

PORTSMOUTH NORTH END CYCLING CLUB
COMMITTEE MEETING
17th January 22, 19:00 at the Mountbatten Centre. Track Room



Minutes and Agenda : COMMITTEE MEMBERS:

	Holder	Role	contact email	Report
1	Peter MacLellan	Chair	chair@pnecc.co.uk	Y
2	vacant	Secretary (Trustee)	secretary@pnecc.co.uk	N, vacant
3	Mark Mitchell	Treasurer (Trustee)	treasurer@pnecc.co.uk	Y
4	Mark Williams	Vicechair	vicechair@pnecc.co.uk	Not req'd
5	David Knight	Timetrial Secretary	timetrial@pnecc.co.uk	Y
6	Ken Houlberg	Road Secretary	road@pnecc.co.uk	Y
7	CX	Alan Collins	cx@pnecc.co.uk	Y
8	Tim Lawn	Club Captain	clubcaptain@pnecc.co.uk	Y
9	vacant	Coaching Coordinator	coaching@pnecc.o.uk	N, vacant
10	Ben Allen	Media Secretary	media@pnecc.co.uk	Y
11	Beth MacLellan	Club Kit	clubkit@pnecc.co.uk	Y
12	Carl Benfield	Social Secretary	social@pnecc.co.uk	Y
13	Simon Littler	Members Rep		
14	position vacant	Members Rep		

Open invite to all members to attend. Attending Harry Jackson, Vice President.

Membership coordinator, Club Welfare Officers copied on the agenda

1. Apologies for absence
 - Ken Houlberg, Simon Littler, Alan Collins

2. Minutes of the last meeting

Minutes published 15th Nov were published on the website, link emailed to members & posted on the FB members page.

3. Matters arising from the last minutes

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No matters arising.

4. Correspondence

- Mountbatten Development Group - 18th Nov. Calendar & key targets for 2022 – L Butcher
- Barney Garrod - Velosense, request for a hosted track session at MtBatten - Peter Mac
- Clubmark Recertification for 3 years, from BC - Peter Mac
- Charity payments to CWA and Back-up - via Peter Mac obo Carl and Alan
- Portsmouth Athletics Club - walk round with Phil Ball on development planning for MtBatten.
- PNE Clubmark Coaching and Volunteering Clothing requests submitted. – M Verdegaal

5. Club level appointment in the last period

- a. Fran Marshman, stepping down due to work commitments.
- b. Welfare Officer Certification info distributed 9th Jan - 5 new volunteer candidates

6. Matters arising from Committee Members' reports (circulated in advance)

- a. Chair Report - Peter Mac (inc Membership & Welfare)
- b. Treasurer – Ray Gregory
- c. Secretary - vacant
- d. Road Secretary – Ken Houlberg
- e. Time Trials Secretary – David Knight
- f. CX/ Track Secretary – Alan Collins
- g. Club Captain – Tim Lawn
- h. Coaching - vacant, no report in the period
- i. Media and Public Relations Officer – Ben Allen
- j. Kit Provider – Beth MacLellan
- k. Social Secretary – Carl Benfield

7. Agenda Items

- a. PNE Racing Events Calendar 2022 - support to increase Come and Try participation. Mark & Ken

Decision/ Outcome,

Club event race fees for members racing for PNE: Shall be part/ full refunded Race Fee Payments made via BC System: Nett member costs National B - ; Summer RR - ; Dick Evans Memorial Race Series . Specific details will be communicated for each race event.

- b. PNE Time Trial League Calendar 2022 - support to increase Come and Try participation. Dave

Decision/ Outcome,

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Club event race fees for members. Free of charge until end of May. (then reviewed). Dave shall submit the expense and income plan explained in the round table to Mark M. Dave will promote to members with Ben (). The races will be promoted on Social Media.

Period to end of May 2022 - Early Season Trophy agreed in principle.

- Dave to confirm the format, multi race league.
- Dave and Carl B to propose the reassignment of a Trophy with no recent or planned competition)
 - o 2 up TT will be included in the programme.
 - o 19.6.22 – PNE Open TT – agreed to be open FOC to Full Members.
 - o 2.7.22 - Goodwood Team Time Trial, AG3R. The club will fund teams, proposals are requested from interested member teams for them to reserve places.
- Dated are posted to www.ttresults.co.uk and shall be added to <https://www.cyclingtimetrials.org.uk>
- c. Social Calendar 2022 - Carl Benfield

Decision/ Outcome,

- Omlop update, will go ahead, popular event. Agreed that Carl will arrange a café stop near the end point. Carl will coordinate with Tim and Ben
 - Trip to IOW 11th Sept approved. The trip will incorporate the Final Stage of the Tour of Britain. Carl B has permission to purchase advance ferry tickets, qty 75.
- d. Communications/ Promotions planned for the period up to end March, positively promote the club within the community – Ben Allen

Decision/ Outcome

- The Jan Newsletter is being drafted, Ben needs any content in the next 10 days after committee. As a rule future newsletters will be prepared and sent within 2 weeks of committee mtgs.
- Google reviews are now online, for use by future come and try participants.

e. Online Payment Solution Trial, deferred from August - Resolution of any final points to agree and kick-off project. team. (Beth, Gareth, Dave Knight & Mark M)

Use for Online TT payment, on the day TT payments, Kit payments on collection/ online one off event payments; event payments/ sales on the day. Payments directly visible to event organisers; in person membership payments.

Decision/ Outcome,

- Approval is given for Beth and the proj team to complete the trial. Carl is also interested in having the contactless payment reader to use/ take payments in person.

f. Life member position is available for committee and member nominations

Decision/ Outcome,

A new life membership award shall be discussed at the next committee.

8. Any other business

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None

Meeting closed @ 20:50

9. Date of next meetings (next 2 qtrs)

2022, Q1

- 21st February; 4th April (half year review)

2022, Q2- provisional dates

- 9th May, 20th June (after Summer RR), 18th July (after Open TT)

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Committee Reports, *period (15th Nov to 10th Jan)*

Chair Report - Peter Mac

- Contact with BC South to follow up the approval of the Race Series proposal. Briefing to Mountbatten Deve Lead @ BC South.
- BH Live preparing the “Jersey of Champions” display, unveiling event will be in Feb with club mark cert and club events calendar also included in the display board.
- Club events calendar aligned with the MtBatten Dev Cycling week 5th – 12th June.
- Intro meeting with Ports Athletics regarding recent future needs at the track and common interests. Go Look see follow-up to be completed with Mt Batten.
- Event booking for Q1 complete, Race Series booking will be concluded end Jan with 2022 pricing confirmed.
- Club Welfare Officer (CWO) certification, very good response with 4 new volunteer certifications underway to provide cover and flexibility across the club, 2 off other in consideration to provide additional diversity. 1 CWF complete, Peter Mac, 12th Jan- training and DBS.

Membership - 1 off life member position vacant for consideration and nominations.

Renewal kicked off 16th Dec - as of 10th Jan. 66 paid up, 1 new (returning member), 1 leaver.

Leavers survey now in use.

Secretary nominations required to support running tasks for Q1, interim candidate will be sought.

Fran Marshman has stepped down due to work commitments. Fran has been an excellent contributor and committee member. New member rep will be sought.

Secretary - vacant

Draft AGM Minutes issued and published by P Mac to the website/ distributed by email.

Treasurer – Mark Mitchell

Summary of round table topics:

The handover from Ray has been completed and club accounts can be accessed. Thanks to Ray for his support.

The first club reimbursements have not been processed by Mark also.

Records will be retained digitally, est 6 years req'd for compliance. (Mark checking)

Balance at the end of Qtr 1 was above forecast.

- Actual prize giving costs below forecast
- Covid prevented any YE club ride event, including Christmas breakfast
- Contingency provision of Q1 was unused

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- Membership income is being received in line with the planning.

Actions taken at Jan committee to maintain income and costs within the budget.

Peter Mac will pass control of the budget report to Mark

Provision made at mtg for stock write down (risk of no refund or delivery from IBEN Cycle).

Road - Ken Houlberg

Summary of round table topics:

PerfsPedalRace – 13th Feb. Many club BC Officials and volunteer supporting. Excellent event, Club ride will coordinate being at the finish line for 2022.

3 off PNE club led events 2022 approved in the BC calendar

National B – 23rd April. Live on the BC Website

Dick Evans Memorial Race Series. To be released shortly on the BC Web Site. (Wed on non TT weeks)

Summer Road Race – 18th June. Live n the BC Website. (inc the National Juniors in cooperation with BC)

There will be a wide range of opportunities for members to race, volunteer and support across the Club Event Rade calendar in 2022. Contact road@pnecc.co.uk or vicechair@pnecc.co.uk

Programmes are becoming available at Thruxton - Tue, Goodwood – Thursday; Also Hillingdon

Fat Creations have launched a Women's Road Race, 2nd April! . See their FB page for current info

Wed evening Winter training @ Mt batten has been popular and is supporting continued fitness. Club racers are encouraged to ride regularly with the Sporty/ Inters on Sunday. A race coaching date is to be determined for Q1.

Time trial - David Knight

We have rescheduled the Club time trials on alternate weeks to our new Mountbatten Races. (TT dates are coordinated with Fareham Wheelers) The new calendar of events are on the TTresults website.

- I have booked the halls for all club events
- I have informed the highways agencies
- I have notified the police

all of the Risk assessments have been reviewed by CTT. We now have one common risk assessment between all clubs, as a result I will need more marshalls as they have opted for the more pessimistic risk assessment.

Open Event - I have submitted the following to CTT headquarters

- Date: 10/07/2022
- Course: P821c/25

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- Time 8:00

Entry £13 , and no charge for PNECC club members

CTT are reviewing the risk assessment as it has not been used for an open before.

Actions:

Contact all volunteers to coordinate the calendar of who is doing what on what dates.

Agree which TT will be the team time trial, check with Paul Martin how a team time trials fits in with the league calculations

Research on the day card payment system and cheaper alternatives to paypal for the website.

Check with Fareham wheels that no further action is needed from us regarding the change in dates.

Points for Discussion:

Possible early season additional trophy

CX & Track - Alan Collins

There have been 12 Wessex Cyclo-Cross league events so far this season. Rob Ford and Tim Lawn have competed. Last event of the season is at Crow Hill, New Forest, on 23/1/22

Club gazebo was put up at the Clanfield UCI race, giving the club logo exposure in some high-profile photographers event pictures.

No track activities since the last committee led or planned.

Captain - Tim Lawn

Summary of round table topics:

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Good interest in Come and Try through the year end and start of the year.

Colin added as a ride leader - more leaders are needed for Sporty.

Joe Houlberg is developing as a rider leader/sweeper as part of for his DoE!

Additional café stop option are in work. New stop being tried 23rd Jan

Social - Carl Benfield

Remaining prize winners to be contacted so they can collect the medals for 2020 and 2021.

Omloop het Portsdown on the socials for next month with Ben.

I've also briefly discussed a trip to the isle of white to watch the tour of Britain. this could be a great day out to promote the club.

Coaching - vacant , comment P Mac

Go ride accreditation awarded 12th Dec for 3 more years.

Go Ride Volunteer Kit supplied by BC South, for Jo Lovell, 1 off set outstanding whilst BC South restock - Gordon Richardson; Welfare - Peter Mac.

HSDC session restated for the year, Go Ride and Go Gear traffic free sessions underway. Intro and briefing on Welfare officer certifications to be planned and completed in Feb

Media - Ben Allen

Facebook has had 3 boosted adverts (totalling £23) resulting in over 10k people viewing our posts in the local area.

Instagram uses the same adverts as the platforms are linked.

Twitter have had the same adverts posted, however these weren't boosted.

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With the events calendars now available events can be advertised prior to them happening. This will result in a greater reach to our followers and potential new club members in the near future.

I am in the process of putting a communication plan together for everyone to follow when posting on social media. This will make sure we're all on the same page.

I am also in the process of adding a link for a Google review to be made when posting on social media. This could potentially be added with the new membership form? With the Google reviews in place, this bumps us up the list when 'cycling club bear me' is searched for.

Omloop ride will be advertised with a 5 day boost to the local area on 22nd Jan (1month before the ride)

Club Kit – Beth MacLellan

Kit Provider Report January 2022

Category of Stock	Value November 21	Current Value
Kalas	£497.88	£497
Endura	£138.00	£138
General	£728.40	£601
Grand Total	£1,364.28	£1237

Sales

Sales Nov/Dec £127

Orders

Iben cycles have refunded £100 of the £474 they owe us. I have not been able to contact the owner Thomas Beney for 3 months now. The company website no longer loads. My e mails bounce back and the mobile number no longer works.

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Committee to advise the way forward to recover the money owed to us.

NopinZ New supplier sales

Our sales to date with NopinZ are £268 this covers 2 orders received in Nov & Dec

Kalas

Shop window is open & communicated via Facebook & e mail.

Shop will close 31st Jan. 3 items ordered so far MOQ is 5 items

Digital solution for payments

For discussion at committee meeting

We need to detail the PNECC Use Case then decide on the best digital provider to suit our requirements

Example: Sumup

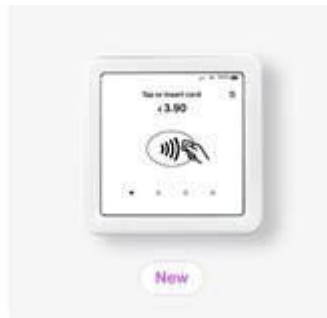
- Simple solution, · No monthly cost, · 1.69% per transaction
- 3 types of digital hardware options £19, £79 or £119 one off payment



Air

A low-cost card reader to pair with your smartphone. Its long battery life makes it a great option for busy venues.

Get it for £29 £19*



Solo

A standalone card reader with an intuitive touch-screen. View your sales history and give refunds directly from the device.

Get it for £99 £79*



3G and Printer

Everything you need to process payments and issue receipts on the go. No smartphone required.

Get it for £149 £119*