



Lingfield Running Club Committee minutes

Date: 7 October 2024

Location: Victoria Sports and Social Club

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

Apologies: Keith Chambers

Minutes of meeting on 19 August 2024

1. Approved.

2. Matters arising

- a. LS now has FB non-members list from GS.
- b. Social media policy – GB to put on next agenda. GB
- c. TC to remove GS from bank access. TC
- d. Club kit requests now being handled by GS.
- e. EA Safeguarding – LS has emailed all members who haven't signed up to Codes of Conduct. GB to review risk assessment to cover coaching safeguarding. GB
- f. Online membership application – LS working on this, and Google Forms seems like it could work. LS to report back on progress. LS
- g. Adult only club – GB to update handbook to emphasise further. GB
- h. List of coaches and their qualifications is on notice board and website, but we cannot yet display DBS expiry dates due to UKA rules. There was further discussion about how Thursday sessions can be run as 'club' events if no coach or run leader present.

3. Treasurer's report

- a. Bank balance of £6,469 inc DH10s £1,185. Subs £2,460 in, £1,748 to EA. Club kit sold £317.
- b. Agreed £100 to GS for Handicap series and parkrun quiz prizes.

4. Club website

- a. TC demonstrated current update by Ian Grant, and viewed several other sites. Discussion about colours and layout. General agreement to large pic at top, then white with black text, three horizontal pics below. TC to circulate example of what he thinks we want before passing on to Ian. TC
- b. Also considered that club needs new logo, but no action agreed.

5. Southern and National XC places

- a. Agreed to fund ten places at each, as in previous years, subject to review if numbers high. To be made clear that fee is repayable if member pulls out without very good cause. KC/LM

- b. GB to check closing dates for entries. GB
6. Key dates for 2025
- a. Post-xmas social – Saturday 25 January.
- b. Pasta party – Thursday 24 April.
- c. AGM – Tuesday 29 April.
- d. GB to book April dates with Kellie. GB
7. Christmas handicap
- a. Scott McD taking the lead. GS will email all trophy holders about return in time for engraving, which SA will coordinate. GS
- b. TC to buy the ‘prizes’. SA to consider gift for Dee. TC/SA
8. Beginners’ running sessions
- a. Committee agreed to support Sophie Davis’s idea to reinstate the C25K course after Xmas, when she has completed her LIRF qualification.
- b. SA to advise she also speaks to Lisa Compton who organised the last ones the club ran – we had special membership and reward at end. SA
- c. Coaches’ group will need to think about how they then progress after 5k.
9. Community news item
- a. SA has submitted item about Gary and Scott’s awards, which we hope will go in Winter editions.
10. Club Development Plan (CDP) sub-committee
- a. Working on the results of the SWOT exercise and will circulate results when complete. SA
11. Social Secretary role
- a. No volunteers immediately but notice will stay in newsletter. One suggestion made which SA will pursue. SA
12. Safeguarding/welfare issues
- a. No individual issues to report.
- b. GB has circulated LRC website text and reporting form and will place on website. GB
13. Airmen’s Grave run
- a. Committee agreed to support the annual Airman’s Grave run on November 10th. SA to liaise with Fiona about purchase of wreath. SA
14. Captains’ update
- a. LM reminded committee that she and KC need to get members registered for forthcoming Surrey XC League competition which starts on 12 October.

- b. LM & KC are also starting planning for 2025 Grand Prix events and may try to tie in with the Surrey Road League races. Any ideas to them.

All

15. Next meeting

- Committee meeting - Monday, 18 November at 6pm

Postscript

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