

**Committee Meeting No. 1**  
**at the Wellington Public House in Seaford**  
**on 10<sup>th</sup> March 2009**

**Present**

Andy Lock	Chair
Clive Aberdour	Secretary
David Hester-Lock	Treasurer
Rod Lambert	Publicity & Recruitment Officer
Ian Cairns	Website Manager
Colin Homan	Committee Member
Eddie Collict	
Ally Preece	

1 This was the first committee meeting of Cycle Seahaven, the committee having been appointed at the general meeting of 24<sup>th</sup> February 2009.

**Apologies for Absence**

2 There was an apology from Ally Preece who would join the meeting at a later time.

**Purpose of Meeting**

3 The main purpose of this committee meeting was to agree the wording of the club's constitution, based on the model constitution issued by British Cycling (AP6 from general meeting). Also, to deal with four other action points from the general meeting.

**Minutes of General Meeting.**

4 The meeting agreed the minutes of the general meeting of 24<sup>th</sup> February 2009.

**Constitution (AP6)**

5 The meeting agreed that the model CASC (Community Amateur Sports Club) constitution produced by British Cycling should be used in it's entirety for Cycle Seahaven's constitution.

6 Some clauses in the model constitution required further details to be inserted. These were decided as follows:

Clause 1: The club name to be Cycle Seahaven, as agreed at the general meeting of 24<sup>th</sup> February 2009.

Clause 2: The sport to be cycling and the area to be Seahaven.

Clause 5b: The number of days notice to members of AGMs to be 21.

Clause 5c: The quorum for all general meetings to be 10 members present or 10% of the total membership whichever is greater.

Clause 7: The number of members required to demand an EGM to be not less than 10.

Clause 8C: The minimum and maximum number of members for the composition of the committee to be 3 and 12 respectively.

7 The meeting agreed to the following changes of the model constitution for our constitution.

Clause 5b: To delete the word 'written' as notice will be by email. (The Chair said that anyone not on email would be informed by post).

Clause 8Db: "At least 2 members must be present for the meeting to be valid" to be replaced by "At least 50% of the committee members must be present for the meeting to be valid".

Clause 10a to read, "The members may vote to wind-up the Club at a specifically convened meeting, ie an EGM".

8 The meeting agreed that references to the Go-Ride Clubmark should be deleted. (Go-Ride is British Cycling's Club Development Programme aimed at improving both young riders and clubs).

9 After some discussion the meeting decided that membership of the club shall be open to anyone regardless of age; clause 4a refers. (Therefore that clause in the model constitution is unchanged).

10 The meeting agreed that the constitution should be signed by all committee members. Clive would circulate the completed constitution to them (AP1/1).

11 The meeting agreed that the constitution need not go to a general meeting for approval as the committee would have agreed and signed it.

(AP6 discharged)

## **Club Membership Arrangements (AP8)**

### **Membership Fee**

12 The meeting agreed to an annual membership fee of £5 and no separate joining fee.

13 Outgoings were:

a) CTC affiliation, which includes organiser's liability insurance, would be £75 for the first year; subsequent years would be £50 pa.

b) Ian explained that the website costs £66 pa.

c) The meeting agreed that we would need some money for publicity.

14 The meeting gratefully accepted Rod's offer to provide 'Mr Cycles' sponsored membership cards.

### **Membership Form**

15 Rod would design a membership form and send it to Ian as a PDF file for putting on the website (AP1/2).

- 16 The meeting agreed that it should only include details we needed, ie,
- First and last names
  - Name by which the applicant likes to be known
  - Postal Address
  - Email Address
  - Telephone no.
  - Mobile no. (can prove useful when on a cycling trip).

17 Ian to put the membership form on the website (AP1/3). *Completed forms to be sent to Rod with a cheque for £5 for the first year's subscription.*

#### **Club Account**

18 David to open a 'bank' account for the club, possibly with Nationwide Building Society. (A bank may levy charges for operating the account unlike a building society). (AP1/4)

19 The meeting agreed to cheques being signed by 2 of 3 committee members, ie chair, secretary, treasurer.

20 Clive to pass the signed constitution to David as the building society may want to see it when opening the account (AP1/5).

21 The meeting agreed that the account should be called: Cycle Seahaven.

(AP8 discharged)

#### **Mailing List**

22 The meeting agreed that the mailing list can include non-members as well as members.

#### **CRB Checks (AP2)**

23 Ally explained that she didn't want to be appointed to the committee as Education & Welfare Liaison Officer due to other commitments.

24 However, she would find out more about CRB (Criminal Records Bureau) checks and whether there's any advice for cycling clubs, eg the age of young people at which a club official dealing with them would need a CRB check (AP1/6).

(AP2 discharged)

#### **Charity Rides (AP3)**

25 Clive volunteered to manage the organising of charity bike rides as he had experience in this field. To be put on the agenda for the next general meeting (AP1/7).

(AP3 discharged)

#### **Women in Cycling (AP4)**

26 The meeting agreed that we should have a committee member to encourage women to cycle so the item will be put on the agenda for the next general meeting (AP1/8).

(AP4 discharged)

**AOB****Membership List**

27 The meeting agreed that we needed to know the types of cycling that members wanted and what they expected of the club.

**Ride Leaders**

28 The meeting agreed that we needed to ask for ride leaders and that some training may need to be provided.

29 Eddie explained that East Sussex County Council ran half-day courses which should be relevant. He would find out the cost, if any (AP1/9).

30 Ian, Colin, Rod, Clive, Andy and possibly Ally expressed interest in attending the course.

31 The subject of Ride Leaders and training to be put on the agenda for the next general meeting (AP1/10).

**Logo**

32 David explained he had some ideas and would have something to present at the next general meeting. (AP9 of the previous general meeting refers).

**Tidemills Level Crossing Gates**

33 The meeting agreed that we should support the 'Access in Seaford and Newhaven Committee' over the issue of changing the gates at this crossing to allow access to a wider range of people, including cyclists.

34 Eddie had already advised the group of our support.

35 The meeting agreed that we should have someone on the committee responsible for campaigning issues. To be put on the agenda for the next general meeting (AP1/11).

**Bike It (a Sustrans project)**

36 It was reported that 'Bike It' is likely to be implemented for Chyngton School. Ben Sherratt is the local Bike It Co-ordinator.

37 Rod would contact Ally with the name of the appropriate organiser in East Sussex County Council (AP1/12).

**Distribution of Minutes**

38 The minutes of this meeting would be put on the website by Ian (AP1/13).

39 Ian to send Clive an up-to-date list of email addresses so he can advise everyone of the minutes being on the website and the date of the next meeting (APs 1/14 and 1/15).

**Date of Next Meeting**

40 The general meeting which was to have been on 7<sup>th</sup> April will be put back two weeks to 21<sup>st</sup> April.

### Action Points

<b>*APs</b>	<b>Para</b>	<b>Action</b>	<b>By</b>
1/1	10	To circulate constitution to committee members for signing	Clive
1/2	15	Design a membership form and send to Ian as a PDF file	Rod
1/3	17	To put membership form on website	Ian
1/4	18	To open a 'bank' account with a building society	David
1/5	20	Pass signed constitution to David	Clive
1/6	24	To find out more about CRB checks	Ally
1/7	25	Charity Rides – to put on agenda for next general meeting	Clive
1/8	26	Committee member for 'Women in Cycling' – to put on agenda for next general meeting	Clive
1/9	29	To find out cost of half-day courses of relevance to ride leaders	Eddie
1/10	31	Ride Leaders and Training – to put on agenda for next general meeting	Clive
1/11	35	Committee member for Campaigns – to put on agenda for next general meeting	Clive
1/12	37	'Bike it' organiser in ESCC. Rod to advise Ally	Rod
1/13	38	Minutes to go on website	Ian
1/14	39	Ian to send Clive an up-to-date list of email addresses	Ian
1/15	39	Clive to email everyone about the minutes on the website and date of general meeting	Clive

*\*The first number of the action point refers to the committee meeting no.*