



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), Matt Benfield (part of meeting), Jo Neath, Sandra Eder, Andrea Kechiche (part of meeting), Spencer Harradine (part of meeting), Simon Spearman-Oxx, 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: Merv Medlyn, Saif Haque, Wendy Tester, Phil Shemmings, Albie Peate, Mike Young	
2	Approval of minutes 21/8/19 - approved	
3	Matters Arising – recorded within these minutes	
4	Chairpersons Report – None this month	
5	<p>Finance Report £964-00 in old Go-Ride a/c + £12,994-77 in new Youth CC a/c + nothing set aside for bike hire = circa £14,000</p> <p>Agreed old a/c will close at end of 2019, so to catch any payments going in wrong direction</p> <p>Mike will take over treasury matters after annual accounts this year;</p> <p>Jo will liaise with accountant on first annual return, what and when</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) We have Jeff. Jeff via Phil to advertise for an extra Welfare Officer or two, would be good to have a female Welfare Officer. Everyone to get word out too, especially to MINI parents</p> <p>Incidents / accidents / behavior – update report (reported on by Lead Welfare Officer) Some accident reports to Jeff. Jeff to get refreshed on this and his role with Sandra</p> <p>Incident / accident book Stephen has done new approach, Adam asked he look at BC email 11/9/19 on this matter under heading ‘Club insurance and risk assessing’</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, Adam has passed comments to Phil, Jeff and Sandra by email. Sandra will check with Phil how soon this new database will be in place</p> <p>DBS (updated and reported on by Lead Welfare Officer) Jeff to get refreshed on this and his role with Sandra. Sandra has done reminders earlier this year to those soon to expire</p> <p>Safeguarding (updated and reported on by Lead Welfare Officer) Jeff to get refreshed on this and his role with Sandra</p> <p>Group training session on Safeguarding to supplement the official on-line training. Needs to be rescheduled, agreed Jeff looks at Tue 22/10/19 and Tue 12/11/19, with hire at the Warren (cost 30-00), plus tea and biscuit cost, training lady (cost 100-00) for up to 20 to attend, arrive 7pm, training from 7-30 to 8-30pm, depart 9pm. Jeff to make bookings and to arrange publicity with Phil</p> <p>Volunteer BC membership / Insurance (updated and reported on by Lead Welfare Officer) Jeff to get refreshed on this and his role with Sandra</p> <p>First Aid qualifications (updated and reported on by Lead Welfare Officer) Jeff to get refreshed on this and his role with Sandra</p> <p>Data protection (anyone to raise issues) No issues raised</p>	<p>Jeff, All</p> <p>Jeff, Sandra</p> <p>Stephen</p> <p>Jeff, Sandra Phil</p> <p>Jeff, Sandra</p> <p>Jeff, Sandra</p> <p>Jeff Phil</p> <p>Jeff, Sandra</p> <p>Jeff, Sandra</p>
7	<p>First Aid kits and First Aid training (Merv to action) Merv has arranged a group first aid training session 13/10/19, need to advertise to fill remaining spaces</p> <p>Merv arranging some first aid top-ups of first aid boxes (first aid belts, belt holder to request top ups from Merv)</p>	<p>Merv Stephen</p> <p>Merv</p>
8	<p>BC Membership, Club Database on BC website (updated and reported on by Jo, Sandra, Wendy) Current membership numbers: not discussed</p> <p>(Jo, with Wendy’s support, will keep role via BC system of chasing payments and removing non-paying riders from club etc. Managing members and volunteers – approach at Annex 1 and 2 located after these minutes. To include circulating lists of Affiliate Members)</p>	

9	<p>Equality, Non-discrimination Women and Girls – promotion of cycling - Stephen will have a think – taster sessions maybe</p>	Stephen
10	<p>Young Rider Recruitment</p> <p>Main publicity rounds - school newsletters, fliers It was agreed to push on publicity each year in April and September for MINI, Junior and Youth sections</p> <p>Publicity with Primary Schools Everyone to get existing publicity out Sept / Oct to schools they have contact with</p> <p>Publicity with Secondary Schools It was agreed to get separate publicity material for Youth in Sept and Adam has contacts with Hayes. Stephen reconsidering approach</p> <p>Publicity – community Facebook groups Andrea and Wendy to ‘infiltrate’ such groups and promote us</p> <p>Publicity – Open Session Stephen to have a think, maybe involve Simon</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>All</p> <p>Stephen</p> <p>Andrea Wendy</p> <p>Stephen</p> <p>Matt</p> <p>Matt</p>
11	<p>Adult Recruitment Keep eye out for parents as potential new recruits!</p> <p>Adam to offer Rob Mills L2 coaching course</p>	<p>All</p> <p>Adam</p>
12	<p>Young Volunteers, Young Coaches Stephen will keep plugging 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 Sections – Club Feedback – MINI, Junior AM, Junior PM, Youth sections All going well, MINI+ and AM sections ok together, new MINI recruits in places need ‘a bit of work’</p> <p>Club Sections are below (no bikes with stabilisers allowed) MINI – Saturday’s 9 to 10am (balance bikes permitted), parents required to stay during session, lead coach – Spencer MINI+ - Saturday’s 10 to 11am, parents required to stay during session, lead coach – Spencer Junior AM - Saturday’s 10 to 12noon, for 7-11 year olds, lead coach – Simon Junior PM – Saturday’s 1:30 to 3:30pm, for 7-11 year olds, lead coach – Saif Youth – Monday’s and Thursday’s, secondary school age kids (some younger exceptions on Mondays) lead coach – Stephen</p>	Spencer
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

	One way parents 'whats apps' (or similar) one for each club section – Sandra and Phil to explore	Sandra Phil
15	Gears Training and Awards Not discussed	
16	Racing Team, Racing, Racing Plan Not discussed	
17	Off Road riding Planned Rookery Estate – Stephen confirmed we can ride in designated area (already circulated) any Saturday – unless we hear otherwise Adam has lined up Herne Hill MTB and Bedgebury for Autumn term Afan – Simon to explore with Geoff Nutter if we can join their 2020 trip to Afan Poss venues for future - Beck Place Park, Herne Hill MTB, Bedgebury On back burners - Samsara MTB, Bethlam (Matt)	All Simon
18	Events (any coaching session or race, at home base or away (eg Herne Hill MTB, Velodrome) needs a Lead Coach to arrange it) Do they have to be L2? Oct 19 and Feb 20 sessions at HH MTB – Stephen will sort and be Lead Coach – if can't do date he will arrange for someone else SLGRRL Race hosted by Bigfoot – needs Lead Coach Bigfoot HOUR – needs Lead Coach	Stephen
19	AGM and Rollapaluza AGM will move to around 4 th Sept (when club formed), Treasurer to establish exact date (to suit annual account returns). Rollapaluza to also be at this time (if they still exist). Agreed next AGM / Rollapalluza in 2020	Jo, Mike
20	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. Aim for event in May 20 after Brighton ride day. Simon and Andrea to have chat before next meeting, Adam happy to be part of initial chat	Andrea Simon
21	Bike buy / hire scheme (run by Sandra, Tony and Jo) Agreed to sell bike to Huxley R circa 150-00 5 bikes available to hire, been in recent newsletter Matt has provided bike stands, Tony to fix to smaller bikes (Any incoming bike hire requests that may involve buying a new bike to go to Directors to consider)	Sandra Sandra / Tony

22	<p>Other club equipment Rollers – agreed one to go to Eleanor T, Sandra to arrange</p> <p>Gazebo – Matt to look to improve / clean</p> <p>(Sandra keeps the log and location of the bikes, rollers, sheds and cameras - other club equipment not logged)</p>	<p>Sandra</p> <p>Matt</p>
23	<p>Club kit Coaches / Volunteer kit (Coats and Polo shirts) – Matt to get publicity out to see who might need what</p> <p>Bigfoot skinsuits – it was agreed the club won't buy and stock any – Jeff has interest for 4 skinsuits, needs one more, suggested he contacts Naj. If enough demand Jeff with other takers to make order. Stephen can help with artwork</p>	<p>Matt</p> <p>Jeff Stephen</p>
24	<p>British Cycling – Club Newsletters</p> <p>Newsletter 11/9/19 Affiliation – Sandra will do Safeguarding Standards – Jeff to review and see if we need to make changes Club insurance and risk assessing – Adam to assess for Family and B2B rides, Stephen to assess for other club activities</p>	<p>Sandra Jeff Stephen Adam</p>
OTHER ITEMS		
25	<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 / Directors and Officers insurance</p>	<p>Phil</p> <p>Adam</p>
26	<p>Croydon Arena – hire contract Still an impasse. Ball in GLL court (original email 13/11/18 remains unresolved) AS latest email 24/9/19 chasing the matter.</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) We hold Spencer's Croydon Council contact in reserve)</p>	<p>Adam</p>
27	<p>Family Rides, B2B Rides, Beyond Brighton Rides 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>	<p>Adam</p>
28	<p>BC Ride Leader Training Stephen got publicity out, including club will pay 50%. Adam is going</p>	
29	<p>Introducing Jeff as new Lead Welfare Officer to the club All introductions done, incl in newsletter, Jeff just to introduce himself at PM and Youth sessions</p>	<p>Jeff</p>

30	Bigfoot CC – support Steve Avery and others via Matt may see how they can support us	Matt
31	Bigfoot CC – membership options Stephen and Matt have raised at Youth section sessions	
	DATE OF NEXT MEETING	
32	The date of next meeting and following meetings are agreed as set out below. Oct 19 date changed and changed date confirmed below	
	End	

Future Meeting dates:

Oct 23 th	Review who is Volunteer, free Young Riders and Affiliates – as Annex 2. Agree Hugh Webb awards. Which Volunteers to get free BC places
Nov 20 th	Determine Panagua Golden Tickets
Dec 18 th	Short meeting + pub social
Jan 15 th 2020	
Feb 19 th	
Mar 18 th	Discuss Apr recruitment publicity
Apr 15 th	
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 21st	Review who is Volunteer, free Young Riders and Affiliates – as Annex 2. Agree Hugh Webb awards. Which Volunteers to get free BC places

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>	

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