



TVOC Club Meeting Minutes: Tuesday 16th May 2023

Held online at 7:30pm.

Present: Chris Poole (Chair), John Dalton (Secretary, Minutes), Neville Baker (Vice Chair), Janusz Holender (Treasurer), Bob Beresford, Pattie Beresford, Heidi Lloyd, Jon Wheatcroft, Marie-Anne Fischer

Apologies for absence: Robin Bishop

1) Matters Arising from previous Club Meeting

- a) Future BOF membership structure (Chris)
Chris has provided all TVOC feedback to British Orienteering. **ACTION COMPLETE**
- b) Safeguarding (Chris Poole via Alison Smith)
British Orienteering have provided a template document documenting clubs' commitment to safeguarding. It was **AGREED** that we would adopt the British Orienteering wording on our website. **THIS IS NOW ON OUR WEB SITE**

Chris made a query about the current status of Clubmark within British Orienteering. He was told that **Clubmark is no longer formally running**. But all safeguarding practices should be continued.

2) Financial Matters

- a) Appointment of Janusz Holender as TVOC Treasurer
The appointment of Janusz as TVOC Treasurer was confirmed following the online SGM announced in eNews on 12APR2023.

Janusz Holender is therefore **FORMALLY CONFIRMED** as the new TVOC Treasurer.

- b) Initial comments from Janusz Holender

Janusz reported the following:

- Handover to Janusz from Martin Ricketts is now complete
- TVOC finances are up-to-date, with no outstanding invoices needing payment. We are therefore clear where we are financially as a club
- Janusz has drafted a TVOC Financial Policy document for discussion and adoption. The purpose of this Policy document is to state clearly the club's intentions from a financial perspective, to guide decisions TVOC make about its finances, and to enable long-term financial planning regarding the purchase of necessary high-cost equipment, hardware and software. The draft TVOC Financial Policy document is attached as an appendix to these Minutes.
- TVOC currently has well over £10,000 of reserves in its bank accounts at the moment. TVOC requires a significant bank balance to enable it to run large events with major up-front costs, to make significant ongoing equipment, hardware and software purchases, and for emergencies or unforeseen urgent need. A discussion was had about whether TVOC should seek to reduce that cash balance in the future. A number of suggestions as to how that should be accomplished were proposed, including:
 - Pay to promote / advertise orienteering more. For example, through Mike Shires' efforts using Facebook and other social media to promote the Saturday Series
 - Further reduce TVOC membership fees (though these are currently only £1 per adult, and free of charge to juniors)
 - Subsidise the cost of TVOC members' British Orienteering membership fees. Though it was not clear how this might practically be achieved



- Pay for adult members' entries into inter-club competitions (e.g. CompassSport Cup, JK Relays, British Relays). Janusz commented that it is very time consuming chasing club members for repayment of entry fees paid on their behalf by the club.
- Support our helpers further financially
 - It was **AGREED** that we would now give all TVOC helpers at Saturday Series events a free run
 - Can we find a way to recompense helpers who do not run for any reason at a specific event (e.g. our Mappers or Organisers)
- Can we predict the need for future high-cost items we are likely to need investing in over the next few years? This is likely to include the following areas:
 - General replacement equipment (e.g. tents)
 - New / replacement SI equipment (including future SI card re-batterying)
 - New computer hardware and associated software
 - Ongoing software licenses such as OCAD. Note that we currently have a 5-user license. We routinely take out a three-year license. This is due for renewal in October 2024
 - Professional mapping should this become required. It was noted that we are very lucky to have a large number of outstanding volunteer mappers within TVOC. This may not always be the case in the future unless new mappers are developed, and are prepared to commit the necessary time to mapping
 - We have unreliability in some of our Start clocks that might need either repair or replacement
- Please can anyone with outstanding expenses submit them to Janusz urgently as these might represent a significant unknown liability to the club?
- Please could Organisers endeavour to share their results files with Janusz as soon as possible after their event so that levies can be calculated and paid promptly.

ACTIONS:

- Janusz to send out draft TVOC Financial Policy document to attendees of the meeting
- John Dalton to attach this document to these Minutes (**DONE**)
- All comments to be fed back to Janusz. Particularly regarding the following:

Asks from Treasurer

- Comments on the TVOC financial policy to treasurer@tvoc.org.uk
- Send any expected expenditures (software, hardware, marketing, etc.) to help with budgeting:
 - 2023/24
 - 2024/25/26
- Please submit any outstanding expenses
- Event organisers of all future events registered with BOF – after the event please to send to me `routegadget.csv` to help with calculating BOF/SCOA levies

3) Recent Club Successes

a) Northern Ireland British Sprint, Middle Trail O Championships Trail O championships

- Tom Dobra 1st in Elite PreO O class
- Colin Duckworth 1st in Elite PreO P class

Both have been selected to go to Czech republic for World Trail O champs taking place in Czech Republic 1-7 July this year:

- Tom Dobra in O class in both Pre-O and Temp-O
- Colin Duckworth in P class in Pre-O

Middle Distance

- Fiona Bunn 1st W21

Sprint

- Fiona Bunn 1st WOpen



b) JK Sprint:
Neville Baker 1st M70 by a clear minute

4) Past Events

a) British Championships, 25/26th March 2023

Relay

- Neville said that the event went extremely well
- Everyone pitched in and did what was needed to be done to make the event a success
- We had plenty of helpers around on the day. Thanks to all helpers.
- One hiccup. One of the toilets was not picked up for some weeks after the event. This did start to frustrate the CuldenFaw estate
- Limited injuries (2), both reported to BO
- Everyone says what a good event it was.

b) Saturday Series / SCOA League / Level C event at Shotover, Saturday 15th April 2022
John Dalton reported that the event had gone extremely well on the day, without any issues or problems whatsoever. There was not even a single injury.

The budgeted surplus was about £300. The event will actually provide a surplus back into the club's funds of well over £400. Largely through less-than-expected expenses, and higher adult entry than projected.

c) Saturday Series at Cutteslowe, 6th May

Robin Bishop reported the following:

- The event went well, though we could have done without the rain
- A new person in the club is now familiar with the process of setting up Slentries for an event
- The base event we use to set up an event is not quite right for fees
- Unfortunately, Slentries is not really flexible enough to handle the counting of extra maps needed for groups or shadowing. This is a particular problem if map numbers get tight as map numbers need managing manually
- In the ideal world, most entries come in before maps are ordered from BML, making the prediction of map numbers more straight-forward

5) Future Events:

NOTE: The meeting should now be reviewing newly appointed Planners and Controllers for Level C events. (Level B events are reviewed by SCOA).

SEE APPENDIX 1 FOR FULL DETAILS OF ALL EVENTS CURRENTLY PLANNED

6) Saturday Series (Mark Thompson/Chris Poole)

The following Saturday Series dates are being proposed for Saturday Series events in 2023:

Changes since previous meeting in **red**

Date	Location	Planner	Status
25 th February 2023	Brill	Mark Thompson	COMPLETE
15 th April 2023	Shotover. Will also be a Level C event.	Mark Saunders	COMPLETE
6 th May 2023	Cutteslowe Park	Ben Green	COMPLETE
10 th June 2023	Waddesdon Manor	Mike Shires	Andrew Chalmers has updated the map. But there are more limited areas to use due to electric fencing. Bussing not needed to get people to the Start.



Date	Location	Planner	Status
8 th July 2023	University Parks, Oxford	Ben Green	All in order
12th August 2023	Wycombe Abbey School	Ian and Sue Buxton	NO EVENT TO BE HELD IN AUGUST
9 th September 2023	Wendover Woods	Heidi Lloyd	All going fine. Heidi is working closely with Mark T. Heidi will ask Jim to update specific areas of the map. Hoping to use the public car park. Mark is hoping to get permission for this
21 st October 2023	Hodgemoor Woods	Janusz Holender	We have permission to use the Perkin Elmer car park
18 th November 2023	Kingswood	Robin Bishop	Robin is making some progress with the map.

NOTES:

- See Appendix 3 for a mapping plan for all TVOC areas, produced by Bob Beresford

7) Summer Series 2023 (Chris Poole) / Oxford Street Series (OSS) (Ben Green)

The current programme is as follows:

- Dates for OSS (inc. Maprun) events:
 - Wed 26th April - Didcot, Roger Thetford
 - Wed 17th May – Watlington, Mark Saunders
 - Wed 7th June – Location tbc.
 - Tue 27th June - Haddenham
 - Wed 19th July – Nothing yet scheduled
- Five woodland dates are proposed:
 - Tue 30 May – Hambleden, Mark Thompson
 - Wed 14 June – Whiteleaf, Chris Poole
 - 20/21 June – Nothing yet scheduled
 - 4/5 July – Nothing yet scheduled
 - 11/12 July – Nothing yet scheduled

Chris reported that events are not being very well subscribed this year. Its not clear that the low turnout makes the effort to put on these events worthwhile. We do need to consider whether this Summer Series is viable. Could we tie in better with Oxford University to make the OSS more popular?

8) Mapping Topics (Bob Beresford)

a) Future Mapping Plans

See Appendix 3 for an updated mapping plan for all TVOC areas, produced by Bob Beresford

Updates from the meeting:

- Hodgemoor: Julian Birkinshaw will do the few things that are necessary
- Black Park: Mark has been asked by BKO if he can update the Black Park map. Andrew Chalmers will take this on, and has done about 50% of the area
- Keephill and Deangarden POC: We are looking to migrate the POC over to the latest map produced by Julian Birkinshaw. There is still some work to be done in the woods:
 - One post has rotted through and needs to be replaced
 - One plaque was missing and needs replacing
 - The new map needs loading onto the BO POC web site

ACTION: John Dalton plans to rectify when fit

b) A mapping Dropbox and OCAD environment (Chris)

Could Bob take over managing the Mapping Dropbox area and OCAD environments on behalf of Martin Ricketts?

ACTION: Bob to contact Martin by phone to offer to take this on.



9) Officers Reports

- a) Chairman: Nothing further
- b) Treasurer: Nothing Further.
- c) Secretary: Nothing Further
- d) Captain: Nothing Further

10) SCOA Report (Jon Wheatcroft)

Nothing new to report

11) Situations Vacant or Becoming Vacant

Role	Previous Holder	Comments
Chair	Chris Poole	Chris' three year stint as chair finishes at the next AGM in Nov/Dec. NO FUTHER INTEREST
Team Leader, Volunteer Pool	< New role >	Neville and Marie-Anne are still considering this

12) Any Other Business

a) Clothing (Heidi Lloyd)

We have only got one Medium top left. We have a new quote from Trimtex for new tops. There is now a minimum order is 400 Euros, which equates to 12 short-sleeved adult tops. This makes it more difficult to know what to order. Can let this sit for a while. Heidi to ask whether anyone wants a top via e-News.

We are OK for jackets.

Date of next meeting:

Confirmed as **7:30pm** on Tuesday 18th July 2023.

This meeting location was confirmed as on-line, and not the Merry Bells. Future meetings will continue to be on-line indefinitely.



APPENDIX 1: Future Events

(Significant changes and additions since the previous meeting are shown in red)

See **Appendix 2** for a mapping plan for all TVOC areas, produced by Bob Beresford

2023

a) Abingdon North and South. (Sunday 24th September 2023, Urban Regional/Level C.)

Organiser: Neville Baker. **Planners:** Tom Dobra. **Controller:** tbc. **Mapper:** Bob Beresford.

Neville is in the process of confirming a Controller.

Map:

Bob Beresford provided the following update:

Pattie and Bob have just about completed the West and South parts of the map. They are due to finish off Albert Park by Abingdon School. They then need to go to the north of the area. One more visit will finish the south. Plus a couple of visits to the north.

b) Chiltern Challenge, Bradenham and Naphill Common. (Sunday 10th December 2023, National/Level B.)

Organiser: Chris Poole. **Planners:** Nigel Bunn. **Controller:** tbc. **Mapper:** Bob Beresford and Mark Thompson.

Neville is in the process of confirming a Controller.

Car parking and access all confirmed. Waiting for confirmation that White Star can attend for First Aid

It was suggested as ideal if at least one Start could be in the Naphill part of the area. To add variety to the event that recently has only accessed Bradenham. It was mentioned that two Finishes are possible. It was agreed that it would be nice for as many courses as possible to get into Naphill.

Map:

Pattie and Bob have nearly completed Naphill. Mark has pretty much completed his mapping of the area.

ACTIONS:

- Bob to send latest map to Nigel Bunn
- Bob and Neville will each suggest to Nigel that he makes the best use of Naphill possible

2024

c) Chiltern Challenge, Penn Wood, Common Wood and Penn Estate. (March 24th 2024, National/Level B.)

Organiser: Alun Jones. **Planner:** Neville Baker. **Controller:** tbc. **Mapper:** Bob Beresford

We have **still** NOT asked permission for Common Wood and Penn Estate at this stage, and won't until we have clarification about access to Penn Woods.

Bob Beresford reported the following:

We have still not heard back from the Woodland Trust. So we are still in Limbo. We have only an outline permission. Full permission is not confirmed.

ACTION: Bob will continue to chase Woodland Trust for a final decision.

Car parking to be in industrial estate if at all possible. Organiser, Alun Jones, is on standby waiting for Woodland Trust permission to be granted before exploring car parking etc. further.

Map:

The 3 areas (Penn Wood/Common Wood/ Penn Estate) would need a re-map.



d) Regional Event, Hodgemoor. (Sunday 19th May 2024, Regional/Level C.)
Organiser: tbc. **Planners:** tbc. **Controller:** tbc. **Mapper:** Julian Birkinshaw.

ACTION:

Nev **still** to find officials.

This event is waiting for clearance from Woodland Trust to use Penn.

Neville is in liaison with Julian about Julian's Perkin Elmer contact who may be able to provide their car parking again. It was noted that Perkin Elmer have given permission for their car park for the forthcoming Saturday Series event at Hodgemoor.

This event **continues** as a possible fall back for Chiltern Challenge?

Map:

Julian will update a few areas he has identified

e) Urban Event, **preferably** Thame (or **if necessary** Witney). (September 2024, Regional/Level C.)
Organiser: tbc. **Planners:** tbc. **Controller:** tbc. **Mapper:** tbc. Martin Ricketts or Bob Beresford if Witney.
Mike Shires if Thame?

Thame would be easy as the local council is very happy to have us. This is our preferred option.

ACTION:

Nev **still** to find officials.

Map:

Can Mike Shires update the map? Alternatively, we could use Mike Hampton who likes urban mapping.

ACTION: Bob to ask if Mike Shires is interested in doing the Thame map update

f) Regional Event, ~~Nettlebed~~ **TBC** (Late November / Early December 2024, Regional//Level C.)
Organiser: tbc. **Planners:** tbc. **Controller:** tbc. **Mapper:** tbc.

John Dalton reported that Nettlebed can NOT be used in November / December as it is a shooting event. And alternative location will need to be found for this pre-Christmas event. See 2025 for inclusion of Nettlebed in the event calendar.

A new venue for an event at this time is needed.

2025

g) Chiltern Challenge, Great Hampden (March or early April 2025 ideally, National/Level B)
Organiser: tbc. **Planners:** tbc. **Controller:** tbc. **Mapper:** Mark T / Bob Beresford.

Key is to confirm parking before confirming event.

Map:

Will need updating for any future forestry work before 2025

h) Regional Event, Nettlebed (Spring 2025, Regional//Level C.)

Organiser: tbc. **Planners:** tbc. **Controller:** tbc. **Mapper:** Martin Ricketts? Robin Bishop? tbc.

John Dalton reported that, in principle, Nettlebed seemed open to an event in Spring 2025 after the shooting season. However, they are unable to provide car parking. We will either need to identify other local parking, or use bussing from somewhere like the Hambleden Estate, or possibly SAS in Medmenham.

Map:

Robin Bishop is going to have a look around Nettlebed



i) Hambleden / Nettlebed Weekend of Orienteering (Spring 2025)

Could we combine two areas together into a single weekend of orienteering? We currently have no other plans to go back to Hambleden.

We might use Hambleden for parking and as event centre for both days. And bus to Nettlebed from Hambleden.

If we use Hambleden, we should try and focus on the eastern and northern side of Hambleden sides.

It is acknowledged that a weekend of TVOC events puts a lot of strain on helpers.

ACTION: Nev to look at the Major Event calendar to see what we might propose.

j) Regional Event, Kingswood (Date tbc. Regional/Level C)

Organiser: tbc. **Planners:** tbc. **Controller:** tbc. **Mapper:** tbc.

Map:

Robin is updating map for Saturday Series in Nov 2023

k) Urban Event, Grove and Wantage combined (Date tbc. Urban/Regional/Level C tbc.)

Organiser: tbc. **Planners:** tbc. **Controller:** tbc. **Mapper:** tbc.

Map:

Grove has been mapped before. There are a lot of new buildings. Wantage is not mapped.

Post meeting note:

Bob will have a 'desktop' look at the feasibility of combining the 2 areas



APPENDIX 2: Draft TVOC Financial Policy

Thames Valley Orienteering Club

Draft Financial Policy

Version 0.2

Date: 16 May 2023

Author: Janusz Holender

- **Budget**
 - The accounting year runs from 1st Sept to 31st of August
 - Cash reserves should not be less than £10k , unless otherwise agreed with the club officers
 - The reserves are required to:
 - fund large events
 - fund capital purchases (e.g. new computing equipment, SI equipment, licences)
 - cover unexpected costs not currently foreseen (e.g., damaged or stolen equipment)
 - The objective is to be able to fund all ongoing needs of TVOC. Normally, this can be achieved through breaking even each year. But variances are acceptable due to frequency of some expenses (e.g., hardware lifetime, licence renew period, etc.)
 - To cover on-going expenditure (SI equipment, hardware, software, insurance, affiliation, training courses, mapping, marketing, website hosting, subsidies for juniors and other expenses) a surplus is required in the order of £3000-£4000 per year
 - A provisional budget should be agreed at the beginning of the financial year and should cover:
 - The list of main events planned and anticipated surplus
 - Marketing budget
 - Any substantial expenditures (e.g., hardware purchases, licence renewal)
 - The progress against the budget and a brief financial summary should be present by the treasurer at every club meeting
 - The full accounts should be presented at the AGM
 - The account must be reviewed by an external reviewer
- **Running cost and expenses**
 - The club covers:
 - Junior's participation in:
 - BOC championship relay
 - JK relay
 - CSC
 - YBT
 - Helpers fees for the event organised by the club
 - Loan of tops to juniors at nil cost
 - Club kit could be subsidised for seniors
 - Expenses related to running of the club (e.g. event organisation, mapping, training, postage, etc.) can be reimbursed based on the receipts.
 - Any expenses over £100 should be, if possible, agreed in advance with club officers
 - Travel cost is reimbursed as per the mileage rate agreed by the club – currently (2023) @35p/mile
 - All outgoing payments must be authorised by two club officials. In exceptional circumstances an official can nominate another person subject to approval by elected officers of the club
 - After any event registered with BOF the organiser must sent to the treasurer the data required to calculate the BO levy. It could be either the routegdget.csv file or a table containing:
 - The total list of runners who took part ,
 - The number of senior and juniors,
 - The number of club members and non-club members
- **Surplus sources**
 - The main sources of a surplus are:
 - Events
 - Kit hire for other clubs events
 - The surplus expectations for the TVOC events are:
 - Level B (e.g. Chiltern Challenge) - £500-£1000
 - Level C £250-£750
 - Saturday Series – break even over the year



- Summer series – break even over the year
- **Depreciation**
 - For the accounting purpose the following depreciation periods (linear) are used:
 - Computers – 4 years
 - SI dibber batteries – 3 years
 - Other items – 5 years



APPENDIX 3: Mapping Activities (Bob Beresford)

Date of next event	Venue	Event Category	Map Status	Mapper	Comments
Saturday Series Events					
6th May 2023	Cotteslowe Park, Oxford	Sat Series	Updated Jun 2019	Martin Ricketts	Recently used
10th June 2023	Waddesdon Manor	Sat Series	Updated for June event	Andrew Chalmers	Area restricted - electric fences!
Postponed	Oxford Brookes - Urban	Sat Series	Needs updating - Construction work - not useable	Bob Beresford	Part of Oxford City map
8th July 2023	Oxford Uni Parks -Urban	Sat Series	Assume only minor update	Bob Beresford	Part of Oxford City map
Postponed	Wycombe Abbey School (WAS)	Sat Series	WAS only has been converted to ISSPrOM 2019-2 - needs survey	Bob Beresford	Will survey when new date agreed with school
9th September 2023	Wendover	Sat Series	Only update if needed by planner (Heidi)	Jim Prowting	Blue Sky LiDAR used but BotP LiDAR is available
21st October 2023	Hodgemoor	Sat Series	Julian will do minor updates. Janusz planning	Julian Birkinshaw	Possible use for CC March 2024
18th November 2023	Kingswood	Sat Series	Robin is making good progress with remap	Robin Bishop	LiDAR data being used
Level C and above events					
26th March 2023	Hambleden (British Relays)	Level A	Major revision completed	Mark Thompson/John Farren	Map completed and used
15th April 2023	Shotover	Level C	Updated Spring 2023	Martin Ricketts	Map completed and used
24th September 2023	Abingdon - Urban (North and South)	Level C	North and South combined on A3 using 2 sides with overlap	Bob Beresford	Combined map has been updated to ISSPrOM 2019-2. Surveying well underway.
10th December 2023	Bradenham/Park Wood + Naphill?	Level C?	Mapping underway including Naphill Common, using LiDAR	Mark Thompson/Bob Beresford	North part complete, south nearly done
24th March 2024	Penn&Common Woods+Penn Estate	Level C	Updated Feb 2019 -Major remap required	Bob Beresford	Penn Wood - Woodland Trust permission in principle, subject to 'agreeing routes'
September 2024	Thame - Urban	Level C	TBC - Mike Shires or Bob Beresford - Bob to contact Mike first	TBC	Needs updating to ISSPrOM - 2019-2 at 1:4000 if reused (Sep 2019 last use)
Feb/March 2025	Nettlebed	Level C	Robin will go and have a look	Robin Bishop	Restrictions because of shooting season
TBC	Grove and Wantage - Urban	Level C	TBC	TBC	Possible use as combined map
TBC - was Feb 2023	Great Hampden	Level B	Major revision completed - update after forestry work	Mark Thompson/Bob Beresford	To be rescheduled after parking/forestry issues resolved