



## Lingfield Running Club Committee minutes

**Date:** 3 March 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 Dave Worsell (DW).

Apologies: Brandon Webb (BW)

### Minutes of meeting on 13 January 2025

1. Approved.
2. Matters arising
  - a. Grand Prix events rejigged and publicised. Next race 8<sup>th</sup> March.
  - b. File storage – GB has set up OneDrive account ([lingfieldrunningclub@gmail.com](mailto:lingfieldrunningclub@gmail.com)) and put his Club Secretary files there. Any notifications go to [secretary@lingfieldrunningclub.co.uk](mailto:secretary@lingfieldrunningclub.co.uk). To date access only shared with [chair@lingfieldrunningclub.co.uk](mailto:chair@lingfieldrunningclub.co.uk). Committee wants view only access if possible. GB
  - c. Alison shared Safeguarding events details with committee.
  - d. Xmas handicap money has been given to Papyrus.
  - e. Membership form is now online, inc option to indicate willingness to volunteer.
  - f. Website upgrading continues with pages for Captains and Coaching set up. Let Matthew (MS) know what content you want. LM/KC/DW
  - g. Forward any good original photos to MS, as well as any queries/errors. All
  - h. Coach mugshots – DW to remind coaches at meeting later this week. DW
  - i. Community WhatsApp group – Dee’s item was in newsletter. A few members have joined since. GS to add RunFinder group to Community. GS
  - j. Club development plan – SA to finalise and send to GB for website. The plan is to launch at AGM, as part of Chair’s report. SA
  - k.
3. Treasurer’s report
  - a. Bank balance of £6,329, inc £1,832 set-aside for L10s expenses. This sum now includes £800 sponsors’ money.
  - b. Need to update member numbers for ARC site and pay fees for ‘25/’26. GB/TC
  - c. Agreed to hold club membership fee for 2025/26 to £15. LS
  - d. One volunteer to succeed as Treasurer. No other responses to notice in newsletter.
4. Appointment of Welfare Officer

- a. Committee agreed to appoint Jennifer Willis to take over as Welfare Officer from Helen Davey, from date of AGM. SA
- b. Many thanks to Helen for her involvement and commitment in the role.

#### 5. Handicap trophy dates

- a. Committee agreed GS's list of dates for 2025 handicap series, with the exception that the Christmas Handicap stays on a Saturday (13<sup>th</sup> December - tbc).
- b. Committee considered possible change of venue to enable Sunday running, but no major advantages.
- c. GS to consider the issue of traffic volume raised by Marshall last year, and to consider new route if necessary.

#### 6. AGM preparation

- a. Need to add Captains' reports and a spot at the start for Sophie to report on C25k. KC to put together sound & vision show, shown via TV monitor (DW offered). GB  
DW
- b. SA to speak to BW about chairing the AGM. SA
- c. Need to decide T-shirt options and discuss with MS.
- d. Trophies to be collected for engraving by TC. SA/LM
- e. Discussion about whether we could hold EA portal help session before or after.

#### 7. Wakehurst parkrun

- a. Agreed to put request for volunteer help into newsletter and advise Event Director. GB

#### 8. Coaching update

- a. DW said there have been three coaches' meetings already, one this Friday. We need more people to do LiRf and CiRF courses. Committee willing to make funds available when demand known.
- b. DW to provide list of equipment (e.g. Hi-Viz, torches) requirements for C'ttee – should funds be available. DW
- c. Future venues for coaching sessions under review – could be Crowborough/K2, or also Sackville. Item to go into newsletter about K2 session this week. DW/GB

#### 9. Next meetings

- Annual General meeting - Tuesday, 29 April at 8pm

#### Postscript

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