



Lingfield Running Club Committee minutes

Date: Monday 11 December 2023

Location: Victoria Sports and Social Club

Attendees: Scott McDonald (SM), Tom Cartledge (TC), Keith Chambers (KC), Liz McLennan (LM), Gary Spring (GS) and Graeme Bennett (GB).

Apologies: Kath Garrido (KG)

Action

1. Minutes of meeting on 12 October 2023

- a. Agreed

2. Matters arising

- a. Gazebo – not viable to add club name after manufacture. Thanks to LM/TC for time spent investigating.
- b. New public Facebook page – up and running.
- c. Coaching courses – Fiona has completed, KC starts his with webinar tomorrow.
- d. Club website review – TC thinks Matthew has updated L10s page, but this was not clear from viewing. TC to refer him to Tim Lloyd if he wants to become an admin. TC
- e. Club display board idea – LM to send SM details. LM
- f. Club places – Southern and National XCs – four interested in National, seven in the Southern so far. GB to put reminder in the newsletter. Deadline for Southern is 22nd Dec. GB
- g. Club kit delivery – TC to receive on Michelle’s behalf. TC

3. Treasurer’s report

- a. Bank balance £4,590, inc £450 grant from EA received today.
- a. Lingfield 10’s finances – SportSystems cost will be £800+, First Aid team, ARC race registration. If entry fee £20, Dave N estimates a ‘profit’ of £1,200.
- b. Debate to be decided about (optional) race T-shirts.
- c. Sponsors – SM to draft letter for racecourse head office. He has also bid for Tandridge DC Lottery funding. SM
- d. VSSC membership – agreed to continue £200 for club membership in 2024. GB to advise D Wilkes to liaise with TC. GB

4. Xmas handicap (SM)

- a. Went very well on Saturday, though some discussion as to whether it should be held on Sundays. Thanks to Dee for the lovely cake.

- b. Estimated that raffle and race entries will have raised c. £400, with Susie's pottery sales of c. £140 and direct personal donations of c. £320. To be finalised over next few days. GB will then pay into Papyrus. GB/TC
5. Grand Prix 2024
- a. LM & KC outlined their rationale for 14 race (eight scores to count) for 2024. No races in December & January. All local as much as possible from 5k to Ultra, on different surfaces. Entry costs taken into account. Two events are arranging dates to fit in with LRC. All agreed.
- b. KC/LM to supply details for newsletter notice. KC/LM
6. Rota to take the slow short run
- a. This is set up but, so far, no takers for the offer. SM to send his availability to GS. SM
7. Review Members' handbook
- a. No action needed now but please send GB any suggestions for when we update next April with new Committee. All
8. Consider Committee vacancies
- a. SM to draft new year advert for the three vacancies next April – President, Chair and Membership Secretary. Then will discuss with any possible candidates. SM
- b. GS has agreed to remain as event organiser (thank heavens).
9. Discipline Policy and Procedure
- a. GB outlined three documents previously circulated and developed at behest of EA as part of the grant funding process. While every effort must be taken to resolve complaints informally, it's important to have a basic policy (for EA website) and procedural guidance for committee on how to manage the formal process, and how to run a formal hearing.
- b. All agreed, GB to post on EA and club websites. GB
10. Club bobble hats
- a. LM has spoken to Diane Clayton who has agreed to ramp up production again. Many thanks, Diane. LM
11. Business cards
- a. GS displayed idea for the reverse of business cards to encourage recreational runners to join the club. Agreed a good idea. GS
12. Welfare issues
- a. Alison Stuart has no welfare issues to report.
13. Next meetings:
- Committee meeting - Tuesday, 23 January 2024, 6pm

Postscript Future agenda items: could you please email GB with suggestions for future agenda items, ideally seven days before the meeting.

