



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, A, Simon Spearman-Oxx, Jeff Cook, Albie Peate, Saif Haque

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, Wendy Tester, Phil Shemmings, Mike Young, Matt Benfield, Andrea Kechiche, Spencer Harradine	
2	Approval of minutes 25/9/19 - approved	
3	Matters Arising – recorded within these minutes	
4	Chairpersons Report – Thanks to Jeff for the Safeguarding course and Merv for the First Aid course. Other learning suggestions are welcome. As ever a thanks to all volunteers, though need to find next wave of volunteers	
5	Finance Report £946-00 in old Go-Ride a/c + £12,857-57 in new Youth CC a/c + nothing set aside for bike hire = circa £14,000 Agreed old a/c will close at end of 2019, so to catch any payments going in wrong direction Mike will take over treasury matters after annual accounts this year; Jo will liaise with accountant on first annual return, what and when	 Jo Mike Jo

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 to chat with him</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 clear on role, will report twice a year (unless an urgent matter) as in timetable of mtgs</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’ – Stephen has done so and is happy with our new approach as it stands</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>DBS (updated and reported on by Lead Welfare Officer) Jeff to get refreshed on this and his role with Sandra. Sandra covering until new database in place</p> <p>Safeguarding (updated and reported on by Lead Welfare Officer) Jeff to get refreshed on this and his role with Sandra. Sandra covering until new database in place</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. Sandra covering until new database in place</p> <p>First Aid qualifications (updated and reported on by Lead Welfare Officer) Jeff to get refreshed on this and his role with Sandra. 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</p> <p>Data protection (anyone to raise issues) No issues raised</p>	<p>Sandra</p> <p>All</p> <p>Jeff,</p> <p>Jeff, Phil Sandra</p> <p>Jeff Sandra</p> <p>Jeff, Sandra</p> <p>Jeff, Sandra</p> <p>Jeff, Sandra</p>
7	<p>First Aid kits and First Aid training (Merv is first aid officer) Ice packs, mouth guards and gloves etc etc in shed – Simon, Stephen, Adam, Spencer to pass on message about this to their sections and that all coaches should have a first aid ‘bum bag’ with them at all club activities and are responsible to top it up from the shed (Merv has provided list of what should be in it). Merv and Sandra top up the first aid box</p>	<p>Stephen Spencer Adam Simon</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) Not discussed</p>	

9	<p>Equality, Non-discrimination Women and Girls – promotion of cycling – Stephen feels this needs a mum + cycling daughter to lead – he will approach Andrea</p>	<p>Stephen 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 – ‘Hayes Review’ magazine Matt to see if can get an article for free</p> <p>Publicity – Orpington magazine Matt making approaches</p>	<p>Stephen</p> <p>Simon</p> <p>Matt</p> <p>Matt</p>
11	<p>Adult Recruitment Each cttee member to try and recruit one coach / helper. Stephen will make a volunteer flyer</p>	<p>All</p>
12	<p>Young Volunteers, Simon to chat to Tim at BC, if scheme is running Simon to publicise</p> <p>Young Coaches Izzy Stoneham has expressed interest and Stephen has provided info</p>	<p>Simon</p>
13	<p>Club Sections – Club Feedback – MINI, Junior AM, Junior PM, Youth sections No issues raised or discussed</p> <p>Spin set up for youth section Spring term 2020</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>All</p> <p>Simon</p>

18	<p>Events (any coaching session or race, at home base or away (eg Herne Hill MTB, Velodrome) needs a Lead 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>Bigfoot HOUR – needs Lead Coach</p>	<p>Stephen</p> <p>Saif</p> <p>Saif</p>
19	<p>AGM and Rollapaluza AGM will move to around 4th 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</p>	Jo, Mike
20	<p>Awards Night Arrangements with Simon and Andrea</p>	Andrea Simon
21	<p>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) Not discussed</p>	
22	<p>Other club equipment (Rollers, cameras – Sandra manages the log of such equipt, if anyone wants such things they are to contact Sandra)</p> <p>Gazebo – Matt dealing with improving / cleaning</p>	Matt
23	<p>Club kit Coaches / Volunteer kit (Coats and Polo shirts) – with Matt to action</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 – no actions for club, Jeff aware of some courses of use to him, Jeff to consider and advise on cost Club insurance and risk assessing – Adam to assess for Family and B2B rides, Stephen has assessed for other club activities and there are no changes</p>	<p>Sandra Jeff</p> <p>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	Croydon Arena – hire contract Still an impasse. Adam heading this up and is clear with Arena on basis of hire	Adam
27	Family Rides, B2B Rides, Beyond Brighton Rides (public rides) Agreed arranged by Bigfoot Youth CC. Adam developing policies and procedures	Adam
28	BC Ride Leader Training Adam is going	Adam
29	Introducing Jeff as new Lead Welfare Officer to the club Jeff just to introduce himself at PM and Youth sessions	Jeff
30	Hugh Webb Award Winner, shortlist and highly commended agreed, Adam to take forward	Adam
31	Who is still a volunteer and who gets free BC membership List was agreed, Sandra to take forward	Sandra
32	Free kids places It was agreed to give to active Coaches, active Welfare Officers, Treasurer and cttee members who arrange events – list of actual names agreed and with Sandra to action	Sandra
33	Panagua Golden tickets List was agreed, Adam to take forward	Adam
DATE OF NEXT MEETING		
34	The date of next meeting and following meetings are agreed as set out below. Nov 19 date changed and changed date confirmed below	All
	End	

Future Meeting dates:

Nov 27 th	
Dec 18 th	Short meeting + pub social
Jan 15 th 2020	
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	

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 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>	