

**Lingfield Running Club
Annual General Meeting
17 April 2019
(draft minutes)**

Chair Simon Mills

Simon welcomed members to the 36th Annual General Meeting of the Lingfield Running Club.

Present

Richard Adams	Angela Gill	Cathy Samuel
Graeme Bennett	Vernon Given	Terri Scott
Neil Burchett	Alistair Matson	Alison Slater
Hannah Cartledge	Simon Mills	Gary Spring
Fiona Champness	David Nottidge	Jill Streater
Diane Clayton	Dan Oppe	Guy Wates
Mark Clayton	Bob Pank	David Watkins
Lisa Compton	Jim Parker	Brandon Webb
Trevor Crowhurst	Sue Parker	Amelia Weller
Amber Driver	Nicky Pumford	Dave Wilkes
Clare Evans	Chris Rance	Debbie Wilkes
James Evans	Kaye Reeve	Catherine Wilson
Sue Garner	Tracey Roberts	Claire Ziegler
Kath Garrido		

Apologies received from:

Nazli Chase	Scott McDonald
Susie Birch	Liz Webster
Meghan Bowen	Mark Piper
Nick Champness	Julie Landsborough

1. Acceptance of minutes of the 2018 AGM – duly accepted.
2. Chair's report (Simon Mills)

Thank you for turning out this evening and welcome to Lingfield Running Club's 36th AGM. With an ever-increasing number of members - in part due to the superb C25K programme - it is important that the AGM is well attended so that we can hit our quorum target and ensure things we vote on can be actioned. It's unfortunate that we haven't done so this year.

I really want to thank the Committee all for your hard work this past year. It is a commitment attending meetings and there is a lot of hard work that goes on

behind the scenes. However, as you will see shortly, for a committee that meets every two months, we have achieved some notable successes this year – and I think we have made some great strides.

The club constitution states that members can only remain on the committee for a total of three years so I will be sad to see Graeme and Guy leave us. Thanks to Graeme for his superb attention to detail and unflappable attitude and also to Guy for tightly holding the purse-strings and leaving the accounts in good shape.

I also want to acknowledge and pass on our gratitude and thanks to Diane for putting together the weekly newsletter. It is always eagerly anticipated and a hugely enjoyable read – a really important piece of club communication. Thank you Diane, and accept these flowers as a token of our gratitude.

Thank you also Trevor for your incredible enthusiasm and support. The figurehead of the Lingfield Running Club. The time you give to the club and your knowledge about everyone's best times and running history is jaw-dropping. There is not much that can beat running towards the end of a race and spotting the familiar figure by the finish line, trusty clipboard in hand, recording everyone's times. It is very much appreciated, I promise you.

Each of the committee will in turn highlight a few of the club's achievements over the last year or so, but I'd like to mention a few to kick us off:

In December, we took the decision to purchase a defibrillator for the club. We anguished long and hard about this – but ultimately took the decision that even if we (hopefully) never have to use it, it was a purchase worth making. The feedback on the Facebook group was unanimously positive, which was a great start – and the defib will be around for the May races, the Lingfield 10's and the handicap races that the club organise.

In February, we also agreed – via Dave Wilkes - to cover the costs of a full club membership of the Victoria Social Club. Given that we all use the space for meeting, parking, drinking or whatever – it made sense for both the VSCC and ourselves – and provided us with a small token to give back to members.

I am not sure if you have taken a look at our website recently? Thanks to Tim Lloyd the website has a new look and feel – and a soft launch of the site happened in January. Websites need to be refreshed on a regular basis and I'd like to mention the time and hours that Tim put into it – off his own back - to assist us. He also trained four Committee members to update it, so let us know if you see anything that needs updating.

We have also produced some Lingfield Running Club business cards, that we can use local to promote the club. Do let me know if you would like any to place in local coffee shops, gyms or telephone boxes.

Finally a big thank you to Richard Adams, who – with a bit of arm twisting – kindly took on the role of Social Secretary in the autumn. His first success

was the post-Christmas party which he delivered with enthusiasm and gusto – the like of which, has not been seen since Freddie Mercury passed away.

3. Secretary's report (Graeme Bennett)

We have had another very busy year, and I'm pleased to report that Committee attendance was just under 90% for the year. We have put the last years Committee minutes on the (new) website and I hope we will continue to publish them in the future.

In April we published the club's first ever Members' Handbook, and version 3 will arrive after we know the decisions taken tonight.

May was notable for two landmarks. First, we published the club's Privacy Policy, to comply with the GDPR, and this is now an integral part of the membership application form. More significantly for me personally, Liz Webster took the vests off me (ie management of all club vests), and sales have been strong through the year. Thanks very much, Liz.

In August we took up the offer of the display board at Lingfield Library to publicise the club. It's impossible to measure how successful this was, but we are displaying again for the whole of this month as this gives us a great opportunity to promote both the C25k programme starting next month, and the Lingfield 10s races at the end of June.

In December, Susie and I donated a new club trophy, for the winner of the Christmas handicap. This was in memory of our son Matt, a previous winner of the race, and we were pleased to be there to present it to Lynda Willment. Although Jayne Webb did procure an extensive range of 'prizes' for the race, you're unlikely to display many of them on your mantelpiece for 12 months.

And last month, we finally launched the long awaited official club logo. Many thanks to Neil McLennan for his design talents and his perseverance, and to those who gave us Facebook feedback on the initial designs.

It's my last meeting as secretary and I'd like to thank all my colleagues for the last 3¼ years for being constructive and cooperative, and I wish the new committee the best of luck.

GB withdrew motions 1 and 2 as the meeting was inquorate and could not implement changes to the constitution.

4. Treasurer's report and adoption of the annual accounts (Guy Wates)

I am pleased to report that the club finances remain robust. The excess of expenditure over income in the 12 months to 31st March was £161, an improvement of £187 from the previous period. At the 31st March 2019 the cash in the bank was £5,891.

The key financial highlights for the 12 months were;

- Dry Hill 10 entries were up and therefore the entry fees were too - £2,453, £1,276 up on 2017. This increase allowed the DH10 committee to increase the charitable donation from £500 to £900 in 2018.
- The C25K and Speed work programs added £583 to the club funds.
- The club invested £1,000 in acquiring its own defibrillator.
- We have received £560 for payments in advance for the next C25K programme due to take place soon.
- The club has invested over £500 in coaching courses (although three are being completed in 2019/20).

This is my last year as Treasurer and I would like to thank the executive team for their support over the last four years in helping me keep the club accounts in good order. Special thanks go to Graeme for all his help he has given me over the past four years.

The meeting adopted the accounts (Appendix One below) for the 12 months ending 31 March 2019. Proposed Cathy Samuel, seconded Trevor Crowhurst.

5. Setting the membership fee for the forthcoming year

The meeting approved that fees for the year 1 April 2019 to 31 March 2020 shall be £10, payable by 16 May 2019. Proposed Clare Evans, seconded Fiona Champness.

6. Membership Secretary's report (Nicky Pumford)

Membership now stands at almost 300 members. I shall be chasing people up if they haven't paid by 16 May. Members had some questions;

- Cathy Samuel – I don't know if I've paid already (Guy- no you haven't).
- Trevor Crowhurst (event organiser) asked for updated list of members for his records.
- Dave Wilkes asked for list of recent new members so that VSSC can issue membership cards.
- Sue Garner – can we pay our EA subs to club as previously (Nicky – yes, £25 as last year).
- Jill Streater – can we still pay online (Nicky – yes).
- Trevor asked who he would be able to give cash/new members forms to. (Simon - any committee member).

7. Ladies Captains' report and trophy (Lisa Compton)

Cross Country

Once again the cross country season started with a good turnout of Lingfield ladies. For both the first two matches we fielded two complete teams plus 'spares'. The first match was at Wimbledon, and our A team finished in a very good 10th position, and the B team in 25th. The next match, at Nonsuch park

saw us finish slightly further down the table, but still with respectable positions at 18th and 36th. As is always the case though, by February the winter coughs and colds resulted in several people being unable to run, so at Richmond we were only able to field seven runners. Our A team still managed a very good 15th position in spite of this.

We certainly made up for the low numbers at our final match at Lloyd Park in March. A challenge went out – could we beat the number of men who ran at their final cross country of the season? As expected, the ladies rose to the challenge, and on the day we had 20 runners - the largest number of any club there. We didn't quite beat the men, but are now determined to do so next season! The A team finished in 15th, and the B team in 35th. Several ladies did their first ever cross country, including three runners from the last C25k programme.

Meghan Bowen, Fiona Champness, Claire Ziegler and Theresa Donohue took part in all four races, and Meghan, Claire and Theresa also ran in the Southern XC championships at Parliament Hill. In addition to that, a big well done to Theresa Donohue, who was our only competitor in the Nationals.

C25K

The C25k programme started on 14th May 2018, and ran for ten weeks. This was the first time we charged for the course; the fee of £20 included one year's membership to the club. In all, 53 people signed up; the largest number to date. While the numbers were encouraging, this resulted in quite a heavy administrative burden, particularly as a number of people turned up without having sent in their completed application forms, or even booking places in advance.

On the first evening we began with a brief presentation outlining the course, and introduced the run leaders. The sessions begin with run/walking, and gradually progressed until the participants are running continuously, building up to 5k without walking. The runners were divided into small groups, all supported by LRC members. They were also given 'homework' of a further two sessions every week, and encouraged to meet up so they had company on their runs. We also set up a dedicated C25k Facebook group, so participants could easily contact each other. Every week they were sent an email outlining the next steps of the programme, and they were also encouraged to email in with any questions.

Inevitably, some people dropped out, either with injuries or because they found running was not for them. However, 39 people (74%) completed the course, running 5k unsupported at the final session or at parkrun the following Saturday.

Every finisher was presented with a medal and a finishing certificate. Over the following weeks we provided a more informal 5-10k course, as we found that previously some of the new runners found it hard to make the jump from 5k to the distances usually undertaken on our club runs. The sessions were organised by Ian Greenaway and Dave Worsell, and proved very successful.

It is very rewarding to see so many of the 'new' runners regularly running with the club, at parkrun and racing at distances including 10k and half marathons.

Feedback from C25k participants was excellent, with all of the 22 people who completed the evaluation saying they would be very likely to recommend it to others. Feedback comments included:

'What I liked most was the friendliness, welcome and constant encouragement from all the Lingfield coaches and runners, closely followed by the great structure and good follow up by email to remind us of homework'.

The course would not have been successful without the support from so many LRC members, who regularly gave up their time on Monday evenings to accompany and encourage the participants.

Club Run

We were very pleased that Lingfield RC was one of only 40 clubs nationwide to be accepted onto the England Athletics Club Run programme. This is a free initiative specifically aimed at supporting road running clubs, whereby an experienced England Athletics coach provides us with practical coaching sessions, in line with the aspirations of our runners and leading towards helping them prepare for a particular event or distance.

Our coach was Nick Anderson, a graduate in Science & Management of Health & Fitness, a UKA level 4 endurance coach, a qualified nutritionist and sports therapy practitioner. Nick is currently an England Athletics flying coach & manages GB squads for at events such as the World Half Marathon Championships. Nick led two sessions at Imberhorne school, in October and early December. Both the sessions were really well attended, with over 40 club members on each occasion, and excellent feedback. Unfortunately Nick had to cancel one session at short notice, and at the time of writing we haven't been able to arrange a date for a third, although we are still following this up.

Coaching Sessions

At the end of last summer, due to the large attendance on Monday evenings, we reviewed the location of St. Piers Lane for our sessions. The road was getting busier with more and more traffic, and we were getting increasingly concerned about the safety of the runners. Having investigated local facilities, we found that Imberhorne school had a running track and athletics area which they were willing to hire out on a Monday evening for a reasonable cost. So the decision was made to transfer our sessions to this facility, which is a secure traffic free environment. Runners pay a small charge of £1 per session to cover the cost.

The club has a number of coaches and Leaders in Running Fitness now (and are currently sponsoring more members to do this), and it was agreed we'd set-up a rota to provide coaching sessions, which seem to have worked very well. There is always a warm-up, usually some sort of interval session, sometimes some relays and occasionally general strength exercises.

Attendance has been generally very good, and feedback positive. With the lighter evenings there are numerous opportunities to explore the surrounding area and include hill work and longer distance intervals.

To conclude:

As well as the specific areas covered in my report, there have been some great achievements throughout the year by the Lingfield ladies, both locally and further afield, too many to mention. I am always proud to see so many Lingfield vests at events, and it's great to hear so often what a friendly club we are. It's great to be part of the committee, and thank you as always to Trevor, who is always there to help and support - there is nothing about LRC that he doesn't know!.

Ladies' captain award – Lisa awarded this jointly to Clare Evans and Liz Webster.

8. Men's Captain's report and trophy (Dave Notidge)

Lingfield 10s

The new races were a success. We managed to increase race participants on 2017 – which was one of our main objectives. We had 150 finishers, about 50% more than the previous year.

We changed the 5 mile to a 10k, changed the race start and made the finish at Lingfield College, and we used Runbritain for the online entries. We upped the race marketing and tried a number of new approaches.

We were fortunate again to have a solid race organising team working for many months to make the day a success. There is a lot to do and its very important to be able to spread this between a number of people; thank you - last year's committee. Lots of volunteers needed on the day too – thank you all very much. No volunteers, no race. A big thankyou to Dave Wilkes and Dave Chase for all their help over the years – both have now retired from the race committee.

The race committee is now me, Bob Pank, Helen Davey, Laura Stockwood, Gary Spring and Chris Rance. We are now right in the middle of race preparations for this year's race on 30th June.

The actual race day last year was hot. We had a few issues with some runners ending the race a bit dehydrated. This year we will lay on a third water station if it's hot again. Following the medics comments last year we will also have available some sort of energy/electrolyte drinks at the finish – which help deal with dehydration.

From race profits we were able to make a substantial donation of £900 to Jigsaw South east, the beneficiary charity. This year the charity is St Catherine's Hospice. Hopefully we can again raise a good chunk of cash.

Cross Country Season

We had a superb season.

The men compete in Division 4 of the Surrey Cross Country league. We finished 4th out of 12 teams. The year before we were 9th out of 12 teams. A great result. Two of our runners were noted by the league as leading individuals, over all races, in their respective age groups, Dan Oppe and George English. Lingfield names were regularly featuring high up in the results, Dan Oppe, James Ward, Kieran Barnes and Tom Seller.

But a team needs ten runners – and we always had ten runners. In fact we are now aiming to field two full teams (20 runners) each race – we did that twice last season. The challenge now is to do it again next year. The first race is on October 12th.

I attended the AGM of the Surrey Cross Country League (our League) on 5th April. Most of the participating clubs were there. It was a lively meeting. The Secretary of the league, really the organiser, wanted to (among other things) reduce the size of our division from 12 teams to nine. The teams at the bottom would be dropped from the League. This was vigorously opposed by almost all clubs of all the divisions. It's not going to happen.

He wanted to do this to encourage clubs to either field full teams most of the time or don't participate – there are others who want to join. Anyway the point is that if you are in the League you should pull out all the stops to field full teams. We do that, but need to keep it going.

Being part of the league also means that we from time to time are required to help organise/host races. A number of you did do that last year – very much appreciated. No volunteer helpers/organisers means no races.

Men's captains award

We had several new runners join the club over the year which is fantastic. One guy is a regular competitor. He attended all the cross country races and the Southern Championships – and numerous other races. He is a great enthusiast and it's good to have him at LRC. I'm awarding the men's captain award this year to James Ward.

9. Elections of officers, committee members and President for the forthcoming year

There was no opposition to the incumbent members remaining to serve their term. Retiring positions were filled and full Committee details for the coming year are as follows:

Position	Elected	Proposed	Seconded
President*	Sue Garner	Diane Clayton	Kath Garrido
Chair	Simon Mills	Clare Evans	Diane Clayton
Treasurer	Clare Evans	Fiona Champness	Dave Watkins

Secretary	Kaye Reeve	Kath Garrido	Hannah Cartledge
Membership Secretary	Nicky Pumford	Richard Adams	Alison Slater
Men's Captain	Dave Nottidge	Alison Slater	Hannah Cartledge
Ladies' Captain	Lisa Compton	Diane Clayton	Clare Evans

* not formal Committee post

10. Event organiser's report

Internal club events

We held 12 events in 2018. In April Liz McLennan won a 5k handicap down St Piers Lane which attracted 33 runners. This was followed by the four May team races, which attracted an average 32 runners. In all, 55 members ran in one or more, and nine ran all four (compared with 19 in 2017).

We held further races (5k, five miles and 4.5 XC) during the summer as part of the handicap Grand Prix series. The uphill mile took place on 19 June with a very good turnout of 34 runners. Juhanna Kirk was the fastest man in 7.02, and Meghan Bowen the fastest lady in 10.21.

Sunday 4th November saw 20 runners complete the 26th running of the Dennis Crowhurst handicap 5 around Itchingwood Common. It was won by Nicky Salazar with Tracey Roberts second and Marlene Pautard third. Marek Siwicki was fastest in 28.44, Claire Ziegler fastest lady in 37.00.

The Christmas handicap took place on 15th December with 40 runners. A guest, Bronwyn Franks, was first home with Lynda Willment the first Lingfield runner, followed by Alison Slater and Lewis Reeve.

East Surrey League

As well as the Surrey XC League, we also compete in this event. The first race was a five mile at Lloyd Park on Sept 29th with Charlene Swingland-Smith, Helen Davey, Vernon Given and George English running. The second should have been at Wimbledon Common on 1st December but it had to be cancelled because the host club couldn't find enough officials.

The third and final event was a 4.4 mile road race on 4th April starting at the Epsom and Ewell track. This was a high quality race with 79 runners. Kieran Barnes and Dan Oppe ran well to finish in the top ten. Sue Garner was our only lady and finished in a very good time of 38.16. Good running, which enabled us to come 5th of the 16 competing teams.

Surrey Summer Road League

There are seven events in this competition, varying in distance from 5k to half marathon. To collect team points you need teams of four or more men or women. Sadly, the Dorking 10m was the only event where we managed full teams of both men and women. Only six men and six ladies took part in one or more races. Dave Nottidge did us proud, running in six of the seven events.

We have now got stronger teams as the XC season proved, so it would be good to support these races in larger numbers and make an impression in the County in 2019.

Nicky Pumford was again the winner of the Surrey Summer Ladies Road League in 2018 with 79 points, with Sue Garner second. The men's winner was again Dave Nottidge with 166 points.

Club 10 kilometre Road Championships

The Brighton 10k was again the club championship race, with 35 entries compared with 21 in 2017. Dan Oppe was the men's winner in a very good time of 35.34. Miranda Johnson, who only joined the club shortly before the race, was the ladies winner in an excellent time of 40.55.

Open Grand Prix

The winner of the men's Open Grand Prix (best ten scores from the 15 designated races) was Chris Rance with 149 points. Ian Watkins was second with 146 and Harry Sterling third with 125 points.

Fiona Champness won the ladies Grand Prix with 191 points. Nicky Pumford was second with 184 and Clare Evans third with 139 points.

Handicap Grand Prix

The men's competition was won by Brandon Webb with 57 points and Claire Ziegler won the ladies with 54 points. Forty six people took part in one or more of these races.

London Marathon 2018

Just six club members took part in the 2018 London Marathon. First Lingfield runner to finish (although running for his first claim club Clapham Chasers) was Luke Davis in an excellent 2.41.32. Juhanna Kirk also had an excellent time of 2.44.00. Mandy Regeness was our fastest lady with a great time of 3.31.10.

11. Any other business – none.

Appendix One: Club accounts – 1 April 2018 to 31 March 2019

Income and Expenditure Account

		12 months to 31/03/2019	15 months to 31/03/2018
	Notes	£	£
Income			
Members' Subscriptions to Lingfield Running Club		2,530.00	1,979.00
Members' Subscriptions to England Athletics		1,575.00	1,524.00
Dry Hill Ten	1	(121.13)	396.40
Sales of vests		928.00	1,120.00
C25K	2	340.29	0.00
Speed work subs		438.05	0.00
		<u>5,690.21</u>	<u>5,019.40</u>
Expenditure			
Affiliation Expenses		372.80	401.00
Members' Subscriptions to England Athletics		1,575.00	1,524.00
Social Events	3	346.43	610.50
AGM Expenses, Club Trophies & Prizes		547.37	493.43
Insurance		137.00	135.00
Equipment Purchases and Repairs		1,174.46	42.96
Website expenses		252.76	150.00
Cost of vests sold in year	4	884.93	757.53
Sundry Expenses (Printer Cartridges, Flowers, Postage, etc)		10.86	64.04
VSCC subs		215.00	0.00
Running courses & track hire		140.00	1,042.50
Entry into Reigate Priory XC team		0.00	146.00
Speedwork track fees		195.00	0.00
		<u>5,851.61</u>	<u>5,366.96</u>
Excess of income over expenditure/(expenditure over income)		<u>(161.40)</u>	<u>(347.56)</u>

Balance Sheet

		12 months to 31/03/2019	15 months to 31/03/2018
	Notes	£	£
Assets			
Stock of Club Uniforms		1,068.34	284.07
Debtors		0.00	0.00
Prepayment	5	440.00	0.00
Cash at Bank		5,890.93	6,641.45
Total Current Assets		<u>7,399.27</u>	<u>6,925.52</u>
Liabilities			
Creditors	6	(715.15)	(20.00)
Subs paid in advance		0.00	(60.00)
Net Assets		<u>6,684.12</u>	<u>6,845.52</u>
General Fund			
Balance at the beginning of the year		6,845.52	7,193.08
Income/(Loss) for the year		(161.40)	(347.56)
General Fund balance at the end of the year		<u>6,684.12</u>	<u>6,845.52</u>

Notes to the Accounts

	12 months to 31/03/2019 £	15 months to 31/03/2018 £
1. Dry Hill Ten		
Income		
Entries (net of Running Magazine commission)	2,452.86	1,175.88
Sponsorship	0.00	600.00
Tea & Cake Sales	183.75	195.50
Total Income	2,636.61	1,971.38
Expenditure		
Cash Prizes	270.00	440.00
Hall Hire	0.00	126.00
Numbers & Safety Pins	0.00	10.98
Timing clock	0.00	180.00
Medals, Ribbons etc.	851.94	182.10
Loo Hire	100.00	0.00
Sundry Expenses	635.80	135.90
Total Expenditure	1,857.74	1,074.98
Excess of Income over Expenditure	778.87	896.40
Less: Donated to charities	900.00	500.00
Net Income Retained from Dry Hill Ten	(121.13)	396.40
2. C25K		
Income		
Subs	530.00	0.00
Expenditure		
Medals, T-Shirts & Certificates	134.91	0.00
Sundries	54.80	0.00
Total Expenditure	189.71	0.00
Excess of Income over Expenditure	340.29	0.00
3. Social Events		
Xmas Party	363.93	405.50
Pasta Party	(17.50)	190.00
Dry Hill Ten BBQ	0.00	0.00
Park run take over	0.00	0.00
LRC Hsh run	0.00	0.00
Trevor's 80th	0.00	15.00
Total Net Cost of Social Events for the Year	346.43	610.50
4. Club Uniforms		
Value of Club Uniforms at the beginning of the year	284.07	0.00
Cost of Uniforms purchased in the year	1,669.20	1,041.60
Value of Uniforms sold in the year	(884.93)	(757.53)
Adjustments to value of Uniforms	0.00	0.00
Value of Club Uniforms at the end of the year	1,068.34	284.07
5. Debtors		
Leadership in running courses paid for in advance	440.00	0.00
6. Creditors		
Amounts to members at year end	0.00	(20.00)
L10 fees received in advance	(83.30)	0.00
C25K fees received in advance	(560.00)	0.00
Accrued expenses	(57.90)	0.00
Total	(701.20)	(20.00)

