



**Invitees:**

<b>Directors</b>	Jo Neath, Sandra Eder, Stephen Peate, Adam Shepherd		
<b>Co-optees, and roles:</b>			
<b>Chair</b>	Simon Spearman-Oxx	<b>Minutes</b>	Adam Shepherd
<b>Treasurer</b>	Jo Neath	<b>Treasurer elect</b>	Yogi Patel (in post 1/12/20)
<b>Membership sign on</b>	Wendy Tester + Adam S	<b>BC Membership admin</b>	Jo Neath, Sandra E
<b>Communications</b>	Phil Shemmings	<b>First Aid</b>	Merv Medlyn
<b>Lead Welfare</b>	Jeff Cook	<b>Event Co-ordination</b>	Adam Shepherd
<b>Welfare / Welfare to be</b>	Becky Daniels	<b>SLGR Race League</b>	Saif Haque
<b>Youth Rep(s)</b>	Zoe Howard	<b>Bikes</b>	Tony & Sandra E, Jo Neath
	<b>MINI</b>	<b>Hayes AM</b>	<b>Youth</b>
<b>Lead Coaches</b>	Spencer Harradine	Rob Drake Chris Daniels	Matt Benfield Marcel Rizza Simon Spearman-Oxx
<b>Lead Admin</b>	Wendy T + Sandra E	Wendy T + Sandra E	Coaches
<b>Parent Reps</b>	Quyen Hoang	Wendy T	Andrea Kechiche
<b>Others</b>	Any Club Members – invitation via newsletter		

**Meeting Attended by:** Adam Shepherd, Jo Neath, Sandra Eder, Matt Benfield, Wendy Tester, Saif Haque, Simon Spearman-Oxx, Zoe Howard, Yogi Patel, Marcel Rizza, Chris Daniels, Rob Drake, Merv Medlyn, Spencer Harradine,

**Distribution:** all named invitees and attendees, **also to go on website**

**Note:** except where stated otherwise all decisions / conclusions were made unanimously. Minutes focus on actions

Item	Item / Agreed Actions	Action
	<b>STANDING ITEMS</b>	
1	<b>Apologies:</b> , Phil Shemmings, Andrea Kechiche, Quyen Hoang, Becky Daniels, Jeff Cook	
2	<b>Approval of minutes 16/9/20</b> - approved	
3	<b>Matters Arising</b> – recorded within these minutes	
4	<p><b>Covid 19</b> Simon confirmed that the MINI, Junior and Youth Covid Risk assessments required by BC, along with our guides for attendees had all been double checked and seen as ok</p> <p>It was agreed to re-start coaching sessions as soon as lockdown allows, so if the lockdown's last day is 2/12/20 (and we revert to Tier 2) – MINI and Junior will start 5/12/20 and Youth on 3/12/20 (Brom Coll) and 7/12/20 (Off Road). Also that these sessions will include all new recruits</p> <p>Otherwise meeting felt sessions were well organised, though a challenge to maintain social distancing between riders</p> <p>Croydon Arena – with LB Croydon bankrupt it is highly unlikely we can hire it, need to make alternative plans (see below)</p>	<b>All Phil</b>

5	<p><b>Chairpersons Report</b> Covered via other sections</p>	
6	<p><b>Finance Report</b> In February £0 in old Go-Ride a/c (now closed?) + £11,392-71 in new Youth CC a/c + nothing set aside for bike hire = circa £11,400. <b>Not discussed at this meeting – Yogi can update in December</b></p> <p><b>Topic for next month - feedback to next cttee on income and expenditure with breakdowns by activity for roughly the last two years, to help cttee's thoughts on sustainability of finances</b></p>	<p><b>Yogi</b></p> <p><b>Yogi / Jo</b></p>
7	<p><b>Welfare, Volunteer Database, DBS, Safeguarding, BC Membership (ie insurance), First Aid training, Data Protection</b></p> <p><b>Welfare Officers</b> (Jeff is lead Welfare Officer, no other Welfare Officers currently) Recruitment – Becky was thanked for volunteering to be a Welfare Officer, she and Sandra looking at future courses</p> <p><b>Incidents / accidents / behavior – update report</b> (reported on by Lead Welfare Officer) Recent matters - Jeff not at meeting to discuss, nothing raised</p> <p>Bi-annual Review – was on agenda for today's meeting, Jeff not at meeting nor sent a report. Can we have for December meeting?</p> <p><b>Volunteer database – held by club</b> (updated and reported on by Lead Welfare Officer) Sandra currently covering – Becky has volunteered to take this on, she and Sandra to work on handover, and work with Phil on improvements</p> <p><b>Volunteer Qualifications / Membership Report</b> (by Lead Welfare Officer) (report on who is close to expiring on DBS / Safeguarding / BC Membership / First Aid – incl who is not responding to reminders, so others in cttee can help chase) <b>Future topic - Sandra / Becky to see if can report at a future meeting</b></p> <p><b>Data protection</b> (anyone to raise issues) Nothing raised at meeting</p>	<p><b>Becky / Sandra</b></p> <p><b>Jeff</b></p> <p><b>Becky / Sandra Phil</b></p> <p><b>Becky Sandra</b></p>
8	<p><b>First Aid kits</b> (Merv is first aid officer) First aid kits for coaching sessions now have supplies to suit Covid 19</p>	
9	<p><b>BC Membership, Club Database on BC website, Coaching fees</b> (updated and membership + fees chased by Jo, Sandra, Wendy – they can get cttee to help too) (approach at <b>Annex 1 and 2</b> located after these minutes. To include circulating lists of Affiliate Members) <b>Topic for future meetings when coaching fees are being charged – ie Sandra passing to each club section lists of who has / has not paid for term. Jo arranging mid-term fee chase up emails</b></p>	
10	<p><b>Equality, Non-discrimination</b> (including Girls – recruitment and retention) <b>Topic for future meeting</b></p>	
11	<p><b>Young Rider Recruitment</b></p> <p><b>Main publicity rounds - school newsletters, fliers, social media, cycle shop windows</b> April and September for all sections. <b>Topic for future meeting, incl who does what</b></p>	

	<p><b>Publicity – Open Session</b>  Topic for future meeting – consider a ‘bring a friend’ / ‘bumper Saturday’</p>	
12	<p><b>Adult Volunteer Recruitment</b>  Topic for future meeting</p>	
13	<p><b>Young Volunteers, BC Young Volunteer Programme</b>  Topic for future meeting</p> <p><b>Young Coaches</b> (can be a L1 at 16, or at 14 if done Young Volunteer course)  Topic for future meeting</p>	
14	<p><b>Home Coaching Sessions – MINI, Junior AM, Youth sections</b>  (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><b>MINI</b> – going well, have taken in new recruits and recent ‘graduation’ for some MINIs went well. Good attendance, good fun</p> <p><b>Junior AM</b> – also going well, PM riders now integrated, about to take in MINI graduates and some new recruits – plans in place</p> <p><b>Youth</b> – new members / graduates accommodated, sessions at Bromley College well attended and going well, have done some night rides in woods. With situation at Croydon Arena need to arrange extra alternative activities – can include Monday night off-road rides, weekend road rides, weekend MTB rides (eg around Godstone), Cyclopark – rides come with issues of enough suitable adult support – Coaches working on plans</p> <p><b>Rider Information</b> – there was a discussion started about what info we currently hold / should hold, and how to procure extra information (eg via surveys via newsletters, discussions with riders, Coaches observations). Solutions may vary between club sections to suit the coaches and their riders. No conclusions as yet.</p> <p>In newsletter 13/11/20 Simon had put a request for riders / parents / carers to feedback on rider goals – interesting to see what comes from this</p>	<p><b>Matt Simon Marcel</b></p> <p><b>All</b></p> <p><b>Simon</b></p>
15	<p><b>Gears Training and Awards</b>  Topic for future meeting</p>	
16	<p><b>Racing Team, Racing, Racing Plan</b>  Topic for future meeting</p>	
17	<p><b>Rides – arrangements</b> (for any section of club: local rides in woods or on lanes, in Beck Place Park, Bedgebury, further afield) (Rookery Estate - Stephen confirmed we can ride in designated area (already circulated) any Saturday – unless we hear otherwise)  Topic for future meeting</p> <p><b>Bigfoot to Brighton road ride series</b> – Adam will start looking at how it could be arranged next year</p> <p><b>‘Rough to Ride’ MTB London to Brighton (or similar)</b> – was considered before first lockdown - Topic for future meeting</p>	<p><b>All</b></p> <p><b>Adam</b></p> <p><b>Merv</b></p>

18	<p><b>South London Go-Ride Racing League</b> (Saif our lead coach in charge of racing, Adam on venues, admin, co-ordination with other clubs)</p> <p>Other clubs committed to it's return, but not this term. Maybe start March / April with perhaps restricted venues, less races or a compressed season. All to be discussed in future – Adam leading on this for Bigfoot</p>	<b>Adam</b>
19	<p><b>Events, Away from home Coaching sessions – arrangements</b> (for any section of the club: MTB coaching Herne Hill, track bikes Herne Hill, regular bikes on Velodrome Herne Hill; Cyclopark (MTB, road circuit, BMX); Beck Place Park, Afan, Bigfoot HOUR, 10 mile TT etc etc) (any coaching session or race, at home base or away venue needs a Coach to arrange it - They have to be L2)</p> <p>With the disruption of Covid 19 – there is a need for finding ways to provide a broader richer offering for the club. Topic for future meeting</p> <p><b>Spin sessions</b> – our contact can't source venues for these sessions, Merv may have a lead and will contact Adam</p>	<p><b>All</b></p> <p><b>Merv</b></p>
20	<p><b>Website and communications</b></p> <p>Topic for future meeting –</p>	
21	<p><b>Awards Night</b></p> <p>Topic for future meeting -</p>	<b>Andrea Simon</b>
22	<p><b>Bike buy / hire scheme</b> (run by Sandra, Tony and Jo) (Any incoming bike hire requests that may involve buying a new bike to go to Directors to consider)</p> <p>Sandra sold some Pina bikes, Simon reported income 260-00. Looking at buying some 24/26" Isla bikes</p> <p>There was discussion over whether the club sells some Islabikes (large sizes) in shed and if so what to do with income – eg turbos / Zwift, this was discussed including the issue of who and how many riders could benefit. No conclusions yet</p>	<p><b>Sandra</b></p> <p><b>All</b></p>
23	<p><b>Other club equipment</b> (Rollers, cameras, lights – Sandra manages the log of such equipt, if anyone wants such things they are to contact Sandra)</p> <p>Topic for future meeting</p>	
24	<p><b>Club kit</b></p> <p>Topic for future meeting</p>	
25	<p><b>British Cycling – Club Newsletters</b></p> <p>Topic for future meeting</p>	
<b>OTHER ITEMS</b>		
26	<p><b>Coaching fees</b></p> <p>Autumn 2020 – free</p> <p>Spring and Summer 2021 – to be as year 2019/20, unless we feel nearer the time that this would be inappropriate – <b>to discuss at December meeting</b></p>	<b>All</b>
27	<p><b>Josh and Puttshack</b> – Matt to see if can arrange for December for Youth</p>	<b>Matt</b>
28	<p><b>Transfer from Bigfoot Go-Ride</b></p> <p>Post transfer actions:</p> <p>Carry out necessary and associated information changes (eg to website, newsletter, documents)</p>	<b>Phil</b>

	Adam to double check insurance, mainly Employer's Liability / Directors and Officers insurance	<b>Adam</b>
29	<p><b>MTB trail Hayes Primary</b> - Simon has funding from Jack Petchey for a small MTB trail at Hayes Primary and will take steps to deliver this next year and will be calling upon the help of others!</p> <p>Spencer and Simon to explore with school and with BC options for other cycling / running facilities in the grounds, following our little MTB trail idea.</p> <p>A bark path has appeared, Simon to check if we can use it</p>	<p><b>Simon</b></p> <p><b>Simon Spencer</b></p> <p><b>Simon</b></p>
30	<b>School Street / Livable Neighbourhood</b> – Spencer in touch with parents / PTA, discussing. Bromley Environment Network – some events coming for us to support. Other areas of London already well under way. Spencer to keep us updated	<b>Spencer</b>
31	<b>Panagua Golden Ticket – discounts</b> Adam explained. Adam to create list and then see if Panagua still running scheme in 2021	<b>Adam</b>
32	<b>Hugh Webb Award</b> Adam explained. It was agreed due to virus not to be possible to make a meaningful award this year – so will be set next year for a 2020/21 winner	
33	<b>Bike Vouchers</b> Spencer explained and contact him for full details	<b>All</b>
	<b>DATE OF NEXT MEETING</b>	
	The date of next meeting and following meetings are agreed as set out below. All 6:30pm and via Zoom until we can meet in person	<b>All</b>
	<b>End</b>	

#### Future Meeting dates:

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

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
	<b>Chair</b> – Stephen Peate (unless unavailable)	
	<b>Minutes by:</b> Adam Shepherd (who in the main will also arrange future meetings) (unless unavailable)	
	<p><b>Delegated Authority</b></p> <p><b>Dealing with compliments, complaints, comments</b> Can be dealt with by any one Director or Phil Shemmings</p> <p><b>Expenditure / contracts / arrangements</b> Any one Director has authority to arrange each and any session / activity / purchase / hire agreement up to a budget of <b>£300</b>. 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 <b>£1,000</b>. 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 <b>£1,000</b>. 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><b>Training payments</b> Any Director has authority to agree that the Company funds an individual:</p> <ul style="list-style-type: none"> <li>• 100% of the cost of First Aid at Work training</li> <li>• 50% of the cost of Coach training (up to 100% if aged under 18)</li> <li>• 50% of the cost of Welfare Officer training</li> </ul> <p>A Directors meeting will be used for authorising higher percentage payments</p> <p><b>Sales</b> Any one Director has authority to arrange the sale of an asset of the Company, at a fair price, up to an expected <b>£300</b>. 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 <b>£1,000</b>. 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 <b>£1,000</b>. The Director may delegate the associated work to other persons as they see fit.</p> <p><b>Authorising payments / signing cheques</b> 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>	