race signage needs to be placed earlier.
- Signage comments above cited the chaos that arose in Brent Knoll, around Marshal 6. The marshal had to stop traffic temporarily to allow participants to run safely.
- Position 15 – Pegs + lines to stay in place for car boot. Layout to stay on tarmac.
- Marshal 3A – Discuss with Shaun, meeting to identify 2027 road closures.
- Communications – Considered to be generally good. Consider a FAQ document for 2027.
- Apex Medical's service was considered poor, primarily at the BASC. Managed expectations to be address with Apex Medical.
- Toilets – Identify disabled WC for VI runner or anyone else with additional needs. Male changing rooms were not immediately identifiable.
- BASC – consider a one-way system on the stairs, internal stairs to go up, external steps to exit the building.
- Provide volunteers with their drink tokens at the marshal brief as several marshals did not receive their drinks voucher.
- Pacers were not provided with their pace flags (stuck in Taunton). Checks to be made 1-week before the race to ensure they are delivered on time.
- Road signage – difficult to record absolute location (what-3-words). Signage teams that put out signs encouraged to collect them after the race or stage has passed. Some signs are looking tired and need replacing.
- Bring forward prize presentation to reduce the time winning runners had to wait to collect their trophies/medals etc.
- Musical finish to greet runners' home was suggested.
- Frustrations with England Athletics in terms of the poor portal service for race transfers and a lack of support to find a race adjudicator.

Overall, race was considered a success and there are always things to be improved. The committee also recommended greater support to Alex in terms of all the pre-race organisation tasks.

4. **Brent Knoll update:** Pre-race meeting scheduled for October. 145 entries so far. Recommendation to have 2 tail runners to support entrants at the back, learning from last year where a few runners struggled on the Knoll. Todd J confirmed that St Margaret's have confirmed their support for the Brent Knoll race, apologising for not attending the half marathon.

5. **Run Leader update:**

London marathon: Committee happy to organise an early club place draw to allow the successful club runner time to organise travel, accommodation etc.

Thursday sessions: Look to engage additional run leaders to organise Thursday evening sessions. Alternate weeks and momentum builder sessions considered.

Coaching plans: Run leaders to organise sessions at run leader meetings. Yoga sessions (Wednesday) have proved popular and well received. Yoga providers vary in price but enquiries to identify available yoga instructors encouraged.

Under 18's: No parental consent in place and club is registered as an adult only club. under-18's are required to run with parents. LiRF have the discretion on whether they are happy to facilitate a junior runner on a club. EA have provided guidance, but it did not clarify the position for the Harriers – Annette continues to enquire with EA as safeguarding is the main obstacle. 1 recognised under-18 runner currently running with the club. Steve W/Annette to discuss with that young person **(Action Steve W/Annette).**

6. **Committee Updates:**

Social Media: No updates but recognised for their proactive messaging.

Finance: Mark B supplied a finance report which was shared to members prior to the meeting. Accounts show a healthy balance for the club. No queries/concerns raised by the committee to current finances.

Kit: Demand for kit remains with vests among the most popular items. Members have suggested new designs; Alexis looking to review costs/stocks to avoid unused kit becoming unwanted and obsolete.

Race Director Course: Steve D highlighted (emailed to key officers) an EA Run Director course scheduled for October, giving members who deliver the Run Director role at our races confidence to recognise the key elements of the role. Course commonly requires a minimum number to make the course viable. No immediate interest to attend.

Captain: Alex H is looking at Race Nation as the new portal following the England Athletics disappointments. Costs will increase with Race Nation; but the committee are happy to look at alternative portals to administer Harrier's three annual races.

Christmas Party: Drinks option on offer and Xmas meals organised for Chandni (3 December) and Rich's Cider Farm.

7. Membership: No updates

8. Any other Business – Brent Knoll prerace meeting scheduled for 12 October.

Date of next meeting: 1 December

Action	**Owner**	**Comments**
Identify possible first aid/defib training opportunities at Brent Knoll Village Hall	Steve W	
Draft a Run Leader representative advert to attend Harrier committee meetings.	Steve D/Phil H	
Hold discussions with identified junior runners to outline expectations and safeguarding arrangements to attend club runs.	Steve W/Annette M	