



Lingfield Running Club Committee minutes

Date: 21 May 2024

Location: Victoria Sports and Social Club

Attendees: Sally Alexander (SA), Tom Cartledge (TC), Keith Chambers (KC), Liz McLennan (LM), Laura Stockwood (LS), Gary Spring (GS), Graeme Bennett (GB) and Brandon Webb (BW).

Apologies: GB for late attendance

1. Minutes of meeting on 19 March 2024
 - a. Approved.

2. Matters arising
 - a. To be covered at next meeting. GB

3. Treasurer's report
 - a. The club's current balance is: £4859.30.
 - b. We have received £2,070 in subscription and paid out £930 to EA.
 - c. There are some more subscriptions to come. LS is in direct contact with those members who are yet to pay their annual subscription fee. Three current members will not be renewing their membership. Approximately 140 members have paid to date.
 - d. LS will pass on the list of members who are not renewing to GB so that their details will be removed from the club circular. She will continue to update GB over the next week. LS

4. Committee agenda plan
 - a. Approved: if we do need to address any items at a different point, this will not be an issue.

5. Committee handover arrangements
 - a. LS confirmed that most arrangements are in place for her to fulfil her Membership Secretary role with the exception of finalising transferring the signatory on the club bank account – this is in progress but taking time. TC
 - b. SA confirmed handover for Club Chair has taken place.

6. Risk assessment review
 - a. Approved. LM added that if the race/event leaders and/or captains are unavailable to collect a defibrillator, they will designate another member of the club to do so.

7. Club portal access

- a. The committee considered that access to the LRC MyAthletics portal should be limited to Membership Secretary, Treasurer and Secretary. GS (as Events Coordinator) is the only additional member who needs limited access.
- b. LM and KC would prefer to use GS as their port of call and all members concurred there is no need for the qualified coaches or coaching coordinators to have any access. The committee felt that having only the essential members with access would help to prevent any inadvertent breaches to data protection.
- c. GB will remove Fiona's current access and advise her of committee's decision. GB

8. Summer BBQ

- a. The committee agreed to the Social Secretary's arrangements (as outlined) for the Summer BBQ. TC said he had been approached about selling football cards, but from his previous experience at Michelle Hollins' (MH) charity quiz, he felt this was not as well received as anticipated so he will not be offering this again.
- b. SA will inform Dee to go ahead with her arrangements. SA

9. Storage of club kit

- a. The committee agreed MH can store the club kit at the VSSC. TC will review current storage boxes and replace any if necessary. TC will also clear some of the cupboard. He is happy for MH to drop the kit to him.
- b. SA will inform MH that she will be able to move the kit once she hears from TC. SA

10. RH7 History Exhibition

- a. SA passed on formal and sincere thank you to GB, Trevor, Mark, Scott and Christopher for putting together a super piece on LRC's history. Scott also wanted me to ask about him keeping the information as an 'open document' to be further populated as time moves on.
- b. SA to consider further and advise Scott. SA

11. Club development plan

- a. The committee agreed to the essence of a Club Development Plan. SA outlined the rationale for putting one in place: to continue to develop the 'club' with its vision clearly in mind, building upon the superb foundations of its founders and ensuring that it continues to flourish (in line with our vision) as we move into the future.
- b. The EA website has guidance and a proforma on how to put together a Club Development Plan and the strands which can be applied to the context of individual clubs. SA will look at the advice and present an outline of the key areas to consider at the next committee meeting for discussion/approval.
- c. SA will also look at a simple survey structure to allow club members to input their views. However, the committee acknowledged that it is impossible to please everyone. SA said if the general opinion is nothing

needs to change, this will be reflected in the CDP for the next three years.

- d. LM said we (GS) had reached out to members asking what they want from the club and that any changes made with a lot of effort (from volunteers) are not taken up. It is impossible to suit everyone. Committee acknowledged that time and resources may be an issue for a club with (currently) about 140 members.
- e. SA suggested that a sub-committee could be created for the purpose of the CDP, but the document will need committee approval.
- f. LM did suggest having a running coach could be a valuable addition to our training.
- g. SA will look at a CDP in more detail prior to the next committee meeting.

SA

12. Welfare issues

All

- a. Agreed role descriptions. GB to publish on website. GB
- b. Incident recording – SA confirms Lead Welfare Officer responsible for recording details of any incidents. To discuss at her meeting with WOs on 24th May, and whether Helen could set up Dropbox facility for storage. SA
- c. The committee felt very strongly that personal information about any of our members must only be disclosed on an absolute ‘need to know’ basis so we do not contravene confidentiality. It is also paramount the MHC and CWO do not share information with others UNLESS they have been given direct permission by the member to do so.
- d. SA is meeting with Alison on Helen of Friday and will send out a follow-up email noting the discussion to include the MHC who cannot attend. SA

13. Members’ handbook

- a. Committee agreed that GB add pictures and para about Welfare Officers and Mental Health Champ. and republish. GB

14. Tandridge Lottery Fund

- a. SA was asked to gauge the committee for their views on the Tandridge District Lottery funding. For every weekly £1 lottery ticket purchased by club members, 50p will go to charity and the club will receive a proportionate fund. For example, if 50 members purchased a year’s worth of weekly tickets, the club would currently receive £1300.
- b. However, the committee does not feel that promoting members’ participation in a weekly lottery draw is of interest to the club at this point.

15. LRC website

- a. TC raised updating LRC's website which he feels is out of date. GB said the website was updated a while ago for similar reasons and he will source the information outlining what took place and who updated the website. GB

16. Next meeting

- Committee meeting – Monday 15th July at 6pm

Postscript

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