



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	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: Saif Haque, Spencer Harradine, Jo Neath, Phil Shemmings, Stephen Peate (Chair), Adam Shepherd (Mins), Albie Peate, Simon Spearman-Oxx, Matt Benfield, Jeff Cook

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: Mark Budd, Mike Young, Merv Medlyn, Sandra Eder, Wendy Tester, Andrea Kechiche	
2	Approval of minutes 22/5/19 - approved	
3	Matters Arising – recorded within these minutes	
4	<p>Chairpersons Report – Big thanks to Ali helping with website structure design</p> <p>Well done Team Bromley, 3rd in cycling at London Youth Games – outstanding at all levels, with a good broad representation of girls and boys</p> <p>Great to have so many volunteer to help at Spring in the Park – ended up with more than we needed!</p> <p>(Other matters in other parts of minutes)</p>	
5	<p>Finance Report £982-00 in old Go-Ride a/c + £11,644-50 in new Youth CC a/c + £210-18 set aside for bike hire = circa £13,000</p> <p>Agreed old a/c will close at end of 2019, so to catch any payments going in wrong direction</p> <p>Jo has sent Mike some handover notes, and will liaise more</p>	<p>Jo</p> <p>Jo / Mike</p>

	<p>Jo has arranged Panagua to correctly invoice to our new club name</p> <p>Keeping tabs on membership and payments – on going actions to be as Annex 1 located after these minutes. To include circulating lists of Affiliate Members</p>	<p>Jo, Sandra, Wendy, Adam, All</p>
6	<p>Welfare, First Aid, Safeguarding, DBS, Data Protection</p> <p>Welfare Officers Sandra advised currently the club’s Welfare Officers are Jeff, Megan and Carol – we should however seek a new female Welfare Officer as Megan and Carol may not continue</p> <p>Volunteer database Jeff to get refreshed on this and his role with Sandra in July</p> <p>Incidents / behaviour Nothing raised</p> <p>Safeguarding Jeff to get refreshed on this and his role with Sandra in July</p> <p>Jeff to explore a group training session on Safeguarding to supplement the official on-line training</p> <p>DBS Jeff to get refreshed on this and his role with Sandra in July</p> <p>Volunteer BC membership Jeff to get refreshed on this and his role with Sandra in July</p> <p>Data protection No issues raised</p>	<p>All</p> <p>Jeff, Sandra</p> <p>Jeff, Sandra</p> <p>Jeff</p> <p>Jeff, Sandra</p> <p>Jeff, Sandra</p>
7	<p>First Aid kits and First Aid training Stephen said Merv is liaising with Sandra to ensure Merv is aware who must be First Aid trained, and who else is desirable. Eg a database of who is trained, when they expire, who is essential to be trained</p> <p>Merv also to arrange a group first aid training session for those soon to need this</p>	<p>Merv Sandra</p> <p>Merv</p>
8	<p>BC Membership, Club Database Current membership numbers: not discussed</p> <p>Jo, with Sandra’s support, will keep role via BC system of chasing payments and removing non-paying riders from club etc</p> <p>Managing members and volunteers – after discussion the conclusion is at Annex 2 located after these minutes</p>	<p>Jo/ Sandra</p> <p>All, especially Phil</p>
9	<p>Equality, Non-discrimination We have improved the gender spread in recent publicity</p> <p>Women and Girls – promotion of cycling - BC are focused on this (One in a million) - carried to next meeting. Stephen will have a think – taster sessions maybe</p>	<p>Stephen</p>

10	<p>Young Rider Recruitment</p> <p>Publicity –banners In place at Hayes Primary (2No)</p> <p>Publicity – school newsletters, fliers Fliers now done in paper and elec form by Stephen. Stephen, Andrea, Merv, Wendy, Simon are circulating. Lots of paper copies in shed if anyone wants some to circulate</p> <p>Publicity – Summer fairs Stephen with Andrea have arranged presence at Bickley School summer fair 30th June. Stephen, Andrea and Sandra heading up (There is no Hayes Primary summer fair)</p> <p>Publicity – Open Session Stephen to have a think, maybe something around Sept</p> <p>Publicity – ‘Hayes Review’ magazine Matt to see if can get an article for free</p> <p>Publicity – Orpington magazine Matt making approaches</p> <p>Publicity – Beck Place Park, lake opening 20th July, 12:30 to 1:30. Simon and Andrea to consider supporting this / maybe a ride?</p> <p>There was discussion over promoting Youth section, and generally promoting club to girls, no more conclusions yet.</p>	<p>All</p> <p>Stephen Andrea Sandra</p> <p>Stephen</p> <p>Matt</p> <p>Matt</p> <p>Simon Andrea</p>
11	<p>Adult Recruitment Keep eye out for parents as potential new recruits!</p> <p>Recently signed up a potential coach (Chris Daniels, waiting on a BC course), plus another coach (L1 – Marcel Rizza, likely to help Youth on Mondays, will look at Sat clubs)</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. Stephen to consider Thur night off road Youth section sessions</p>	Stephen
14	<p>Website and communications Phil, Stephen, Simon and Wendy delegated to this project – to renew website</p> <p>Feedback on structure done, need to agree consistent terminology, writing of content to be shared around</p>	Stephen, Simon, Phil, Wendy
15	<p>Gears Training and Awards Not discussed</p>	
16	<p>Racing Team, Racing, Racing Plan Not discussed</p>	
17	<p>Off Road riding</p> <p>Planned</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, Bedgebury</p> <p>On back burners - Samsara MTB, Bethlam (Matt)</p>	All
18	<p>AGM and Rollapaluzza [Post meeting note: Bigfoot Youth CC was formed 4th Sept 2018, and annual accounts run to the same date. There is a logic to having AGM around same time, so annual account info can inform AGM, also it separates the two big club events (Rollapaluzza and Awards Night) from each other – with Rollapaluzza suited to a colder night – to discuss at next cttee]</p> <p>Jo and Mike – thoughts please</p>	<p>All</p> <p>Jo, Mike</p>
19	<p>Awards Night Aim to have annually, kick off planning Sept 19 – Andrea to lead planning, Simon happy to be involved. Adam happy to do Jotform.</p>	Andrea
20	<p>Bike buy / hire scheme Sandra, Tony and Jo happy to lead on the club’s bikes, including publicising spare bikes, considering disposal of old bikes</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 Directors and Lead Coach of relevant section, Directors to consider case by case [Post Mtg note: Adam has contacted Sandra on an associated detailed matter, Sandra to reply]</p> <p>There are some instances where people have slipped out of club, but are still hiring a club bike. It was agreed that non-members and Affiliate members should not continue in the hire scheme, that if we need the bikes back we can call for them, but if we have no need for them currently the existing hire may continue. We can advertise that this bike is available to a club member, and if someone wants it, we call it back from current hirer</p>	<p>Sandra Jo, Tony</p> <p>Sandra</p> <p>Sandra</p>
21	<p>Other club equipment Stephen to ask if other young riders want a roller (spare ones in shed)</p> <p>Sandra keeps the log of the rollers, other club equipment not logged</p>	<p>Stephen</p> <p>Sandra</p>
22	<p>Club kit New kit is in, thanks Matt. Stephen and Matt to explore how to price kit</p> <p>Bigfoot skinsuits – Jeff to explore and liaise with Matt</p>	Stephen Matt Jeff
OTHER ITEMS		
23	<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>
24	<p>Croydon Arena – hire contract Still an impasse. Ball in GLL court (original email 13/11/18 remains unresolved) AS email 12/3/19 and 4/6/19 chasing the matter have yet to be replied to.</p>	Adam

	<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>	
25	<p>Youth section open days. Kids moving to youth section</p> <p>Publicity done</p>	
26	<p>Roisin and the 'bring a friend' idea</p> <p>Stephen will discuss with Roisin</p>	Stephen
27	<p>Family Rides, B2B Rides, Beyond Brighton Rides</p> <p>Agreed such rides in principle move to being arranged by Bigfoot Youth CC (rather than Bigfoot CC as in the past). Adam has discussed organisational principles with BC and will get more detailed agreement and report back</p> <p>This could extend to all rides which can't be 'club runs' due to issue of a non-member riding</p> <p>It was agreed rides to have a 'No Helmet No Ride' rule</p>	Adam
28	<p>Next year's fees</p> <p>Agreed to be the same as this year</p>	
29	<p>Cttee 17th July</p> <p>Cttee at The George, Hayes, 6-30 to 7-30, thereafter a social. Simon to arrange the venue and publicise</p> <p>At this meeting discuss if need an Aug Cttee</p>	Simon
30	<p>BC Ride Leader Training</p> <p>To encourage our volunteers to go on, Saif to explore what to do and how</p>	Saif
31	<p>Venue fee – Hayes Primary</p> <p>It was agreed to accept the fee for each Saturday going from £50-00 to £70-00. Stephen to respond to school</p> <p>Sandra to notify Hayes Primary if we decide to skip a Saturday (eg due to SLGRRL) to save money</p>	Stephen Sandra
32	<p>Bigfoot CC – cardiac risk in the young charity</p> <p>Matt to liaise with Bigfoot CC and come back with how we can engage in any events they put on</p>	Matt
33	<p>Bigfoot CC – Cyclopark MTB / road training</p> <p>Matt to liaise with Bigfoot CC and come back with how we can engage in such events</p>	Matt
	End	

Future Meeting dates:

Jul 17 th	Cttee at The George 6-30 to 7-30, thereafter a social. Simon to arrange the venue
Aug 21 st	Optional
Sept 18 th	
Oct 16 th	Review Volunteer, free Young Riders and Affiliates – as Annex 2.

Nov 20 th	
Dec 18 th	

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)	
	<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> <p>Training payments Any Director has authority to agree that the Company funds an individual:</p> <ul style="list-style-type: none"> • 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 <p>A Directors meeting will be used for authorising higher percentage payments</p> <p>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.</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 £1,000. 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 £1,000. The Director may delegate the associated work to other persons as they see fit.</p>	

	<p>Authorising payments / signing cheques</p>	
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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