



## **Cycle Seahaven Committee Meeting**

**7.15pm, Monday 14<sup>th</sup> August 2023**

**The White Lion, Seaford**

Present: Denis Bass (Chair), Vivienne McLachlan (Treasurer), Gill Peissel (Membership Secretary), Gwydion Jones (Ride Leader Coordinator), Jamie Simmons (invited guest – Dr Bike Lead), Sarah Winser (invited guest - Jersey Project/Wellbeing Team), Yvonne Knight (invited guest – Prospective new Treasurer), Michelle Baldwin (invited guest - member).

1. **Chairs Welcome:** Denis opened the meeting by welcoming members of the committee and guests Jamie, Sarah, and Yvonne who is looking to take over Viv's role as Treasurer.
2. **Apologies for absence:** Lindsay Stirton
3. **Minutes from previous meeting:**  
Minutes were approved for the meeting of 03.07.2023, and Denis thanked Gill for updating and ensuring they were complete.  
Denis thanked Gill for agreeing to take the minutes for today's meeting.
4. **Matters Arising/Action Points Update:** Updates below under appropriate section leads.
5. **Feedback From Members:** Gill had received emailed correspondence from Michelle Baldwin regarding The Jersey Project. Michelle was invited here today to participate in discussion regarding direction of The Jersey Project and online shop. (see below)
6. **CSH Jersey Update & Online Shop:**  
Between November 2021 – March 2023, the Club purchased 105 jerseys, over eight invoices totalling £3,093.07. To date we have sold 55 jerseys to members

and given a free jersey to 22 Ride Leaders. We have 28 jerseys remaining in stock and over £700 left from the original agreed £2000 subsidy budget. Given this huge success, Sarah has now agreed to continue running The Jersey Project but in a less involved manner.

Rather than maintaining a large stock, Sarah will continue to manage the Club's shrinking reserve whilst collecting new jersey orders in sizes not held by the Club. Members will pay directly to the Club, who will place bulk orders dictated by demand, possibly only once or twice a year. Advertising and details will be via the Club website, quarterly Newsletter and Facebook page, and the cost to members will remain subsidised as advertised on the Club website until the original £2000 runs out.

Buying jerseys for members will involve the Club committing to orders of 5 or more in one style and making up shortfalls to go into Club reserve. Jersey choice has been reduced to MTB and Road Performance still available in both colour combos but now only in the short-sleeved versions. The WOW's choice has been reduced to only MTB in the red/yellow combo. This is hoped to promote sales in reaching the minimum order quantity of 5 jerseys. These measures will significantly reduce workload, ensure stock can be easily monitored, and eliminates the need for the Online Jersey Shop.

It is the committees aim to always have Club jerseys available to members for purchase, and we thank Sarah for her continued commitment in The Jersey Project.

## **7. The Wellbeing Team Update.**

It has been roughly a year running, and without breaking confidentiality Sarah gave a wonderful example of how one of the team had listened, directed and found a good outcome for one member who had approached them for help.

Gill asked what strategies are taken to look after team members and ensure no one person was taking on too much load. Sarah advised the workload isn't enough to warrant meet-ups but that she had just initiated a six-weekly check-in with each member to maintain ongoing connection and invite any worries to be shared.

Den thanked Sarah and the Wellbeing Team for their work in helping and signposting members who asked for their help.

## **8. Departing Committee Members Update.**

Gwydion announced he will relinquish his role as Ride Leader Coordinator at the next Ride Leaders meeting on 21<sup>st</sup> August. Sarah and Mike Winsor have agreed to step in to share the role of Ride Leader Coordinator as subcommittee members, and will start in October.

Denis agreed to take on the role for the interim and will chair the August Ride Leaders meeting. Den thanked Gwydion for his time with the committee and for running his role so well.

Viv confirmed she will remain in her role as Treasurer for 2023, and agreed to manage a comprehensive switch-over with Yvonne who will need Lloyds bank authority set up, etc.

Lindsay, although absent from today's meeting has previously stipulated he will be stepping down from his role as Secretary at the next AGM to become a town councillor. Through his university Lindsay has provided free multiple-user access to a Dropbox account for Club documents, which the committee assumed will be withdrawn.

## **9. AGM Discussion**

Although it appeared early to discuss next year's Club AGM, the discussion was raised to invite the opinions of imminent departing committee members. The consensus was to hold the next AGM in May, allowing more time post-Christmas and icy weather conditions, and when members are more likely back in the cycling fold.

The date of Friday 24<sup>th</sup> May at the Seaford Baptist Church will be announced in the January 2024 (winter) CSH newsletter, which will advise members to look out for a later emailed AGM invitation. Den has offered to cook and so the AGM will again be able to offer a free supper. This date falls in line with the Club Constitution which states within 3 months of the previous, and also Cycling UK who suggest March – May.

## **10. Section Leads:**

### **a. Dr Bike:**

Jamie confirmed there had been 11 held events and another cancelled, where £514.81 had been received in donations for the Newhaven Baptist Food Bank charity. There had been 126 bikes mended and 61 bike-marked with the BikeRegister stickers. Of the retained grant budget of £554.39, Dr Bike have spent £54.97 on parts and equipment, leaving a retained budget of £499.42. Of

the agreed per season budget of £200 for refreshments (see below), Dr Bike has spent £32.78 leaving £167.22 unclaimed.

Gill reminded Jamie of the request for bike maintenance sessions to be reinstated, and Jamie said although very busy he would liaise with the Dr Bike Team.

b. Ride Leader Coordinator:

Monthly Stats Update

Road rides - x 13

Road rides cancelled - x 5

MTB rides – x 11

MTB rides cancelled – none

Total rides - 24

No new incidents reported.

No further updates on first aid training

Gwydion confirmed he had been made aware of a new Cycling UK Incident Form, which uses the same link as the previous. Ride Leaders will continue to use CSH Incident Forms that are sent directly to Denis and Gwydion who extracts the data to be forwarded to Cycling UK using their new form.

After investigating Cycling UK's stance on changing an inactive Ride Leaders status to active, it became apparent there were several other updates. Gill has amended the Ride Leaders Guidance available on the Club website in collaboration with two Ride Leaders, and Gwydion forwarded the link to the Ride Leaders group via Whatsapp message on 30.07.2023 for discussion at the next Ride Leaders meeting.

c. Membership Secretary:

Membership now stands at 344 which is 3 more than last meeting. All three were new members.

Denis asked for a percentage count of memberships paid for by standing order.

d. Treasurers Report:



Cycle Seahaven  
Accounts as at 28/07/23

			£	£
<b>Balance B/F (as at 28/06/23)</b>				4953.11
<b>Income</b>				
<i>Received From</i>	<i>Description</i>			
Various	Memberships		15.00	
Various	Jersey Sales		38.00	
Dr Bike	Dr Bike		148.58	
		Total	201.58	
				5154.69
<b>Expenditure</b>				
<i>Paid to</i>	<i>Description</i>			
D Bass	C7 Project Donation		253.00	
RNLI	Donation		25.00	
		Total	278.00	
		Balance		4876.69
				<b>4876.69</b>
				Bank Statement Balance (28/07/23)
				Difference =/-
				0
<b>Balance Includes</b>	<b>B/F</b>	<b>This Period</b>	<b>Total</b>	
Charity Donations	429.82	148.58	578.40	
Cycling UK Grant	530.30	0.00	530.30	
Committed Funds			<b>1108.70</b>	

Viv confirmed:

- Sarah's approved Ride Leaders Grant payment of £20.00 had been paid. This was to cover fuel costs incurred by Denis who towed the bike trailer to Heathfield for the WOW ride.
- The safer C7 project had reached its target of £20,000 and Denis had kindly paid the Clubs pledged £250.00 donation, and received same amount back from the Club via bank balance transfer. This is because the Club doesn't have a bank card to pay Crowd Funder.

The renewal of Dr Bikes insurance was discussed and agreed as remained on the exact same basis.

11. Voting Agenda Items notified in advance – none.

12. **DONM: Monday 18<sup>th</sup> September, 7.15pm at The White Lion, Seaford.**

13. **AOB:**

The committee agreed to Jamie's request for the charity funds to be released in two stages. Dr Bike still has 5 sessions left and an estimate of half the total collected amount this year would be approximately £400. Viv confirmed she will pay £400 to the Newhaven Baptist Food Bank charity, and notify Kate Carver who nominated this charity.

The committee agreed to Jamie's request for an annual £200 Dr Bike refreshment budget that would cover all 16 sessions. Dr Bike have a hot water heater, tea bags, coffee, milk and biscuits from Cash n' Carry to help control costs after café expenditure ran high. Denis thanked Jamie and Sarah for continuing to organise refreshments for the Dr Bike team who work hard and show commitment.

Sarah advised Tina Chambler had put herself forward to be guided through the A1 Ride Leader process. Michelle (who was present) showed interest but failed to commit at the moment. Sarah has offered to help them both.

The committee again recognised that it was Gwydion's final committee meeting, and thanked him for his previous commitment.

## Action Points:

- Den to liaise with Purple Crimson (jersey producer) to:
  - advise of the Club's new jersey direction.
  - establish best prices for continued custom.
  - chase up outstanding orders not received, eg fingerless gloves.
  - obtain orders details that weren't fulfilled.
- Sarah to update jersey stock list to prevent reordering of held sizes and enable insufficient orders to be made up with missing common sizes.
- Sarah to collate new jersey orders ready to be submitted.
- Sarah to assist Tina Chamblor in preparations for an A1 Ride Leader Assessment.
- Gill to update the jersey website page to reflect the new limited choice and forward to Clive.
- Gill to liaise with Clive in creating a new website Home page to incorporate a direct jersey link.
- Gill to establish percentage of membership payments made by standing order.
- Gill to send proof of payment and email to Jamie re RNLI donation.
- Jamie to follow up RNLI donation acknowledgement.
- Lindsay to keep the committee and Club updated re The Safer C7 Project.
- Lindsay to book The White Lion for next meeting.
- Viv to pay £400 to the Newhaven Baptist Food Bank charity, and notify Kate Carver who nominated this charity.
- Viv to set up a Dr Bikes refreshment fund to receive receipts.
- Viv to organise settlement of Dr Bikes insurance before the renewal date of 10<sup>th</sup> Sept 2023.
- Viv to continue following up necessary steps with Lloyds Bank in continuing Yvonne's take-over of her role.
- Committee to investigate possible new digital storage for multiple users to hold the Club's documents.