

Cycle Seahaven Committee Meeting 21st Dec 2020 19:15 on Zoom

Members Present

Joanne Barlow (Chair), Charlie Ireland (Secretary), Sarah Clark (Treasurer), Viv McLachlan, Lee and Donna Turner, Simon Mcfarlane, Sarah Winser, Dave Sutton and Clive Aberdour

Agenda Items.

Chair's Welcome. CSH Chair Joanne Barlow opened the meeting at 19:15

Apologies for Absence No apologies were received by the Secretary.

Minutes of the last meeting It was proposed CI and seconded by SC that the minutes of the previous meeting held on 16th Nov 2020 were accepted as a true record. This was agreed unanimously.

Co-Opting of Webmaster Support

The committee agreed to co-opt Clive Aberdour to role of "Webmaster Support". This was proposed JB and seconded by SW and agreed unanimously, JB welcomed CA to the committee.

Matters Arising / Action Log Update

Trello

JB stated that she did not have access to Trello. She raised the question is Trello of any use to the committee? Whilst there are arguments both for and against Trello, it was felt generally that as a place to hold all documentation, that it was worth it, and useful for those committee members who use documentation. DS said that the Action Log was a Google document and as such not part of Trello. It was noted that the Action Log needed an update, DS said he would be happy to talk JB through if required. **Action Point JB to contact DS if help needed with Trello or the Action Log.**

DS informed the meeting that he did note some members who were no longer serving on the Committee still had access to the Committee and other Boards in Trello. **Action Point JB to email MB and ask her to remove her access to SCH committee boards in Trello. To email GR and ask him to remove himself from the Dr Bike Admin Board in Trello.**

Padlock Key

The key to the old padlock to the container at the Big Park has been returned by KF **Action Complete**

RWGPS Club Account.

DS Informed the meeting that the RWGPS club account is now active on a limited free trial basis.

The committee all have had an invite to join, JB, VM, and SC are all admins, DS is a temporary admin but will have member details access removed before we go out to the CSH membership.

DS, CA and Jamie Simmons are the current "Route Managers" for what will become the CSH routes Library. It was agreed that in the first instance that admin access to the routes library will be limited, solely with view of keeping it a useable tool for the membership, by avoiding duplications, and ensuring a standard format is followed. DS has included an advert in the forthcoming newsletter for another MTB Route Manager. DS, CA and JS have agreed the format for the routes including naming and the requirements for a brief ride description. Currently there are 9 road rides and 8 MTB rides in

Commented [DS1]:

the Library. Routes will be searchable by simple tags such as Road / Off Road, with more tags if needed.

RWGPS can create a route from any file sent in the following formats .gpx .tcx .fit .kml . DS said he will be happy to add them as and when DS receives them from members and he has time to upload them to the Library. **Action Point. All to forward some routes to DS for upload.**

DS stated that he would download a CSH route to his phone to try out the "premium" navigation features over the Christmas period and report back via a Blog article. This is the key advantage for the membership as it allows spoken navigation prompts over the free phone app, as well the ability to download the route for offline use thus avoiding data charges. Club Route instructions and maps can also be printed off.

DS has stated he will update the newsletter article on the RWGPS club account along with the auto joining link for the membership ready to go live in early January. **Action Point DS to update RWGPS newsletter.**

Section Leads.

Campaigns

SMcF informed the meeting of the following work in the active campaigns area.

1. Conversation with Ron White from Peacehaven Council. Looking for Cycle Seahaven to support new path from Centenary Park to the leisure centre. I said we would help where we could - definitely write a letter of support when he needs it.
2. Cycle East Sussex meeting. Discussed LCWIP feedback. Paul from Bespoke in Eastbourne said we would most likely get very little from this... even though it's good to have it. ESCC have a habit of using the "Consult and Encourage" approach. Ask for everyone's opinion then use that to do nothing, then encourage you to ride your bike on an unsafe road instead. We might get Katie Bourne (Sussex Police and Crime Commissioner) at one of the future meetings. I said I would prepare a montage of dangerous driving from our daily ride to Seaford Primary School!
3. Seaford Community Partnership have won an initial Lottery bid to hopefully get a large amount of funding for climate change mitigation in the area. A smallish part of the bid is to try and get more people walking and cycling. I've been working with STC to come up with some simple plans. We'll be looking at signage, maps, routes and a possible change of use for some of the Twittens - making them shared rather than no cycling. The idea is also to bring some cycle tourism to the area.
4. Cycle racks. Not where we really wanted it - but there is now a new rack outside the post office in Seaford. Hopefully it will get used as it's a nightmare to drive there at the moment. There are also new racks installed in Newhaven town centre, South Coast Road and Bastion Steps in Peacehaven.
5. There will also be a rack installed at the bottom of Broad Street in Seaford at some point soon. I think this rack will be really well used judging by the number of bikes locked to bins and lamp posts.

Road Ride Leaders

DS stated that he had carried out three updates to the COVID Rides guidance since the last meeting. He also said that it was likely that Touring rides would cease temporarily due to concerns about the

increased transmissibility of the latest Covid 19 variant. DS said he had included a paragraph in the latest guidance reflecting the likely impact of the new variant on Club Rides.

Sarah Webb and Joe Hamilton had completed the ride leader process and were now Touring Ride Leaders. The committee expressed their congratulations to them both. Ian Cairns has also completed one observed ride, copies of the observed ride reports are on Ride Leaders Card on Trello. DS asked how these new ride leaders will be given access to the Calendar? **Action Point JB to ask AL how this is done.**

DS informed the Committee that he had updated the CSH information held by Cycling UK including Committee Executive position and Ride Leaders. Copies of the emails are on Trello

CA informed the Committee that the Tourers despite the difficulties of "Lockdown" and the "Rule of Six" had managed to put on 104 rides, and that most weeks, rides were available at Level 2, 3 and 4 allowing a wide section of the membership to enjoy a social road ride with a café stop.

MTB Ride Leaders

SW stated that the winter ladies MTB ride received a record attendance despite the freezing conditions.

Regrettably the current and planned MTB rides (a second multiple group ride) have been also been temporarily postponed due to the new COVID variant.

Dr Bike

LT informed the committee that the Paradise Park Surgery was scheduled for 23rd January, but given the news about the latest COVID variant, this is most likely going to be cancelled, however nothing is finalised yet. The Dr Bike team will decide nearer the time and publicise it either way via a blog and Facebook . **Action Point LT to publicise the January session either way.**

Mike and Sarah Winser have donated two child's bikes to be given a safety check and then sold, all proceeds to the Club nominated charity.

Treasurer

SC's Treasurer's report was circulated with minutes and agreed by all.

CSH membership currently stands at 374 members.

SC informed the meeting that one member had now pulled out of the Paris trip, and the accounts now reflect this.

Donations to the club charity now totalled £1070.80

Events

JB informed the meeting that she was waiting for the final update on the Gus and Guy Challenge.

The new Christmas Market virtual challenge is up and running with 36 members taking part, last week this group pedalled 2000+ miles!

Regrettably, Lockdown saw the cancellation of the Zoom based quiz night in aid of the CSH Charity. It is hoped this will run in the future dependant on what COVID restrictions are in place.

Club 1st Aid Course

Club First Aid Course CI had written to the course provider and had been informed that they would be willing to provide a socially distanced course.

It was also discussed that one of the Club's attendees should have his course fee refunded as he was a ride leader. **Action Point SC to contact member concerned regarding the refund.**

CI to contact course provider to ascertain if socially distanced course can still run given the latest news on Covid. **Action Point CI to contact Course Provider.**

LT informed the Committee that the CSH 1st Aid stock was now in his loft. LT requested that a committee role be created that of 1st Aid Coordinator, this person would also hold the stocks. It was agreed to purchase a plastic box to put the equipment in. DS stated he may have room in his garage and would liaise with LT. **Action DS to liaise with LT.**

SW stated she had two complete ride leader's 1st aid kits. DS and CA said they would be ideal for Sarah Webb and Joe Hamilton the new ride leaders. **Action DS to get 1st kits from SW**

Club Communications and Correspondence

JB informed the meeting that she deleted two threads on the CSH Facebook Group that had been unduly critical or were of a trolling nature. In both case she had sent an email explaining why she had done so. Some of the members have contacted the committee, saying that because of the negative posts they had left the Facebook group due to the negativity expressed in the removed posts.

SW reminded the Committee that the previous versions of the committee she had served in, there was never any hesitation in removing Facebook posts of a trolling nature.

It was agreed that a change to the Facebook group rules would be made reminding members what the purpose of the group was for. **Action Point JB to contact KC to make the changes to the Rules.**

A general discussion about what to do about negative comment took place, whilst it is regrettably the case sometimes members may be dissatisfied with how things are being run, at all times correspondence should be kept friendly and polite. In future items on Facebook, the Moderators will look to remove comments that are deemed to be trolling, and then lock the thread with a comment suggesting contacting the committee by email thereby helping to keep the Group positive.

Despite asking for control of the Cycle Seahaven Public (not group) page to be enabled to the current committee, the previous committee members have not assisted in this matter. SMcF said that there had been no updates to that page for quite a few months, and recommended removing the link from the webpage, this was agreed by all. **Action Point SMcF to remove the link from the website to the public page.**

The Club logo, which is understood to come from the CSH public Facebook page has been quite active in liking posts. It is understood that this logo is being used by a previous member of committee. The Committee felt the Cycle Seahaven Logo should sit with the Committee so it can be used to post Committee led matters. It was felt that the CSH Logo should be assigned to generic CSH Committee email address, thereby always keeping it as a CSH Committee communication tool.

Action JB to email previous committee members again to arrange transference of the Club Public Facebook page.

Recommendations of the SDNP Audit

Since the presentation of the draft SDNP Ride the Downs Audit, no action has been taken on the recommendations made. JB stated that she had taken advice and felt that the decision made by the committee at the October meeting to publish the recommendations was the correct one. More importantly that the changes recommended be instigated. A vote was taken on the publication of the recommendations of the Audit; Proposed JB Sec SC, this was agreed by 9 Votes for and 1 abstention. **Action Point DS to include recommendations in these minutes**

It was agreed that changes to the constitution, or a set of standing orders for the committee to operate under were perhaps the best way to achieve the changes recommended. **Action Point JB and DS to investigate a method of updating the constitution or establishing a set of Committee standing orders.**

Recommendations of the SDNP Audit

- 1) Committee minutes should be documented in sufficient detail to allow members to follow process and decision making.
- 2) Processes around the making of payments to members for services to the club or outside bodies, should be transparent and inclusive.
- 3) Cycle Seahaven should have adequate policy regarding:
 - a) The procurement of consultancy services or similar employment of external agents (where CSH is the customer).
 - b) The provision of consultancy services or similar employment of CSH by external agents (where CSH is the provider).

Club Jersey Design Competition

JB asked SW if she could send out the Jersey designs to the membership with a view to announcing the most popular at the AGM. **Action Point SW to send out jersey designs to the membership.**

Any Other Business

AGM

It was agreed that the date of the Cycle Seahaven AGM will 15th February 2021 on Zoom at 19:00.

Membership Cards

In previous years where membership cards have had a local address, they have been hand delivered. The treasurer did not feel that this was still appropriate due to GDPR, as persons posting will know members names and addresses.

It was proposed by JB and seconded by CI that this year the membership cards will be posted, and that they will only include a compliment slip, with the usual accompanying letter being posted on the website blog page. This was agreed unanimously.

Accounts Scrutiny

SC has suggested that we use the same scrutineer for the CSH as the club used last year. The club is grateful to David Gibbons for providing this service to the club. SC proposed that following scrutiny the club make a gift of a couple of bottles of wine, this was also agreed **Action SC to arrange accounts scrutiny and gift.**

Newsletter

CA reminded everyone of the newsletter that will be issued early in the new year, with a deadline of 31st December for any articles.

Committee Roles

The committee discussed how the appointment of Committee roles are made. In accordance with the constitution the Chair, Secretary and Treasurer must be the person who stands for those roles and that all other roles can be decided by the committee. There was minimum requirement of three committee members and a maximum of twelve.

DONM 18/01/21 on Zoom at 19:00.

There being no other business the meeting closed at 21:32