



## Minutes of Cycle Seahaven Committee Meeting

Tuesday 30<sup>th</sup> October 2018, commencing at 19:30

1. **Present:** Guy Reynolds (Chair), Kirstie Forcey, Tim Venables, Mike Winser, Sarah Winser, Dave Sutton & Michelle Brett. Graham Brett attended as an observer.
2. **Apologies:** Denis Bass, Ricki Carver, Tracey Martin & Jon Younghusband. SW apologised and departed after item 6.
3. **Executive Roles:** It was noted with regret, that Tony Rowswell had resigned from his post on the committee and as Webmaster. It was agreed that MB should take on the roles of minutes and webmaster.
4. **Action Log:**
  - a) 28 – ICE funding - MB to continue
  - b) Items 32; 33; 36 & 38 completed
5. **Updates from Leads:**
  - a) **Treasurer and Membership** DB provided the accounts from 19<sup>th</sup> September 2018 to 30<sup>th</sup> October 2018
    - I. Income had been £1197:00 made up of Membership and donations: £282:00; SDNP: £660:00; First Aid Training: £115:00; Further Jersey orders: £54:00; Bike Box Hire: £30:00 and Events (BBQ & Christmas Party): £56:00.
    - II. Expenditure had been £1185:22 made up of SDNP Project: £300:00; Owayo Jersey order: £575.32; Membership refund (duplicate): £8:00; First Aid Course overpayment: £15:00; First Aid Training (CeJay): £250:00; Dr Bike Stock (to DS) £36:90.
    - III. The balance at 30/10/18 was £2966.51 of which £1500:00 is available to use.
    - IV. Membership at 30/10/18 was 354, of which 105 are female and 58 are household.
  - b) **Dr Bike**
    - I. DS reported £560:00 in donations
    - II. DS stated that the stock was back to normal, bar the 2mm allen key that was still missing from one toolkit.
  - c) **Web and email**
    - I. TR had enlisted the help of club member David Harries in sorting out the spam that some of the committee members are receiving. They have activated Spam Delete on CPanel and suggested changing affected email addresses.
    - II. MB has installed and activated an email address encoder on the website. She will continue to look into this.
    - III. MB has said that she will tidy up access to Web and CPanel. GR stated that some that had access may no longer members of the club.
  - d) **Bike Box** DS reported problems with the state of the bike box, although now fixed by club member. It was declared that we were in a good position with regard to income / expenditure for said item.
  - e) **Ride Leader Update**
    - I. MW stated that there had been one incident: Kirstie Forcey. It was agreed that there were no precautions that the club could make against an accident of this kind happening again.



- II. MW stated that Elliott Paskins who registered to become a member but then changed his mind, had been riding with the club on numerous occasions (see 6 c below). It was decided that TV would contact his father (club member) to sort.
  - III. Six month criteria:
    - a) MW to email James Hill, Jean Luc and Andrew Stevenson regarding lack of RL duties. If not replied within one month with valid reason, MB to remove from Website
    - b) MB to remove Ian Carnes and Helen Blaber from Website
  - IV. RL meeting on 10<sup>th</sup> October 2018. 16 attendees.
    - a) discussed winter weather riding and the briefing of
    - b) Level 3 training. All RL's present expressed an interest
    - c) updating of the RL process
  - V. The Committee agreed that RL's should not be obligated to attend the First Aid nor the Level 3 course, although the expectation would be there for them to do so and they would be encouraged to do so.
6. **Cycling UK guidance and risk assessments:**
- a) GR stated that Butterworths (Cycle UK's Insurers) had confirmed to him that any number of guests greater than 10 was to be considered an event, and that CSH had to notify CUK if this were to happen. CUK would then promote the event.
    - I. Therefore the RTD project could be classed as an event, and CUK should be informed. It was noted that this would also help with promoting the SDNP project.
    - II. SW stated that the ladies rides were primarily for members and she was happy for them to stay that way for the time being.
  - b) GR stated that there was no legal basis for getting any member or guest to sign a disclaimer either annually or before each ride.
  - c) GR stated that all guests MUST register for each ride they attend and attend no more than three rides as a guest. To do otherwise would invalidate insurance. TV expressed that he'd like GR to confirm exactly what information was needed. MB offered to create Guest Registration Form when info received. MW to send info out to ride leaders, stating the importance of this non-negotiable form. All completed forms to be passed to DB.
  - d) Working towards capturing all names of riders on each ride, including Assistant Ride Leaders to
    - I. ensure no guest rides more than three times with the club
    - II. enable MW to collate RL records easier
    - III. KF agreed to create and collate figures on spreadsheet
  - e) Risk Assessments.
    - I. It was agreed that it would be suffice to have a standard piece that related to the season placed in each newsletter regarding the Highway Code, etiquette etc.
    - II. DS is creating a generic Risk Ride Assessment tailored to the clubs requirements. Once committee approved, TV to format onto Word Doc.
    - III. Copy of RL's checklist and toolkit to be circulated by MW
7. **Events:**
- a) KF presented a list of events and estimated costs of each for 2019, to be sent to DB. The costs came to approx. £800 minus ticket sales. DB to agree social budget in future meeting which could not be more than £500. KF agreed that the Events team could manage this.
  - b) KF to create a promotional email with the forthcoming events (BBQ, Christmas Party, AGM) and send to DB to forward to club members.
  - c) BBQ:



- I. Club members Donna & Lee Turner to purchase fireworks on behalf of the club. It was suggested that Lee be allocated to handle on the evening.
  - II. KF stated that 15 tickets had been sold so far
- d) AGM
  - I. It was noted that The Seven Sisters function room had been booked for the AGM, planned for Thursday 7<sup>th</sup> February 2019. There was concern raised, that the limit of 65 people may not be sufficient. KF to put out 'feelers' with regard to interest, and if necessary, move to Peacehaven Golf Club, which holds 120.
  - II. It was asked what notice needed to be given of the AGM. [MB has looked at the constitution which states 21 days.]
8. **Ride the Downs:**

GR stated that the administrator paperwork for the project was greater than expected. He had been in contact with them to identify and the process will be streamlined. GR thanked KF for the work that she has done to complete this paperwork. It was decided that a sub-group of three people be put in charge of this for next year. KF expressed a wish to be involved. Each ride to be registered with CUK and Wave Leisure to help with advertising. There would be fewer rides, but starting earlier in the year with a larger group of volunteer RL's to help on each.
9. **Health & Safety:**
10. **AOB:**
  - a) Newsletter: GR said that there had been lots of nice comments regarding the latest newsletter. He asked the Committee to talk to members about including articles. KF to promote on Facebook and Website.
  - b) DB stated that there had been an attempted break in at the container that all of the unlocked handles were in the open position, however security was maintained by the padlock. GR said that the grade of lock was suitable, but that he'd contact the [council] to get the correct one delivered, as the lock in use currently belonged to a club member.
  - c) It was noted that Jo Barlow would like to have the e-bikes removed from her garage. KF suggested keeping them in the container, and the batteries elsewhere. GR said that he'd prefer for them to be in Seaford. It was decided that they would remain as they presently are for the time being, residing at the homes of whoever was borrowing.
11. **The meeting closed at**
12. **Date of next meeting:** Tuesday 11<sup>th</sup> December at The Seven Sisters, Alfriston Road, Seaford. To commence at 19:30