



LINGFIELD RUNNING CLUB COMMITTEE MINUTES

The aims and objectives of the club:

- *To promote and enjoy amateur athletics, principally running, in a friendly and informal manner*
- *To promote the club and its objectives within the local community*

Date/Time: 23 February 2026, at 7pm

Location: The Old Dunnings Mill, East Grinstead

Present (Committee members):

- Sally Alexander (Chair) (“**SA**”)
- Nevenka Worsell (Treasurer) (“**NW**”)
- Brandon Webb (President)
- Keith Chambers (Mens’ Team Captain)
- Laura Stockwood (Membership Secretary) (“**LS**”)
- Alison Stuart (Lead Club Welfare Officer)
- Jennifer Willis (Deputy Club Welfare Officer)

In attendance (non-Committee member – by invitation of the Committee):

- Dave Worsell (Head Coach)
- Gary Spring (Events Organiser and Health and Safety Officer) (“**GS**”)

Apologies:

- Nick Keen (Club Secretary) (“**NK**”)
- Liz McLennan (Ladies’ Team Captain)

1. Opening and welcome

SA thanked everyone for all their hard work.

2. Declarations of interest

None

3. Matters arising (including any safeguarding, welfare or health and safety issues / incidents)

None

4. General Business

a. *Treasurer's report*

(As at 23 February 2026)

Bank Balance:	£5,966.50 (£4,322.69)
L10S Credit:	£1,643.81
England Athletics:	£0.00
Club Improvement Fund	
Subs:	£2,475.00
Club Members	
(including C25K participants):	179
EA:	£1,960.00
EA Payment:	£1,960.00
EA Members:	98
C25K:	£240.00
Club Kit Sales:	£96.00
Club Kit Purchase:	£343.20

b. *Legal structure of the club: incorporation as a legal entity*

NK recently attended an England Athletics (“EA”) webinar – where the advice from the law firm running the webinar on behalf of EA was that clubs should seriously consider incorporating as legal entities.

LRC is currently an unincorporated association.

Therefore, if there is a personal injury (H&S / safeguarding) claim, claim for breach of GDPR, claims under any contracts entered into by the club (including licence to use the VSSC and other venues, commercial contracts, and grants), a claim due to damage to property or the club goes into insolvency while owing money, it is not the club that is liable.

Instead, the Committee members (and others in the club with authority to act on behalf of the club (including members of sub-committees) are personally liable - ie they have to pay out of their own pockets.

Also, Committee members can be personally liable even if they are no longer members of the Committee when the claim is made - if the claim relates to an issue that occurred while they were on the Committee.

Although the club has in place insurance, there is a risk that the insurance may not cover such issues / claims - either because it is voided by something done or not done by the club, or because it doesn't provide coverage for the issue at hand.

The insurance will also have a cap on the amount it pays out - meaning the next port of call would be to the pockets of the Committee members / sub-committee members etc.

The Committee discussed in detail this topic. The following points were raised by the Committee members:

- If the club incorporates as a legal entity:
 - There may be additional filing requirements at HMRC and Companies House – which would require additional admin steps to be taken (including appointing a professional external accountant and using a new accounting software tool – which would come at an additional cost to the club (and the membership fee may need to increase as a result); and
 - Directors would need to be appointed. Further information is needed - to understand directors' duties required by law;
- The club has in place insurance, which should cover claims against the club;
- GS has contacted other clubs of a similar size to the club. They are not aware of the EA guidance and recommendation. It was noted, however, that:
 - even though other clubs were not aware of the EA guidance and recommendation, the Committee is aware of the EA guidance and recommendation (NK having attended the EA webinar, and the guidance also being very clearly stated on the EA website); and
 - our club needs to do what is right for our club - regardless of what other clubs do; and
- Any proposal to incorporate would need the approval of the membership – either at an Annual General Meeting or Extraordinary General Meeting.

It was resolved that:

- Further information is needed on the following points, before the Committee decides whether to seek members' approval to incorporate (and noting that any seeking of members' approval would be after the forthcoming AGM):
 - The costs and necessity of engaging an external accountant and using a new accounting software tool. (NW to look into this and report back to the Committee);
 - What director's duties are required by law. (NK to look into this and report back to the Committee);
 - Full details of the insurance coverage in place for the club (including scope of coverage, exclusions, steps required to be taken by the club in order not to inadvertently void the insurance, amount payable in the event of a claim and

any excess payable). (NK to undertake an information gathering exercise (including relating to the L10s insurance) and the Committee to review all the information);

- Contracts that are (and are not) in place with suppliers (including suppliers for the L10s). (NK to lead an information gathering exercise and report back to the Committee);

- The Committee press on to complete the GDPR project that is currently underway.

c. *EA Club Standards webinars*

- *on Safeguarding*: AS reported that she had attended the webinar, and that there was nothing further for the club to do – as the club is already compliant with the EA Club Standard and EA recommendations.
- *on Health and Safety*: GS will attend the upcoming EA webinar.
- *on Inclusion*: LS will attend the upcoming EA webinar.
- *on Legal Structures of clubs*: NK attended the recent EA webinar.
- *on GDPR*: NK will attend the upcoming EA webinar.
- *on Disciplinary and Grievance processes, procedures and policies*: NK will attend the upcoming EA webinar.

d. *EA Club Leadership Programme*

NK has been attending these online sessions. He will continue to do so, and will use the learnings and ideas from the sessions to feed back to the Committee and into the Club Development Plan.

e. *Membership fee for 2026-2027*

The Committee discussed this.

Further details are needed, before the Committee discusses again.

f. *Strength and Conditioning sessions*

We are not getting the full 19 people at each session that are needed in order to cover the costs, but there is less of a shortfall than the Imberhorne track sessions.

For the last 5 months we have incurred a shortfall of £106.50 on the S&C sessions. This is the amount that club had to pay as not enough members turn up for sessions and expenses for paying Tejin and hall hire were more than the members paid for sessions. When comparing

to last year - where we paid £496 for the hire of the running track at Imberhorne school - we are still not spending this year as much as we spent last year on running track hire.

Resolved: the club to continue to fund the shortfall.

g. *AGM Notice*

NK's queries on the draft AGM Notice were discussed and responded to.

h. *Club Development Plan*

Resolved: to be discussed and worked on at the next Committee meeting.

i. *Membership survey*

Resolved: to be discussed at the next Committee meeting.

j. *Community litter pick*

At Dormansland / Lingfield on the day of the London Marathon (26 April).

Resolved: to be put into the newsletter when further details are known.

k. *GDPR project*

Resolved: to be rolled out and completed after the AGM.

l. *New club logo*

Resolved: GS to adjust the design – so that it is able to be put on the club kit.

m. *Joint club run with Tunbridge Wells Harriers*

Resolved: GS to continue to liaise with George Harris of Tunbridge Wells Harriers – to arrange a date.

5. Date and time of next meeting:

23 March 2026, at 7pm.

6. Meeting closed.