

Committee Meeting No. 3
at the Wellington Public House in Seaford
on 24th June 2009

Present

Andy Lock	Chair
Clive Aberdour	Secretary
David Hester-Lock	Treasurer
Ian Cairns	Website Manager
Ashley Howitt	'Women in Cycling' Member
Eddie Collict	

Apologises for Absence

- 1 Apologises from Ally Preece who was unable to attend this meeting.

Purpose of Meeting

- 2 The main purpose of this third committee meeting was to agree a procedure for organising bike rides.

Minutes of Previous Meeting

- 3 Agreed.

Action Points

- 4 The following action points were discharged:

3G/2 Membership cards to be printed. Rod.

David was issuing the cards to members. The meeting agreed that membership should run for 12 months and expire at the end of the same month as membership had started the previous year. For example if someone joined the club on 24th June 2009 then their membership would run until 30th June 2010.

See paragraph 19 for new AP concerning membership cards.

3G/5 To advise Eddie when CTC insurance has been arranged. Clive.**3G/6** To organise a ride on the family trail in Friston Forest. Andy.**2/1** To send CTC's Additional Guidance for Ride Leaders. Clive.**2/3** Ring CTC on Friday (8th May) for situation on insurance and advise Eddie. Clive.**2/4** Send the paperwork on 3rd party insurance to David. Clive.

See new AP at paragraph 27.

- 2/5** To contact CTC about 3rd Party insurance renewals and advise David. Clive.
- 2/6** Liaise with Rod on membership responsibilities. David.
- 2/7** To amend membership form and pass copies to Rod and Ian. David.
See paragraph 21 for new AP concerning the membership form.
- 2/12** Give Andy a contact for local newspapers. Ian.
- 5 The following action points were carried forward:
- 3G/7** To organise a club night. Rob/Colin.
- 2/2** To write to Sustrans to ask for someone to brief all schools on Bike-It. Ally
Clive had received an email from Ally apologising for not being able to attend this meeting and that she had been unable to contact all those intended re the Bike-It weeks in Seaford due to work and family commitments. Ally would try to email Clive with any more information re the Bike-It situation as soon as she can.
- 2/8** To organise a 'Women Only' ride. Ashley but, *see paragraph 25.*
- 2/9** Send ideas to Alan for Advice sections on website. All committee members
Ian asked that anything sent to him for the website should be marked "Copy For Website".
- 2/10** Prepare a list of campaign issues. Ian.
Eddie and Ian would work together to produce a list of campaigning issues for the website.
- 2/11** Contact Downs Leisure Centre about running a workshop there. Andy.
Eddie explained that he was now a community director at Wave Leisure.
Andy needs a suitable bike for the workshop.
- 2/13** Do a press release for newspapers. Andy.
Andy explained he was waiting for a suitable story for a press release.
There was an article on the front page of the current issue of the Seaford Gazette about the need for a cycle path to avoid the busy A259 between Exceat and Chyngton Lane. Also, it seemed there would be an article in the following week's Seaford Gazette about Cycle Seahaven. *See paragraph 20.*
- 2/14** To invite mayor to 'Women Only' bike ride. Colin

Procedure for Organising Bike Rides

- 6 The meeting agreed:
- 6.1 Ideally we needed a programme of events/bike rides but this probably wouldn't be achieved until the AGM which is likely to be in December.
- 6.2 We needed to know the types of bike ride that members wanted and when (day and time) they wanted to participate in them. Clive would draft a questionnaire for consideration by the committee. The final version would be made available on the website with emails sent to members with the appropriate link to the website. **AP3/1.**

6.3 Where possible we would use CTC forms and methods as we're affiliated to the CTC. To include our CTC no. on the forms.

6.4 Ride leaders were required who had the necessary skills and experience to lead rides. Some may have the skills for either mountain bike (MTB) or on-road types of event; others may have skills for both types. The following committee members were appointed as ride leaders:

Andy Lock (MTB)

Proposed by Ashley Howitt

Seconded by Clive Aberdour

David Hester-Lock (MTB)

Proposed by Andy Lock

Seconded by Ashley Howitt

Eddie Collicot (MTB and Road)

Proposed by Andy Lock

Seconded by Clive Aberdour

Ian Cairns (MTB and Road)

Proposed by Andy Lock

Seconded by David Hester-Lock

7 Proposing a Bike Ride/Event

Any club member could propose a bike ride and needed to give details of the route, distance, degree of difficulty etc.

8 Committee Approval

Although the decision to approve a ride could be taken at a committee meeting, approval could be granted at short notice by one of the ride leaders (listed in paragraph 6.4). However, the ride would still need to be subjected to a risk assessment.

9 Risk Assessment

9.1 This would be carried out by the ride leader for the bike ride using the CTC form for risk assessments.

9.2 The route must be ridden by the ride leader.

9.3 Clive had emailed the CTC about a possible error with the CTC risk assessment formula and will advise the committee when he receives a reply. **AP3/2.**

10 Sign-off of Risk Assessment

The committee agreed that only one person, ie the ride leader would be required to sign the risk assessment form. Therefore, ride leaders must take responsibility for their own risk assessments.

11 Ride Leaders and Marshals

11.1 Four ride leaders were appointed, *see paragraph 6.4*.

11.2 The use of marshals or other helpers for an event would be decided by the ride leader. Normally each event/bike ride would need a sweeper.

12 Publicising the Ride

This would normally be done through the website, possibly with an email to members with the appropriate link to the website.

13 Start and Finish

13.1 An attendance form to be used at the beginning of a ride as had recently been used by Andy on his Friston Forest rides.

13.2 A briefing to be carried out at the start of each ride by the ride leader to advise cyclists on crucial points about the ride, the wearing of safety helmets and about any safety hazards that are on the risk assessment form. Also, cyclists must advise the ride leader or sweeper if they withdraw from the ride.

13.3 Parents to be reminded that they are responsible for their children.

13.4 To make sure everyone is accounted for at the end of a ride.

14 Accident

14.1 The Ride Leader should call the emergency services if necessary.

14.2 The Ride Leader must carry a mobile phone.

14.2 First aid training would be ideal.

14.4 The CTC Incident Report Form should be completed by the Ride Leader.

14.5 The Ride Leader must inform the committee a-s-a-p after the incident.

14.6 There must be follow-up to find out how the injured parties are progressing.

Write-up of Procedure for Organising Bike Rides

15 The procedure would be drafted by Clive and sent to committee members in time for it to be reviewed at the following meeting. **AP3/3**.

Publicity

16 The meeting agreed that posters about Cycle Seahaven should be displayed in cycle shops and the like and also Morrisons. Andy would contact Halfords at Newhaven and Cuckmere Cycles at the Seven Sisters Country Park. **AP 3/4**.

17 Eddie would advise committee of the Fun Day at the Downs Leisure Centre on Sunday 5th July. Also to advise on Bonkers. **AP3/5**.

18 The membership forms to carry sponsors names.

19 The membership cards need the Cycle Seahaven website address. Andy to advise Rod. **AP3/6**.

20 Andy to contact Jo of The Seaford Gazette to ask her to include the Cycle Seahaven website address in the next article. AP3/7.

Membership Form

21 There was discussion on whether the membership form should include some wording, possibly in the disclaimer, to state that members need to be sufficiently fit to take part in bike rides. Clive would send a copy of the membership form used in his other bike club which may be helpful. AP3/8.

One-off Events

22 Andy thought that one-off events did not have a limit on the number of non-members although other events were restricted to a maximum of 5 non-members to comply with CTC's organiser's liability insurance scheme. Clive to check this out. AP 3/9.

Cycle Seahaven Email Addresses

23 Ian explained that we could have a number of email addresses ending in cycleseahaven.org.uk, eg info@cycleseahaven.org.uk. Ian would check how emails to such email addresses could be forwarded to committee members' own email accounts. AP3/10.

24 Committee members should add at the end of any email about Cycle Seahaven, the website address and a short description about Cycle Seahaven as follows

www.cycleseahaven.org.uk

Cycle Seahaven is a community amateur sports club set up by local residents to promote cycling in the Seahaven area (Seaford, Newhaven and Peacehaven). We organise rides, social events and cycle training and, campaign for better facilities for cyclists in the local area. We welcome all ages, abilities and cycling interests.

New Committee Member

25 The meeting agreed to Eddie Collicot being a committee member.

Proposed by Andy Lock

Seconded by Clive Aberdour.

Resignation of Committee Member

26 Ashley Howitt explained that she was resigning from the committee forthwith as she would be returning to the USA soon. Andy thanked her for her work on the committee and said he would seek out another person to take on her role of 'Women in Cycling' member. AP3/11.

CTC Third Party Insurance

27 Clive to write a description of the CTC's 3rd party insurance scheme for members of affiliated clubs and send to Ian for inclusion on the website. AP3/12.

28 Ian to send the link to David so he can email members to encourage them to take up this offer if they don't already have third party insurance whilst cycling. AP3/13.

Date of Next Meeting

28 Wednesday 15th July at 8.00pm at the Wellington.

Action Points

*APs	Para	Action	By
3G/7	5	To organise a club night	Rob/Colin
2/2	5	To write to Sustrans to ask for someone to brief all schools on Bike-It	Ally
2/8	5	To organise a 'Women Only' ride	?
2/9	5	Send ideas to Alan for Advice section on website	All committee members
2/10	5	Prepare a list of campaign issues	Ian
2/11	5	Contact Downs Leisure Centre about running a workshop there	Andy
2/13	5	Do a press release for papers	Andy
2/14	5	To invite mayor to 'Women Only' bike ride	Colin
3/1	6.2	Draft a questionnaire on types of bike ride etc required by members	Clive
3/2	9.3	Advise committee of CTC's response to error in their risk assessment	Clive
3/3	15	Write-up the procedure for organising bike rides	Clive
3/4	16	Posters in cycle shops	Andy
3/5	17	To advise on Fun Day at Downs leisure Centre	Eddie
3/6	19	Cycle Seahaven website address needed on membership cards	Andy
3/7	20	Contact Seafood Gazette about website address	Andy
3/8	21	Re fitness for cycling, to copy another club's membership form to committee members	Clive
3/9	22	Check out number of non-members on one-off events	Clive
3/10	23	Forwarding of emails to Cycle Seahaven email addresses	Ian
3/11	26	To seek out another person for the 'Women in Cycling' role.	Andy
3/12	27	Write a description of 3 rd party insurance for the website	Clive
3/13	28	Ian to send David the link for 3 rd party insurance	Ian

**The first number of the action point refers to the committee meeting no. The first action point is from the previous, ie 3rd, general meeting.*