



## Cycle Seahaven Committee Meeting

6pm Monday 19<sup>th</sup> August 2024

The Chairmans House, Seaford

Present: Denis Bass (Chair), Yvonne Knight (Treasurer), Gill Peissel (Club/Membership Secretary), Jamie Simmons (Dr Bike Lead), Sarah Winsor (Sub-Committee various roles)

1. **Chairs Welcome:** Denis opened the meeting at 6pm by welcoming the committee and two sub-committee members, Jamie and Sarah. The meeting was held at Denis's house due to The White Lion being unavailable for the second time!
2. **Apologies for absence:** None
3. **Minutes from previous meeting:**  
The minutes for the meeting held on 01.07.2024 were approved.
4. **Matters Arising/Action Points Update:**
  - Denis to finalise the updated First Aid list with Paul Sandles and order new items. *Completed*
  - Denis to liaise with Yvonne regarding the annual audit of CSH accounts. *A review is currently being organised with Richard Hughes.*
  - Denis to provide assistance to Sarah regarding up-to-date jersey sales and stock figures. *Completed*
  - Denis to supply a CSH Gmail address for Yvonne. *Yvonne has declined having a Gmail CSH email address*
  - Denis, Yvonne & Gill to set up Google Forms and ensure all are working. *As above*
  - Yvonne to include any awarded grants on future Treasury Reports under 'committed monies'. *Completed*
  - Yvonne to organise the reimbursement of petrol costs to the Davina Ride drivers. *Payments to given to the club's charity as stipulated by members.*
  - Sarah to ask Ride Leaders interest for first aid training for a date set later in the year with Medics Choice. *Only 3 RL's have come forward so it was agreed to postpone until next year when it is hoped more will attend.*
  - Gill to ask Mike Winsor to conduct a review of active/inactive Ride Leaders. *Completed & websites Contact Us page updated to reflect results.*
  - Gill to update Cycling UK's 'Officials' list with Mike Winsor's findings. *Ongoing*
  - Gill to arrange removal of the members first aid kit offer on the website under Benefits & Discount. *Completed*

- Gill to put further appeals on FB for unwanted cycle clothing for the Ukraine cycle club. *Completed*
- Gill to enquire Seaford Baptist Church availability for next year's AGM – *Completed. Wednesday 7th May 2025 @ 6.30pm- 8.30pm at Seaford Baptist Church. It's been advertised on the calendar*
- Gill to continue trying to locate the local RNLI contact. *Completed & given to Yvonne & Denis*
- Gill to remind Sarah Winser and Paul Sandles for updates to be presented at the next committee meeting. *Completed*
- Roger to liaise with Kate Carver regarding the Ride Leaders survey. - *pass onto Mike Godwin*

## 5. Feedback From Members: None

## 6. Section Leads

- **Dr Bike**
  - **Update** Jamie gave the following report

To date:

11 Dr Bike events held so far this season including Seaford Sustainability fair and Newhaven RNLI

5 Bikes Received security marking

102 bikes received our attention

£1,370.20 received in donations

£9.80 paid in Sum Up Fee's

£361.83 allocated to the food bank prior to the AGM and now settled.

£1,008.37 so far allocated to the RNLI

These figures include 13 donated bikes that have been sold on and we have three bikes in stock available for sale.

Expenditure summary:

£540.48 opening balance for the Cycle UK Grant

£121.20 spent so far

£419.28 retained balance

£200 opening balance for Refreshments budget

£44.27 spent so far

£155.73 retained balance

Teamshirts Credit of £268.06 has now been used with a top up payment of £8.30 to cover the cost of hooded tops for the Dr Bike Team.

Jamie explained how he spent time liaising with the Dr Bike Team before selecting the new hooded tops, and created a print-ready version of the existing Dr Bike logo before approaching the clothing company. The committee thanked Jamie for taking on this additional work load on top of his usual Dr Bike commitments.

- **Insurance**

Dr Bike's Zurich insurance is due for renewal 09.09.2024. Yvonne has arranged for the contact details to be updated to herself, and will organise payment.

- **Peacehaven hub Discussion**

There have been indications that ESCC would like to introduce a payment for use of The Hub from its stakeholders. At present there are only Dr Bike and Sustrans using The Hub. In September a meeting is being arranged between all parties for further discussion to which Jamie and Denis will hopefully attend.

- **Ride Leader Coordinators**

**Ride Stats** (for period 01.07.2024 to 12.08.2024)

Road Rides – 30 posted (and 4 cancelled).

MTB Rides – 20 posted (and 1 cancelled).

Total club rides ridden 45

There were no reported incidents.

The committee acknowledged the great numbers of rides going out which totaled the same as the previous meeting, and equated to nearly one ride a day.

\*\* A big well done Ride Leaders! \*\*

Whilst conducting the RL active/inactive review Den said he had asked a RL who didn't always put his rides on the Club Calendar if he could do so in future so maybe more members could benefit from his rides. It was discussed that this leader would not be covered by CSH club public liability insurance if his ride was not on the Club Calendar. Gill asked if he knew this and it was thought not, so Gill will update him.

### **First Aid Kits & Radio Monitor Update**

Paul reported new items for the kits had been received and were presently being distributed.

Paul recently carried out a radio check on who has what and what is working, Sarah recently loaned her pair of radios to Richard who is due to return them.

- **Treasurers Report**

## June Report

Cycle Seahaven				
Accounts @ 30/06/24				
<b>Balance B/F @ 31/05/24</b>				<b>£4,613.64</b>
<b>Income</b>				
<i>Received From</i>	<i>Description</i>		<i>Amount</i>	
Various	Memberships		£0.00	
Jamie Simmons	Dr Bike Donation		£94.00	
SumUp	Dr Bike Donation		£407.98	
Various	Jersey Donation		£5.00	
Various	CSH Gloves/Jerseys		£67.00	
WOW	WOW		£16.00	
		<b>Total</b>	<b>£589.98</b>	
				<b>£5,203.62</b>
<b>Expenditure</b>				
<i>Paid To</i>	<i>Description</i>		<i>Amount</i>	
Newhaven Baptist Church	Charity Donation		£361.84	
Jamie Simmons	Dr Bike Parts		£29.93	
			£0.00	
			£0.00	
		<b>Total</b>	<b>£391.77</b>	
				<b>£4,811.85</b>
				<b>£4,811.85</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 (Dr Bike)	£361.84	£501.98	£361.84	£501.98
Charity Donations (Jersey)	£0.00	£5.00	£0.00	£5.00
Dr Bike Grant (Refreshments)	£155.73	£0.00	£0.00	£155.73
Cycling UK Grant	£457.51	£0.00	£29.93	£427.58
Ride Leader Grants	£200.00	£0.00	£0.00	£200.00
Committed Funds				<b>£1,290.29</b>

## July Report

Cycle Seahaven				
Accounts @ 31/07/24				
<b>Balance B/F @ 30/06/24</b>				<b>£4,811.85</b>
<u>Income</u>				
<i>Received From</i>	<i>Description</i>		<i>Amount</i>	
Various	Memberships		£14.00	
Jamie Simmons	Dr Bike Donation		£94.00	
SumUp	Dr Bike Donation		£132.73	
Various	CSH Gloves/Jerseys		£16.00	
		<b>Total</b>	<b>£256.73</b>	
				<b>£5,068.58</b>
<u>Expenditure</u>				
<i>Paid To</i>	<i>Description</i>		<i>Amount</i>	
			£0.00	
			£0.00	
			£0.00	
			£0.00	
		<b>Total</b>	<b>£0.00</b>	
		<b>Balance</b>		<b>£5,068.58</b>
		<b>Bank Balance @ 31/07/24</b>		<b>£5,068.58</b>
		<b>Variance</b>		<b>£0.00</b>
<u>Balance Includes</u>	<u>B/F</u>	<u>This Period +</u>	<u>This Period -</u>	<u>Total</u>
Charity Donations (Dr Bike)	£501.98	£226.73	£0.00	£728.71
Charity Donations (Jersey)	£5.00	£0.00	£0.00	£5.00
Dr Bike Grant (Refreshments)	£155.73	£0.00	£0.00	£155.73
Cycling UK Grant	£427.58	£0.00	£0.00	£427.58
Ride Leader Grants	£200.00	£0.00	£0.00	£200.00
Committed Funds				£1,517.02

- **Membership Updates** (up to 12.08.2024)  
New members x 3  
Total memberships x 301
- **First Aid Training**  
(Postponed- see action points above)
- **Jersey Update**

- **Sold/stock**

Den and Sarah have revised their practice in keeping the club jersey data and Denis will now be presenting at committee meetings an ongoing spread sheet of purchases and sales. Further data such as the amount of subsidy left, etc, will be calculated from these figures. Gill was pleased with this progress and thanked Denis for taking on this responsibility.

- **Ukrainian Update**

Denis reported he has received in excess of 130 unwanted jerseys plus many other items of cycling clothing which has been boxed up (29.5kg of clothing) and is waiting collection. This project was considered a huge success as we're sure the Ukrainian cycle club will make good use of our members generosity. Well done to Sarah and Denis who initiated it.

## **7. Wellbeing Team Update**

Back in April Sarah reported the Wellbeing Team had gone out for a meal which they enjoyed and had decided to repeat periodically. Sarah will suggest another nearer to Christmas. Sarah reported all was well and connection was kept with the ongoing six weekly check-ins to ensure no one ever felt overwhelmed. Sarah had received some very positive feedback from members regarding the advice/help they received. The committee thanked Sarah for her input.

## **8. Multi-Ride Discussion**

- **Jamie's Update**

Jamie explained the difficulties he had encountered with Seaford Town Council in organising this event. Initially a lack of response wasted a lot of time but then when contact was finally made there was a requirement to generate a lot of paperwork including an event plan and risk assessment to enable the gazebos to be erected. This has been submitted. Seaford Town Council also initially assumed CSH to be a commercial enterprise, suggesting the fee would be in excess of £400 to rent a small section of The Salts. Jamie was able to agree a reduced cost of £46 which was thought a more realistic figure by the committee, although still disappointing the council wasn't more supportive of a community event that brought people together in raising funds for a local charity RNLI.

- **Event Plan & Risk Assessment Approval**

The committee have given full support to this project and approved Jamie's paperwork by email prior to this week.

- **RL Grant Approval**

The committee gave approval for Jamie to receive a RL Grant to cover Multi-Ride costs (councils fee, pin badges, and refreshments).

- **Insurance Cover**

The Multi-Ride is termed as an 'event' by Cycling UK. However, it was agreed by all we would not register our event as it did not meet the criteria for extra insurance cover necessary for over 200 riders and/or more than 10 guests per ride.

- **Donations**

Jamie will organise the bucket used at Dr Bike sessions that is clearly marked 'RNLI'. He will advise riders via FB that the bucket will be on the table in the gazebo should they wish to donate.

- **Planning Ahead**

Sarah said she would like to run a multi-ride once or maybe twice a year in future. Jamie volunteered to compile a step-by-step approach from his recent learnings to avoid repeats of any difficulties.

### **9. Website Homepage**

Jamie pointed out there is no mention of the club's fund raising on the website's home page and suggested a footer saying "*CSH proudly supports Newhaven RNLI*". Gill will arrange with Clive.

### **10. Egrets Way Project**

After previously abandoning work due to bad weather, the South Downs National Park Authority have confirmed that JT Mackley have recommenced as of now to complete the final phase of the Egrets Way construction. It is expected to be finished within 6-8 weeks and will include some remedial work to previous sections, completing surfacing works to the remaining 1.8km to the junction with the bridleway, making good the access track bridleway with some drainage and surface improvement to enable all year use, and new directional signage.

This will be a great addition to CSH routes and Denis suggested an organised CSH ride to celebrate the 'Egrets Way opening' once it is completed.

### **11. Local Liaisons Officer Update**

#### **Safer C7 Project**

Ian Cairns (Local Liaison Officer) attended one of the meetings on behalf of CSH. He reported that after completing a baseline assessment of the C7 and its setting, the consultants initial findings set out some recommended measures to:

- Lower speed limit for 50mph to 40mph, which ESCC and Sussex Police will only approve it if it is self-enforced through measures such as chicanes at the entrances to the villages along the way.
- Divert more traffic onto the A26 but no mention of how.

Cycling was mentioned together with pedestrian safety but there are no special measures being taken to ensure better safety. More can be read about the project here -

<https://www.thec7road.co.uk>

#### **Seaford Better Cycling Options Study**

Seaford Community Partnership (SCP) commissioned Transport Initiatives to conduct this study as part of a suite of projects being developed by Ouse Valley Climate Action (OVCA). In January 2023 the committee listened to a presentation given by Kevin Rice at SCP and Simon McFarlane concerning this report and their role in coordinating funding budgets for cycling infrastructure. The final report contains a number of proposals for cycle routes and cycle parking but there has been no engagement from the council and no formal response from council stakeholders including the Highway Authority. Ian Cairns will send Ian Rice a formal response supporting this initiative and will copy in the relevant councils/authorities, although the committee thought realistically there appears sadly no money to fund these projects.

#### **Overgrowth of Local Vegetation**

Although a date has still not been set, Ian continues to pressure ESCC and their contractors to clear vegetation from the A259 cycle path at Denton Corner roundabout.

The committee thanks Ian for his great efforts on behalf of CSH.

## 12. Secretarial Position

Denis announced Gill is resigning from her Secretarial role on the committee citing ill health as a major cause. However, Gill enjoys working within the 'committee team' so will continue as a subcommittee member in her various other roles as Membership Secretary, maintaining CSH's online Google Forms, working with Clive regarding the club's website, keeping lists of active RL's, their first aid status, etc, staying on top of policy changes as Cycling UK Lead, Strava/FB admin and other tasks too numerous to list. We will miss Gill's great organisational skills and critical thinking at committee meetings, but know she will still be kept very busy within the CSH fold. Thank you Gill for your time serving as our Secretary.

The secretarial position will be advertised by email tomorrow (20th August) together with explanation that having this role filled is vital for the club to avoid closure.

## 13. Voting Agenda Items Notified In Advance – None

## 14. DONM – Monday 23<sup>th</sup> September at The White Lion

## 15. AOB

- On Sunday 2<sup>nd</sup> June three members helped transport the riders to The Davina Big Sussex Ride. Each has given their reimbursed fuel payments to the club's charity. We thank Kate, Diana and Michelle for their generosity.
- Jamie has noticed there is no mention of the 'Dr Bike Lead' on the websites Contact Us page. This is an oversight and Gill will organise for Jamie to be added.
- As Gill is stepping down from the committee she brought up the subject of Dropbox which everyone struggles with as doesn't know how to use it correctly. Therefore, the Club account hasn't been used for about a year and Denis has said it is redundant. Gill said she would pass onto Denis all master copies of the club documents she has created for the website. This will include all AGM documentation, The Constitution, Privacy Policy, Safeguarding Policy, and Complaints Policy & Guidance.

Denis closed the meeting at 8.30pm, and thanked everyone for attending.

### Action points:

- Gill to let Clive and Roger know that due to lack of interest first aid training has been postponed until next year.
- Sarah to advise Choice Medics we are postponing our interest until next year.
- Gill to update the 'officials' list held by Cycling UK.
- Gill to pass action point onto Mike Godwin regarding the RL's survey
- Gill to update RL of Club Insurance criteria.
- Gill to arrange a footer on the club's website homepage saying '*CSH proudly supports Newhaven RNLI*'.
- Gill to organise adding Dr Bike Lead to the Contact Us page.
- Gill to pass master copies of documents onto Denis.
- Jamie to compile a step-by-step approach for Sarah to enable easier management in organising future multi rides.