



## Cycle Seahaven Committee Meeting

6pm- 8pm, Monday 1<sup>st</sup> July 2024

The Chairman's House, Seaford.

Present: Denis Bass (Chair), Yvonne Knight (Treasurer), Gill Peissel (Club/Membership Secretary), Roger Lambert joined at 6.30pm (Ride Leader Assessor Coordinator-Subcommittee).

1. **Chairs Welcome:** Denis opened the meeting at 6pm by welcoming the committee. The meeting was held at Denis's house due to The White Lion being unavailable.

2. **Apologies for absence:** None

3. **Minutes from previous meeting:**  
The minutes for the meeting held on 20.05.2024 were approved.

4. **Matters Arising/Action Points Update:**

- Gill, Denis & Yvonne to meet with laptops to run through the workings of Google forms. Gill to resend invitations pre-meet – *before proceeding Denis to supply Yvonne with a CSH Google email address.*
- Yvonne to make final payment to this 2year+ period charity Newhaven Baptist Food Bank – *Completed, see treasury update below.*
- Gill to obtain further info on the QR codes – *Now pending, see item 10.*

5. **Feedback From Members:** None

6. **Section Leads**

• **Dr Bike**

Jamie was absent from the meeting but sent in the following report.

*To date:*

*6 Dr Bike events held so far this season*

*Next event is the RNLI Summer Fair on Saturday 6th July*

*5 Bikes Received security marking*

*52 bikes worked on*

*£871.00 received in donations + £7.19 paid in Sum Up Fee's*

*£863.81 total raised so far of which £361.83 allocated to the food bank prior to the AGM and £501.98 allocated to the RNLI following the AGM. These figures include 7 donated bikes that have been sold on. We have two bikes in stock awaiting sale, 1 bike currently being worked on to make ready for sale and 1 reserved as sold.*

*Expenditure summary:*

*£540.48 opening balance for the Cycle UK Grant*

*£112.90 spent so far*

*£427.58 retained balance*

*£200 opening balance for Refreshments budget*

*£44.27 spent so far*

*£155.73 retained balance*

- **Ride Leader Coordinators**  
**Ride Stats** (for period 20.05.2024 to 30.06.2024)

Road Rides – 36 posted, 7 cancelled.

MTB Rides – 16 posted, 0 cancelled.

Total club rides ridden 45

There were no reported incidents.

With the new committee year starting, Gills need to update Cycling UK with a new 'Officials' list for insurance purpose and a review of active/inactive Ride Leaders will need to be undertaken. Gill will discuss with Mike Winser.

Out of the clubs 24 Ride Leaders, eleven are holding a current First Aid Certificate. The committee decided it would be beneficial to offer further training this year to those without. Sarah Winser to ask for Ride Leaders interest and set a date with Choice Medics for later in the year.

#### **Ride Leaders Meeting 22.05.2024 Update**

In an effort to promote rider numbers, Ride Leaders are organising a survey for all members regarding their preferred rides and grading, etc. Kate Carver has offered to conduct the survey and Roger Lambert volunteered to assist.

The updated first aid kits are still under discussion but there are proposed changes to what is currently used. Den will finalise the list with Paul Sandles and get them ordered.

As the first aid kit items are changing the committee have decided to withdraw the first aid kit offer to members. Uptake has been slow which means it not financially viable as the kits go out-of-date. Gill will organise removal of the offer under the website's Benefits & Discounts.

Next RL's meeting is 16.11.2024.

- **Treasurers Report**

It was agreed the Ride Leaders grant money can continue for another year and Yvonne will record awarded grants and expenditure on the Treasury Report under 'committed monies'.

Denis and Yvonne will organize the yearly audit.

Gill asked for the Treasury Report to be sent out to committee members a week before committee meetings. Yvonne asked that Gill remind her.

Yvonne paid the final donation to the Newhaven Baptist Church Food Bank. The total raised in donations awarded to the Newhaven Baptist Church Food Bank was **£2,218.04** (Year 1 – £682.90 (12 months), Year 2 - £1,535.14 (15 months).

The committee sent a big well done to the Dr Bike Team but also Cycle Seahaven who raise a small amount of own donations, but also work alongside and support Dr Bike.

Great work everyone!

Cycle Seahaven				
Accounts @ 31/05/24				
<b>Balance B/F @ 30/04/24</b>				<b>£4,818.71</b>
<b>Income</b>				
<i>Received From</i>	<i>Description</i>		<i>Amount</i>	
Various	Memberships		£29.00	
Jamie Simmons	Dr Bike Donation		£92.00	
Various	CSH Gloves/Jerseys		£85.00	
			<b>Total</b>	<b>£206.00</b>
				<b>£5,024.71</b>
<b>Expenditure</b>				
<i>Paid To</i>	<i>Description</i>		<i>Amount</i>	
Seaford Baptist Church	AGM Hall Hire		£82.50	
Denis Bass	AGM Costs		£126.63	
Clive Aberdour	Akismet Anti-Spam		£27.00	
Pure Crimson	CSH Jersey		£174.94	
			<b>Total</b>	<b>£411.07</b>
			<b>Balance</b>	<b>£4,613.64</b>
			<b>Bank Balance @ 31/05/24</b>	<b>£4,613.64</b>
			<b>Variance</b>	<b>£0.00</b>
<b>Balance Includes</b>	<b>B/F</b>	<b>This Period +</b>	<b>This Period -</b>	<b>Total</b>
Charity Donations	£269.84	£92.00	£0.00	£361.84
Dr Bike Grant (Refreshments)	£155.73	£0.00	£0.00	£155.73
Cycling UK Grant	£457.51	£0.00	£0.00	£457.51
Committed Funds				£975.08

- **Membership Updates** (up to 30.06.2024)
  - New members x 2
  - No renewals or leavers
  - Total memberships x 298
- **Jersey Update**
  - Sold/stock

Up-to-date-jersey data is unavailable but Denis has agreed to assist Sarah in providing the sales figures. Gill has listed some concerns and again volunteered to complete a jersey data reconciliation, but is unable until she receives the sales figures. Once jersey data is compiled

Denis said he will keep ongoing sales records but Gill has suggested purchases, stock and remaining subsidy should also be recorded and regularly presented in committee meeting minutes for transparency. Gill has also suggested there should be no further purchases made from Purple Crimson (jersey & glove supplier) until the accounts are current, but received no comment. Denis said he has put an advert in the club Newsletter for assistance with the jersey accounting.

- Ukrainian Update

Denis was pleased to announce that so far 100+ unwanted jerseys have been received for donation to the Korosten Cycle Club in Ukraine. The appeal has now been extended to all articles of cycle clothing, and all must be received before the end of July for shipment out to Ukraine. Well done to Denis and Sarah for organising such an extremely worthwhile appeal.

Gill will update Facebook with the Ukraine Appeal's further details.

## **7. Post AGM Feed Back, Discussion & Action Points**

The approved 2023 AGM minutes have been put on the website. Also the 'unapproved' 2024 AGM minutes for members perusal.

- Feedback

There was no feed back from members but the committee discussed;

To improve the halls seating arrangements so the slides can be viewed by all.

To present treasury figures up to the month of the AGM, as an addition to the annual reports. (This might require a separate slide).

To keep to timings.

To offer only tea & biscuits (as opposed to cooking chilli/jacket potato that wasn't well taken up this year).

- Action Points

- Charity donation breakdown request

It was requested by a member at the AGM that charity monies raised by Dr Bike be recorded separately from those of the club. The committee agreed they can split the fundraising total to demonstrate the different sources throughout the club.

- Next year's date & venue

Wednesday 7<sup>th</sup> May 2025 at The Seaford Baptist Church, Belgrave Road. BN25 2EE

- To determine AGM plan - presentation, timings, etc

To manage the agenda's allocated timings it was discussed a reminder could be sent to members regarding submission of motions in writing required 21 days prior. Also, discussions would be better accommodated during committee meetings (where all members are always welcome) and not saved for the AGM.

- Conduct a Charity Nomination Review (regarding the four suggestions made by members):
  - Local or National charity

The constitution item 2 states '*the Club will support and raise funds for local causes.*' As the RNLI has a local branch, was nominated by several members and voted by majority as the club's adopted charity, the committee are happy the RNLI meets the criteria.

- Proxy votes

It was suggested that the 8.8% members present at the AGM wasn't representative of the whole club's choice for the voting of a charity, and proxy votes should be considered. All members received an AGM invitation, and the Constitution states under AGM matters item 11(k) '*Members must attend in person to vote and may not appoint a proxy*'.

- Dr Bike Team exclusive voting rights

The Constitution item 11(i) states '*All fully paid-up members of the club may vote at any general meeting*'.

- Adoption of more than one charity

As any amount of raised charity donation monies can't be relied upon the committee feels the total would be better concentrated to one nominated charity only. However, this matter can be further discussed at the next AGM if a motion is submitted 21 days prior.

## **8. CSH Roles – New & Changes**

- The committee welcomed another subcommittee member, Sally Hardy who has volunteered for the role of Scribe. Sally will be writing articles for the Seaford Scene and E-Peacehaven Directory, both of whom offer free space to community-based organisations. This role has been vacant since 2022 and the committee thanked Sally for taking on this role which is thought a good means of promoting CSH and attracting new members.
- Jamie has taken over from Gill the collecting of security bike marking public/member data, which is then submitted to Bike Registrar.
- Denis with many years of previous Treasurer experience has volunteered to assist Yvonne with the roles responsibilities and nuances of CSH.
- Denis has volunteered to assist with the jersey sales accounting until a recently advertised post in the club Newsletter is filled.

## **9. Changes in Official CSH Guidance**

- Gill updated the RL's guidance to include a clear definition of the Ride Leaders Assessor Coordinators role.

- Clive with agreement from other tourers has changed the Tourers grading numbers within the CSH Grading System, eliminating 3+ and Sportive, so grades now read a much simpler 1 to 5.

#### **10. QR Codes –**

Further investigation regarding the club having its own QR Code has revealed a potential lack of robust safety measures associated with the free QR Code generators. There is little guidance on the National Cyber Security Website and various other sites regarding these apps offering free QR codes, but much online discussion regarding the risk of hackers infiltrating to gain data and direct to malicious URL's that risk downloading malware.

As we have responsibility to those scanning our codes we can't move forward with this proposal until the safety aspect is more guaranteed. Gill has asked the member who suggested the free QR code if they can investigate further - either the soundness of the free apps or the cost of a QR code from a credible company who can offer customer support, etc. We are still waiting a response so this project will remain pending for the time being.

#### **11. C7 Update**

The final draft of the report from project consultants Phillip Jones Associates (PJA) has been received, detailing recommendations to improve the safety and usability of the C7, and can viewed on the The Safer C7 Project website at <https://www.thec7road.co.uk/safer-c7-project>

There will be opportunity to discuss the report findings and proposed measures at four public meetings organised with PJA on:

- Thursday 11th July. Rodmell Village Hall, BN7 3HU. 4.30pm start and 6.30pm start.
- Monday 15th July. Lewes Rugby Football Club, BN7 3NB. 4.30pm start and 6.30pm start.

Denis has asked the clubs Local Liaisons Officer Ian Cairns if he is free to attend one of these meetings.

#### **12. Voting Agenda Items Notified In Advance – None**

#### **13. DONM – 12.08.2024 at The White Lion.**

The committee have agreed to continue with the six weekly committee meetings and dates have been put on the club calendar for the year. The White Lion is booked for meetings in 2024.

#### **14. AOB**

- Ian Cairns gave details on his report to ESCC regarding a request to trim overhanging vegetation on the A259 between the two roundabouts. There are trees hanging down at head level and in many places the cycleway is reduced to half width. Ian has requested they clear the whole stretch and not just the odd bush as they did previously. ESCC have confirmed the work will go ahead, but have not specified a time.
- On Sunday 2<sup>nd</sup> June, eleven WOW riders took part in their annual Davina charity ride. The bikes were transported to Uckfield by Denis on the CSH bike trailer, who then gave further support by following the ladies around the route, although thankfully there were no incidents or repairs required. A great day was had by all and the Ride Leaders grant contributed to transport costs totalling £58.

- Den reported the trailer is in good shape and doesn't require any money spending on it. However, he commented on how the shape of bikes have changed and this now dictates a smaller total the trailer can carry.
- An email from Chris Roberts who runs the Newhaven Baptist Church Food Bank says the need for food banks is growing all the time and he gave generous thanks for the amounts donated over the last 2+ years from raised monies.
- Next meeting the Wellbeing Team and First Aid & Radio Monitor are due to present/submit any updates. Gill will remind Sarah and Paul.

Denis thanked Roger for attending and closed the meeting at 8pm.

### **Action points:**

- Denis to finalise the updated First Aid list with Paul Sandles and order new items.
- Denis to liaise with Yvonne regarding the annual audit of CSH accounts.
- Denis to provide assistance to Sarah regarding up-to-date jersey sales and stock figures.
- Denis to supply a CSH Gmail address for Yvonne.
- Denis, Yvonne & Gill to set up Google Forms and ensure all are working.
- Yvonne to include any awarded grants on future Treasury Reports under 'committed monies'.
- Yvonne to organise the reimbursement of petrol costs to the Davina Ride drivers.
- Sarah to ask Ride Leaders interest for first aid training for a date set later in the year with Medics Choice.
- Gill to ask Mike Winser to conduct a review of active/inactive Ride Leaders.
- Gill to update Cycling UK's 'Officials' list with Mike Winser's findings.
- Gill to arrange removal of the members first aid kit offer on the website under Benefits & Discount.
- Gill to put out further appeals on Facebook for unwanted cycle clothing for the Ukraine cycle club.
- Gill to enquire Seaford Baptist Church availability for next year's AGM
- Gill to continue trying to locate the local RNLI contact.
- Gill to remind Sarah Winser and Paul Sandles for updates to be presented at the next committee meeting.
- Roger to liaise with Kate Carver regarding the Ride Leaders survey.