



## 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 March 2026, at 7pm

**Location:** The Old Dunnings Mill, East Grinstead

**Present (Committee members):**

- Sally Alexander (Chair) (“**SA**”)
- Nick Keen (Club Secretary) (“**NK**”)
- Nevenka Worsell (Treasurer)
- Keith Chambers (Men’s Captain)
- Alison Stuart (Lead CWO)
- Jennifer Willis (Deputy CWO)
- Gary Spring (Health and Safety Officer) (“**GS**”)
- Laura Stockwood (Membership Secretary)
- Brandon Webb (President)

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

- Dave Worsell (Head Coach)
- Chris Rance (observer)
- Lucy Wilkes (observer)

**Apologies:**

- Liz McLennan (Ladies Captain)

1. Opening and welcome

2. Declarations of interest

None

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

At a recent club run, a member of the club tripped and fell while running.

They attended A&E – but had no injuries.

GS reported the incident to England Athletics.

GS reported to the meeting that:

- on a recent webinar on health and safety (hosted by England Athletics):
  - England Athletics reminded all clubs to report all near misses, incidents and accidents – however minor. This is for insurance purposes: (i) so that the providers of the insurance that EA affiliated clubs benefit from can monitor all near misses, incidents and accidents – both serious and minor; and (ii) in order to avoid the risk that by not reporting an incident or accident, the club’s insurance is voided); and
  - EA gave some practical health and safety tips, including counting out and back in all runners on each club run; and
- as a result of the webinar, GS is updating the club’s Risk Assessment document - for club runs.

4. General Business

a. *Treasurer’s report (as at 23 March 2026):*

Bank Balance	£5,221.72 (£4,197.69)
L10s Credit	£1,024.03
England Athletics	£0.00
Club Improvement Fund	
Subs	£2,495.00
Club Members	180
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. *Approval by Main Committee of proposed expenditure*

The meeting discussed the proposal by NK that any and all expenditure of the club (including, therefore L10s) is approved by a majority (5) of the Main Committee – before such expenditure is committed (ie an order placed / contract entered into (oral or written)).

NK’s rationale is that as the members of the Main Committee are potentially jointly and severally personally liable for the debts of the club, the Main Committee should have the right (and obligation) to monitor and approve / decline all expenditure made by the club (including L10s) before the expenditure is committed to.

After full discussion, the Committee concluded that “all” expenditure would be unnecessarily burdensome and restrictive.

**It was resolved that:** (i) any and all expenditure of the club (including, therefore L10s) above £100 is approved by a majority (5) of the Main Committee – before such expenditure is committed to; and (ii) this would not apply to payments made in respect of members’ registrations with England Athletics (as the monies for such registrations will have already been received from the relevant members).

c. *VSSC members’ fee*

Kelly from VSSC has still not responded - as to whether there will be an increase in the fee for the year 2026-2027.

**Resolved:** SA to follow-up with Kelly again.

d. *AGM preparations*

- Club Development Plan:

The meeting discussed in detail the new draft Club Development Plan – and NK’s thoughts and ideas having attended a recent series of Club Leadership Programme webinars organised and hosted by EA.

**Resolved:** NK to reflect the meeting’s discussions in the CDP and send to SA in readiness for the AGM.

- Committee reports for the AGM:

**Resolved:** each Committee member to send these to SA in readiness for the AGM.

- New club logo:

GS reported that the design has now been finalised (bar for the hoodies).

**Resolved:**

- After the AGM: (i) roll out the new logo onto the club stationery (including e-mail footers, letterhead, policies and the website) and the VSSC signage; and (ii) put in place the intellectual property assignments previously discussed; and
- Over the course of time – as new orders for race kit are placed – update the race kit with the new logo.

e. *Amy Hodge – visually impaired runners’ guide course*

It was noted (and celebrated) that Amy Hodge is undertaking a visually impaired runners’ guide course.

f. *Post AGM matters to be actioned by the Committee*

- Revisit the question of whether to propose to the members that the club incorporates as a legal entity, including:
  - Directors' duties (NK has circulated to the Committee a note on the similarities and differences between (i) the duties of directors of an incorporated entity and (ii) the duties of the members of the Committee of an unincorporated association). In summary: the members of the Committee of a well-run unincorporated association should already be adhering to the duties of directors of incorporated entities (as set out in the Companies Act 2006);
  - The cost of hiring an accountant to assist with the preparation of annual accounts to be filed at Companies House (NW);
  - Whether – if the club incorporates, it would need to use the HMRC Making Tax Digital software. NK has researched this point. The club would not need to use the software – as (i) it doesn't meet the gross income qualifying criteria that triggers the use of the software and (ii) isn't (and won't be) VAT registered (as it doesn't meet the gross income criteria that requires VAT registration);
  - The filing of the annual Confirmation Statement at Companies House. (This is a simple form which confirms the address of the incorporated entity and the directors. The Secretary would file this);
- Look into the question of whether the club should already be registered for Corporation Tax and making annual tax filings at HMRC (even though it is an unincorporated association);
- Gather together 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). This would include:
  - the ARC insurance for the L10s;
  - EA standard public liability and officers insurance;
  - the Lingfield minibus insurance;
  - VSSC public liability insurance;
  - Lingfield College public liability insurance;
  - S&C leader's public liability insurance;
  - All other public liability insurances where the club hires facilities for training; and
  - On-site L10s suppliers' insurance – eg catering.

- Run an analysis of contracts that are (and are not) in place with suppliers (including suppliers for the L10s, venue hire (including VSSC and Lingfield College) – assess the contracts for legal liabilities of the club;
- Press on and complete the GDPR project in short order. This will include:
  - the setting up of new club e-mail addresses;
  - completion of the club's Record of Processing Activities;
  - training for all relevant officers (including members of the L10s sub-committee) on how to spot a Data Subject Access Request (and what to do if one is received);
  - undertaking a review of the club's Data Policy and Privacy Notice (and updating these as necessary and ensuring that all relevant officers (including members of the L10s sub-committee) are complying with the terms of these);
  - ensuring Data Processing Agreements are in place with all relevant data processors; and
  - creating a Google form for membership applications;
- Undertake a review of all club policies (their annual review has passed) and ensure that all EA mandated codes of conduct and policies are in place; and
- Undertake a review of the website use terms and conditions document;
- Undertake a review of the members' terms and conditions document;
- Undertake a review of the website Cookies Notice and Cookies Policy;
- Undertake the next annual survey of members.

5. Date and time of next meetings:

TBC following the AGM.

6. Meeting closed.