



**Lingfield Running Club Committee  
minutes**

**Date:** 13 January 2025

**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). Alison Stuart for one item.

Apologies: none

Minutes of meeting on 18 November 2024

1. Approved.
2. Matters arising
  - a. TC has now removed GS from bank access.
  - b. GB confirmed club not expected to maintain first aid kits.
  - c. Southern & Nationals XC entries – 15 for Southern but few expected to enter Nationals, so should be able to fund all.
  - d. Open GP events. Two events dropped out since captains published list. KC suggested including one of the new Phoenix West Sussex races on 30 March, being organised by Vernon (VG). Possibly 10k at Weir Wood. Committee agreed to continue discussions with VG to see if viable. KC
  - e. LM to run poll for members' choice on GP parkrun events. LM
  - f. File storage – GB to continue liaison with Matt and Notjustpcs if nec. GB
  - g. Use of Lingfield College – college misunderstood GS's enquiry and came up with £1,600 price. GS to pursue menu from car parking for 20 (say) upwards. GS
3. Safeguarding conference
  - a. Alison Stuart (AS) reported back on a networking event she attended organised by Active Sussex (she has not been able to find any activities from Active Surrey yet). Mainly bowls clubs, no running. Key points:
    - i. Safeguarding is everyone's responsibility with AS as key contact for members.
    - ii. Only four different forms of abuse/harm to children but 14 for adults!
    - iii. Adults must be involved in safeguarding decisions affecting them. Not so for children.
  - b. There will be more events, prob online, inc metal health awareness (AS to let Scott know). AS

- c. There are still 60+ members to sign up to EA codes of conduct. LS to chase. LS
4. Treasurer's report
- a. Bank balance of £5,079 plus L10s reserve of £1,159. C25K has brought in £330.
- b. EA payments issue has been resolved.
- c. Three vests have been sold recently.
- d. Agreed total £428 has been raised for Papyrus from Xmas Handicap, after expenses. TC to put in Justgiving account. TC
5. Online membership update
- a. LS hopes form will be online within next two weeks (Ian Grant dealing). LS will take out of date membership application off website. LS
- b. The renewal form will likely be a Google form, emailed out to members.
- c. LS has found problems with EA portal recently – unable to update members details. Awaiting EA response.
6. Website update
- a. Matt/Ian making final adjustments now so please let Matt know if you have any queries or notice errors and include relevant URL in email. All
- b. Also send any hi-res pics you might have for the gallery. All
- c. Agreed that Dave Worsell (DW, Head Coach), other coaches and Gary (Events Organiser) be on the contact page. GB to set up official club email addresses (for GS & DW) and put details on notice board. GB
- d. Agreed that Dave W can attending committee meetings as a non-committee member but with his Head Coach hat on. SA
- e. GS to email coaches asking for their mugshots. GS
- f. Committee was asked if it wanted to create new pages for, say, events and coaching. Let Matt know. All
7. LRC Community on WhatsApp
- a. GB said that Dee circulated her guidance note on the 'Community Group' on 2 December. She asked us to discuss how it will be advertised and when. GB to see if she can provide a short briefing for FB & newsletter, and if existing duplicate groups can be merged? GB
- b. Committee to consider moving all group for which they are admin into this site to simplify communication and help rationalise groups.
8. Club handicap races
- a. Agreed to GS's request that he 'promote' our handicap events outside the club. Non-members would need to let him know the day before.
- b. They would not qualify for any trophy points, but it may encourage some new members.
9. Community Development Plan

- a. SA asked for comments before CDP is approved and launched at AGM. It has been amended since last meeting to include sustainability and diversity elements. SA
  - b. Committee welcomed the plan but felt the 'social members' idea was impractical and unnecessary. Not to be pursued at this stage.
10. Run leader/coach courses funding
- a. Agreed in principle to Dave W's request to fund more run leaders/coaches but we need some idea of what interest there might be.
  - b. Problem in the past has been getting volunteers. Can DW put together a notice/article to attract some, and persuade run leaders to become coaches? KC
11. Privacy policy review
- a. Committee approved revised privacy policy and membership form. Many thanks to Natalie Mitchell for her help. GB to update current documents and websites and email all members. GB  
LS
  - b. LS to consider wording for CDP proposal to have tick box on application about volunteering.
12. Risk Assessment review
- a. Committee approved new assessment on basis of changes to the members' responsibility/safe running text and removal of redundant weblink. GB to update where nec. GB
13. Pasta party
- a. Agreed that Scott and Sandra proceed with arrangements for pasta party on 24 April, as outlined in Scott's email.
14. Safeguarding and welfare
- a. No issues raised with SA for committee consideration. thanks
15. Next meeting
- Committee meeting - Monday, 3<sup>rd</sup> March at 6pm

Postscript

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