

**PORTSMOUTH NORTH END CYCLING CLUB**  
**COMMITTEE MEETING**  
**11th April 2022, 19:00 at the Mountbatten Centre. Track Room**



Minutes and Agenda : COMMITTEE MEMBERS:

	Holder	Role	contact email	Report
1	Peter MacLellan	Chair (Trustee)	chair@pnecc.co.uk	Y
2	vacant	Secretary (Trustee)	secretary@pnecc.co.uk	N
3	Mark Mitchell	Treasurer (Trustee)	treasurer@pnecc.co.uk	Y
4	Mark Williams	Vicechair	vicechair@pnecc.co.uk	N
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
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 as usual online reminders sent 7.4.2022 on members FB.

Membership coordinator, Club Welfare Officers copied on the agenda

1. Apologies for absence

- Simon Littler, Dave Knight (due to accident), Beth

2. Minutes of the last meeting

Minutes published 7th March 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 Cycling Forum Mom
- Modular Club House response acknowledged (Ruth Miller & Lizzie Butcher),
- BC Clubmark replacement scheme launched ([Club Development](#))
- Key added to club calendar, member suggestion

5. Club level appointment in the last period

- a. 3 open positions: Secretary; Members Representative; Coaching Coordinator. call for interest published to FB 9.4.2022 with the committee mtg notice.

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

- a. Chair Report - Peter Mac (inc' Membership & Welfare)
- b. Treasurer – Mark Mitchell
- 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. Proposal from Mark Williams - provide each of the drivers in the convoy on Saturday 23 April a free Club embroidered hoodie. For 5 drivers: Dave Swaffer; Andy Page; Ken Houlberg; Matt Puddick and Carl Benfield. The club makes up the minimum order to 10 items - 5 polo shirts which can then be made available to Club members upon request. Proposal by Mark Williams

**Decision/ Outcome,**

Agreed, with the balance of item to be 5 hoodies, cost £150 approved. Mark W to submit invoice for reimbursement and transfer stock to Beth.

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b. Proposal Mark William - procure a set of promotional banners for use at the circuit race to use/ install at Mountbatten during the race series/ future events.

**Decision/ Outcome,**

Approved, Budget £200

c. Proposal from Ben - open a club paypal account to use for promotional payments as an alternative to reimbursement payments

**Decision/ Outcome,**

Not approved due to paypal problems of 2021. Also direct Club payments require double (trustee) approval. Ben will consider alternatives and discuss ex committee with Mark Mitchell

d. Proposal from Tim - Revolubes offering a free sample for any PNECC club member.

**Decision/ Outcome,**

Approved, Publish to membership

e. Proposal from Carl - Open IOW Tour of Britain ride, price will be max same as last year but the club wishes to adapt the trip based on feedback from last year. 60 places available

**Decision/ Outcome,**

Approved to publish to membership , confirm the final price in June post Road Races, and 2 months of Dick Evans Memorial Series.

f. Proposal arising in round table, P Mac - Post the Race Series Results on the club website and use links from the site across our social media.

**Decision/ Outcome,**

Approved, website preferred to Fb. Posts are recommended to be on the open FB pages. Ben, Ken, Mark and Tim will coordinate. Noted race results receive wide interest/ responses.

8. Any other business

- a. Approx 12 more come and try rides in the main season
- b. MTB racing - Alan will recommend members use PNECC as standard when signing up for non British Cycling Events.
- c. National B is now fully subscribed.
- d. Newsletter is considered an important target for 30%+ members not regularly using FB/ Social Media. For now Ben continued to seek a format that can be prepared easily.
- e. Social media posts - typos noted and need to reduce, more posters to be encouraged/ supported. Tim and Ben will sort together the posting of race results across the Social Media platforms
- f. Saturday race series to be added to the Club Event Calendar.
- g. Key Events up to next committee 10th May.

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- h. Mid Year (end of March) review - Peter, roundtable check of Dev'Plan progress
- Obj#1 : Inclusively grow participation & membership.
  - Obj#2 : Support each other and the club to improve, strengthen and sustain our activity and community.
  - Obj #3 : Regular Social events that compliment, support and celebrate cycling.
- i. Finance - actual end Q2 vs Budget. - Mark M and Peter
- Finances nett balance is above plan (after rephasing race exp & income to Qtr3)
- Contingency not used in Q2, Iben opportunity. National B fully subscribed.
- Proposal in prep by Alan for a funding contribution to a Track Day, in addition to other proposals approved in section 7.

Carl, 10/10 for refreshments. Legend.

Meeting closed @ 21:00

9. Date of next meetings (next 2 qtrs)

2022, Q2- provisional dates

- change next committee **Tuesday 17th May**, 20th June (after Summer RR)
- 18th July (after Open TT).
- No committee August, Summer Break. 12th September (post ToB).

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

### ***Chair Report - Peter Mac***

- Mountbatten Cycling Forum
- BC and BH Live now tracking participation numbers per event as part of Dev Plan Perf Measures.
- Dev plan Covid adjusted will run til Mar 2025, 3 more yrs. Mountbatten plan to display the Jersey of Champions with a Jersey from Laura Steadman. The jersey is ready, date for unveiling to be confirmed. A communication has been drafted.
- Changes at BC South, regional dev merged in South and SouthWest. I will contact the new Dev Mgr during April to make an introduction.
- L2 Coaching course announced for Mountbatten
- Customer order for Race Series approved and returned.

**Membership** - 77% renewal for 2022, Current membership, 125 members

4 new members in the last period - 1 junior, 1 female, 2 male adults

Membership fee online is adjusted for remainder of 2022.

March Welfare Officer intro at HSDC postponed due to illness.3 come and try enquiries via BC.

3 open committee positions posted with the committee reminder. Secretary position is now important to fill, additional trustee to support timely comms and bank approvals. Also to coordinate the committee calendar and assets.

Post lockdown approx 2-3 sportive/ event general circulars per week are being received

### ***Secretary - vacant***

Position vacant

Website hosting invoice submitted for payment by Paul Martin. Paul is looking at how the website payment can be made directly by the club for ease.

### ***Treasurer – Mark Mitchell***

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Chromebook purchased as agreed in Feb and in use

Cash at bank: £6331.27

- Credit/debit: for Feb, +£632.10, - £64.20
- Opportunities: Refund from Iben

***Road - Ken Houlberg***

The PNE Dick Evans Memorial summer series (Powered by NoPinz) has been set up and goes live on the British Cycling website on Wed 13 Apr. First race **Wed 4th May**

We are also very excited that the [PNECC Nat B Road Race](#) at Owslebury on **Sat 23 April** is fully subscribed. Many thanks to Mark Williams (organiser) and all the volunteers who have offered to help on the day and make this remarkable event possible. This Nat B race marks a notable step up in PNECC's presence on the regional road race scene.

The [PNECC annual summer road race](#) also remains within the race calendar on **Sat 11 June**. It is also based on the Owslebury circuit and is open to E1/2/3.

With the race season having started the PNE RT is already active having benefited from its training camp in Spain last month. [PNECC has already gathered 6 regional points](#) (Tim Lawn 4, Jonty King 2) and is poised for a deluge more to come. Entry into the RT remains on ability and those who wish to compete are strongly encouraged to gauge their abilities within the intermediate and sporty group Sunday rides.

Anyone considering or wishing to race don;t hesitate to contact Ken, [road@pnecc.co.uk](mailto:road@pnecc.co.uk) or talk with any of the club ride sporty group.

***Time trial - David Knight***

Broke my collar bone (Sunday 10th April) so brief report. Two time trials down. A good fun day on saturday 10th but a low turn out.

James Ayton has agreed to help put the signs out. Very hands as i can't do it. This thursday. I will organise with the TT crew.

Rob has been setting up the online payment system. I hope to test it soon. It uses stripe. The sumup card payment on the day work very well.

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***CX & Track - Alan Collins***

**CX**

Wessex CX AGM held recently. Events Co-ordinator appointed, for next season's calendar creation.

Southern XC has already held two events of their MTB race series. PNE participation seen as Rob Ford, Simon Littler, Colin Dixon and Matthew Heathcote appear in the results.

**Track**

Paul Giles has been contacted in order to define the Calshot session and a date in May will be agreed ready for advertising to the club.

Adrian Saunders has independently expressed an interest already.

***Captain - Tim Lawn***

Period began with a highly successful Omloop ride followed by decent numbers at club rides throughout March (except the week of the Spain trip) with unseasonably warm weather, continued into April with 30+ riders this weekend despite the recent cold snap. Combined Social and progressive groups on a couple of occasions due to lower social numbers and Sporty merged with Inters on one occasion to form two groups of 10+. Despite good numbers riding it has been proving quite difficult to get ride leaders with the same names volunteering nearly every week. Suggest a post on Facebook members group to advertise for volunteers of anyone else that might be interested and maybe a check with the existing leaders that are not leading.

Tried a new café stop this week on the recommendation of Ben Allen, Blooms on the edge of Emsworth. Good cake and nice quick service, although 2 groups stopped at Woodies for unforeseen reasons. Will return to Blooms and they are more than happy to welcome us back. Now that the weather will hopefully begin to improve the smaller venues with large outside spaces ie Southwick, will start become an option again to expand our café list, but always on the lookout for new options. Recent suggestions amongst ride leaders of stopping further away ie Rake, but would need to consider how that fits in with the desire for all groups to meet at the same place and time

Lower number of come and try rides since the last report, 5 sign ups throughout the month with a couple of last minute cancellations, but good feedback from those that have ridden with 1(?) new member and a couple of returnees for a 2nd come and try ride.

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### ***Social - Carl Benfield***

The club had a great trip to Spain with thanks to Pete Mark and Sam at Sporta+ I'm sure there will be a lot of interest for next year.

Now the route for the tour of Britain is available we can start to plan the route and circulate the information about attending.

### ***Coaching - vacant , comment P Mac***

Come and Try session at Mountbatten 11th March with 9 participants.

BC South recently advertised - Level 2 Road Award - Portsmouth - 28th & 29th May 2022 - [link for info](#)

### ***Media - Ben Allen***

Busy period of promotions

Media release prepared for Jersey of Champions; draft release for the Race Series to be prepare

TT promotion issued, posts need a balance of close enough to an event to be relevant, but not too last minute.

The race series will be promoted online with Mark.

### ***Club Kit – Beth MacLellan***



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Category of Stock	Value from last report January 22	Current Value
Kalas	£416	£344
Endura	£138	£138
General	£601	£586
Grand Total	£1155	£1068

- **Sales March £87**

- **Orders**

No new orders placed since last report & no orders outstanding

- **Kalas**

6 items received in March and collected by members. The shop will open again this month for summer delivery

- **Digital solution for payments - Sumup**

One card reader purchased to date which has been given to Dave Knight the committee agreed to buy another which I will use for clothing sales

- **Iben Cycles**

Iben cycles agreed to pay our claim of £424 (includes £50 expenses) issued by the county court on 23rd February. To date we have received the first payment of £106 with 3 more payments to follow May, June & July