



**Invitees:**

<b>Directors</b>	Jo Neath, Sandra Eder, Stephen Peate, Adam Shepherd			
<b>Co-Optees</b>	Phil Shemmings			
<b>Youth Rep(s)</b>	Albie Peate			
	<b>MINI</b>	<b>Hayes AM</b>	<b>Hayes PM</b>	<b>Youth</b>
<b>Parent Reps</b>	vacant	Wendy Tester	vacant	vacant
<b>Coach Reps</b>	Spencer Harradine	Simon Spearman-Oxx	Mark Budd	Matt Benfield
<b>Others</b>	Any Club Members – invitation via newsletter			

**Meeting Attended by:** Jo Neath, Sandra Eder, Stephen Peate (Chair), Adam Shepherd (Mins), Simon Spearman-Oxx, Matt Benfield, Wendy Tester

**Distribution:** all named invitees, **also to go on website**

**Note:** except where stated otherwise all decisions / conclusions were made unanimously

<b>Item</b>	<b>Item / Agreed Actions</b>	<b>Action</b>
	<b>STANDING ITEMS</b>	
1	<b>Apologies:</b> Mark Budd, Phil Shemmings, Albie Peate, Spencer Harradine	
2	<b>Approval of minutes</b> (17/10/18 both Bigfoot Go-Ride and Bigfoot Youth CC minutes) – approved with one correction: Rob Drake is level 1 coach trained	
3	<b>Matters Arising</b> – recorded within these minutes	
4	<b>Chairpersons Report</b> – New membership management system working well Hayes AM whats-app group going well Thanks to Adam for help with transition to Bigfoot Youth CC We have good attendance, as winter is now with us there is a need to keep the kids moving, keeping warm. Focus on fitness as well as skills – fitness levels could be better. Even running is good. Phil to get newsletter to whole club about ‘winter is here’ and suitable clothing (+ lights for Youth riders) Matt to get broom for Youth sessions Congratulations to Laura Finch our latest Level 1 coach (Other matters in other parts of minutes)	ALL note  ALL note <b>Phil</b>  <b>Matt</b>
5	<b>Finance Report</b> 13,122-81 in old a/c + 500 in new a/c + 900-15 set aside for bike hire = 14,522.96  Jo will arrange to transfer monies fully to new a/c on 1/12/18, and will liaise with Phil on publicity  It was agreed to have updated registers at end of each term, ready for start of new term. And at each half term on paid / unpaid riders + fee chase up emails	<b>Jo</b>   <b>Jo, Sandra + Phil</b>

6	<p><b>Welfare, First Aid, Safeguarding, Data Protection</b>  First 1<sup>st</sup> aid course done with full attendance, 2<sup>nd</sup> coming soon</p> <p>No issues from Megan or Jeff. One discrete talk with a rider Hayes AM</p>	
7	<p><b>BC Membership, Club Database</b>  Wendy and Phil to sort club database training for Wendy</p> <p>Adam to get Rob Drake officially signed up as an adult volunteer</p>	<p><b>Wendy/Phil</b></p> <p><b>Adam</b></p>
8	<p><b>Equality, Non-discrimination</b>  Women and Girls – promotion of cycling. Carried to next meeting</p>	<b>Spencer</b>
9	<p><b>Young Rider Recruitment</b>  Stephen will get publicity to Hayes Primary both direct to school and via Mhairi, about both junior sections – saying no waiting list at PM</p>	<b>Stephen</b>
10	<p><b>Adult Recruitment</b>  Look deep in the eyes of the parents for potential new recruits!</p>	ALL note
11	<p><b>Young Volunteers, Young Coaches</b>  YVP workshops around spring 19 half term. This kicks off the YVP. Stephen to arrange publicity newsletter Jan 19</p>	<b>Stephen</b>
12	<p><b>Club Feedback – MINI, Junior AM, Junior PM, Youth sections</b>  All ok, no issues. Simon’s contact with PM section is good and helpful</p>	
13	<p><b>Racing Team, Racing</b>  Sandra is distributing prizes to those who met our Regional racing participation threshold</p> <p>Racing plan – working up to road race season, via early SLGRRR races, and Team Cup, create a racing team ethos. Get Coaches to attend races, to show an interest, to support, to encourage</p>	<p><b>Sandra</b></p> <p><b>Simon</b> <b>Stephen</b></p>
	<b>OTHER ITEMS</b>	
14	<p><b>Transfer from Bigfoot Go-Ride</b>  Post transfer actions:  Carry out other necessary and associated information changes (eg to website, newsletter, documents)  Sandra confirmed she is dealing with Bigfoot Youth CC affiliating for 2019  BC questionnaire – top 3 aims for next year, agreed as, below – Sandra to inform BC:</p> <ul style="list-style-type: none"> <li>• Female participation (riders, coaches, volunteers)</li> <li>• Secure off-road venues</li> <li>• Celebrate 10<sup>th</sup> birthday!</li> </ul> <p>Adam to double check insurance, mainly Employer’s Liability</p>	<p><b>Phil</b></p> <p><b>Sandra</b> <b>Sandra</b></p> <p><b>Adam</b></p>
15	<p><b>Company Directors, Company Members</b>  The Company is happy to have to have others joining these ranks (at present the four Directors are also the four Members) – none present wanted to join either category. This remains open as an option to others who attend these meetings</p>	ALL note
16	<p><b>Club identity and logos</b>  Was agreed to be as Stephen’s email 30/10/18 – with us using the ‘Bigfoot Youth CC’ logo as already exists (NOT using any of the other logos)  We can use “Go-Ride” in the context of being part of the BC Go-Ride programme, or that</p>	ALL note

	<p>some races are “Go-Ride” races – but “Go-Ride” is no longer part of our identity</p> <p>Phil in a newsletter to circulate new terminology and update website</p> <p>Phil to inform riders that they now enter races as Bigfoot Youth CC and link BC membership to Bigfoot Youth CC</p>	<p><b>Phil</b> <b>Phil</b></p>
17	<p><b>10<sup>th</sup> Anniversary Celebration and Awards Night</b></p> <p>Agreed these would be combined, circa May 19. Ideas for how to make special the 10<sup>th</sup> Anniversary element would help, so far:</p> <p>Photo slideshow over the 10 years – hopefully Phil can help?</p> <p>Adam has one family to help with arrangements (the Cook family) and is trying to get a 2<sup>nd</sup> family</p>	<p><b>ALL</b></p> <p><b>Phil</b> <b>Adam</b></p>
18	<p><b>Christmas Drinks</b></p> <p>Sandra to arrange – aim for George and 18/12/18, Sandra to also arrange publicity</p>	<p><b>Sandra</b></p>
19	<p><b>Youth responses to Stephen</b></p> <p>Headlines were –</p> <ul style="list-style-type: none"> <li>• develop technical skills – eg riding no-hands</li> <li>• challenges – Youth Games team, crits, TT’s – being fit and fast</li> </ul> <p>Stephen is using this to help guide Youth sessions, and may do a similar exercise for the Sat clubs</p>	<p><b>Stephen</b></p>
20	<p><b>Winter Youth Spin sessions</b></p> <p>Are arranged, Adam to finalise publicity and pass to Phil</p>	<p><b>Adam</b></p>
21	<p><b>Kids Racing – 10% discount</b></p> <p>It was decided not to pursue this due to the requirement of being a permanent prominent advertising platform and the slippery slope that follows if other companies want this too. The kit they offer was recognised as good.</p> <p>Potentially amenable to an occasional one off promotion (which could be time limited) going out in one newsletter to our whole club</p>	
22	<p><b>Annual Club Meeting, Annual Company Meeting and Rollapaluzza</b></p> <p>Agreed to do all on same day, meetings first. Sandra to explore for Mar 19. Rollapaluzza to be a league format, not so much a knock-out, to allow all participants equal numbers of goes</p>	<p><b>Sandra</b></p>
23	<p><b>Beck Place Park – for off-road activity and 8<sup>th</sup> December</b></p> <p>No access to Hayes Primary on 8th – Stephen with Saif to look at a session in Beck Place Park and develop from there. Looks promising venue</p>	<p><b>Stephen</b></p>
24	<p><b>Bethlam – for off-road activity</b></p> <p>A risk assessment has gone to Bethlam from Matt, likely restricted to 30 people. Will take time. Matt to chase when appropriate</p>	<p><b>Matt</b></p>
25	<p><b>Rookery Estates - for off-road activity</b></p> <p>Stephen will explore regularising access</p>	<p><b>Stephen</b></p>
26	<p><b>Croydon Arena – hire contract</b></p> <p>Letter from Benn (on legal headed paper) sent to GLL about 1 week ago, await reply. Adam may chase</p> <p>We hold Spencer’s Croydon Council contact in reserve</p>	<p><b>Adam</b></p>
27	<p><b>Hayes PM sessions – lead Coach</b></p> <p>Carried forward – Mark to see if we can have a lead coach to co-ordinate coaching plans</p>	<p><b>Mark</b></p>

28	<b>On-line Safeguarding Course</b> Done by some who need it, others Sandra will keep chasing	<b>Sandra</b>
29	<b>Roisin and the 'bring a friend' idea</b> Sandra said Megan will speak to Stephen / Spencer – best to bring friend when weather warms up	<b>Megan</b>
30	<b>Hugh Webb award</b> Results agreed, to be kept secret until the Bigfoot CC Christmas bash, publicity thereafter. Adam to take all actions	<b>Adam</b>
	<b>End</b>	

#### Future Meeting dates:

Dec 18 <sup>th</sup>	Social
Jan 16 <sup>th</sup> (2019)	Incl discuss further: Annual Meetings, Rollapaluza, Awards Night
Feb 20 <sup>th</sup>	
Mar 20 <sup>th</sup>	
Apr 17 <sup>th</sup>	
May 22 <sup>nd</sup>	
Jun 19 <sup>th</sup>	Discuss nominal fees for adult and 'free' child members – to help manage club
Jul 17 <sup>th</sup>	Social

Below are items from past meetings, maintained in these minutes for ease of reference (no need to print)

Item	Item / Agreed Actions	Action
	<b>Chair</b> – Stephen Peate (unless unavailable)	
	<b>Minutes by:</b> Adam Shepherd (who in the main will also arrange future meetings) (unless unavailable)	
	<p><b>Delegated Authority</b></p> <p><b>Dealing with compliments, complaints, comments</b> Can be dealt with by any one Director or Phil Shemmings</p> <p><b>Expenditure / contracts / arrangements</b> Any one Director has authority to arrange each and any session / activity / purchase / hire agreement up to a budget of <b>£300</b>. The Director may delegate the associated work to other persons as they see fit.</p> <p>Any two Directors have authority to arrange each and any session / activity / purchase / hire agreement up to a budget of <b>£1,000</b>. These Directors may delegate the associated work to other persons as they see fit.</p> <p>A Directors meeting will be used to give authority to a Director / Directors to arrange any sessions / activities / purchases / hire agreements above a budget of <b>£1,000</b>. These authorised Directors may delegate the associated work to other persons as they see fit.</p> <p>A Directors meeting will be used to agree any donation of the Company's assets, eg to a registered CASC, registered Charity or a related community sports organisation.</p>	

**Training payments**

Any Director has authority to agree that the Company funds an individual:

- 100% of the cost of First Aid at Work training
- 50% of the cost of Coach training (up to 100% if aged under 18)
- 50% of the cost of Welfare Officer training

A Directors meeting will be used for authorising higher percentage payments

**Sales**

Any one Director has authority to arrange the sale of an asset of the Company, at a fair price, up to an expected **£300**. The Director may delegate the associated work to other persons as they see fit.

Any two Directors have authority to arrange the sale of an asset of the Company, at a fair price, up to an expected **£1,000**. The Director may delegate the associated work to other persons as they see fit.

A Directors meeting will be used to give authority to a Director / Directors to arrange the sale of an asset of the Company, at a fair price, that is over and expected **£1,000**. The Director may delegate the associated work to other persons as they see fit.

**Authorising payments / signing cheques**

Requires authority / signature from one of the following who is a Director and one other person from:

Jo Neath, Sandra Eder, Stephen Peate, Phil Shemmings