



## Lingfield Running Club Committee minutes

**Date:** 15 July 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). Dave Nottidge (DN) for part.

Apologies: none

1. Minutes of meeting on 19 March 2024 – approved.  
Matters arising
  - a. Display board - drop idea for now.
  - b. Facebook non-member friends - GS to send LS a list. Committee decided in January to remove all but close family. GS
  - c. Groundsheet - TC to purchase. Cost about £30. TC
  
2. Minutes of meeting on 21 May 2024 – approved.  
Matters arising
  - a. Bank account signatory - LS now sorted.
  - b. Storing club kit at VSSC - Michelle yet to pass to TC. Drop until MH responds.
  - c. Welfare officers - GB has updated handbook and website without Helen's pic/intro.
  
3. Lingfield 10s report back
  - a. Dave Nottidge presented feedback on the year's v successful event, due to hard work of the L10s sub-committee for many months. Particular congrats to Sarah Ferguson, new volunteer co-ordinator.
  - b. There were 295 entries (a record?) and likely to be over £3k 'profit' - this to be divided between seed fund for 2025 event (£1,000) and then equal donation to Samaritans and Cavendish House. Dave to try and get handover shots for local press. DN GB
  - c. New race director needed - GB to post in newsletter and FB. GB
  - d. Terms of reference would be a good idea to clarify relationship of L10s sub-committee with LRC. GB to draft.
  - e. Committee gave heartfelt thanks to Dave for his hard work and commitment over the years.
  
4. Treasurer's report
  - a. Including Dry Hill receipts, club has £9,500 account balance.
  - b. Nat West will soon close its East Grinstead branch, leaving Crawley as our closest.

5. EA funding 2023/24 update
- a. We have £59 left from last year. Agreed to advertise Leadership in Running Fitness (LiRF) course to members but return to EA if no take-up. GB
  - b. LiRF qualified will be expected to contribute not only to Wednesday coaching but also to the Tues/Thurs/ weekend runs.
  - c. Agreed club to meet cost of coaches' renewal of accreditation course cost (£10).
6. Club run leaders
- a. There was a long discussion about timing and organisation of sessions, and expectations on run leaders, which currently falls mainly on TC and GS. SA to message coaches re further support and item to go on next agenda. SA, GB
  - b. Agreed to adopt the 'seven principles' for club runs as outlined on Oxted Runners website, as this ensures LRC meets its ARC insurance requirements.
  - c. Agreed that any incidents that occur on club runs need to be recorded, either by sharing detail on the coaches WhatsApp group or, if it is a personal matter, referring to the Lead Welfare Officer. All
7. Club development plan (CDP)
- a. Much of the earlier discussion points to the need for a CDP, which SA wants to take forward. This would start with a SWOT (strengths, weaknesses, opportunities, threats) analysis.
  - b. GS agreed to sit on CDP sub-committee and SA will contact several other members to see if they were willing to add their expertise. SA
8. Club trophies/second claim members
- a. Agreed need to clarify eligibility criteria for club trophies. From 2025, all members eligible for internal club runs. But second-claim members must be running for Lingfield in 'open' events if their results are to count towards other club trophies. GB to update handbook accordingly and include in subsequent newsletter item. GB
9. Club website & other social media
- a. Agreed to refresh club website. One member's name suggested as possible option. Tim Lloyd set up current website, and Notjustpcs deal with any admin (and club email changes) that he can't handle (cost £10pm). TC
  - b. TC to lead on this project.
10. EA funding 2024/25 All
- a. SA suggested we might be able to access EA funds for improving our online presence, but we would need more detailed proposals/costings. TC

11. East Surrey League
- a. Agreed to pay £25 affiliation for 2024/25 but to advise ESL that the use of Lloyd Park so often is causing concern, and we will review involvement next year. KC
12. Club trophy cabinet
- a. Agreed that it is a nice idea, but VSSC not a suitable location and not sure we have enough content to support it. SA to advise Scott. SA
13. Safeguarding policy
- a. Agreed that developing a Child Safeguarding Policy not appropriate for LRC, but GB to draft Adult Safeguarding Policy and referral form, using EA as a basis. GB
- b. GB commended Oxted Runners' online membership form which makes new members sign up to key policies as part of process.
14. Social media policy
- a. GB reminded committee that LRC does have this policy, included within the members' handbook, and that we need to publicise it again now. GB
- b. No time to review it tonight, but to include as a future agenda item. GB
15. Summer BBQ
- a. Committee to promote with club members at every opportunity. All
16. parkrun takeover
- a. Agreed that we do it and propose 7<sup>th</sup> September to Dave Worsell. KC
17. Dry Hill mud
- a. Agreed not viable to lobby county councils for drainage improvements.
18. Community News items
- a. SA to submit article about Xmas handicap event (21<sup>st</sup> December) for inclusion in Winter edition. SA
19. Welfare issues
- a. SA updated on discussions with Welfare Officers & Mental Health Champion. Sharing info only on a 'need to know' basis. All
20. VSSC parking permits
- a. Has been in newsletter – get and display yours, or risk sanctions. All
21. EA volunteer awards

- a. Club has submitted bids for Scott and Gary. Winners to be announced in August.

22. National XC Champs. (2024)

- a. These have been rescheduled for Saturday 14 September at Weston Park, Telford. Agreed that club will cover ten entry fees, as for the original race. GB to put in newsletter, closing date 18 August. We have two interested so far.

GB, KC

23. Next meeting

- Committee meeting – Monday, 19 August at 6pm

Postscript

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