



## Minutes of Cycle Seahaven Committee Meeting

Tuesday 11<sup>th</sup> November 2018, commencing at 19:30

1. **Present:** Guy Reynolds (Chair), Denis Bass, Michelle Brett, Kirstie Forcey, Tracey Martin, Dave Sutton, Tim Venables, Mike Winser & Sarah Winser. Graham Brett attended as an observer.
2. **Apologies:** Ricki Carver & Jon Youngusband.
3. **Action Log:**
  - a) 28: ICE cards / tags: MB provided costings and picture samples – to look at reducing costs of tags to £4 and club then subsidising by 50%. MB suggested maybe using them as membership cards as will have membership number on them. Ongoing.
  - b) 35: KF to upload collages and photos onto Trello
  - c) 39: DB requested KF send wording for changes
  - d) 41: ongoing
  - e) 45: MW to email James Hill and Andrew Stevenson. MB to remove JH, AS & Jean Luc
  - f) 47: Risk assessment – ongoing by DS
  - g) 48: email re AGM – KF and DB to continue
  - h) 49: KF to send details to DB to email
  - i) Items 37; 42; 43 & 44 completed

#### 4. **Updates from Leads:**

**Treasurer and Membership** DB provided the accounts from 31<sup>st</sup> October 2018 to 11<sup>th</sup> December 2018

- I. Income had been £544:10 made up of Membership and donations: £82:00; Jersey orders: £81:00 and Events (BBQ): £381:00.
- II. Expenditure had been £769:50 made up of BBQ (food, beer and fireworks): £464:40; First Aid Training Food: £15:07; Christmas Party: £210:03 and ESCC Bikeability Programme: £80:00.
- III. The balance at 11/12/18 was £2790:11 of which £1500:00 is available to use.
- IV. Membership at 11/12/18 was 364, of which 108 are female and 60 are household.

#### **Events**

KF gave breakdown of BBQ and Christmas Party. Covered in above.

#### **Web and email**

- I. Everyone agreed that the spam problem with emails had been successfully resolved
- II. MB was asked to sort DB's email as soon as possible

#### **Ride Leader Update**

- I. MW stated that there had been one incident: Charlie Ireland. It was agreed that there were no precautions that the club could make against an accident of this kind happening again.
- II. Six month criteria:



- a) MB to remove James Hill and Andrew Stevenson from website. MW to send final email.
- b) J Luc has stood down as ride Leader and Gray Brett has been appointed
- c) Responsibility for the First Aid supplies has been given to GB from MW
- d) After discussion between GR and Roy Francomb, RF has rescinded his notice

5. **E-bikes:**

- a) It was unanimously agreed that as the e-bikes were only being used by the club at the moment, that the club would cover any maintenance [within reason] that may be required until they were used by other groups.
- b) It was noted that the only e-bike to have had its first service was the ladies e-bike.
- c) Storage insurance was discussed and it was noted that anyone who was borrowing, and therefore storing, the bike should be made aware that they are responsible for said bike.
- d) It was agreed that it should be made more obvious to members that the club has access to the e-bikes for those that may need them. Sickness, trial etc. It was also agreed that donations would be accepted to be ring-fenced for any maintenance mentioned in 5.c)

6. **Risk Assessment:**

- a) DS has made a huge step forward with the Risk Assessment, with help from TV in formatting, and will continue to work on it.
- b) It should be made clear to members that they are required read the ride etiquette page on the website – MB to provide clear link
- c) MW to clarify to Ride Leader's that it is for information (and that the dynamic risk assessment that they use daily will suffice) and to be adapted for events.

7. **Affiliation to Cycling UK:**

- a) It was unanimously agreed that the club should stay affiliated to Cycling UK. GR stated that the club should have been abiding by the rules since joining CTC.

The guidance for RL's is as follows:

**Non-members:** Names and address should always be taken.

**Members:** RL's can either

- I. Take the names (or membership number) of club members on a ride and be covered by CUK insurance
- II. *NOT* take names (or membership number) of club members on a ride and *NOT* be covered by CUK insurance.

Records can be kept by photo, in personal notebook or passed on to Denis (all kept for a min of 3 years). Methods of storing / sending information are being looked into by MB & GB.

DS to include on RA

- b) It was unanimously agreed that the club should keep the RL's as they were a good point of contact for members, both old and new. The RL training was also discussed, but it was agreed that it shouldn't be simplified as it was already one of the least complicated amongst similar organisations / clubs
- c) DB to write blog on the benefits of club members becoming individual members of CUK
- d) MB to register any events with CUK, a min of two months prior to each event



8. **Committee Voting Process:**

- a) It was unanimously agreed to:
  - I. Keep the format that was used last year.
  - II. That the AGM would be held at The Seven Sisters Pub, numbers permitting and that KF would draft an email for DB to send out, attempting to gain an idea of numbers
  - III. That the food cooked by DB would be paid for by the club
- b) The date of the AGM is to be Thursday 7<sup>th</sup> February 2019. Nominations open immediately.

9. **Health & Safety:**

none

10. **AOB:**

- a) Rotary: It was agreed that Roger Lambert should have the invitation to their dinner given to him
- b) KF requested finances for next year's events budget: to provide figures and discuss with DB
- c) GB said that he was looking at creating an app to store / send rider details
- d) DB said that he was building a pop-up 'bar' that could be used for many events, including DR Bike (but not just the club) with built in lockable charity boxes. The unit would have interchangeable covers for different uses. He asked if the club would be interested in purchasing a cover to be used for club events. GR asked for a full detailed proposal to be put to the committee.
- e) DB asked, as there was likely to be over 350 new membership cards to be given out in January, for some help with the delivery of these. Offers of help from the committee were given.
- f) DS stated that due to commitments he would not be standing for the committee next year. He would be happy to continue to run Dr Bike.

11. **The meeting closed at**

12. **Date of next meeting:** Tuesday 22<sup>nd</sup> January 2019 at The Seven Sisters, Alfriston Road, Seaford. To commence at 19:30