



Minutes Cycle Seahaven Committee Meeting

Monday 19th July 2021 – Holmdale, Holmdale Road Newhaven

Members Present

Joanne Barlow, Chair
Lee Turner
Carol Bryant

Denis Bass, Secretary
Donna Turner
Sarah Clark

Viv McLachlan, Treasurer
Dave Sutton
Charlie Ireland

Invited guest observers

Diane Norman, Lesley and Mike Godwin.

1. Chair Jo Barlow opened the meeting at 19:10 and welcomed all to the meeting, especially our guest observers, stating that this was the first face to face meeting of the CSH Committee since the start of the pandemic.
2. Apologies for absence – Clive Aberdour.
3. Minutes of the last meeting – 28th June were amended and then agreed as true record of the meeting proposed CI seconded, CB agreed unanimously.
4. Action Point from 28.05.21 meeting
 - 1) CI confirmed that we should select individuals (ideally 6 per course) CB agreed to coordinate with the RL's. **Ongoing.**

Action Points from 19.06.21 meeting

- 1) Bike Ability – Action Point DT – to discuss with DN her role and any recommendations for use by CSH. **See agenda Item.**
- 2) Website – Action Point SC – to amend the CSH membership application to include the question – “Where did you hear about CSH before joining the club” To be included in the redesign of the membership form which will be an online form. **Action SC & DS to design online form.**
- 3) Social event – **Action Point JB** – To propose/recommend/maybe organise for a summer get together (possibly a BBQ) for any club member to attend – discuss at next meeting.

JB informed the committee that rising COVID infection rates would regrettably mean that a BBQ or similar event was unrealistic. JB suggested that CSH hold a Multi Group Ride, both

Road and Off Road to finish at the Big Park in Peacehaven to be followed by a picnic. It would be expected that members would bring their own food, but CSH would provide soft drinks and some treats. **Action JB & DT to confirm date. CB to circulate RL's once the date is decided. DS to contact SW to reschedule WOW puncture workshop until the September WOW Ride,**

- 4) The Role of any Ride Leader – Action Point DS – The report as created by DS (attached) to be discussed at the next meeting. DS is proposing to review the whole RL information and will report back in the autumn. **Action DS to report back in October.**
 - 5) Welfare Officer – Action Point DCB – To add as an Agenda item at the next meeting. **See agenda Item**
 - 6) The “Face” of DR Bike – Action Point DCB – To pursue the order for Tee/Polo shirts and gazebo's for Dr Bike. Polo Shirts and caps ordered. **Item closed.**
 - 7) CSH Cycle Jerseys – Action DCB & SW – To pursue the order for the supply of Jerseys.
DB will pre order the new Jersey Design for himself and DS (at their own expense) once the sizing has been clarified.
DB will also order a jersey for Dan Shepperd featuring his winning competition design entry once the sizing has been clarified.
DB stated that it is difficult to see how a fitting session can be arranged with the COVID Safety, but DB will give the matter some thought and report back to the Committee. **Action DB to report back to the next committee.**
 - 8) Two-way radios – to determine ownership and location of all CSH 2way radios and recommend future policy the CSH radios – Action DS List updated on Trello, 9 replacement purchased for CSH radios. DS thanked Rick Carver for his assistance with fixing the defective charger and radio. **Item closed.**
 - 9) What help can we (CSH Committee) can provide to RL's to encourage them to put rides on the calendar Action JB to write to RL's. No feedback has been received from RL's. **Item Closed**
5. **Welfare Officer**
Following the approval for this role at last month's meeting, JB will be in contact with TC and KP with a view to writing a “Latest News” article explaining to the membership what the role was all about. **Action JB to write “Latest News” article.**
6. **Feedback from members**
CSH Incident report – DS has cloned the Google Form and that version is now active on the website. Copies of the incident form will now go DS and DB . DB has received the incident reports from GB submitted in the last two months, DS gave a summary to the committee. DS suggested that incident reports become a standard agenda item. **Action DB to include incident reports as a standard agenda item as part of the RL coordinators report. DS to provide a spreadsheet with report details.**

DS stated that he is now the owner of the Google Doc but felt that it would be better if there was generic CSH Google Account, perhaps assigned to either the Secretary or Chair. It was agreed that this would be a good idea but considered a low priority item. **Action DS and CA to investigate creating a CSH Google Account**

7. Section Leads

i. Ride Leader Coordinators

DS gave an update on the rides for June 2021. 45 rides were put on the calendar, of these 19 Road and 22 MTB rides took place. 2 road and 2 MTB rides were cancelled. These rides involved 22 different Ride Leaders.

CB had thanked the RL's for their efforts via a WhatsApp message, and has had asked for nominations for the forthcoming first aid course. These she has forwarded to CI.

Following on from the request at last month's meeting JB stated that she had emailed the RL's who had not led a ride for some time. JB hasn't received any feedback from the following CSH Ride Leaders, Roy Francombe, Mark Woodgate, Dave Gearing, Rob Blackman and Jamie Lynch. It was agreed to leave RB and JL as Ride Leaders to recognise the work they do for club members with courses and trips. DB will contact DG to see if he wishes to remain a RL it was and it was agreed that the names will be removed from the Ride Leaders page, but they would be welcome to reapply at a future date.

JB also stated that there were some responses from RL's who hadn't led a ride for a considerable time, but that they wished to remain a CSH Ride Leader. The Committee discussed the matter, but due to COVID issues, it was agreed that no further action in this matter was required at this time. Action CA to update RL page on the CSH website to reflect the above item.

DS asked that following the two observed ride reports received from TR and RC, that the Committee approve Laurence Venus as a CSH RL. This was unanimously agreed, and the Committee express their thanks to Laurence for stepping up and for TR and RC for the recommendation. **Action DS to contact LV with RL welcome pack.**

ii. Dr Bike

LT gave an update on the Dr Bike activity, commenting that we (CSH) are the largest pop up DR Bike in UK according to Cycling UK.

LT gave feedback of a meeting he had with Penny from the SCDA about the facilities at the sidings. **Action LT to report back about the suitability of the sidings to the next meeting.**

LT informed the committee that some of the CUK grant had been used to buy a hot water boiler. Hot drinks for the Dr Bike Crew now provided in – house at a much more reasonable cost.

LT updated the committee about the possibility of further funding from Cycling UK for DR Bike, it was agreed that this would be welcome, LT will report back to the next meeting. **Action LT to report the outcome of further funding for Dr Bike at the next committee.**

iii. Treasurer/Membership

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

SC gave the Membership Update. Current Club Membership sits at 345 members. 213 Male and 132 Female.

iv. Webmaster Updates

CA sent the latest information on the website updates. Most of the work that could be easily completed had now been done. There will be further discussions at a future time on the way forward.

8 Voting Agenda items notified in advance

None.

9 AOB

- i. Bikeability; DN who was attending the meeting as a guest, as well as valued input on this agenda item DN is a Bikeability Instructor with ESCC. JB explained the current situation with regards to insurance for rides where the sole object was to teach someone to ride a bike. DN said that such courses were available through ESCC and that she would contact her manager to ascertain the validity of DN and possible another CSH member who is also a Bikeability instructor providing course for CSH. DN stated that would be a cost of about £25 per student.
LT said that we may be able to get funding from Cycling UK for and such courses should they be advertised. **Action JB and DN to liaise once the ESCC Bikeability team have been contacted by DN.**
- ii. Guest Rider Registration Form. DS explained that the Guest Rider Registration form predates the need for RL's to record the names of participants. It was felt by the group that the form is rarely used and non GPDR compliant. The committee therefore felt it was unnecessary layer of admin. DS proposed and seconded by CB that the form is discontinued, this was unanimously agreed. **Action CA to remove the Guest rider Registration Form.**
- iii. MOB rides. The committee discussed in detail the types and grading of rides being hosted by the Club. It was agreed that there whilst the club was doing well in hosting 40+ rides per month, that was a need for some easier MTB rides, graded about 2B/C especially at weekends.
DB stated that he would be happy to put on a 2B Ride either at the weekend or during the lighter evenings.

CI stated that when he has completed his two observed rides, that he also would be happy to put on a 2B weekend or evening ride.

DS will contact the MTB Ride Leaders and see if any are willing to put on some beginners' rides.

DS to contact GB to see if he is prepared to repost his cancelled rides.

Action DB to put on a 2B ride(s). DS to contact RL's reference putting on easier rides. DS to call GB to see if he will repost his cancelled rides.

- iv. Seaford Environmental Alliance Event. The committee reluctantly agreed that they were unable to support this event. However we are sure that many members will attend and wish the organisers every success.
- v. DS Proposed that the committee take a break during August and that our next meeting be held in September. This was unanimously agreed. **Action JB to forward DB availability for September's meeting**

Meeting closed at 2105hrs.

DONM – September 20th 2021 – JB to confirm date and location.

Action Points

Online Membership Form. SC to design online membership form.

Social Event. JB & DT to confirm date.

CB to circulate RL's once the date is decided.

DS to contact SW to reschedule WOW puncture workshop until the September WOW Ride.

Role of the Ride Leader. DS to report back in October.

Club Shirts. DB to report back to the next committee.

Welfare Officer. JB to contact TC and KP to co- write "Latest News" article.

Incident Reports.

DB to include incident reports as an agenda item as part of the RL coordinator report.

DS to provide a spreadsheet with report details with monthly ride stats.

Creation of CSH Google Account. DS and CA to investigate creating a CSH Google Account

Ride Leaders. DS to contact LV with RL welcome pack and grant access to calendar and register with Cycling UK.

Dr Bike. LT to report back about the suitability of the sidings to the next meeting.

LT to report the outcome of further funding for Dr Bike at the next committee.

Bike ability. JB and DN to liaise once the ESCC Bike ability team have been contacted by DN.

Guest rider registration form. CA to remove the Guest rider Registration Form from the CSH website.

2/3 B MTB Rides. DB to put on a 2B ride(s). DS to contact RL's reference putting on easier rides. DS to call GB to see if he will repost his cancelled rides.

DONM JB to forward availability.

Appendix A Treasurers Report

Cycle Seahaven
Accounts as at 30.06.21

Balance B/F (as at 26.05.21) £ 8123.83

Income			
<i>Received from</i>	<i>Description</i>		<i>Amount £</i>
Various	Membership Renewals		30.86
Various	HH Membership Renewals		13.00
Grant	Cycling UK		1225.00
Loretta	Davina Ride		16.95
Dr Bike	05.06.21		154.92
Dr Bike	19.06.21		144.64
Dr Bike	26.06.21		31.75
			1617.12
		Sub Total	9740.95

Expenditure			
<i>Paid to</i>	<i>Description</i>		<i>Amount £</i>
D Bass	Davina Ride Fuel		36.95
Sun Leisure	2 x Gazebo		1260.00
PayPal	Zoom Subscription		14.39
D Turner	Dr Bike Expenses		122.63
			1433.97

Balance 8306.98

Bank Statement Balance (as at 30.06.21) 8306.98
Difference +/- 0.00

Balance Includes	BF	This Period	Total
Charity Donations	342.91	331.31	674.22
Paris Ride	2050.00	0.00	2050.00
Cycling UK Grant	1225.00	-137.63	1087.37
		Total	3811.59