

TVT Annual General Meeting Minutes

12th March 2026 19:00 – 20:30,

Earley Crescent Resource Centre, Earley, 19.00

1. Introduction by Chairman, Martin Alder

Martin Alder welcomed all 31 members in attendance and visitors from BTF, Jon Train and Bethan Adams, and introduced himself. He then advised about safety procedures at the venue and introduced the agenda for the evening.

2. Treasurer update by Matt Picozzi

Matt Picozzi introduced himself as the Club Treasurer and he has held the role for four years. When he took over the club held £33,000 in the bank. The committee's plan was to reinvest that balance back into our members by providing excellent value for money through a TVT membership and offering as much as possible to help members get involved in both the club and triathlon in general.

This included freezing - and in some cases, reducing — training and membership fees; introducing subsidies for club championships, events, and socials; and removing costs for activities such as TVXC.

Over the past four years, this approach has meant we have effectively “paid back” almost £10,000 to members. The club's bank balance at the end of 2025 now sits just below £24,000. Our aim is to continue providing these benefits while it remains feasible, but with an eye on maintaining long-term financial responsibility and stability, whilst gradually bringing income back in line with costs. At this stage, it isn't necessary to increase training prices and membership fees have had a small rise introduced this year (for new members only - existing members' prices will increase only next year).

2025 Financial Summary

Matt explained that we budgeted for a loss of £4,000, but delivered a smaller loss of £1,700, coming in £2,200 ahead of budget overall (rounded).

Income was under budget by £700, with small variances across different income streams.

Expenditure:

- General expenses were under budget by £550, mainly due to savings in the Chairman's budget.
- Club events cost £300 less than budgeted, due to lower interest in the relays and the move to the cheaper Dorney end-of-season races.
- The main variance was in coaching training, as we did not run the two BTF coaching courses budgeted for. This expenditure has been rolled forward to 2026.
- Kit income was up by £676 after we discovered and sold several previously unknown stock items — thanks to Gary for the find!

Balance Sheet:

As mentioned earlier, the club's balance has reduced by around £10,000 over the past four years. The reduction last year was £1,700, with no other significant changes to note.

2026 Budget

Overall, the 2026 budget remains similar to last year'. The main differences are highlighted below.

Income:

- Membership income is up by £843, reflecting the transition to annual memberships (last year was lower as members only paid for part of the year).
- Training is expected to make a small loss, as facility costs continue to rise and the full-year cost of track hire returns (last year's sessions were paused during resurfacing).
- The TVT XC event has already taken place and generated less income due to higher costs.

Expenditure:

- General expenses have increased slightly, mainly due to providing free memberships to coaching staff and a few other small overheads such as committee thank-you items
- Club events are reduced in line with last year's spending, with fewer socials expected due to lack of committee members to organise.
- Training courses have been carried forward from last year's budget including lifeguarding, a BTF course and Safeguarding. We have also introduced a budget for coaches CDP courses.
- Significant savings are expected in IT costs, including reductions in filing systems and accounting software expenses.

The total projected loss for 2026 is £3,145.

Other Matters

With a healthy cash balance still in the bank, we identified a missing clause in our club constitution - a requirement set by HMRC. The Committee are therefore asking members to approve a new provision to clarify what should happen to club funds if the club were ever to be dissolved.

HMRC guidance states that any remaining funds must be allocated to the sport's governing body, another local sports club, or a nominated charity. The committee has agreed that, in such an event, the funds should revert to the British Triathlon Federation (BTF).

The proposed constitutional addition is as follows:

"In the event of a dissolution, the Committee shall be responsible for the winding up of the club's assets and liabilities. After all debts have been paid, any surplus assets shall be transferred to the British Triathlon Federation."

The passing of motions and changes to the constitution can only be made by the majority vote at an AGM or EGM. The quorum (number of members necessary) to enable decision needs to be a minimum of 25 or 25% of the membership, whichever is the lowest, so thank you to those who attended the AGM, as it is important we have enough members present to pass the motions and changes.

The quorum confirmed the above proposed change to section 8 Finance of the TVT constitution.

3. Club Welfare update by Ian Coddington

Ian Coddington provided the membership with an overview of welfare activity over the past year, summarising key actions, training, and highlights future needs/areas of focus for the club.

Previous year summary

Raising Visibility of the Welfare Officer Role

A key priority this year has been increasing visibility and approachability of the Welfare function across both junior and adult sections of the club. This has included regular presence at training sessions and using social media to raise awareness of the role, reinforce safeguarding messages, and encourage members to reach out if needed. We have also developed a 'Caught Short' Kit' to have available at sessions to better support our younger female athletes - items include sanitary products, spare hair ties, tissues, plasters, and a small discreet pouch.

Safeguarding, Training and DBS Checks

Ongoing DBS checks have continued throughout the year. Alongside some of the coaches I have now completed the required safeguarding training for both British Triathlon and British Cycling, including the Safe Wheel course. These steps ensure we remain compliant with national governing body expectations. British Triathlon also continues to run a series of non-mandatory welfare-related webinars, which I attend where possible and share relevant information with the wider committee.

In the coming year

Ian will continue to monitor relevant guidance from British Triathlon and British Cycling and ensure the club remains aligned with best practice.

Upcoming changes from British Triathlon

British Triathlon continues to evolve its Equity, Diversity & Inclusion (EDI) approach, including their proposed 'Transition to Equity' programme which aims to ensure "equity of opportunities across the whole sport" including participation, volunteering, and coaching. This may require us as a club to consider future adjustments to ensure inclusive practices. As more information becomes available, we will discuss as a committee what reasonable steps we may need to take.

Deputy Welfare Officer Needed

Given the increasing expectations on safeguarding, it is recommended that we appoint a deputy welfare officer, which we have had in place previously. Ideally female to ensure balance across our Welfare support, this supports succession planning and strengthens psychological safety by ensuring that all members have someone they feel comfortable approaching.

4. Membership update by Mark Pocock

Mark advised this will be his last AGM. Currently we have 132 members and this year we moved across to a new way of working with ClubPal and from 31 Dec everyone will renew at the same time. Unsurprisingly, we saw a big drop of people on 1st January who hadn't renewed, but over the last few months we have built the number of members up and expect that to happen as people sign up to sessions or socials.

Session attendance last year was at 2258 and there were 133 people who attended at least one session. In terms of membership of 160 last year, the vast majority of us attended a training session

last year. In terms of gender, our membership is 38% female 62% male, which Jon Train advised means we are over the national average which has women at a lower 30%.

Mark is stepping down from core role of membership secretary. ClubPal has severely reduced the amount of membership administration, and we have decided to revise the membership role, so we are looking to include club kit ordering and coordination, some affiliation support on membership and basic membership/ community support. With kit management, the membership secretary already has access to their information so easier to coordinate orders and deliveries. Please do let us know if you would like to support the committee and become our membership secretary.

5. Coaching update by Derek Bowley

Derek Bowley, Head Coach provided the following update to the membership. The Coaching team has been very busy this year delivering Track and swimming sessions. Many coaches work across both adult and junior sections. Alongside coaching, the team has also done a number of courses to maintain non coaching qualifications that are required to allow the club to function.

More and more coaches are expected to do CPD training and other courses that will benefit our club. Other courses that we need to fund are life guarding, first aid qualifications and safeguarding courses. We have four coaches at most swim sessions, 3 coaches on track and 4 coaches working with the juniors, this high number means we don't have to cancel any sessions. Derek raised the point that he is open to members who might like to coach, but you must be an active member and committed to a coaching journey.

During this year, 4 of our coaches have requalified as lifeguards and one has requalified as a first aider. Our swimming coach Joyce attended and passed a course called "The Female body Course" by the Well HQ. It was a course focused on working with females. Nikki Farrell also attended the same course as a self-funded independent participant.

All of our coaches have completed BTF safeguarding courses and hold enhanced DBS. During this year, the coaching team has been joined by Ruth Rogers who completed and passed the foundation coaching course. The coaching team currently consists of the following coaches all of whom are volunteers and the majority work across both senior and junior clubs.

- 2 x HPC Coaches
- 2 x Diploma coaches
- 3 x Group Coaches
- 2 x Foundation Coaches

Although Derek had planned to step down as the head coach Gary, who had offered to step up, has needed to take a sabbatical from coaching with the club so he will remain as head coach until further notice.

6. Chairman update by Martin Alder

Our chairman Martin Alder thanked the core officers for their updates and added his own observations of how the Club is doing and any challenges we have.

Our year has gone well, with members being active across a wide geographical area, in every month of the year and in a wide cross section of events. The enthusiasm and determination displayed is beyond amazing at all levels and disciplines of our sport. That applies to absolute achievements, or our members' own personal ones. A number of these achievements are formally recognised at our

Awards evening each year, but I would also like to congratulate all of our members on their achievements over the last year, and I wish you all an enjoyable and productive season ahead.

Our Club continues to function well, and we have had good numbers of participants in events over the season. Our service provision to our members is good. We haven't sat on our laurels though; we continued to work on improving what we do and doing it more easily and efficiently. Thanks to all of those who have contributed to this.

Last year we changed our approach to charity fundraising. Members now choose their own charity and then let us know what they have managed to raise. This appears to be very successful and at the last count we have seen members raise over £10,400 this year. Well done to all those that fundraise for charities.

Our biggest current challenge is to get volunteers to help run the Club. We rely on volunteers to step forward to enable us to do the things we need to do and those we as a Club want to do. I am keen that volunteers don't end up overloaded or burnt out, a common concern in any voluntary organisation.

With that in mind, wherever practical we try to spread the work out so that it is more easily managed and doesn't become an intrusive burden on any individual. Hence my view, that wherever possible any committee member should seek a buddy, or similar to share the behind-the-scenes workload. Doing so will provide us with improved resilience and a more informed body of members to seek volunteers from in the future.

Recent events I have experienced outside of and not related to our Club, have given me cause for some reflection. To achieve the results that we aim for as triathletes, requires commitment, dedication and time, much the same as in many of the jobs we do. Achieving the goals we are chasing as athletes can be hard work, both mentally and physically. As amateurs, this generates stresses which all need to be carefully balanced against the often much larger demands and stresses incurred in our lives outside of our sport. It can be all too easy to inadvertently let the total level of stress and workload slip beyond our sustainable levels of total personal stress. That can have negative consequences for us and those around us.

Martin asks that we all keep aware of our own and others' situations. That we seek assistance, or recommend the seeking of assistance by others, should we become aware of actual, or potential stress overload in ourselves, or our colleagues.

7. Election of Core Officer Roles

Core Officers will be members of the club and are elected annually at AGMs. All Core Officers retire each year but are eligible for re-appointment. We also have co-opted roles which help our club run effectively. We have a number of members in those positions that are standing down this year. I would like to thank them all for their service to the Club. Chairman asked the following members to stand - Mark Pocock, Mike Dean, Bex Cartwright, Liz Drummond, Gary Farrell (absent). They have all made huge contributions both as Committee members and Club members to the Club over several years, from which we have all benefitted. We have something for them as a token of thanks and appreciation from the Club for their valued contributions. I am sure we will still see them at future events.

The below summarises the election of committee members. All posts were approved with no objections.

Core Officers of the Club

- Membership secretary – Post currently held by Mark Pocock, who wishes to step-down. Mike Dean approved for role (interim)
- Chairman - Post currently held by Martin Alder, who wished to re-stand. No objections.
- Secretary – Post currently held by Tracy Suff, who wishes to re-stand. No objections.
- Treasurer – Post currently held by Matt Picozzi, who wishes to re-stand. No objections.
- Lead Club Welfare Officer – Post currently held by Ian Coddington, who wishes to re-stand. No objections.
- Club Coach – Post currently held by Derek Bowley, who wishes to re-stand. No objections.

Co-opted Roles approved via the Club Committee as required:

- Club Captain – Post currently held by Liz Drummond, who wishes to step down. Vikki Aust approved for role.
- Club Kit Representative – Post currently held by Gary Farrell, who wishes to step down. No nominations received.
- Social Secretaries – Post currently co-held by Mike Dean and Bex Cartwright who both wish to step down. No nominations received.
- Communications Secretary – Post currently held by Vikki Aust, who will remain.
- TVXC Representative – Post currently held by Bex Cartwright, who wishes to step down. Sunil Fernandes approved for role.
- Vice Chair - Derek Bowley, who will remain.
- Club Championships officer - Gary Farrell, who wishes to step down. Sunil Fernandes approved for role.
- 2nd Welfare Officer [**vacant**] No nominations received
- Junior Club Representative [**vacant**] No nominations received

The Committee would like to further ask for volunteers to help with Club Kit, Membership secretary role, social secretaries, deputy welfare officer and junior club representative.

8. Club Championship update by Vikki Aust

Vikki Aust introduced herself as the Club's Communications Officer and newly appointed Club Captain and highlighted the Club Champs for the 2026 season. As communications officer, she called for members to be willing to share race stories and charity fundraising endeavours so that we can add these to our club newsletters. Vikki noted that Sunil Fernandes will be our newly appointed Club Champs officer and Thames Valley Cross Country Representative, taking over from Gary Farrell and Bex Cartwright respectively.

Track Run 5k	Wed 15th April	Palmer Park Stadium
Run 10K	Monday 4th May	Shinfield 10km
Bike 10 mile TT	Thursday 2nd July	Maidenhead CC H10/10 course (drift road) - Road bikes only
Swim 750m	W/c 13th July	Reading Lake
Triathlon Sprint and Olympic	Sunday 13th September	Reading Triathlon
Triathlon 70.3 and Full	Any date	Any qualifying event, calculated by age-grading

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9. Social update by Mike Dean

Mike Dean and Bex Cartwright have been social secretaries for the last 3 years. Social roles are all about making TVT a fun club to be part of. An important date for your diaries is our annual awards night which will be held on Saturday 14th November at Park House in Reading University. Mike explained we are looking for volunteers to be our social secretaries, and you can do as much or as little as you'd like and always have the support of the Committee beside you, and Mike and Bex are still around to share knowledge. Most of the tasks are easy and straightforward to sort, for example booking a pizza van/ posting on Facebook. Mike shared the attached slide which shows examples of events that could be run. Mike feels that there are always people to help and support so the role of social secretary role is mostly to coordinate.



10. British Triathlon Federation update by Jon Train, BTF Regional Manager and Bethan Adams, Club Development Officer - London and South East

Jon was very positive about the updates that he heard tonight. Jon recommends we have two welfare officers in the club and was interested to hear about ClubPal and is interested in receiving feedback on ClubPal as a tool. He is also really interested in female equity and was congratulatory about the caught short kits and the fact we have a high percentage of females in our club (38%) although BTF are aiming for 50/50.

The BTF are looking to arrange a community day in Reading, and they are open to ideas on this but they could put on a CPD course that our coaches want to hear about. There have been restructures in BTF and there are now six regional managers and six club development officers. There will be a new GM of BTF during this year too.

50% of our club membership are BTF members which is above average. Alex Yee and Beth Potter are competing in T100 and BTF are looking to raise the profile of the event. Jon encourages our club members to go and watch the event, as it should be a lot of fun. Vikki Aust asked if the popularity of Triathlon is still growing. Covid lost us 30% of our club members. Last year we had 4% growth in our population which is promising. Blenheim palace was quiet over the last several years but last year it was buzzing. Running popularity is back and triathlon is starting to get back to popularity as well.

Matt Picozzi asked about sustainability goals in BTF. Jon asked the membership if they have ideas to let us know. BTF had participated in the effort to lobby the government about sewage in the water along with the Clean Water Alliance. One idea from Jon himself for BTF to consider is why do we still have a printed number at races when we have a timing chip.

34% of our club are BTF members. Why should members have BTF membership? Jon confirmed that at training you are insured. It helps to grow support of the sport and there is a rewards package. BTF are relaunching membership packages soon.

Martin Alder closed the meeting.

Meeting Close at 20:40.

Members Apologies Received: Ben Philips, Gary Farrell, Joyce Martindale, Karen Gallantry, Laura Conway, Lydia Wallis, Marcel Spendelow, Nikki Farrell, Paul Martin, Vincent Paliczka.

Members in Attendance: Alex Freeman, Bex Cartwright, Brendan Drummond, Cat Freeman, Chris Weston, Derek Bowley, Diana Lascelles, Helen Williams, Ian Coddington, James Martin, Karen Gale, Laura Potter, Lee Hinton, Liz Drummond, Manos Kalatzis, Mark Pocock, Martin Alder, Matt Picozzi, Matthew Poole, Mike Dean, Paul Weald, Rachel Osborne, Siwan Kalatzi, Stephen Church, Stew Hackman, Sunil Fernandes, Thomas Poole, Tracy Suff, Vikki Aust, Winnie Pang.

Quorum reached – passing of motions and changes to constitution approved by majority vote on the evening.