

Minutes of the DVO committee meeting 10th December 2013

Present:

- Andy Jackson, Claire Selby, Liz Godfree, Stuart Swalwell, Mike Godfree, Jen Gale, Derek Gale, Val Johnson, Ann-Marie Duckworth, Sal Chaffey, Judith Holt, John Hawkins (chair)

Apologies:

- Paul Addison, Ned Needham, John Cooke

Introduction

- New members of the committee (Ann-Marie, Stewart and Andy) were welcomed to the committee by John

Matters arising from the minutes of the previous meeting

- None, minutes accepted.

Safety

- No new safety issues noted
- Storage of the new fluorescent jackets and tabards was discussed. Rather than leave the jackets in the DVO shed where they might be permanently damp it was felt that they would be better looked after personally by members of the Registration Team who regularly used them. The tabards will probably be kept in the shed. This would be discussed further, and hopefully implemented, by Paul Wright, Stuart and Ranald Macdonald.
 - Action: Stuart to pursue

Notable events (Liz)

- The Compass Sport Cup first round will be held on 16th Feb 2014. Liz Godfree has requested Kinver Edge, first choice and Irwell Valley, second choice. We will be informed which area when the draw is made.
- The possibility of taking a coach will be investigated
 - Action Liz

Treasurer's report (Claire)

- Report attached at end of minutes
- Summary
 - Cash position very healthy due to two major, successful events (British Middle Distance on Stanton Moor and British School Champs at Shipley Park) and £2500 grant that is yet to be spent
 - Major expenditure expected on new club equipment and initial costs for 2014 Midland Champs
 - Action: Derek to detail proposed spend and mail around.
 - Action: Clare to set up on line savings account to obtain marginally better interest rate.

Secretary's report (Derek)

- Annual membership renewal underway. Will look at data when complete in January.

Development report (Ann-Marie)

- Ann-Marie had been discussing potential ways forward with club members (Derek and Judith).
- Base program around the BOF MP3 format.
- Use as basis for discussion at the next DVO Open Meeting in January
- Explorer/ Run Challenge was discussed at length
 - Want to overcome previous communication issues
 - Although DVO can support in the background it needs to be fronted up by the Challenge activators who can present a younger image.
 - Will proactively engage with Natalie at BOF to achieve this
 - Attempt to coordinate the Explore/ Run Challenge events with the DVO local fixtures to give newcomers a progression to more mainstream events.
 - Action: Ann-Marie and Val to discuss further with Natalie from BOF
- Clubmark
 - Clubmark accreditation up for renewal in near future
 - Need to ensure policies etc are up to date and appropriate
 - Require junior (<18 years old) contact
 - Action: Val to discuss with Ann-Marie
 - Action: Derek to pass information onto Val and Ann-Marie
 - Action: Andy to discuss with Dai Bedwell to see if Liz Bedwell would be interested in becoming junior contact.

Fixtures Report (Jen)

Events

- Listing of future fixtures on attached to the minutes
- Program to mid 2015 outlined
- Allestree still needs officials
- Potential change of date for the Bradley Woods event (to 5th April possibly) to allow better coordination with local schools orienteering.
 - Action: Jen, Stewart and Judith to discuss further

Mapping (Mike)

- New map of Matlock Moor finished by Richard Parkin
- Map of Birchen Edge nearly complete (Richard Parkin)
- Got go ahead to map Thorpe Pasture
- Potential new area (Lumsdale) near Matlock, small quarry area with intricate detail, good for coaching.
- Cambridge Woods near Stanton Moor, Andy Hawkins has mapped, very brambly!

Permanent courses

- Derbyshire Dales – free maps available for 4 areas on website

Equipment

- 4 control boxes lost at Shipley night event
- New lighting to be purchased for shed
 - Action: Val

- Derek proposed purchasing control boxes and canes to value ~£1500 to bring event kit up to standard.
 - Derek to submit firm costings by e mail and, subject to agreement, purchase.
- Investigate the purchase of new 5 panel tunnel tent to replace existing club tent that is showing its age.
 - Action: Mike to obtain costs
- Team leaders to get together at shed to rationalise kit.

Community O

- Buxton: not meeting on Tuesdays but some are still engage with O
- Chesterfield: not meeting
 - Query where the PC and projector is currently (it was used by the Chesterfield Group)
 - Action: Derek to chase up
- Derby: Not meeting but could restart.
 - Action: Val to discuss
- Matlock: (Judith)
 - We currently have a regular group of ten children under 10 with three parents, one unattached adult and others who attend occasionally, including a few DVO members who will come along when we have a 'competition practice' activity on a woodland area. Becky Hinchley has moved on so we are reliant on myself, Viv, Richard and David to run the club, although two Chesterfield people have also expressed an interest in coming along to help. An informal review of what people have enjoyed over the past year suggested that they like going to a variety of areas. The success of the three boys from Tansley School at the BSOA event has encouraged them and drawn in another. We are encouraging them to go for the British Orienteering Navigation and Racing Challenge Certificates and for points in the EMOA league, which of course requires them to join BOF/DVO. I have taken the decision not to run the Wednesday night sessions in January and up to the February half term. I did not want to be in the position again of having to take a decision each week about the weather conditions and consequent snow, ice especially with the current group being predominantly a little younger than previous winters. To keep the group engaged I am offering Saturday afternoon club sessions on January 11th and February 8th. These will be on forest areas and the activities will be an opportunity for coaching at light green standard. If possible I will get someone else to run a session on Jan 25th. We will restart regular Weds night sessions after February half term. We will probably have at least one session a month at the ARC but we are likely to circulate around most of the small, safer areas around Matlock. O

I am developing a good relationship with Sarah Lowick De Paz of the forestry commission and we are organising an annual permit for small activities.

▪

Matters from BOF secretary

- None

Matters from EMOA

- None

Communication to members

- Newstrack (Sal)
 - Deadline for next issue 10th jan
 - Aim to distribute at Matlock moor event (19th Jan)
 - Contact Natalie at BOF to discuss publicising Run/ Explore events
 - Action: Sal
 - Consider getting members to opt in to paper copies rather than opt out. This should reduce distribution costs.
- Website
 - None
- Socials
 - Organise inter team bowling
 - Action: Ann-Marie

AOB

Community Amateur Sports Club (CASC)

- See attachment from Derek detailing the issue
- After much discussion it was felt that, as a committee, we were not sufficiently well informed on the issue to make appropriate judgements at this stage.
 - Action: Mike to talk to Roger Edwards from LEI who has looked into this in detail
 - Action: Judith to talk to Bob Dredge, BOF treasurer, for advice
 - Action; both to report back to committee

First aid cover

- First aid course required to ensure sufficient people are trained for event and coaching first aid.
 - Action; Val to organise and mail around details

Mentoring new planners and organisers

- Mentoring to encourage new event officials
 - Action: Ann-Marie, Judith and Jen to discuss and take forward

Event expenses (Derek)

- Derek commented that some organisers paid out expenses to helpers without appropriate receipts etc and only gave net takings to Claire. This is generally bad practice and makes auditing of the accounts very difficult. Event organisers need to be reminded that expenses should go via the treasurer with appropriate receipts to prevent potential issues with audit and the tax authorities.
 - Action: Stuart to ensure that the organisers notes contain sufficient up to date information on the process.

Event teams (Jen)

- Club shop (Dave ?) is to be split from the enquiries(Rachel Davies) team.

Event tokens (Claire)

- At major events helpers are given tokens to be used as discounts against future events or other DVO purchases. Claire requested that these have an expiry date (12 months) to aid preparing the accounts. This was agreed.
 - Action: Derek to talk to Viv Macdonald to implement

Services to Club Award

- Ranald has suggested a 'Services to club' award to be given at the annual dinner to encourage volunteering. This was generally supported with the view that it should not go to members of the committee but other members of the club who have put in significant time throughout the year.

Funding for Coaching Course for Richard Parkin

- Request for £375, split with EMOA, to fund level 2 coaching course for Richard Parkin (see attachment).
- The meeting agreed the funding as proposed.

Date of next meetings

Open	Wed 8th Jan at the Bell Inn Cromford
Committee	Tue 11th March at the Johnsons
Open	Wed 9th April at the Bell
Committee	Tue 10th June at the Johnsons
Open	Wed 9th July at the Bell
Committee	Tue 9th Sep at the Johnsons
AGM	Wed 8th Oct at the Bell

Meeting closed at 10:20



DERWENT VALLEY ORIENTEERS

TREASURER'S REPORT – DECEMBER 2013

This report summarises the Club's finances as of end November 2013 i.e. after three months of the Club's current financial year.

Current Account

- The Club's Current Account balance at the start of the new financial year (i.e. 1 September) stood at £12,265.78:

Opening Balance - 1 September	£12,266
Income	£11,539
Expenditure	-£5,541
Net Income	£5,998
Balance at end November	£18,264
Transactions in the Pipeline	-£133
Residual Balance	£18,131

- Over the 3 month period, gross income (£11,539) exceeded expenditure (£5,541) by £5,998, resulting in a Current Account balance at the end of November of £18,264.

- There are currently £133 of expenses in the pipeline and, when cashed, will reduce the Current Account balance to £18,131.

Income versus Expenditure

- **Net Income:** Events were the major contributor to income, generating a net income of £4,811 so far (see overleaf):

Analysis by Category				
		Income	Expenditure	Net Income/ Expenditure
Events		£7,920	£3,109	£4,811
Training		£0	£0	£0
Buxton		£69	£0	£69
BOF		£0	£46	-£46
Misc/Other		£0	£0	£0
Sub Total		7,989	3,155	4,833
Equipment		£2,500	£625	£1,875
Annual Dinner		£207	£219	-£12
Newstrack		£0	£145	-£145
Relay Fees		£970	£1,426	-£456
Perm Courses		£0	£122	-£122
Mapping		£0	£66	-£66
DVO Shop		£92	£0	£92
Sub Total		£3,769	£2,604	£1,165
TOTAL		£11,758	£5,759	£5,999

--	--	--	--	--

- **Net Expenditure:** The three major contributors to net expenditure were:
 - **Equipment** costs of £625. Of these, the most significant element was the ground rental payment to Network Rail (£568). The income of £2500 is a grant being used to purchase a mini sportident kit and will shortly be paid out of the account.
 - **Newstrack** expenses of £145.
 - **Relay Fees** net expenditure of £1,426, this is the accommodation and entry fees for the Compass Sport Cup Final.

Events

The Club has held three major events which have generated an income or expenditure recorded in the first three months of this financial year, attracting over 1190 entrants and generating a net income of £5,471 so far (the final expenses for British Schools Championships are yet to be paid):

Event	Entrants	Income	Expenditure	Net Income
Hardwick	269	£1,111	£390	£721
Kedleston	213	£957	£472	£485
Shipley park	713	£5,825	£1,560	£4,265
		£0	£0	£0
		£0	£0	£0
		£0	£0	£0
		£0	£0	£0
		£0	£0	£0
		£0	£0	£0
Total	1195	£7,894	£2,423	£5,471

The only other event DVO has held so far this year is the Club Championships at Longstone, this has given a loss of £257. There are other expenses for smaller events which were held in the last financial year which have been paid this year which gives an overall income of £4811 for all events.

Savings Account

There has been no change in the Savings Account balance of £4,938.

Fixtures list (Jen)

Date	Event Name	Level	Org	Plan	Cont	Stat	Venue	Nearest Town	Grid Ref.
Sat 7/12/13	Night Event	D	V Johnson	Graham Johnson	N/A	REG	Shipley Park	Ilkeston	SK432454
Wed 01/01/14	Urban Event	D	Mike Godfree	Mike Godfree	N/A	REG	Bakewell	Bakewell	
Sun 19/01/14	DVO & EM League	C	Stuart Swalwell	Richard Parkin	Judith Holt/ John Cooke	REG	Matlock Moor	Matlock	
Sun 23/02/14	DVO & EM League	C	David Vincent	Brian Denness	Mike Gardner	REG	Lindop		
Sat 15/03/14	DVO Informal Event	D	Sarah Blackburn	Jon Cundil	Judith Holt (mentor)	REG	Poolsbrook	Chesterfield	SK438739
Sat 22/03/14	DVO Informal Event	D	Stuart Swalwell	Stuart Swalwell	N/A	REG	Bradley Wood	Ashbourne	SK197461
Sun 30/03/14	DVO & EM League	C	Sal Chaffey	Ranald Macdonald	David Cooke	REG	Shining Cliff	Matlock	SK337524
Sat 12/04/14	DVO Informal Event	D	John Cooke	Judith Holt	N/A	REG	Cromford Moor & Black Rocks	Cromford	
<i>18-21/04/14</i>	<i>JK -</i>								
Sun 27/04/14	DVO & EM League	C	Helen Chiswell		John Hurley?	REG	Allestree	Derby	
Sat 10/05/14	DVO Informal Event	D	Mike Godfree	Mike Godfree	N/A	REG	Ilam		
Sun 11/05/14	EM Urban League	C	Kim & Russell Buxton	Doug Dickinson	Mike Godfree	REG	Matlock	Matlock	
Sat 07/06/14	Derbyshire Schools & Youth Groups Champs	D	Val Johnson	Rex Bleakman	N/A	REG	Markeaton Park		
<i>Sat 21/06/14</i>	<i>Footpath Relay</i>							<i>Ilam</i>	
Sun 22/06/14	DVO & EM League	C		Andrew Middleton		REG	Carsington		
Sun 13/07/14	EM Urban League	C			John Hurley	REG	Oakwood	Derby	
Sat 16/08/14	DVO Informal Event	D	Rex Bleakman	Rex Bleakman	N/A	REG	Rosliston		
Sat 13/09/14	DVO Informal Event	D			N/A	REG	Swadlincote Woodlands		
Sun 21/09/14	DVO & EM League	C			Paul Addison	REG	Longstone Moor	Bakewell	SK195735
Sat 27/09/14	Club Champs	D		Richard Parkin	N/A	???	Birchen Edge		
Sat 18/10/14	DVO Informal Event	D	Dave Skidmore? & Ruth Ellis?		N/A	REG	Elvaston Castle		
Sun 26/10/14	Midland Champs	A	Stuart Swalwell	John Duckworth	John Bennison	REG	Longshaw		

Community Amateur Sports Clubs (submission from Derek)

Clubs, Insurance & Tax

The articles in the Autumn 2013 edition of Focus entitled "CASC" and "Would you pass a tax inspection?" has raised a few queries that may be of interest:

a) CASC (Community Amateur Sport Club) status: if your club is making profits from trading you should read the article and then consider if your club should look further into registering as a CASC. More information can be found [here](#) but the benefits that apply to your club are likely to be:

- The ability to raise funds from individuals under Gift Aid. A registered CASC can reclaim up to £25 in tax for every £100 donated, though at the moment this does not apply to all types of donations.
- CASCs are exempt from Corporation Tax on profits derived from trading activities if their trading income is under £30,000 pa.
- CASCs whose income does not exceed these thresholds will no longer be required to complete an annual Corporation Tax return.

A comparison between the benefits of becoming a CASC or a Charity is available [here](#).

b) If your club makes money from setting up POCs, selling maps or selling other services for instance to Local Authorities you should have been paying tax on the income.

c) Insurance: British Orienteering provides cover including Public Liability, Professional Indemnity and Officers (normally called Directors & Officers cover and includes club chair, secretary, etc). This provides a good level of cover. There is however a requirement of this specified by the insurance policy – that you must follow the rules and guidance of British Orienteering.

d) Personal Insurance: British Orienteering members are covered for Public Liability and Professional Indemnity up to £5m. There are several criteria attached to this, once again you must follow the rules and guidance provided by British Orienteering and you must earn less than £6,000 per annum through any services you provide. This applies to coaches and mappers in particular.

e) Clubs paying people for services: Clubs cannot pay people to do things without following HMRC requirements. You can pay a person or organisation that is providing an invoice containing their HMRC Self-employed tax reference or their company details and company number. Otherwise you must register with HMRC and pay the person's National Insurance and Income Tax at source. Sorry, these are not British Orienteering rules and bureaucracy!