



## Minutes of Cycle Seahaven Committee Meeting

Tuesday 22<sup>nd</sup> January 2019, commencing at 19:30

### 1 Present

Guy Reynolds (Chair), Denis Bass, Michelle Brett, Sarah Winser, Kirstie Forcey, Mike Winser, Tracey Martin & Dave Sutton.

Graham Brett attended as an observer.

### 2 Apologies

Tim Venables, Ricki Carver & Jon Younghusband

### 3 Updates from Leads (limited time – not all covered)

**Treasurer and Membership** DB provided the accounts from 1<sup>st</sup> January 2019 to 22<sup>nd</sup> January 2019

- i. Income had been £1622.78 made up of: Membership: £1,501:00; Donations: £11:00; Jersey orders: £84:00 and BT refund: £26:78.
- ii. Expenditure had been £27:00 made up Membership refunds.
- iii. The balance at 22/01/19 was £4,428.16 of which £3,000:00 is estimated as available to use.
- iv. Membership at 22/01/19 was 292, of which 95 are female and 59 are household.

### 4 Risk Assessment

DS stated that he had completed the generic rides risk assessment, that it was available for the Committee to check and then be placed onto the website. He added that he was happy to adjust if required.

### 5 Andrew (Gus) Lock was invited into the Meeting

GR stated that he would go through the points that AL had raised in his email as listed. AL agreed.

#### 1 **First Aid and Ride Leader Level 3 Qualifications**

*AL asked the Committee to supply him with the costs and benefits of the above. That the Committee had imposed these on RL's without proper thought.*

GR stated:

- ❖ First Aid: Offered for new RL's
- ❖ L3: RL's all said interested. Several attended course. Needs evaluating. Process hasn't yet concluded.

MB stated that the Minutes of the Committee meeting on 30/10/18 gave the present view of the Committee. [5. e) 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.]

GR stated that the First Aid costs would be covered in the treasurer's report at the AGM.

AL warned that the price would not stay the same, the previous costs were as a favour to the club.

#### 2 **2018 Jerseys**

*AL stated that the jerseys were overpriced. The previous were £15-£18 each and querying why they were £27 this year. He went on to say that people got 'stung' for high bills that were unexpected.*



- i. GR explained to AL that this is going to be an agenda item at the AGM. He then passed to DB.
- ii. DB stated that he didn't like the wording about being 'stung'. Every single member was able to decide, or not, if they were going to purchase and each member knew precisely what they were going to pay before purchase. AL said that he would challenge DB on this. AL stated that these were not his words and that he was representing others with this. Reason 'stung' was because people had placed orders assuming at £15 each and didn't want to remove from order when found out actual cost.
- iii. DB: No orders were placed for jerseys before requests had been made from members. He and SW were the Committee members who took on the project this year, and explained to AL that everyone had been made aware of the final price of the jerseys before any order had been placed.
- iv. DB: in 2016 we were sponsored £950 from four sponsors. AL challenged this and said it was £1,900 before realising he had included the discount from Owayo. DB: DB stated that the same deal of a minimum order of 100 Jerseys to attract the best discount from Owayo was also used this year. The prices of the jerseys had increased, the exchange rate was different, carriage costs higher than anticipated. One third (approx.) more orders came in than budgeted for, so the costs had had to rise. The cost to club increased, as did the price of the jerseys. The widest possible choice due to feedback from members, was sourced, which also increased total costs. DB: Aware of bottom line, but still analysing figures. Victim of own success. SW: Majority of orders taken after first delivery had been handed out. Three orders placed in total. AL: accepts that's it's a thankless task – wants to raise with the committee as may not have heard as people are unwilling to mention face-to-face or in writing to the Committee.
- v. GR: Learning experience, with very positive learning from it. Hopefully to be able to do so without sponsorship.

### 3 ***Proposed RL changes not reflected on website***

GR: stated that the RL requirements regarding First Aid were up-to-date and had not changed.

#### a *Insurance: are procedures being followed?*

GR stated that this question from him last year had prompted a lot of work, and that he had been in communication with Butterworths the underwriters of CUK policy. Must be in a position to record who is on our rides. If a non-member at later date comes back with complaint the insurance company want to be able to prove if rider was on ride on date in question. A requirement to have non-members details. AL: Procedures – not on website. Unfair to ask RL's to take details when not published on website. As a RL doesn't feel comfortable asking for someone's name and address because GDPR policy isn't listed on the website. (N.B: the GDPR Policy is on the documents section of the website.) DS stated that the website was not 'the font of all knowledge' and that processes needed to be concluded with the Committee before being added. AL: non-members will look at website and not expect details to be taken or why. DS: the Committee need to discuss and make these decisions before more up-to-date info can be added to the website. GR: Last two Committees more open & transparent than before. Regarding RL requirements, TV is drafting. Processes need to finalise. A previous Committee decided that we'd be affiliated to CUK and that their guidance would be followed. To comply our RL need to ask non-members to provide names and contact details. Previous Committees have overlooked this and the club was not complying with CUK procedures. AL: Not talking about previous Committees. GR: This Committee is trying to rectify previous issues. It doesn't happen overnight. As stated, each RL has a choice to do so or not –



- to be covered or not. When finalised, will be documented on website. AL: Disagree that it will not be RL that will be sued, it will be Chair & Secretary of Club. Historically, were aware of rules and a previous Committees understanding was because it is a club ride as long as the RL is following Club procedure, that you're [they're] covered. Understanding at day one of Club.
- b *Directive for RL's to take names of all riders. How many are doing this?*  
GR stated that as per information given, that it was up to the individual RL to decide
- c *GDPR*  
AL: Don't think the Club is covered.  
DB ensured AL that the Club was up to date and compliant with GDPR and that the Committee agreed
- d *Thursday ride to 8 Bells: who was ride leader responsible for any incidents*  
GR: Dave Barlow was the 'published' RL, although RL's Sarah Winser and Kate Carver were also on the ride. After DB suffered his mechanical fault on the return, the other two RL's took over. AL wanted to know who would have completed incident log if necessary. SW said that she would have done. AL: Confusing defining when people join or don't join rides. He had to cancel a ride when his bike fell apart and there were no other RL's. What happens to members when no RL? AL suggested RL leading under the old rules. No responsibilities. GR: Last meeting this was brought up. Minutes are on website. People like point of contact. No RL's are made to do it. All volunteers. Not short of RL's as in the old days. Committee believes the process is right.
- 4 ***Committee Web Page Published Early with bios of inferred roles***  
GR Thanked AL for pointing out the mistake made in publishing the Committee before the AGM. Explained that it was an error. Decision made to put up manifestos even though there were only 12 standing, members able to see what prospective Committee members were going to do for the Club.  
Official roles voted by the members of Club – doesn't preclude candidates for those positions specifying what they'd want to do in those roles. Giving members information, to make decision.  
AL: reason why, understood. The fact that there's only 12 people does that preclude voting.  
GR: Committee is up to 12 members – this year 12 standing. Will go before the AGM and membership will decide whether or not to vote those people to stand on Committee. AL: wording says otherwise. All 12 may not get in. Unlikely, but may not be voted in. DS: If proposed and seconded, they will go in unopposed. AL: At an AGM, not sure they do. *For, against, abstain* you have to have vote. Is anyone against? DS: Not sure you do. Rules of Chairmanship states. GR: Not in Constitution, one of the things Committee needs to consider are changes to the Constitution as hasn't been looked at since 2009. AL: Error in Constitution  
GR: Down to interpretation. This year, 12 standing at AGM and the Membership will bet vote as to if each will stand on Committee. AL: So members can vote *yes or no* or is it *if they're proposed and seconded then they will get that position?* GR: Everyone has been proposed and seconded to get to this stage. At AGM membership will give ultimate yes or no by show of hands. DS: that is different to what I understand is correct. AL: Way Club has done it before. DS: Doesn't make it right. Only a need for election and show of hands if someone is standing against someone else. AL: Wording on manifestos infers that certain people have positions. Thinks poor form. GR: Entitled to opinion.
- 5 ***Explanation of Website and the difference between a blog and a page by AL***  
AL: *To assist Committee. MB: Understood, written as page for ease of use later. Appreciate may be incorrect. Learning experience. AL: Not wrong, just a suggestion.*



**6 AL voiced concern that some Club members are going to him with complaints rather than the Committee**

AL stated that he was representing a number of people who didn't feel comfortable coming forward to the Committee about concerns that they have. KF: How many? AL: Not many. People he's very close to, he's had a discussion. GR: The Committee are volunteers, the Club is about fun and riding. Club is incredibly successful. From where it was at inception, to where it is today a massive number of people participating in the sport and goes from strength to strength and continue to do so. As things get bigger, problems compound. Everyone matters. AL: I'm representing the few who don't feel comfortable representing themselves.

AL concluded by saying that he was more than happy with the way that the club was growing, and mostly happy with the way it's being run. GR asked AL: Why are members frightened to approach the committee with their concerns? Why are they having to come to you? What are we doing to act as a barrier to stop them talking to us? AL: The Committee ought to ask a closed question of Club members. SW: People have come forward with issues about jerseys and they've been dealt with. Discussions had with Members. AL: It's been dealt with. Great. I'm not aware of that. It's not posted anywhere.

**The committee will undertake a survey of its members in due course.**

The Committee thanked AL for coming forward and voicing his concerns to the Committee. AL thanked the Committee for what they do. Andrew Lock left the meeting.

**6 Future Questions / Disagreements from Club Members in Writing**

It was discussed and decided upon that in future any emails would be assessed, researched and resolved by the Committee during the Committee meetings, rather than the Chair spending many hours sorting personally.

**7 AGM**

- a GR explained the structure of the AGM
- b KF showed the slide show that she has prepared for the AGM.
- c GR explained each slide and decided with the Committee who was going to discuss each.

**8 Constitution**

- a Changes were discussed to the constitution.
- b MB will create a document showing the proposed changes, to be sent to Club members at least 7 days before the AGM, for voting on during the AGM.

**9 Health & Safety**

None

**10 AOB**

- a The Committee all expressed thanks to KF on the work that she had put into the slideshow.
- b GR thanked DB for his hard work – especially at this time of year.
- c GR thanked DS for his work with the Committee over the past year and expressed thanks for this offer to continue to lead Dr Bike.



**11**            **The Meeting Closed at: 22:15 approx**

**12**            **The Next Meetings are:**

**AGM**

Thursday 7<sup>th</sup> February 2019, commencing at 19:30. Seven Sisters Public House, Seaford

**Committee Meeting**

Wednesday 13<sup>th</sup> February 2019, commencing at 19:30. Seven Sisters Public House, Seaford