



## Minutes Cycle Seahaven Committee Meeting

Monday 19<sup>th</sup> April 2021 – Zoom meeting commencing at 7pm

### Members Present

Jo Barlow, Chair  
Lee Turner  
Carol Bryant  
Dave Sutton

Denis Bass, Secretary  
Donna Turner  
Sarah Clark

Viv McLachlan, Treasurer  
Clive Aberdour  
Charlie Ireland

1. Chair Jo Barlow welcomed all to the meeting.
2. There were no apologies for absence.
3. Minutes of the last meeting – March 15<sup>th</sup>, 2021 were agreed as true record of the meeting proposed VM seconded CB agreed unanimously.
4. Matters Arising / Action Log Update

**First Aid Courses.** CI informed the meeting that he had been in touch with 1<sup>st</sup> Aid course providers Choice Medics. They are now up and running delivering courses face to face but obviously having to comply with any COVID restrictions. CSH Just need to provide a date ideally after June 21<sup>st</sup> when hopefully any restrictions if any will be minimal. **Action Point CI to book date. Advert on CSH Website detailing the course with priority places to Ride Leaders.**

**Campaigns.** JB has spoken to Simon McFarlane about the requirements for the sub team to work in this area. JB will draft the request for members that may be interested in assisting, SMcF has stated that campaigns are quiet now, due to the forthcoming local elections. He will be in touch with the Committee as soon as there is anything to report on in need of action. **Action Log. JB to draft advert for Campaigns Sub Team.**

**Ride Leader Advert.** Ongoing DS and CB to draft advert for RL's and bring to next committee. **Action Point CB and DS to draft Ad for members wishing to be a RL at whatever level in the club.**

**Ebike Ride.** No further progress on JB speaking to a Tony Rowswell or Roger Lambert with a view to progress an Ebike Only Ride **Action Point JB to contact TR.**

**Cycling UK Grant for Dr Bike LT** has contacted Cycling UK, the person LT spoke to said that Cytech qualifications were not necessary. LT stated that the grant process is closed until May when he will reapply. **Action LT to contact Cycling UK in May.**

**Selling of Donated Bikes for Charity.** LT informed the meeting that this could not be progressed as it wasn't covered under the Dr Bike Insurance. All sales will have to be done privately and the monies donated in the usual way.

**Security Marking Kits for Bikes** No sign of the kits from ESCC as of yet. Action JB to chase up with SMCf.

**Road Ride day out.** DS said this ride was still going ahead but as non competitive ride. The plan is to allow members who don't normally ride on the road to have a day out on a route that is safe and relatively traffic free. DS is meeting with Mark Smoker and will finalise details on 22<sup>nd</sup> April. The ride is provisionally planned for 30<sup>th</sup> May 2021.

**Subscribing and Unsubscribing to the CSH Latest News.** CA has tried to move the "Subscribe" button on the website from the "Latest News" page to the "Home" page, but this causes some issues. CA stated that he planned to move the unsubscribe link to the email and then retry with the Subscribe button. **Action CA to progress.**

**Open Day at the Peacehaven Hub.** DT said the CSH will have an open morning at the Hub on 17<sup>th</sup> July, hopefully coinciding with the Sustrans event. It is likely that the Sustrans rep for the hub will change in the near future.

**CSH Car Boot Sale.** LT informed the meeting that he had heard from STC regarding use of the Salts and that at present the COVID restrictions make use of the Salts impractical for a car boot sale. He will revisit this when the COVID restrictions are ended.

5. Feedback from members

DS explained that this is a new item on the Standard Agenda, it will allow matters raised by members via the "Contact Us" page on the website to be recorded, so that members can see how the committee dealt with the matter, thus ensuring transparency. The issues raised will anonymous unless the member specifically requests it not to be.

**Feedback Item 1/21** received from a Ride Leader on 24<sup>th</sup> March 2021

*"Can you confirm that Cycle Seahaven still require ride leaders to record all attendees for insurance purposes?"* DS confirmed to the ride leader that this was still a requirement. The Ride Leader replied with a supplementary question *"I could do with some guidance: how do our ride leaders currently manage this and stay compliant with gdpr?"* DS replied to the Ride Leader that most do this via a paper record, Strava entry, or a photo, DS was unsure about compliance with GDPR. DS said that Cycling UK have a pro forma for a paper record which they advise keeping for 30 days, and it's also needed to assist with Track and Trace.

CB said that we should let members know we're recording their names and that any who wanted to opt out of this could do so, but will not be able to take part in the rides.

GDPR relating to this issue was discussed by the Committee. The consensus was that due to the limited data being held by Ride leaders and that data does not include more than one identifier(s) usually just a first name and a photo, but no email, phone numbers or personal addresses etc , it was thought that CSH is not in breach of GDPR.

## 6. Section Leads

### a) Road Rides

CB informed the meeting that since the last meeting that 14 Road Rides have been posted. These rides include 1A, Easy Touring, Touring and Intermediate Road Rides and a 1A (social) ride, Easy Touring and Intermediate.

CB also informed the committee that Ian Cairns had completed the two observed rides and that he should be reconfirmed as an active ride leader. This was agreed by all present. DS stated he will liaise with Ian for his profile and sort out his access to the Calendar.

### b) MTB Rides

DS reported that 8 MTB rides had taken place since the last meeting, worthy of special mention were Tony's Monday group who were first out of the block on the first day of the easing of restrictions and a choice of Social Ride nights.

DS said that 44 riders riding in 5 groups took part in the Multi Group ride to Cadence Café on 3<sup>rd</sup> April. Lots of positive feedback had been received. DS reminded the Committee that he is primarily a road rider (and Leader) but would be happy to post another multi group MTB ride if needed.

DS said that he would reach out to some of the MTB Leaders in the next week with a view to ascertaining if they are willing to return to leading rides on a regular basis. The committee reiterated that the Ride Leaders are the Club's greatest asset and discussed the way forward to ensure more rides are posted. It was agreed that the committee should do all it can to assist them put more rides on.

It was agreed that the Chair should write to the ride leaders to see if they would be willing to put on some more rides, perhaps not every week as they did before, but whatever they feel they can manage. **Action JB to write to MTB Leaders to see what the Club can do to assist them to put on some rides.**

### c) Dr Bike

LT gave an update on the first Dr Bike session held at Peacehaven on 17<sup>th</sup> April, with 15 bikes being fixed and a total of £115.25 being raised for the Seaford and Newhaven Downs Syndrome Support Group. This figure included £45 being the proceeds of a sale of a donated bike.

LT said the Peacehaven Hub now has power providing Heat, Light and CCTV. LT also informed the meeting that the Hub was full of Sustrans/ESCC bikes. He has been able to assist with the provision of a lockup Garage belonging to one of his customers.

LT informed the committee that it would be a good idea to provide some shelter for the Dr's when they are working. This was agreed and it was proposed that DB will contact the suppliers of the CSH gazebo, as this is a quality item and still looks as

good as new. **Action DB to research Sun Shelter for Dr Bike and report back to the committee.**

d) Treasurer/Membership

VMcL Gave the Treasurers report this is attached as Appendix A.

SC gave the Membership Update. Current Club Membership sits at 319 members, with 60 not renewing since last year. This number was discussed by the committee and it was agreed to wait until SC had written a reminder to review the membership non-renewals.

It was also discussed that the Committee would look favourably on supporting members who were experiencing financial hardship. It was proposed by JB and seconded by DT that the membership secretary can provide a complimentary membership to members who are experiencing financial hardship. Details of any such membership would be kept confidential by the membership secretary. This was agreed unanimously.

e) Webmaster Updates

CA gave an update on the work of the Website Subcommittee which comprises CA, SC and DS. There had been a lot of work carried out on the layout of the website with a view to make it more user friendly, particularly making it easier to find the item being looked for. The home page has been revamped and the "Blog" is now called "Latest News".

CA asked about the "Feedback" page. This was little used and to some extent has been replaced by the Contact Us page which has both Committee and Ride Leader Contact forms. The Contact US feedback is now a standing agenda item (See item 4). It was agreed by the Committee that the "Feedback" page can be removed from the website.

CA informed the Committee that the next item to be looked at will be the submenus, at which point that would probably be the end of the current review. There is still a lot of improvements that could be made but it wasn't worth the time and effort as these would have minimal impact. Most visits to the website are to the home page, club calendar, latest news and contact details. There was a lot of content on the website that was rarely visited.

CA informed the Committee that he has started work on a fallback website which could be brought into operational use should our main site suffer a breakdown or other issue. This fallback site will show limited information including The Club Calendar and Dr Bike etc.

CA also mentioned he has not found our current hosting company very helpful in resolving issues, this is since the website hosting company appears to have been bought by Go Daddy with a support service in Russia. CA stated he will start to research alternative Hosting companies.

The Committee thanked CA and his team for the work carried out and it was agreed that the website is now much improved.

f) Events.

JB Informed the committee that would be looking for the next virtual event. DS will advertise the multi group road ride shortly.

- g) Campaigns/Local Cycling Infrastructure Improvements  
JB said she had been in contact with SMcF who informed her that most campaigning is on paused due to the forthcoming local elections.

## 7. AOB

- a. Club leaflets to hand out at events i.e. Dr Bike etc. DT explained that the current leaflets were out of date as they showed the previous charity, she could cut that part off but that would lose the contact details. It was agreed that DT would contact Tainsleys printers to see if the design could be updated and obtain prices for both business cards and leaflets.

**Action DT to contact Tainsleys.**

- b. Welfare Officer

DT raised the matter that CSH still does not have a welfare officer as raised previously by SW. The committee generally felt that this was a good idea subject to clear boundaries set by the role. It was agreed that it would be good to invite both SW and TC (proposed welfare officer) to the next meeting to discuss further.

- c. Future CSH Jerseys

DB discussed a paper from the jersey Sub Team to the committee, this is attached as Attached as Appendix B. It was felt by the Committee that the Jerseys could be produced without sponsorship this year.

DB stated that he has found another potential supplier, who could work on the draft designs and improve them, possibly in both a dark and lighter colour. This supplier would run a virtual "Club Shop" for jerseys and other kit. This will obviously save the need for CSH to hold stock. This supplier would need a minimum order of five items in a particular colour for CSH to earn the group discount. DB stated that the supplier has a variety cycling kit items and shirts at various price points depending on the fabric chosen. It was agreed that DB would obtain some samples **Action DB to obtain samples.**

The price point of the "standard" short sleeved jersey would be about £30, it was proposed by JB and seconded by CI that the Club subsidise the jersey purchase at about £5 per member from club funds up to a maximum of £2000. This was agreed unanimously.

It was also proposed that a CSH T shirt be produced in junior member and adult sizes. This was agreed by all.

Dan Shepherd's jersey competition design would also be produced, possibility as the dark choice fabric subject to the 5-shirt minimum order. It was proposed the Dan be given a free shirt as the prize for his winning entry. This was agreed by all.

The committee expressed its thanks to DB, SW and DT for the hard work put in on the club kit.

- d. Seaford Scene (and other free papers) Article JB requested that an article on Road Riding be produced by a member. The article deadline in 6<sup>th</sup> May and a word limit of

600 words ideally with a few photos. Action CB will put out an a request on the Tourers WhatsApp group, requesting a member write the article.

e. Club Social Media.

CI gave the stats on our Facebook Page and Facebook Group usage.

The FB Group Posts had received 2447 views up 297%

The FB page views were at 1279 views up by 90%

f. Martello Fields MND Event

DB said that the local MND branch were planning to hold an event of the Martello Fields and that there was an opportunity for CSH member to be involved with car parking and marshalling which would raise money for the Club's charity. As soon as DB gets a response from Seaford Council he will advise the committee.

**DONM – 7pm 17<sup>th</sup> May 2021 – Zoom meeting**

## Appendix A Treasurers Report

Cycle Seahaven Accounts as at 29/03/21

Balance B/F (as at 28.02.21) £8958.64

### Income

Received from	Description	Amount £
Various	Membership Renewals	46.00
Various	HH Membership Renewals	6.00
<b>Total</b>		<b>52.00</b>

Sub Total 9010.64

### Expenditure

Paid to	Description	Amount £
Seaford DS	Charity Donation	1100.00
PayPal	Zoom Subscription	14.39
<b>Total</b>		<b>1114.39</b>

Balance 7896.25

**Bank Statement Balance (as at 29.03.21) 7896.25**

Difference +/- 0.00

Balance Includes

Charity Donations B/F	0.00	Paris Ride B/F	2050.00
This Period	0.00	This Period	0.00
Total	0.00	Total	2050.00

## Appendix B Paper to committee on Jerseys submitted by DB on behalf of sub Team

Our club shirts were last sponsored by Gingerfit in 2017 and have been multi sponsored previously. Many members have commented that they prefer to wear a club shirt solely promoting Cycle Seahaven, with no other external sponsorship.

Sponsorship in the past has enabled us to offer discount on club shirts to our members. Since 2014 we have purchased our Jerseys in a bulk order, once sold no more are available.

We have substantial funds in our club account, and it is our belief that we should use some of these funds to benefit club members by the club sponsoring the purchase of the next stock of Jerseys.

In addition to CSH Jerseys for MTB and Road riders there are other items that should be available with the CSH marque and logo i.e. Rucksack covers; Tee shirts for all ages; Mugs; Bells; cycling socks; water bottles; and more.

In addition we propose that the committee consider an online shop that we would manage and make the future purchase of any item available to members; embracing the ethos of the club and making members feel inclusive.

It is another opportunity for us to consider that profit (if any) could support our charity or local community project.

We are aware of the importance of fresh ideas. Engaging future committee members and updating our design as required. This may also benefit the sales of an online shop.

Road riders (and some MTB riders) prefer brighter colours; attached is the proposed design and colour as the prime CSH design. The rear pockets would be in yellow and the front logo on either side. The winning design/colour from the Jersey competition created by Dan Shepherd was predominately for MTB riders and needs to be considered as a Jersey of choice for some members.

Would all committee members please consider these options, to be discussed on 19<sup>th</sup> April.

Denis Bass & Sarah Winsor

