



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	Wendy Tester ????	
Communications	Phil Shemmings			
Lead Welfare	Jeff Cook	Event Co-ordination	Adam Shepherd	
First Aid	Carol Rushmere	First Aid elect	Merv Medlyn	
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	Mark Budd	Stephen Peate
Parent Reps	Wendy Tester	Andrea K + Wendy T	vacant	Andrea Kechiche
Others	Any Club Members – invitation via newsletter			

Meeting Attended by: Jo Neath, Sandra Eder, Stephen Peate (Chair), Adam Shepherd (Mins), Mike Young, Wendy Tester, Phil Shemmings, Merv Medlyn, Albie Peate, Simon Spearman-Oxx, Matt Benfield, Mark Budd, Andrea Kechiche, Stephen Chambers

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: Jeff Cook, Saif Haque, Spencer Harradine, Carol Rushmere	
2	Approval of minutes 20/2/19 - approved	
3	Matters Arising – recorded within these minutes	
4	Chairpersons Report – Big thanks to Paula, Matt, Tony and Sandra for AGM and Rollapaluzza Monday eve road rides good Need to encourage getting kids out beyond coaching sessions – racing (SLGRRL and regional races, Crits + SIP) or riding (B2B and family rides) (Other matters in other parts of minutes)	
5	Finance Report £982-00 in old Go-Ride a/c + £11,997-00 in new Youth CC a/c + £210-18 set aside for bike hire = circa £13,200 Agreed old a/c will close at end of 2019, so to catch any payments going in wrong direction Jo to liaise with Mike over handover of role Sandra circulated lists of unpaid members, those at next club sessions to chase up	 Jo Jo All

	<p>Saif asked to directly pay BC race levies and then get reimbursed, due to complications with direct club payments</p> <p>Paid Member lists etc:</p> <ul style="list-style-type: none"> • issued at end of each term - based on paid up members for previous 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 	<p>Saif</p> <p>Jo, Sandra + Wendy?</p>
6	<p>Welfare, First Aid, Safeguarding, DBS, Data Protection</p> <p>Sandra has trained Jeff in Lead Welfare role, Adam thinks Jeff not sure on how to run volunteer database</p> <p>General and incidents</p> <p>Some behaviour issues Monday evenings from primary age riders, Stephen has had quiet words with parents, done general talk on club rules and will monitor</p> <p>Safeguarding</p> <p>Stephen to see where Jeff is on this, what is outstanding. Adam had chased Mark, Dean, Neil and Saif, all had passed certs to Sandra except Saif – Adam to chase</p> <p>DBS</p> <p>Stephen to see where Jeff is on this, what is outstanding. Sandra was still chasing some DBS renewals</p> <p>Data protection</p> <p>No issues raised</p> <p>[Question for next meeting, who are our current Welfare Officers? – Megan? Carol? I presume Sandra and Jeff are?].</p>	<p>Sandra</p> <p>Stephen</p> <p>Stephen Adam</p> <p>Stephen</p> <p>All</p>
7	<p>First Aid kits and First Aid training</p> <p>Merv looking to take over both from Carol, Adam to put them in touch with each other</p>	<p>Adam</p>
8	<p>BC Membership, Club Database</p> <p>Currently 143 members</p> <p>Wendy to look with Sandra at taking role via BC system of chasing payments and removing non-paying riders from club etc</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 (means becoming a BC member, Bronze? Silver?)</p>	<p>Wendy/ Sandra</p>
9	<p>Equality, Non-discrimination</p> <p>Women and Girls – promotion of cycling - BC are focused on this (One in a million) - carried to next meeting.</p> <p>No other issues.</p>	<p>Spencer</p>
10	<p>Young Rider Recruitment</p> <p>Publicity – school newsletters and banners etc</p> <p>Stephen to lead getting out publicity (with help of Andrea, Merv, Wendy) to Bickley Primary, Raglan, Buzz Academy, Crofton. And to Pickhurst (though Stephen will need to do as a cold call)</p>	<p>Stephen</p>

	<p>Stephen to contact Hayes Primary for more school publicity and suss out ability to have a banner</p> <p>Publicity – Summer fairs Stephen with Andrea to arrange presence at Bickley School summer fair 30th June There is no Hayes Primary summer fair</p> <p>Publicity – Open Session Stephen to have a think</p> <p>There was discussion over promoting Youth section, and generally promoting club to girls, no conclusions yet.</p>	<p>Stephen</p> <p>Stephen Andrea</p> <p>Stephen</p> <p>ALL note</p>
11	<p>Adult Recruitment Keep eye out for parents as potential new recruits!</p>	ALL note
12	<p>Young Volunteers, Young Coaches No joy from Luke or Tim at BC, all too busy. Stephen will plug away to see about future young volunteer programmes. Including just saying that Youth section riders can anyway at any time help the Sat clubs</p>	Stephen
13	<p>Club Feedback – MINI, Junior AM, Junior PM, Youth sections All ok, no issues. Spin sessions for Youth considered good</p>	
14	<p>Website and communications Discussion and ideas thrown about at meeting over upgrading website, it was agreed to delegate to Phil, Stephen, Simon. Anyone else wishing to get involved is welcome too</p> <p>Agreed to base new website on same format as Bigfoot CC and pay for technical support</p>	Stephen, Simon, Phil, ALL
15	<p>Gears Training and Awards This is progressing at Sat' AM and PM sections. [Youth section?]</p> <p>In terms of 'Awards':</p> <ul style="list-style-type: none"> • We have old wrist bands • No conclusion on what to do now, Certs, sew on badges, bike tags 	<p>Stephen</p> <p>All</p>
16	<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 <p>Stephen has got publicity out about 10+ regional races = free kit (or equiv Panagua voucher)</p> <p>Stephen has also publicised certain regional races as means to determine Bromley Youth Games team and has publicised regional races more generally</p> <p>Bigfoot 10 Time Trials – publicity is out</p>	Simon Stephen

17	<p>Off Road riding</p> <p>Future plans Bedgebury – agreed for Sunday 9th June, to be publicised</p> <p>Rookery Estate – Stephen confirmed we can ride in designated area (already circulated) any Saturday – unless we hear otherwise</p> <p>Poss venues for future - Beck Place Park, Herne Hill MTB</p> <p>On back burners - Samsara MTB, Bethlam (Matt)</p>	<p>Adam</p> <p>All</p>
18	<p>Bike buy / hire scheme We have 57 club / hire bikes, of which 9 currently available to hire</p> <p>Limited funds left, agreed club to stop advertising scheme</p> <p>Any incoming bike hire requests that do appear (eg via word of mouth) to go to Adam, Directors to consider case by case</p> <p>Sandra to keep publicising spare 2nd hand club bikes for hire</p> <p>Jo and Sandra to consider who does what with bike hire scheme, including ongoing payments</p> <p>Tony and Sandra delegated to sell older bikes when returned if not worth keeping</p> <p>Sandra said Calder’s family did not switch hire bikes</p>	<p>All+ Phil</p> <p>All</p> <p>Sandra</p> <p>Jo Sandra</p> <p>Sandra Tony</p>
19	<p>Other club equipment Stephen P to get rollers back from Marein</p>	<p>Stephen</p>
	OTHER ITEMS	
20	<p>Transfer from Bigfoot Go-Ride 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>
21	<p>10th Anniversary Celebration and Awards Night Date set for Sat evening 18th May – venue Park House Rugby club (120 capacity)</p> <p>Adam plus Cook and Kechiche families are arranging, going well, Phil doing publicity soon</p>	<p>Phil</p>
22	<p>Annual Club Meeting, Annual Company Meeting and Rollapaluza Both went well and were well attended</p>	
23	<p>Croydon Arena – hire contract Still an impasse. Ball in GLL court as AS email 12/3/19 has yet to be replied to.</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>	<p>Adam</p>

24	Hayes PM sessions – lead Coach Saif to take role, thanks Saif	Saif
25	Roisin and the ‘bring a friend’ idea Stephen will discuss with Roisin	Stephen
26	Coaching at St Georges Primary Simon to contact school and Mhairi – will report back, this likely to be done not as part of Bigfoot YCC	Simon
27	Consent form and Club Info pack Wendy and Phil to look to update, not so much the core content, but to reflect club change to BYCC and changes to BC club manager etc	Phil Wendy
28	Pru 100 Agreed to accept all Jotform applicants 18+, 5 male and 1 female and all to help push to fill remaining places	All
	End	

Future Meeting dates:

May 22 nd	Matters arising
Jun 19 th	Matters arising + Discuss nominal fees for adult and ‘free’ child members – to help manage club. And fees for 2019/20
Jul 17 th	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> <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.</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 £1,000. 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