



Lingfield Running Club Committee minutes

Date: 19 August 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).

Apologies: Brandon Webb (BW)

1. Minutes of meeting on 15 July 2024 - approved.

2. Matters arising

- a. FB non-members list – GS now in a position to give the list to LS for action. LS
- b. Groundsheet – TC has now bought one.
- c. L10s donations now delivered, and photos posted on FB. SA will get item in local free press.
- d. L10s race director – Fiona Brown interested and should be confirmed at tomorrow evening's L10s meeting.
- e. LIRF course – Sophie Davis has paid her entry to EA.
- f. East Surrey League fees paid for 2024/25.
- g. Social media policy – for future agenda. EA also has a template for this now. GB
- h. parkrun takeover – 7th Sept not suitable to EG organisers so agreed to switch to 14th September. KC to post notice of change. KC
- i. Nat XC Champs – Ian G and Maggie have entered.

3. Treasurer's report

- a. Bank balance of £6,557 inc L10s 'reserve', £5,372 without.
- b. TC to remove GS from bank access. TC
- c. TC to speak to Michelle about kit manager role, now that kit stored in VSSC. GS offered to help out if needed. TC

4. Expectations on coaches/run leaders

- a. More offers to assist Tues/Thurs from our coaches but better use to be made of Fiona's planning s'sheet. GS to offer regular reminders to coaches. GS/TC

5. Website update

- a. TC, Matthew & Ian have met and looked at other sites. Ian had concerns about 'open' officer email addresses, and file storage in website and has asked for club to subscribe to 'Elementor' tool. Agreed Notjustpcs support is good value.

- b. TC to pursue, but GB reminded him to speak to Tim Lloyd who set up the current site, about their plans. TC

6. EA Safeguarding requirements 2025

- a. SA ran through key points from her EA online webinar. Key point is we need all members to sign up to relevant Code of Practice before April 2025. There are risks to club (and committee in particular) in not getting all members signed up. Agreed that we need to flag this up to members and LS will email all about how to access their EA portals and ensure they are up to date. LS
- b. LS also to explore whether an online membership/membership renewal system might be put in place. As per Oxted Runners? LS
- c. There are also high risks if club agrees to under-18s coming along on club runs, and agreed this is not a risk we should run, however disappointing to some parents. Website/ handbook needs to emphasise this. GB
- d. We also need to name coaches and DBS expiry dates on club website. GB
- e. If non-qualified, but experienced, members lead club sessions then this needs to be made clear to members. TC/GS
- f. Risk assessment will need to be reviewed to ensure we cover the safeguarding requirements around coaching. GB
- g. Social runs should not be labelled as organised club runs to avoid bringing them under these requirements. For example, Sunday Striders WhatsApp group runs not to go on website. GB

7. Social Secretary role

- a. Dee will be giving up after the January social event, so we need to start thinking about a replacement. SA to put on Facebook. SA

8. Club Xmas handicap/social

- a. Agreed to retain last year's format using hall at rear for presentations, stalls. Scott wants to do raffle again (note that GS does have raffle tickets already). SA to advise Scott accordingly. SA
- b. TC to get the spot prizes again.
- c. Agreed to try and keep to 12-1pm cut off.
- d. Papyrus to be the nominated charity for any profits from the day.

9. Club development plan sub-committee

- a. now set to meet 13 September.

10. EA volunteer regional awards

- a. Congrats again to Gary and Scott for their short-listing. Fiona has agreed to do the video about Gary requested by EA. GB to provide photos requested for Scott's award. Fiona
GB

11. Grand Prix races 2025

- a. An early discussion about what to include and not include for 2025. No decisions made.

12. Next meetings

- Committee meeting - Monday, 7th October, at 6pm

Postscript

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