



Cycle Seahaven Committee Meeting

6pm Monday 23rd September 2024

The White Lion, Seaford

Present: Denis Bass (Chair), Yvonne Knight (Treasurer), Gill Peissel (Club/Membership Secretary), Jamie Simmons (Dr Bike Lead).

1. **Chairs Welcome:** Denis opened the meeting at 6pm by welcoming the committee and sub-committee member Jamie.
2. **Apologies for absence:** None
3. **Minutes from previous meeting:**
The minutes for the meeting held on 19.08.2024 were approved.
4. **Matters Arising/Action Points Update:**
 - Gill to let Clive and Roger know that due to lack of interest first aid training has been postponed until next year. *Completed*
 - Sarah to advise Choice Medics we are postponing our interest until next year. *Ongoing*
 - Gill to update the 'officials' list held by Cycling UK. *Completed re email 05.09.2024.*
 - Gill to pass action point onto Mike Godwin regarding the RL's survey. *Unnecessary as discussed with Mike in email dated 05.07.24*
 - Gill to update RL of club insurance criteria and advertising rides on club calendar. *Completed by Den who discussed with RL directly in RL's-Whatsapp Group*
 - Gill to arrange a footer on the club's website homepage saying 'CSH proudly supports Newhaven RNLI'. *Completed*
 - Gill to organise adding Dr Bike Lead to the Contact Us page. *Completed*
 - Gill to pass master copies of documents onto Denis. *Completed*
 - Jamie to compile a step-by-step approach for Sarah to enable easier management in organising future multi-rides. *ongoing*
5. **Feedback From Members:** None

6. Section Leads

- **Dr Bike as reported by Jamie**

- **General Update**

Results correct up to Saturday 21st September 2024 session:

- 13 Dr Bike events held so far this season including Seaford Sustainability fair and Newhaven RNLI
- 2 bikes worked on for members of the public during the multi ride event.
- 6 Bikes Received security marking
- 132 bikes received our attention
- £1,617.24 received in donations
- £12.76 paid in Sum Up Fee's

- £361.83 allocated to the food bank prior to the AGM and now settled.
- £1,255.41 so far allocated to the RNLI

- These figures include 15 donated bikes that have been sold on and we have four bikes in stock available for sale.

Expenditure summary:

- £540.48 opening balance for the Cycle UK Grant
- £160.85 spent so far
- £379.63 retained balance

- £200 opening balance for Refreshments budget
- £44.27 spent so far
- £155.73 retained balance

- **Zurich Insurance**

Zurich have reviewed the insurance policy that was up for renewal and asked for a comprehensive account of Dr Bikes practice. Jamie has supplied this and it has been sent back to Zurich. Yvonne and Jamie are now waiting for a response. Jamie will also check with Zurich regarding contents cover for the kit & equipment held in the storage containers.

Gill questioned as Dr Bikes policy had expired on 09.09.2024, was it safe for the Dr Bike team to be operating. Yvonne answered the original policy had been renewed and paid for. It is just under review so subject to possible change.

- **PTC proposal For Dr Bike Signage In The Big Park ***

Jamie has received an invite from Peacehaven Town Council to have a Dr Bike sign/logo put on new ladder-signage being erected at The Big Park. It was noted by the committee that Dr Bike do not run sessions all year round and don't hold a long-term contract to remain at The Big Park, but the signage was still seen as a positive step. On Monday 30th September Jamie has a scheduled meeting with ESCC for a park-update and possible cost discussion, and will raise the subject of the ladder-signage as Dr Bike are at The Big Bike through agreement with ESCC.

** Post meeting note – Following on from Jamie’s meeting, he was advised that PTC will not be using Dr Bike logos on their ladder signage but one that represents The Hub as a cycling facility.*

- **Ride Leader Coordinators**

Ride Stats (for period 13.08.2024 to 22.09.2024)

Road Rides 30 posted (and 9 cancelled).

MTB Rides 16 posted (and 0 cancelled).

Total club rides run 37

There were no reported incidents.

- **Treasurers Report**

- **Audit Update**

The committee agreed that the finalising of the 2023 audit of treasury accounts is urgent.

Yvonne will finish putting the file together asap to present to new Honorary Auditor Richard Hughes who has kindly agreed to preside over the accounts.

A	B	C	D	E
Cycle Seahaven				
Accounts @ 31/08/24				
Balance B/F @ 31/07/24				£5,068.58
Income				
<i>Received From</i>	<i>Description</i>		<i>Amount</i>	
Various	Memberships		£22.00	
Various	Jersey Gloves		£18.00	
Various	Dr Bike Donation		£279.67	
Jersey	Jersey		£15.73	
CJ Hards	Multi Ride Donation		£10.00	
J Simmons	Multi Ride Donation		£90.00	
Jersey	Gloves		£9.00	
		Total	£444.40	
				£5,512.98
Expenditure				
<i>Paid To</i>	<i>Description</i>		<i>Amount</i>	
Denis Bass	First Aid Supplies		£67.98	
Clive Aberdour	TSO Host		£59.99	
Jamie Simmons	Cycling UK (Bike Spares)		£39.65	
Zurich Insurance	Dr Bike Insurance		£96.00	
Jamie Simmons	Ride Leaders		£22.50	
Jamie Simmons	Cycling UK (Dr Bike Hoodies)		£8.30	
Denis Bass	WOW - Mileage		£20.00	
		Total	£314.42	
			Balance	£5,198.56
			Bank Balance @ 31/08/24	£5,198.56
			Variance	£0.00
Balance Includes	B/F	This Period +	This Period -	Total
Charity Donations (Dr Bike)	£728.71	£279.67	£0.00	£1,008.38
Charity Donations (Jersey)	£5.00	£0.00	£0.00	£5.00
Charity Donations (Multi Ride)	£0.00	£100.00	£0.00	£100.00
Dr Bike Grant (Refreshments)	£155.73	£0.00	£0.00	£155.73
Cycling UK Grant	£427.58	£0.00	£47.95	£379.63
Ride Leader Grants (JS)	£200.00	£0.00	£22.50	£177.50
Ride Leader Grants (SW)	£200.00	£0.00	£20.00	£180.00
Total Committed Funds				£2,006.24

- **Membership Updates**
 - Stats (up to 23.09.2024)
New members x 4
Total memberships x 305

- Duration Of Validity On A Guest Form
Den proposed 1 year as long as that person's details don't change, and the committee agreed. Gill will update the RL's Guidance, Essential Info, and Rules & Safety documents on the website.

- **CSH Merchandise Figures**

Gill used the invoices to establish total club expenditure and subsidy spend within each invoice. Sarah and Denis have worked together to establish up to-date sales to members and remaining stock. Gill has added their data to the table below. Note - there remains a discrepancy within the gloves that needs investigating by Sarah & Denis, and other figures may need slight adjustment. The committee agreed no new orders be made until Dens spreadsheet is complete and the figures reconcile.

CSH Merchandise Figures from Nov 2021 to July 2024	
Jerseys purchased from supplier	143
Jerseys sold to members	81
Jerseys given free	24
Remaining jersey stock	38
Gloves purchased	42
Gloves sold to members	?
Gloves given free	?
Remaining glove stock	23
Stock Value	£1,175.19
Total invoice spend incl p&p (£108.72)	£4,430.95
Expected member payments	£1,580.88
Subsidy Spent	£1,651.88
Subsidy Remaining	£1,348.12

7. Multi-Ride Update

Everyone agreed the Multi-Ride that took place on Sunday 25th August was a complete success. Not only was there six separate routes enjoyed by 38 member riders, but the gazebos set up in The Salts, Seaford attracted positive attention and enquires about CSH and Dr Bike. Jamie even had time to carry out some simple maintenance on two bikes belonging to the public. On the riders return they were awarded pin-badges and refreshments, and a total of £100 in donations was raised for the clubs nominated charity Newhaven RNLI. It is hoped this event would become an annual occurrence.

Jamie reported that post-event he had re-approached Seaford Town Council to advise if the green-space license fee could be waived it would be added to the £100 donations already raised, making a possible total of £149. He emphasised the events simplicity, organised by a local non-profit making organisation (CSH), that raised funds for a local charity. Also, that the event had attracted positive attention from other park users so promoting cycling and for others to

consider future participation. Seaford Town Council responded by stating their green space hire fees were separately set annually by councillors for commercial and non-for-profit groups. The fee offset administrative costs for reviewing the Risk Assessment and issuing the land license, and also contributed towards the parks ongoing maintenance. Therefore, the fee would not be waived. The committee thanked Jamie for trying.

8. Ukrainian Project Update

Denis advised the person arranging the collection of donated clothing was stalling and so the four boxes still remained in his garage. He will continue to chase the person up for instructions on collection or where to send.

9. Secretarial Position

Denis advised unfortunately there has been only one direct enquiry from a person not immediately available, and another through a third party. Therefore, Denis is waiting for direct contact from this person should they wish to discuss the role further. Den said if nothing came to fruition, he will be putting a large advert in the next Newsletter.

10. Egrets Way Update

After Den's update at a previous meeting and suggestion of an organised ride to celebrate the Egrets way opening, Gill contacted Neville Harrison to ask if we could be a part of the official opening. Neville was delighted and said he would put it to the committee in November. The section from Lewes to Rodmell is about to undergo its final surfacing and drainage works after previous water damage, and expected to be completed this year. However, disappointingly the one remaining section from Piddinghoe to Chapel Barn could take another year to be finished.

11. Website Contact Us Review

Gill has reviewed the Contact Us page. The title of Ride Leader Coordinator is now redundant as has been split between five people each with their own title role on that page. Therefore, Gill suggested it be removed and the committee agreed.

12. Voting Agenda Items Notified In Advance – None

13. DONM – Monday 4th November, 6pm at The White Lion, Seaford.

14. AOB

Website Problems

Clive sent a report to the committee stating late on Saturday 21st September he had noted a problem with the club websites secure connection. Clive immediately notified Ride Leaders via the WhatsApp Group and advised them to use the Fallback website. Clive also requested Gill advise all members by email. Gill also notified using the clubs FB account.

Clive explained when he contacted the hosting company it became evident they didn't work at weekends and after finally making contact, it was realised a newly issued digital security certificate (SSL) that authenticates a website's identity and enables an encrypted connection had not been manually activated by the hosting company due to a backlog.

By using the Fallback website created and maintained by Clive, the club was able to continue offering a full website service during the day and a half when the usual website was out of action. The committee thanked Clive for his diligence and efficient handling of the problem, and working with Gill to ensure all members were quickly notified.

Clive also warned the TSOHost brand was being retired, and starting in October all customers are to be transferred to 123Reg. There has been promises of a seamless transition and Clive hopes it will be.

Foliage Overhang

Sarah Winser forwarded a response from Carolyn Lambert dated 12.09.2024 regarding her request for the cutting back of overgrown foliage on the Newhaven cycle path. Carolyn advised it had been cut back twice this year and was scheduled to be done again but bad weather was delaying this. This is in addition to Ian Cairns previously reporting he has continued to pressure ESCC and their contractors to clear vegetation from the A259 cycle path at Denton.

The committee thank both members for trying to keep CSH riders and other cyclists safe.

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

Action points:

- Sarah to advise Choice Medics we are postponing our interest until next year.
- Jamie to compile a step-by-step approach for Sarah to enable easier management in organising future multi-rides.
- Jamie to confirm with Zurich regarding contents cover for the kit & equipment held in the storage containers.
- Yvonne to finalise the audit file.
- Denis to liaise with Sarah regarding some missing glove data.
- Denis to pass his updated jersey project spreadsheet to Gill for reconciliation.
- Gill to organize the removal of title RL Coordinator on the Contact Us page.
- Gill to update the RL Guidance & Rules & Safety documents regarding the duration of validity for a guest form.
- Denis to chase up who will be collecting the Ukrainian clothing boxes.