



Annual General Meeting of Lingfield Running Club **2024**

The Committee gives notice of the Annual General Meeting (AGM) to take place on Thursday 11th April 2024, 8.15 p.m. at the Victoria Sports and Social Club. All members have the right to vote at the AGM. A quorum of 10% of members is required to attend for business to be carried out.

Nominations for officers of the club, members of the management committee and the president must be sent to the secretary no later than seven days prior to the AGM. Details of items to be included in any other business should also be notified in this manner.

Email: secretary@lingfieldrunningclub.co.uk

The agenda for the AGM will be the following:

1. Acceptance of minutes of 2023 AGM
2. Chair's Report
 - a. Motion 1 – to amend section on Grievance and Disciplinary policy (see detail below)
3. Secretary's report
4. Treasurer's report and adoption of annual accounts
5. Membership secretary and Event Organiser's report
6. Ladies' Captain Report and trophy presentations
7. Men's Captain Report and trophy presentations
8. Question and answer session with two members
9. Election/re-election of officers, committee members and President for the forthcoming year, 2024-2025.
10. Setting membership fee for the forthcoming year, and the date payment due (Motion 2 – see below)
11. Any other business.
 - a. Lingfield 10s races – Sarah Ferguson

Motion 1

In section 11, to add 'in accordance with the club's formal Grievance and Disciplinary policy,' to the end of sentence one in the second paragraph. This para will now read as follows:

'The management committee will meet to hear complaints within fourteen days of a complaint being lodged, in accordance with the club's formal Grievance and Disciplinary policy. The committee has the power to take appropriate disciplinary action including termination of membership.'

Background:

- In December 2023, the Committee approved a formal Grievance and Disciplinary policy, based on the template provided by England Athletics. This is supported by two more detailed documents providing the Committee with procedural guidance in the event of receiving a formal complaint.
- This should help to ensure that all complaints are dealt with in a consistent, open and transparent manner.
- The emphasis will remain on resolving any concerns raised by members informally whenever possible. The formal grievance and disciplinary procedure should only be used when the member(s) are dissatisfied with the initial response received.

Motion 2

I move that fees for the year 1 April 2024 to 31 March 2025 shall be £15, payable by 12 May 2024.

Background

- At the AGM, the Treasurer will offer a full explanation of expenditure, current bank balance and why no change is needed this year.