



Invitees:

Directors	Jo Neath, Sandra Eder, Stephen Peate, Adam Shepherd			
Co-Optees	Phil Shemmings			
Youth Rep(s)	Albie Peate			
	MINI	Hayes AM	Hayes PM	Youth
Parent Reps	vacant	Wendy Tester	vacant	vacant
Coach Reps	Spencer Harradine	Simon Spearman-Oxx	Mark Budd	Matt Benfield
Others	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

Item	Item / Agreed Actions	Action
	STANDING ITEMS	
1	Apologies: Mark Budd, Phil Shemmings, Albie Peate, Spencer Harradine	
2	Approval of minutes 21/11/18 - approved	
3	Matters Arising – recorded within these minutes	
4	Chairpersons Report – Good attendance considering it's winter (Other matters in other parts of minutes)	
5	Finance Report 3,999-63 in old Go-Ride a/c + 8,204-00 in new Youth CC a/c + 680-16 set aside for bike hire = 12,883.79 New coaching fee collection system via BC much better than old option Agreed old a/c will close at end of 2019, so to catch any payments going in wrong direction Sandra circulated lists of unpaid members, those at next club sessions to chase up Paid Member lists etc: <ul style="list-style-type: none"> issued at end of each term, ready for start of new term issued at each half term on paid / unpaid members at each half term do fee chase up emails 	Jo All Jo, Sandra + Phil
6	Welfare, First Aid, Safeguarding, DBS, Data Protection Both First Aid courses done. No issues from Sandra, Megan or Jeff. Sandra looking to pass on Lead Welfare role, will first contact Jeff Sandra still chasing some DBS renewals, some inactive volunteers dropped out and database corrected to suit	Sandra Sandra

7	<p>BC Membership, Club Database Wendy and Sandra to sort BC club database training for Wendy</p> <p>Rob Drake now officially signed up as an adult volunteer</p> <p>Discussion in summer to be had on bringing remaining people involved in club ('free kids', affiliates, adults) in to the BC system to help manage data and who is / is not still involved, including nominal membership fee</p>	<p>Wendy/ Sandra</p> <p>ALL note</p>
8	<p>Equality, Non-discrimination Women and Girls – promotion of cycling - carried to next meeting. No other issues</p>	Spencer
9	<p>Young Rider Recruitment Stephen has got Junior / MINI publicity to Hayes Primary, at next meeting consider if need wider publicity</p> <p>There was discussion over promoting Youth, in particular for girls, no conclusions yet.</p>	<p>ALL note</p> <p>ALL note</p>
10	<p>Adult Recruitment Look deep in the eyes of the parents for potential new recruits!</p>	ALL note
11	<p>Young Volunteers, Young Coaches YVP next round is around Spring 19 half term – Stephen liaising with Luke (BC). Stephen to arrange publicity newsletter and raise at Youth section</p>	Stephen
12	<p>Club Feedback – MINI, Junior AM, Junior PM, Youth sections All ok, no issues.</p>	
13	<p>Website and communications Stephen will liaise with Phil on updating website, not just on new identity, but generally. Suggestions welcome from everyone</p>	Stephen, Phil, ALL
14	<p>Gears Training and Awards This is progressing at AM, PM section now underway on it. [Youth section?]</p> <p>In terms of 'Awards':</p> <ul style="list-style-type: none"> • We have wrist bands • We have some old certificates in the shed • Adam suggested also sew on badges, like cubs / scouts, this was not supported • Matt to explore tags for bikes to double up as ICE and recognise Gears status 	<p>Stephen</p> <p>Matt</p>
15	<p>Racing Team, Racing Racing plan to be developed – issues:</p> <ul style="list-style-type: none"> • working up to road race season, via early SLGRRL races, and Team Cup, create a racing team ethos. • get Coaches visible at races to show an interest, to support, to encourage (accepting this has to be shared around as everyone heavily committed anyway), • getting mutual support and encouragement between racing parents – happening at present via a group of parents going to Lee Valley velodrome coaching sessions 	Simon Stephen
OTHER ITEMS		
16	<p>Transfer from Bigfoot Go-Ride Post transfer actions: Carry out necessary and associated information changes (eg to website, newsletter, documents)</p>	Phil

	<p>Sandra confirmed Bigfoot Youth CC is affiliated for 2019</p> <p>Adam to double check insurance, mainly Employer's Liability</p>	Adam
17	<p>Company Directors, Company Members</p> <p>No-one else has come forward wanting to be a Director or Company Member – this is fine as club accountant advises to keep to a small group</p>	ALL note
18	<p>Club identity and logos</p> <p>Phil has circulated new terminology in a newsletter and will progressively update website – see minute item 13 for actions</p> <p>Phil has informed members that they now enter races as Bigfoot Youth CC and link BC membership to Bigfoot Youth CC</p>	
19	<p>10th Anniversary Celebration and Awards Night</p> <p>Adam plus Cook and Kechiche families are arranging</p> <p>Date set for Sat evening 18th May – two venues under consideration Ex Blues (confirmed limited to 100 capacity, it ended up 140 capacity last year at last minute, 128 attended) and Park House Rugby (120 capacity) both same price. Park House rugby to be visited [post meeting note: arranged for Sunday 20/1/19]</p> <p>Photo slideshow over the 10 years – hopefully Phil can help?</p>	Phil
20	<p>Annual Club Meeting, Annual Company Meeting and Rollapaluzza</p> <p>Sandra has set date: Saturday 2nd March, Hayes Village hall, timing:</p> <ul style="list-style-type: none"> • Set up 5:00pm • Annual Club Meeting 5:30 to 6:30 (after which Annual Company Meeting will take place with the 4 Company Members – much will be duplication of the Annual Club Meeting) • Rollapaluzza 6:30 to 9:30 – rig of 4 bikes, not so much a knock out, so everyone gets lots of goes • Hire ends 10:00pm <p>Sandra will arrange advanced publicity</p> <p>Sandra and Matt to sort pizza, crisps, soft drinks, booze</p> <p>Adam will establish Agenda's for the meetings</p>	<p>Sandra</p> <p>Sandra / Matt Adam</p>
21	<p>Off Road riding (Herne Hill, Bedgebury, Rookery Estate, Bethlam)</p> <p>Beck Place Park in Dec a success</p> <p>Herne Hill MTB – booked for Sat 9th Feb, 2-4pm</p> <p>Rookery Estate – Stephen to liaise with them to establish which dates can be used for local off road rides on club session dates</p> <p>Hayes Primary – there are two 'no-go' dates this spring / summer – consider Back Place Pk and Bedgebury. Stephen has just circulated an email</p> <p>Bethlam – with Matt, on back burner as little response gained, Matt to keep it ticking along as appropriate</p>	<p>Stephen</p> <p>All</p> <p>Matt</p>

22	<p>Croydon Arena – hire contract Just recently got response from GLL (David) to our email 13/11/18. Hopeful signs that GLL legal team may now get involved to try to resolve. Adam to keep on case</p> <p>Adam has made clear to GLL Arena (Scott) the basis of our current continuing hire while contract issue not resolved (ie liability and responsibility with our club, not with any individual)</p> <p>We hold Spencer’s Croydon Council contact in reserve</p>	Adam
23	<p>Hayes PM sessions – lead Coach Carried forward – Mark to see if we can have a lead coach to co-ordinate coaching plans</p>	Mark
24	<p>On-line Safeguarding Course Done by some who need it, others Sandra will keep chasing</p>	Sandra
25	<p>Roisin and the ‘bring a friend’ idea Stephen will raise at next meeting</p>	Stephen
26	<p>Hugh Webb award All done, well done Roisin!</p>	
	End	

Future Meeting dates:

Feb 20th

Mar 20th

Apr 17th

May 22nd

Jun 19th

Discuss nominal fees for adult and ‘free’ child members – to help manage club

Jul 17th

Social

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

Item	Item / Agreed Actions	Action
	Chair – Stephen Peate (unless unavailable)	
	Minutes by: Adam Shepherd (who in the main will also arrange future meetings) (unless unavailable)	
	<p>Delegated Authority</p> <p>Dealing with compliments, complaints, comments Can be dealt with by any one Director or Phil Shemmings</p> <p>Expenditure / contracts / arrangements Any one Director has authority to arrange each and any session / activity / purchase / hire agreement up to a budget of £300. The Director may delegate the associated work to other persons as they see fit.</p>	

Any two Directors have authority to arrange each and any session / activity / purchase / hire agreement up to a budget of **£1,000**. These Directors 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 any sessions / activities / purchases / hire agreements above a budget of **£1,000**. These authorised Directors may delegate the associated work to other persons as they see fit.

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.

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