



Seaford – Newhaven - Peacehaven

## Minutes of Cycle Seahaven Committee Meeting

Tuesday 30<sup>th</sup> July 2019, commencing at 19:30

### Present

Tim Venables (*Chair*), Tracy Martin, Jamie Simmons, Sarah Winser, Andy Marks, Mike Winser & David Tyler  
Sarah Clark attended as an observer.

### Apologies

Denis Bass, Guy Reynolds, Michelle Brett, Kirstie Forcey & Gray Brett

### Action Log 2019

### Updates from Leads

1

#### Health & Safety

Verbal update on recent incident, isolated incident no particular lesson for others  
Committee members don't seem to have access to Incident Report data – GAR to arrange access

2

#### Process and guidance for applying for Club funds for equipment for members

Recognition that we as a Committee need to be accountable to our members  
Reluctance to overly proscribe process but will need to review and tighten or loosen restrictions  
Risk assessed and justified evidence  
Specific to a particular need / ride  
Seen as club not personal equipment  
Requested by email so clear audit trail

3

#### Process and guidance for applying for Club funds to fully or partly funding a ride

Recognition that we as a Committee need to be accountable to our members  
Reluctance to overly proscribe process but will need to review and tighten or loosen restrictions  
Clear rationale for subsidising a ride open how to ensure available for all disciplines  
Objective of the ride  
How many riders (any non members)  
Overall budget and amount requested which needs to be less than full budget as a subsidy not a freebie  
Clear recognition that any savings are returned to club funds  
Requested by email so clear audit trail  
Consider a proactive review at start of year of possible activities  
Consider limit / budget for such activities  
Need to update website with trailer hire information and loading data MG to action



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- 4 **Reflection on thinking about and declaring conflict of interest**  
Committee members were reminded of the constitutional requirements to declare any perceived conflict of interest
- 5 **How can we have better notice of external meetings so we can provide considered input**  
Deferred to a fully attended meeting
- 6 **Prioritising marketing so we use the best stories for the best outlets**  
Deferred to a fully attended meeting
- 7 **AOB**  
Brief discussion on how donations are accounted for

*Minutes provided by Chair*