



Invitees:

Directors	Jo Neath, Sandra Eder, Stephen Peate, Adam Shepherd			
Co-optees, with some roles:				
Treasurer	Jo Neath	Treasurer elect	Mike Young	
Membership sign on	Wendy Tester + Adam S	BC Membership admin	Jo Neath, Sandra E	
Communications	Phil Shemmings	First Aid	Merv Medlyn	
Lead Welfare	Jeff Cook	Event Co-ordination	Adam Shepherd	
Bikes	Tony and Sandra Eder, Jo Neath			
Youth Rep(s)	Albie Peate			
	MINI	Hayes AM	Hayes PM	Youth
Lead Coaches	Spencer Harradine	Simon Spearman-Oxx	Saif Haque	Stephen Peate
Lead Coaches				Matt Benfield
Lead Admin	Wendy T + Sandra E	Wendy T + Sandra E	Adam Shepherd	Stephen Peate
Parent Reps	Wendy Tester	Andrea K + Wendy T	vacant	Andrea Kechiche
Others	Any Club Members – invitation via newsletter			

Meeting Attended by: Stephen Peate (Chair), Adam Shepherd (Mins), Jo Neath, Sandra Eder, Jeff Cook, Matt Benfield, Spencer Harradine

Distribution: all named invitees and attendees, **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: Wendy Tester, Phil Shemmings, Mike Young, , Andrea Kechiche, , Albie Peate, Saif Haque, Simon Spearman-Oxx, Merv Medlyn,	
2	Approval of minutes 27/11/19 - approved	
3	Matters Arising – recorded within these minutes	
4	Chairpersons Report – No report	
5	<p>Finance Report £928-00 in old Go-Ride a/c + £9,424-77 in new Youth CC a/c + nothing set aside for bike hire = circa £10,500. Recent large expenditure has included club kit and a delayed invoice from Panagua</p> <p>Jo to give some feedback to next cttee on income and expenditure roughly over last two years, to help cttee’s thoughts on sustainability of finances</p> <p>Jo to now consider options around closing old a/c or other approaches</p> <p>Mike will take over treasury matters after annual accounts this year;</p> <p>First annual accounts return – Jo to find out if it has been officially submitted and get copy of submission. Jo has provided accountant all necessary info</p>	<p>Jo</p> <p>Jo</p> <p>Mike</p> <p>Jo</p>

6	<p>Welfare, Volunteer Database, DBS, Safeguarding, DBS, Insurance, Data Protection</p> <p>Welfare Officers (Jeff is lead Welfare Officer) Recruitment – Matt H a possible, Sandra / Simon to chat with him – not sure if may become coach / welfare. Another possible is Katie – Jeff to contact her</p> <p>Another ideally female Welfare Officer would be good. Everyone to get word out too, especially to MINI parents</p> <p>Incidents / accidents / behavior – update report (reported on by Lead Welfare Officer) Jeff has nothing to report now, will report twice a year (unless an urgent matter) as in timetable of mtgs</p> <p>Volunteer database – held by club (updated and reported on by Lead Welfare Officer) Jeff to get refreshed on this and his role with Sandra. New Volunteer database, Phil is setting up. Sandra covering until new database in place</p> <p>Welfare Report (by Lead Welfare Officer) In future Jeff / Sandra to report on who is close to expiring on DBS / Safeguarding / BC Membership / First Aid – so others in cttee can help chase too. This will follow production of new volunteer database. When database in place Sandra will get Jeff up to speed. Sandra covering until new database in place, in terms of chasing any lapses</p> <p>Data protection (anyone to raise issues) No issues raised</p>	<p>Sandra Simon, Jeff</p> <p>All</p> <p>Jeff,</p> <p>Phil</p> <p>Sandra</p>
7	<p>First Aid kits and First Aid training (Merv is first aid officer) Nothing raised</p>	
8	<p>BC Membership, Club Database on BC website, Coaching fees (updated and reported and membership + fees chased by Jo, Sandra, Wendy – they can get cttee to help too) (approach at Annex 1 and 2 located after these minutes. To include circulating lists of Affiliate Members) Sandra passed to each club section lists of who has / has not paid for current term</p>	
9	<p>Equality, Non-discrimination Girls – promotion of cycling – Andrea taking a lead, Andrea to present thoughts at future meeting</p> <p>Nothing else raised</p>	<p>Andrea</p>
10	<p>Young Rider Recruitment</p> <p>Main publicity rounds - school newsletters, fliers, social media April and September for all sections. Stephen will ask if Wendy / Andrea can lead this</p> <p>Publicity – Open Session Simon will consider a ‘bring a friend’ / ‘bumper Saturday’ when weather improves</p> <p>Publicity – Orpington Life magazine Matt getting an article in this magazine, with a plug for us</p> <p>Croydon Arena – Facebook With Phil to deal with Croydon Arena. Did anything happen?</p>	<p>Stephen</p> <p>Simon</p> <p>Matt</p> <p>Phil</p>

11	<p>Adult Recruitment Each cttee member to try and recruit one coach / helper. Stephen will make a volunteer flyer</p>	<p>All Stephen</p>
12	<p>Young Volunteers, There is now a scheme – Stephen is raising with Youth section, BC induction day soon (25th Jan)</p> <p>Young Coaches (can be a L1 at 16, or at 14 if done Young Volunteer course) Izzy Stoneham has expressed interest and Stephen has provided info, no news</p>	<p>Stephen</p>
13	<p>Club Sections – Club Coaching Feedback – MINI, Junior AM, Junior PM, Youth sections (coaches say – you don't need a L2 at a session, but Risk Assessment must be by a L2 (updated on day by L1) and L1 can only deliver session from BC book or one written by a L2 coach) (coaches say ages 16 years and above to be DBS checked)</p> <p>Sat PM – only issue is lack of coaches Youth – nothing to raise, spin sessions underway Sat AM – Simon not present, nothing raised MINI – too many frog bikes! (see Bike buy / hire section)</p>	
14	<p>Website and communications Phil, Stephen, Simon, Matt and Wendy delegated to this project – to renew website, ongoing (others will be called upon to help)</p> <p>One way parents 'whats apps' (or similar) one for each club section – Sandra and Phil to explore</p>	<p>Stephen, Simon, Phil, Matt Wendy Sandra Phil</p>
15	<p>Gears Training and Awards Each section doing / not doing it's own thing – no club wide approach in place</p>	
16	<p>Racing Team, Racing, Racing Plan Not discussed</p>	
17	<p>Off Road riding</p> <p>Available Herne Hill MTB, Bedgebury, Beck Place Park (via Saif), Rookery Estate (Stephen confirmed we can ride in designated area (already circulated) any Saturday – unless we hear otherwise)</p> <p>Afan – Simon is exploring with Geoff Nutter if we can join their 2020 trip to Afan</p> <p>MTB to Brighton (or similar) – Merv to consider arranging, Adam has sent some info of old rides</p>	<p>All</p> <p>Simon</p> <p>Merv</p>
18	<p>Events (any coaching session or race, at home base or away (eg Herne Hill MTB, Velodrome) needs a Coach to arrange it) They have to be L2</p> <p>Nov 19 and Feb 20 sessions at HH MTB – Stephen will sort RA and be Lead Coach – if can't do date he will arrange for someone else</p> <p>Beck Place Park – Saif to consider regular activities here, perhaps every other Thurs eve Spring / Summer</p> <p>SLGRRL Races hosted by Bigfoot – Saif on all races will be lead Coach and will give details to BC – if can't do date he will arrange for someone else</p>	<p>Stephen</p> <p>Saif</p> <p>Saif</p>

	Bigfoot HOUR – needs Lead Coach	
19	AGM and Rollapaluzza AGM will move to around 4 th Sept (when club formed), Treasurer to establish exact date (to suit annual account returns). Rollapaluzza to also be at this time (if they still exist). Agreed next AGM / Rollapalluzza in 2020	Jo, Mike
20	Awards Night Arrangements with Simon and Andrea	Andrea Simon
21	Bike buy / hire scheme (run by Sandra, Tony and Jo) (Any incoming bike hire requests that may involve buying a new bike to go to Directors to consider) Look at buying some 'clearance bikes', or second hand bikes – in particular small ones to suit MINIs	Jo
22	Other club equipment (Rollers, cameras, lights – Sandra manages the log of such equipt, if anyone wants such things they are to contact Sandra) Gazebo – Mhairi soon to do some repairs – Matt will co-ordinate Lights – Matt holding them Spring clean sheds / assess contents – Spencer to lead on, to gather help, also consider if need greater shed capacity	Matt Spencer
23	Club kit Hoodies – agreed Matt will see if interest in another batch being made, Matt to chase missing payments	Matt
24	British Cycling – Club Newsletters A Brit Cycling photographer coming to club soon, sometime in Feb Newsletter 11/9/19 Club insurance and risk assessing – Adam has not got response from BC on insurance for Family and B2B rides, chasing (See Bigfoot Go Riding section) No one raised any other BC club newsletter items to discuss	Adam
	OTHER ITEMS	
25	Transfer from Bigfoot Go-Ride Post transfer actions: Carry out necessary and associated information changes (eg to website, newsletter, documents) Adam to double check insurance, mainly Employer's Liability / Directors and Officers insurance	Phil Adam
26	Croydon Arena – hire contract Benn (Solicitor) unable to attend meeting – Benn sees a means of signing that 'should be sufficient' following some recent email exchanges with GLL. Adam not prepared to sign on that basis, maybe he is uber cautious? Stephen to ring Benn	Stephen

27	<p>'Bigfoot Go Riding rides' (Family Rides, B2B Rides, Beyond Brighton Rides etc (public rides))</p> <p>Adam has set up and will run Bigfoot Go Riding website, which includes all the T+Cs</p> <p>Club Insurance – no reply from BC, expect it will be negative as not following their rules. We have an approach closer to Cycling UK that no-one felt was a problem from a safety angle. Thus the club's status as a Ltd company provides protection, as for example Bigfoot CC did regarding risk of rides on off road footpaths. Adam will chase a BC reply, been waiting and chasing. Club individuals arrange rides for and on behalf of club</p> <p>Insurance for Ride Leaders, as basis is now agreed Adam will check insurance with BC. However risks are low as Ride Leader has very limited ride leading responsibilities – to be honest the same kind of risks as if you rode with a group of mates. Adam chasing BC</p>	<p>Adam</p> <p>Adam</p> <p>Adam</p>
28	<p>Who is still a volunteer and who gets free BC membership</p> <p>List was agreed, Sandra to take forward, Sandra chasing BC to finalise</p>	Sandra
DATE OF NEXT MEETING		
29	The date of next meeting and following meetings are agreed as set out below.	All
End		

Future Meeting dates:

Feb 19 th	
Mar 18 th	Discuss Apr recruitment publicity
Apr 15 th	Incident / accident review
May 20 th	
Jun 17 th	Discuss next year's fees
July 15 th	Short meeting + pub social.
Aug 19 th	Discuss Sept recruitment publicity
Sept 16 th	Discuss AGM and Rollapaluzza. Who to be Directors and in other roles
Oct 21 st	Review who is Volunteer, free Young Riders and Affiliates – as Annex 2. Agree Hugh Webb awards. Which Volunteers to get free BC places. Incident / accident review. Panagua Golden Tickets
Nov 18 th	
Dec 16 th	Short meeting + pub social.
Jan 20 th 2021	

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

ANNEX 1

Keeping tabs on membership and payments:

Start of each term – Sandra will circulate list of Young Rider members of each section, it will only list those who paid for the last term and will exclude anyone who has notified that they have left club. This is the 'current Young Rider member' list. This is to include a separate list of the current 'Affiliate Members'

Just before middle of each term – Sandra / Jo will use BC system to chase missing payments for the current term

Middle of each term – Sandra will circulate list of Young Rider members who have paid / not paid – for each club section to chase up missing payments face to face

As and when – Wendy and Adam will inform each section of any new Young Rider members

ANNEX 2

Managing Young Riders and Volunteers:

Volunteers – not to be managed on BC system, Phil will set up a standalone database:

1. No membership fee paid to club
2. No blanket reqmt to be a BC member, except where so dictated by BC (eg for coaches and welfare officers)
3. Club Membership will be Sept to Aug of the following year (or from month they start volunteering to following August)
4. Sept each year – system will request a response to confirm if each volunteer wants to continue as a volunteer
5. Oct cttee – committee to review who is a volunteer, determine any actions

Young riders - Paying (paying for and able to attend coaching sessions) – to be managed on BC system:

1. Membership fee paid to club termly for coaching sessions
2. Required to be a BC member, Race Silver, linked to club
3. Review process as **Annex 1**
4. Recorded in register of relevant club section

Young riders – Free places (not paying for, but able to attend coaching sessions) – to be managed on BC system:

1. No membership fee to be paid to club
2. Required to be a BC member, Race Silver, linked to club
3. Only open to children of active Coaches, Welfare Officers and the Treasurer
4. Club Membership will be Sept to Aug of the following year (or from month they start as a Free place to following August)
5. Sept each year – request will be made to ask if still want this club membership
6. Oct cttee – committee to review who is a Free Young Rider, determine any actions
7. Recorded in register of relevant club section

Young riders - Affiliate (not paying for and not able to attend coaching sessions) – to be managed on BC system:

1. Membership fee paid to club annually, £1 annually
2. Required to be a BC member, Race Silver, linked to club
3. Only open to existing Young Riders who for good reasons are unable to make coaching sessions any more
4. Club Membership will be Sept to Aug of the following year (or from month they start as Affiliate to following August)
5. Sept each year – request will be made to pay club membership
6. Oct cttee – committee to review who is an Affiliate, determine any actions
7. Recorded in an Affiliates only club register

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)	
	Delegated Authority Dealing with compliments, complaints, comments Can be dealt with by any one Director or Phil Shemmings	

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.

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