



**Cycle Seahaven Committee Meeting – 7.10pm Monday 16th December 2024**

**The White Lion, Seaford.**

### **MEETING MINUTES**

**Present: Denis Bass (Chair), Yvonne Knight (Treasurer), Roger Case (Co-opted Club Secretary) Gill Peissel (Sub-committee Membership Secretary/Club Administrator)**

- 1. Chair's Welcome** - Denis welcomed the committee and Roger who will replace Gill as club Secretary from today after being co-opted onto the committee. Denis also thanked Gill for all her very effective efforts as club secretary.
- 2. Apologies for Absence** - none
- 3. Minutes of the last meeting approval** – 04.11.2024 - **approved**
- 4. Matters Arising / Action Points Update**
  - Denis to liaise with Sarah regarding missing glove data. - *Completed*
  - Denis to pass his updated jersey sales spreadsheet to Gill for reconciliation - *Ongoing*
  - Denis to chase up who will be collecting the Ukrainian clothing boxes. - *Completed*
  - Denis to approve the new trailer T&C's sheet for prospective users. - *Completed*
  - Gill to change future committee meeting times on the club calendar. - *Completed*
  - Gill to advertise the stolen e-bike as such on the clubs FB group. - *Completed*
  - Gill to contact Brighton Excelsior CC regarding returning the medals. *Excelsior replied that the person who gave the old photo and medals to Denis had already tried to return them to the Excelsior Club, and nobody had claimed any family ties. Therefore, Denis is keeping them for now.* - *Completed*
  - Jamie to compile a step-by-step approach that enables easier management in organising future multi-rides. - *Completed*
  - Jamie to investigate with Bikmo a secondary insurance policy covering Dr Bikes equipment against fire, theft and accidental damage. *Bikmo quoted £557 which far exceeds our expectations. Therefore, the club will self-insure as it is thought any insurance costs will exceed the equipment's worth.*- *Completed*
- 5. Feedback from members**

Compliments by email from a member who suddenly found because he wasn't in the riders WhatsApp Group he had missed out on the groups Christmas lunch arrangements. He was very complimentary about the great communication and organisation between Gill and the necessary RL's to rectify the situation and managed to join them today at The View.

## 6. Section Leads

**Dr Bike** (Jamie)

### **General Update**

Dr Bike sessions have ended but Jamie reported a meeting has been arranged with ESCC and all stakeholders at the Peacehaven hub in February 2025 which he is hoping to attend.

**Ride Leader Coordinators** (04.11.2024 - 16.12.2024)

**Stats** (Mike)

Road Rides – 17 Rides posted

Road Rides Cancelled – 5 Rides

Off Road Rides – 17 Rides posted

Off Road Rides Cancelled – 1 Ride

Total ride Run – 28 Rides

No incidents reported

[Roger to ask](#) Mike G and / or Laurence V to provide Christmas meal photos and a short write up for the next newsletter.

Some ride leaders in the WhatsApp group are mobile numbers only. Suggest this is reviewed.

It was also suggested that Ride Leaders meet four times a year and we promote participation.

[Roger will talk to Mike G](#)

[Denis to thank Gwydion for his past help](#)

**Treasurers Report** (Yvonne) October and November 2024 Reports

Richard Hughes kindly acted as Honorary Auditor to preside over the CSH's 2023 accounts and has confirmed they are '*correct and of good quality*'.

The committee discussed who can 'audit' 2024 accounts and [Yvonne said she will investigate](#).

Charity Donation

The committee and Jamie agreed it is of more benefit to the RNLI to receive the majority of monies raised so far as opposed to the previous splitting into more even payments as was conducted for the Newhaven Food Bank.

Therefore, [Yvonne will send the RNLI £1,400 asap](#). [Denis will write a letter to the RNLI to accompany the donation](#)

[Denis to invite proposals for allocation of £3k balance of funds in next newsletter](#).

**Spreadsheets below**





**CSH Administrator** - Roger Case having taken over the role of Club Secretary leaves many tasks outside of a secretary's area that Gill has agreed to keep in addition to her Membership Secretary role. Therefore, Roger has proposed Gill's new role be titled Club Administrator, and the committee agreed. [Gill will ask Clive to add this role to the website so she remains contactable.](#)

We have a **new RL**, Jim House. It is understood Jim may be having difficulties with the calendar [Roger will liaise with Jim, LV and MG who are currently helping him.](#)

Denis has replaced Mike Winser in the role of **admin in the RL's WhatsApp Group**. The other admins remain as Sarah Winser and Gwydion Jones.

**Gill was removed from the RL WhatsApp Group** but has been re-added as her presence is felt beneficial for the management of the club, guidelines and procedural discussions.

**Ride Leader Assessor** Roger Lambert didn't supply Denis with the latest RL assessment details. [Roger C will liaise with Roger L to ensure he knows the expectations of his role as RL Ass Coordinator.](#) Also plans to review the actual assessment and plans to put it on the website as a [google form](#).

## 8. Website Meeting Update

*On 07.11.2024 Clive, Gill and Sarah held the 8th website committee meeting. The maintenance handbook was set up 18 months ago and Clive wished to explain some updates and receive any feedback. He has also simplified the running of the website further by removing unnecessary options, reduced the amount of media from 3000 to 200 (these were mainly photos), and reduced [CSH.org](#) email addresses to just three remaining. These he eventually hopes to get rid of as views them as a higher threat than ordinary Gmail addresses.*

*The hosting company has changed from TSOHost to 123 Reg without any apparent interruptions, and Clive has set up the same passwords. Clive has someone in mind to fill the role of a 'Back-up Website Administrator' should anything ever happen to Clive. This person will have access to Clive's Handbook but also importantly hold the passwords for the main and backup website and any hosting companies.*

*Any further changes should be minor so the next anticipated website committee meeting will be in 12-18 months and hopefully include the new back-up website administrator also.*

## 9. Voting Agenda Items Notified in Advance

### 10. DONM – 27<sup>th</sup> January 2025 6.30pm at The White Lion,

White Lion also booked for 10<sup>th</sup> March and 28<sup>th</sup> April all at 6.30pm, AGM 7<sup>th</sup> May at Seaford Baptist Church, Gill has booked.

### 11. AOB

**Last reminders regarding RWGPS** to download any required routes as the club subscription will lapse 18.01.2025.

**Den** will put it in the Chairmans Chat Newsletter article.

**Gill** will advise on FB again and various WhatsApp Groups.

**Clive** will advise the tourers via his WhatsApp group

**Reminder** for articles for **January Newsletter deadline 31.12.2024**

Denis closed the meeting at 08.10pm

### **Action points**

- **Denis** to pass his updated jersey sales spreadsheet to Gill for reconciliation (*Ongoing*)
- **Gill** to ask Clive to add her new role as CSH Administrator to the website
- **Gill** to advise various groups and advertise on FB that the clubs RWGPS subscription finishes on 18.01.2025
- **Gill** to advise RL's that Jamie has devised a multi-ride step-by-step guide
- **Yvonne** to investigate another Honorary Auditor for 2024 club accounts
- **Yvonne** to pay RNLI £1,400.00
- **Denis** to write a letter to RNLI
- **Denis** to check all WhatsApp Admins are happy. Maybe bring in Roger Case?
- **Roger** to ask RL's if they will put off-calendar rides on the calendar to offer more availability to members.
- **Roger** to liaise with Jim to see if help with the calendar is required.
- **Roger** to continue discussion with Roger Lambert regarding RL Assessments.