

**Committee Meeting No. 2**  
**at the Wellington Public House in Seaford**  
**on 5<sup>th</sup> May 2009**

**Present**

Andy Lock	Chair
Clive Aberdour	Secretary
David Hester-Lock	Treasurer
Ian Cairns	Website Manager
Colin Homan	Committee Member
Ashley Howitt	'Women in Cycling' Member
Ally Preece	

**Apologies for Absence**

- 1 Apologies from Rod Lambert and Eddie Collicot who were unable to attend this meeting.

**Purpose of Meeting**

- 2 The main purpose of this second committee meeting was to tidy up the loose ends in setting up the club by dealing with all outstanding action points from the previous committee and general meetings.

**CRB Checks**

- 3 Ally explained that she had tried to 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 officials dealing with them would need a CRB check. After contacting various organisations it appeared that there were no rules covering our situation. However, the general view of ride leaders in Bicycles and Lewes Wanderers was that 'under 16s' should be accompanied by a parent or guardian.

- 4 The meeting agreed to the following which was proposed by Andy and seconded by Ashley:
  - 4.1 Children between 13 and 16 years of age, inclusive, can be Junior Members of the club but they must be accompanied by their parent or guardian on bike rides and events.
  - 4.2 There would be no club membership for children under 13 years of age.
  - 4.3 Children under 13 can take part in rides with their families on family rides.

5 The meeting noted that the CTC gives guidance on this matter (in their Children and Young Persons Participation Policy). Clive would issue this policy to committee members as there was additional guidance for ride leaders. (AP2/1)

### **Bike It**

6 Ally explained that 'Bike It' is a Sustrans project with the aim of encouraging more children to cycle to school. The only school in Seahaven which is involved with this project is Chyngton School.

7 Ally will write to Sustrans on behalf of Cycle Seahaven to ask for someone to brief all schools in the Seahaven area on the Bike-It project. (AP2/2)

### **Affiliation to CTC and Insurance**

8 Clive had completed the CTC affiliation form which had been sent to the CTC with a cheque for £75. There had been a delay in completing the form as the original one from the CTC had been lost in the post. Therefore, there was a risk that the club may not be insured in time for the event on Sunday 10<sup>th</sup> March but he would ring the CTC on Friday and advise Eddie accordingly. (AP2/3).

9 Clive issued details to those at the meeting, printed from the CTC website, of the CTC Organiser's Liability Cover for Affiliated Bodies and also of Third Party Cover from the CTC.

10 According to the Organiser's Liability Cover, the club cannot have more than 5 non-members on any one ride.

11 Members of affiliated clubs can get the CTC's third party insurance for £12 per year. The meeting agreed that we should offer this to our members but not the alternative scheme, at present, of full CTC membership whereby members get a 10% discount for the first year. (This discount could be retained by the club or passed on to the member).

12 The meeting recognised that there would be extra effort expended in administrating such schemes. David offered to administer the 3<sup>rd</sup> party insurance scheme for members as it would tie in with the membership responsibilities he was willing to take on, see para 13. Clive would send the relevant CTC paperwork to David. (AP2/4). Also, Clive to contact the CTC to find out how this third party cover can be renewed in subsequent years. (AP2/5).

### **Membership Form**

13 David would take on some of the membership responsibilities temporarily and would liaise with Rod. (AP2/6).

14 Some minor amendments to the membership form were agreed:

- add Campaigning to Types of Cycling and Interest,
- Date of Birth if under 18,
- Mobile phone no.

David will amend the form and take a copy to Rod on Thursday and also pass a copy to Ian for adding to the website. (AP2/7)

15 Ian to amend the Rides page on the website to reflect the agree policy concerning 'age', see para 4.

### **Special Event Application Forms**

16 The meeting agreed that special or one-off events, as distinct from our normal bike rides, would need an application form which gave details of the event, included health and safety aspects, cost and insurance details etc. Applicants would need to sign a declaration to indicate they had read and understood all the details and were sufficiently fit to cycle on the event. The first such event may be to Paris next spring and Clive would produce the application form for it.

### **Women in Cycling**

17 The general feeling at the meeting was that 'women only' rides would be popular. Ashley would organise a ride and send details to Ian for putting on the website. One possibility of a route was from Seaford, along NCN Route 2 to Newhaven with a stop at the pub at Newhaven port. (AP2/8).

18 The meeting agreed that rides at the weekend were probably best and Ashley should not worry about it clashing with other Cycle Seahaven rides.

### **Charity Ride**

25 The idea for a charity ride had been raised by Denis Bass at an early general meeting. Clive had volunteered to manage the organising of a charity bike ride as he had experience in this field with the NSPCC.

26 The meeting agreed that the charity and broad details of an event in 2010 would be agreed at the AGM so that all members could help decide on the charity and type of event.

27 The meeting agreed that the AGM should be held towards the end of the calendar year so a Calendar of Events/Rides could be agreed for the following year. It could be in December and combined with a Christmas function.

### **Ride Leaders & Training**

28 Eddie had issued an email to say that he was willing to do some ride leader training as an interim measure to cover the period to the autumn when we should be able to take up the (free) offer from East Sussex County Council (ESCC).

29 The meeting agreed that ride leaders should use the risk assessment form in the ESCC Volunteer Handbook for Guided Walk and Cycle Ride Leaders which Eddie had made available to the committee, (see page 49 of handbook).

30 This same handbook said that the leaders should be first aid trained. This was discussed at the meeting and the general feeling was that leaders should carry first aid kits and be suitably trained in first aid. Eddie will be consulted on the matter of first aid training.

31 There was some debate on whether cycle helmets should be made compulsory on our rides. The meeting decided that we should strongly recommend cyclists on our rides to use cycle helmets but shouldn't be made compulsory. The meeting was aware that the CTC is opposed to making cycle helmets compulsory; their policy is on the CTC website.

32 Ian would add two new titles to the website, ie Advice for Cyclists and Advice for Ride Leaders. Committee members to send their ideas to Ian. (AP2/9).

### **Campaigns Committee Member**

33 Ian said he was willing to help out if someone else takes on this role. Ian would start the ball rolling by preparing a list of issues by the end of May. (AP2/10)

### **Rides Co-ordinator**

34 The meeting agreed that we should have a co-ordinator of bike rides, ie someone to ensure we have a full calendar of rides/events, to encourage 'potential' ride leaders to organise rides and generally ensure there are plenty of rides, both on-road and off-road, for the membership.

35 The meeting agreed to Colin being the Rides Co-ordinator.

Proposed by Andy

Seconded by Ian.

### **Bicycle Maintenance Workshop**

36 Andy would contact Downs Leisure Centre to see if he can run his workshop there. (AP2/11).

### **Publicity**

37 Ian to give Andy a contact for the local papers. (AP2/12).

38 Andy to do a press release for sending to the papers. (AP2/13)

39 Colin to invite the Mayor, Carolyn Lambert on the 'Women Only' bike ride. (AP2/14)

40 *Rod had recently issued an email to say that he had obtained a mention for Cycle Seahaven in the Peacehaven Directory for May. Information leaflets would also be useful for events such as Seaford Family Fun Day at The Downs leisure centre on Sunday 5th July (10am - 4pm £10 a table), or Seaford Library Open Day coming up soon.*

41 *Eddie had recently issued an email to say he would be willing to continue putting up notices and event details on Seaford Town notice boards around the town and try to get the newspapers to carry information about the Club.*

### **Outstanding Action Points**

42 Most action points had been discharged by the end of this meeting although several were carried forward from the previous general meeting, see next page.

### **Rides (Club Night)**

The meeting decided to get the ball rolling for regular club nights (Tuesday) by meeting at the Martello Tower at 6.00pm next Tuesday (12<sup>th</sup> May) for a ride and a drink.

### **Next Meeting**

43 It was decided not to set a date for another committee meeting until there was a definite need to convene a meeting.

### Action Points

<b>*APs</b>	<b>Para</b>	<b>Action</b>	<b>By</b>
3G/2		Membership cards to be printed.	Rod
3G/5		To advise Eddie when CTC insurance has been arranged	Clive
3G/6		To organise a ride on the family trail in Friston Forest	Andy/Jamie
3G/7		To organise a club night	Rob/Colin
2/1	5	To send CTC's Additional Guidance for Ride Leaders	Clive
2/2	7	To write to Sustrans to ask for someone to brief all schools on Bike-It	Ally
2/3	8	Ring CTC on Friday (8 <sup>th</sup> ) for situation on insurance and advise Eddie	Clive
2/4	12	Send the paperwork on 3 <sup>rd</sup> party insurance to David	Clive
2/5	12	To contact CTC about 3 <sup>rd</sup> Party insurance renewals and advise David	Clive
2/6	13	Liaise with Rod on membership responsibilities	David
2/7	14	To amend membership form and pass copies to Rod and Ian	David
2/8	17	To organise a 'Women Only' ride	Ashley
2/9	32	Send ideas to Alan for Advice sections on website	All
2/10	33	Prepare a list of campaign issues	Ian
2/11	36	Contact Downs Leisure Centre about running a workshop there	Andy
2/12	37	Give Andy a contact for local papers	Ian
2/13	38	Do a press release for papers	Andy
2/14	39	To invite mayor to 'Women Only' bike ride	Colin

*\*The first number of the action point refers to the committee meeting no. The first 4 action points are from the previous, ie 3<sup>rd</sup>, general meeting.*