



**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:** Sandra Eder, Stephen Peate (Chair), Albie Peate, Adam Shepherd (Mins), Matt Benfield

**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
	<b>STANDING ITEMS</b>	
1	<b>Apologies:</b> Mark Budd, Phil Shemmings, Spencer Harradine, Jo Neath, Simon Spearman-Oxx, Wendy Tester	
2	<b>Approval of minutes 16/1/19</b> - approved	
3	<b>Matters Arising</b> – recorded within these minutes	
4	<b>Chairpersons Report –</b> Too busy for a full report, attended British Cycling conference with Simon - will circulate interesting aspects (Other matters in other parts of minutes)	<b>Stephen</b>
5	<b>Finance Report</b> 1,000-00 in old Go-Ride a/c + 12,494-14 in new Youth CC a/c + 680-16 set aside for bike hire = 14,174-30  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  No need to present accounts with anything too detailed at Annual meeting, as the new annual accounting round is now linked to HMRC / Companies House returns autumn each year  Paid Member lists etc: <ul style="list-style-type: none"> <li>issued at end of each term, ready for start of new term</li> <li>issued at each half term on paid / unpaid members</li> <li>at each half term do fee chase up emails</li> </ul>	<b>Jo</b>  <b>All</b>  <b>Jo</b>  <b>Jo, Sandra + Phil</b>
6	<b>Welfare, First Aid, Safeguarding, DBS, Data Protection</b> No issues from Sandra, Megan or Jeff.  Jeff has agreed to take over as Lead Welfare Officer	

	Sandra still chasing some DBS renewals	<b>Sandra</b>
7	<b>On-line Safeguarding Course</b> Done by some who need it, others Sandra still chasing. Adam to contact Mark, Dean, Neil and Saif	<b>Sandra Adam</b>
8	<b>BC Membership, Club Database</b> Wendy and Sandra to sort BC club database training for Wendy  Non-club members at end of 2018 now deleted from BC system  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	<b>Wendy/ Sandra</b>  ALL note
9	<b>Equality, Non-discrimination</b> Women and Girls – promotion of cycling - carried to next meeting. No other issues. BC are focused on this (One in a million)	<b>Spencer</b>
10	<b>Young Rider Recruitment</b> Hayes Primary publicity went out, no resultant new members  Stephen, via Phil, to get same publicity out to Pickhurst primary  Stephen to raise at Annual meeting – to see which schools our members are linked with, to aid more publicity  We can then think of wider publicity  There was discussion over promoting Youth, in particular for girls, no conclusions yet.	<b>Stephen</b>  <b>Stephen</b>  ALL note  ALL note
11	<b>Adult Recruitment</b> Keep eye out for parents as potential new recruits!	ALL note
12	<b>Young Volunteers, Young Coaches</b> Luke A (BC) unclear on timetable, not this ½ term, Stephen to chase for dates  Stephen to then arrange publicity newsletter and raise at Youth section	<b>Stephen</b>  <b>Stephen</b>
13	<b>Club Feedback – MINI, Junior AM, Junior PM, Youth sections</b> All ok, no issues.	
14	<b>Website and communications</b> Stephen will liaise with Phil and Simon on updating website, not just on new identity, but generally. Suggestions welcome from everyone	<b>Stephen, Simon, Phil, ALL</b>
15	<b>Gears Training and Awards</b> This is progressing at Sat' AM and PM sections. [Youth section?]  In terms of 'Awards': <ul style="list-style-type: none"> <li>• We have wrist bands</li> <li>• We had some old certificates in the shed (now disposed of)</li> <li>• Something else to recognise achievements?</li> <li>• Discussed the Bigfoot CC bike tags, 3-00 each, and administrative burden to colour code to act as 'gears' recognition – yet to conclude if helpful for emergency details (but</li> </ul>	<b>Stephen</b>

	minimal content as object is small – everyone already meant to have envelope on their persons with emergency contact details and medical details). Yet to conclude	All
16	<p><b>Racing Team, Racing</b> Racing plan to be developed – issues:</p> <ul style="list-style-type: none"> <li>• working up to road race season, via early SLGRRL races, and Team Cup, create a racing team ethos.</li> <li>• 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),</li> <li>• getting mutual support and encouragement between racing parents – happening at present via a group of parents going to Lee Valley velodrome coaching sessions</li> </ul> <p>Stephen will get publicity out about 10+ regional races = free kit (or equiv Panagua voucher)</p> <p>Stephen will also publicise certain regional races as means to determine Bromley Youth Games team</p> <p>Bigfoot 10 Time Trials – Matt to email dates to Adam, Adam to draft publicity</p>	<p>Simon Stephen</p> <p>Stephen</p> <p>Stephen</p> <p>Matt / Adam</p>
17	<p><b>Off Road riding</b> Beck Place Park – booked for Sat 30<sup>th</sup> March (a Hayes no-go date)</p> <p>Herne Hill MTB – Sat 9<sup>th</sup> Feb – success</p> <p>Bedgebury – planned for Sat 29<sup>th</sup> June (a Hayes no-go date) – can do another if we fancy?</p> <p>Rookery Estate – Stephen confirmed we can ride in designated area (already circulated) any Saturday – unless we hear otherwise</p> <p>Bethlam – with Matt, on back burner as little response gained, Matt to keep it ticking along as appropriate</p> <p>Samsara MTB – expensive, on back burner</p>	<p>All</p> <p>Matt</p>
18	<p><b>Bike buy / hire scheme</b> Sandra and Tony will get an advert out via newsletter soon on bikes available to hire</p> <p>Sandra to contact Calder’s family to switch hire bikes and see if Panagua can sort problem with current bike</p>	<p>Sandra</p> <p>Sandra</p>
<b>OTHER ITEMS</b>		
19	<p><b>Transfer from Bigfoot Go-Ride</b> Post transfer actions: Carry out necessary and associated information changes (eg to website, newsletter, documents)</p> <p>Adam to double check insurance, mainly Employer’s Liability</p>	<p>Phil</p> <p>Adam</p>
20	<p><b>10<sup>th</sup> Anniversary Celebration and Awards Night</b> Adam plus Cook and Kechiche families are arranging</p> <p>Date set for <b>Sat evening 18<sup>th</sup> May</b> – venue Park House Rugby club (120 capacity)</p> <p>Photo slideshow over the 10 years – Phil will provide</p> <p>Albie will bake a cake</p>	<p>Phil</p> <p>Albie</p>

	Adam dealing with other requests in various emails	
21	<p><b>Annual Club Meeting, Annual Company Meeting and Rollapaluza</b> Sandra has set date: Saturday 2<sup>nd</sup> March, Hayes Village hall, timing:</p> <ul style="list-style-type: none"> <li>• Set up <b>5:00pm</b></li> <li>• Annual Club Meeting <b>5:30 to 6:30</b> (after which Annual Company Meeting will take place with the 4 Company Members – much will be duplication of the Annual Club Meeting)</li> <li>• Rollapaluza <b>6:30 to 9:30</b> – rig of 4 bikes, not so much a knock out, so everyone gets lots of goes</li> <li>• Hire ends <b>10:00pm</b></li> </ul> <p>Stephen to get Phil to do one last publicity push via newsletter, ditto via what's app and at youth section club sessions (Simon and Adam and Spencer to do likewise at Saturday club)</p> <p>Sandra and Matt sorting food, soft drinks, booze etc – various points discussed and agreed</p> <p>Agenda's for the meetings – established. Attached confirms who does what plus a few extra comments</p> <p>Sandra will give Rollapaluza contact details to Adam, Adam to liaise in order all who want to ride get roughly equal number of go's (so not a knock out system)</p>	<p><b>Simon, Adam Stephen Spencer</b></p> <p><b>Sandra / Matt</b></p> <p><b>All note</b></p> <p><b>Sandra Adam</b></p>
22	<p><b>Croydon Arena – hire contract</b> GLL (David) response did not really make any progress and was supposedly from a GLL legal expert? Adam asked David that GLL legal expert speak directly to Benn. No idea if happened. Adam to find out from Benn</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>	<b>Adam</b>
23	<p><b>Hayes PM sessions – lead Coach</b> Carried forward – Mark to see if we can have a lead coach to co-ordinate coaching plans</p>	<b>Mark</b>
24	<p><b>Roisin and the 'bring a friend' idea</b> Stephen will raise at next meeting</p>	<b>Stephen</b>
	<b>End</b>	

#### Future Meeting dates:

Mar 20 <sup>th</sup>	<b>Keep date in diaries, Stephen to consider if to drop this meeting</b>
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> <p><b>Training payments</b> Any Director has authority to agree that the Company funds an individual:</p> <ul style="list-style-type: none"> <li>• 100% of the cost of First Aid at Work training</li> <li>• 50% of the cost of Coach training (up to 100% if aged under 18)</li> <li>• 50% of the cost of Welfare Officer training</li> </ul> <p>A Directors meeting will be used for authorising higher percentage payments</p> <p><b>Sales</b> Any one Director has authority to arrange the sale of an asset of the Company, at a fair price, up to an expected <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 the sale of an asset of the Company, at a fair price, up to an expected <b>£1,000</b>. The Director 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 the sale of an asset of the Company, at a fair price, that is over and expected <b>£1,000</b>. The Director may delegate the associated work to other persons as they see fit.</p> <p><b>Authorising payments / signing cheques</b> 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</p>	