

PORTSMOUTH NORTH END CYCLING CLUB
COMMITTEE MEETING
21st September 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	Matthew Puddick	Secretary (Trustee)	secretary@pnecc.co.uk	Y
3	Mark Mitchell	Treasurer (Trustee)	treasurer@pnecc.co.uk	Y
4	Mark Williams	Vicechair	vicechair@pnecc.co.uk	Y
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	
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 13.09.2022 & 20.09.2022 on members FB.

Membership coordinator, Club Welfare Officers copied on the agenda

1. Apologies for absence
 - Simon, Ken, Tim, Beth

2. Minutes of the last meeting

Minutes published 23rd August 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

- BC South AGM invites, agenda, documents
- BC re-affiliation notice from 2023
- FWCC 2023 TT date planning and coordination with PNECC.

5. Club level appointment in the last period

- a. Member representative. - not yet filled.

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

- a. Chair Report - Peter Mac (inc' Welfare)
- b. Treasurer – Mark Mitchell
- c. Secretary - Matthew Puddick
- 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, interim cover report Peter Mac
- i. Media and Public Relations Officer – Ben Allen
- j. Kit Provider – Beth MacLellan
- k. Social Secretary – Carl Benfield

7. Agenda Items

- a. Proposal from Ken and Mark - 2023 Road and Circuit Racing Event plan presented and discussed. The programme includes developing volunteer skills for circuit and road. Mark will coordinate with BC the 2 training options and these will be publicised to members. (refer also to agenda item f)

DECISION: Approved, Mark will prepare with Ken. Matt will brief racers on the overall approach..

- b. Proposal from David Knights - Refund the 2022 event fees paid by members.

DECISION: Approved. David will provide details to Mark W

- c. Proposal from David Knights - Re-use Open course for 2023, and allocate trophy for Road Bikes and review league scoring .

DECISION: Approved. David will prepare the open, and has the endorsement to adapt the league scoring, and propose assignment of award. (with support of Carl and Alan C).

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d. Proposal from Peter Mac – Offer and provide Club Bank Account “view access” to committee members regularly receiving/ requesting payments in their roles. To formalise an approach previously discussed but not tabled.

1. Carl Benfield (Social); Ken Houlberg (Road); David Knight (TT); Beth MacLellan (Kit).
2. “View Access” only does not provide any payment authorisation permissions.

DECISION: Approved for Carl and Dave, tbc for others.

e. Proposal from Peter Mac - Set up a PNECC Hub at Mountbatten: Storage area for kit/ equipment/ club archives/ unawarded trophies etc that has secure flexible access to collect/ return and share kit between volunteers/ event organisers.

1. Basis of the approach – area with sole access under control of the club secretary, 12 month min agreement, thereafter rolling agreement unless renewed. 3 months notice, relocation costs paid in the event of changing the allocated space.

DECISION: Approved.

f. Proposal from Peter Mac – Volunteer development: Funding of expenses (i.e travel) incurred for club volunteers training/ certifying as officials to support the club race programme, notably circuit commissaires/ road race marshals.

DECISION: Approved, subject to BC South AGM outcome.

g. Proposal from Alan Collins - The Sotonia Round 6 at the Southampton Sports Centre on 16/10 benefit from the PNE Ride as a team partial refund of entry fees, or for that matter, any event that attracts at least 4 racers in attendance at the event, spread across the age categories. This would entail a refund of £15pp max, as the average entry fee is predominantly higher.

DECISION: Ride as a club, approved at “half fee” up to £15 max. Add CX/Tr lines to the 2023 budget.

8. Any other business

- a. 2023 club event calendar is in preparation. Matt and Peter to distribute for info/ comment.
- b. 2023 budget in prep, will be sent with full 2022 actuals for reference. Cx & Track budget to be added for 2023. Mark and Peter to distribute for validation and comment.
- c. 2023 Awards
 - a. Dave K to provide TT winners to Carl, Ken to provide Road winners; discussion on Committee award. Carl will coordinate and conclude final nominations.
- d. TT Calendar - Dave and Mark to align on circuit and TT calendar dates before end of October. Dave will keep in contact with Jeremy - FWCC to coordinate local TT dates.
- e. The detailed race proposals and overall finances approach year end were reviewed/ discussed in detail with full transparency as part of the round table.

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Meeting closed @ 20:20 for side catch ups.

9. Date of next meetings (next 2 qtrs)

2022, Q4- provisional dates

- AGM provisional date, 26th November.
- Social evening & Prize Giving - 26th November evening

2023, Q1 - provisional dates

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Committee Reports, *period (27th June to 8th August)*

Chair Report - Peter Mac

- Support to co-approve MattPuddick's bank account set up - Approver access. View access to be resolved for Carl, Mark W, Ken and Dave K.
- Catch [Steve Pitt - Portsmouth City Council, Cabinet Member and Sports Executive](#). Mountbatten Development feedback, quick wins, club plan and opportunities to promote cycling.
- Drop in @ City Cycling Celebration event invite - Sunday 14th August @ St Mary's Fratton with Dave KNight
- 2023 BC South AGM prep, with Matt, Ken, Mark, Allan and Adrian. (AGM is Thurs 25th Sept)
- Development reports and Race Series Feedback provided to Cycling Development Forum 14th September. (Nxt mtg 6th Oct, tbc)
- British Cycling handbike now at Mountbatten handbike, ride support coordination for Paul. Cooperation with Steve Bullock, PortsTri
- Mountbatten Promotion support with BC (forms submitted to Maddy), flash and banners received & club posts procured (ref Matts asst update); trackside banner to be ordered. Just Ride Risk Assessment with Tim for final approval.
- Go-Look See - with support of Matt Low, new Mountbatten Centre Manager on current needs and developing use and the cycling trackside facilities. Storage proposal has been made and next step to prepare/ take use as a based for our event & other kit are underway. (In cooperation with Matt and supported by Carl Benfield)
- Ride and Shine programme grant offered and agreed for GRace Richardson. Thanks sent to Paul Giles for Calshott track evening.
- 2023 calendar prep kicked off within the club, and other stakeholders (inc FWCC). RR event organiser support for 2023! (I'll need lots of help/ support).
- Participation and support to Clanfield CX Ride as a Club, 4th Sept. Excellent support/ cooperation across all the PNECC participants. Impressive, very well organised event.

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Secretary - Matthew Puddick

Membership update - Current membership, 149 (+ 9 since last meeting).

- AGM provisional date of 26th November.
- Cycling UK Secretary account has been set up.
- BC South AGM is tomorrow, PNE has 5 attendees and block votes.
- We have a number of club assets being stored with various people, once the club hub is operational we need to move as much as we can there.

Disposed assets - none in the report period.

Treasurer – Mark Mitchell

Cash at bank £5,979.55

September payments made/ expenses: £2,181.42

September receipts received/ income £834.16

All figures correct as at 21 Sep 22 , 0711hrs

Club Account Card reader and supporting paperwork received for Matt, this will be handed over this evening.

All payments requested have been paid, those which remain outstanding c£60, will be processed upon receipt of individuals bank details. C Fiford has asked that £14 owed to him be retained in PNECC account. (will be accounted as a donation)

2022 Year end balance is estimated at £4,700, with specific q1 costs planned vs a budget forecast of £4,000. This is a significant step towards controlling our surplus to plan.

The following are planned 2022 expenses that will occur in Q1 2023. To be taken into acct in the 2023 budget.

1. TT refund decision - Dave K to provide details
2. Podium Jerseys - Ken to provide receipt when purchased
3. Club Hub secure enclosure - Peter (supported by Carl Benfield and Matt) to implement and provide receipt
4. Trophy Cases - Carl Benfield to provide receipt
5. Mountbatten Banners - Mark W to provide receipt, plus BH Live contribution (Peter Mac)

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Road - Ken Houlberg/Mark Williams

Ken Houlberg

2022 club event feedback provided by Dan Coast BC South** to Ken and shared at the meeting. Overall the events were very successful exceeding expectations, notably increasing new rider numbers. Dan's comments provide PNE committee with some useful data ahead of any considerations we make about organising racing next year.

Challenges are to prepare the early season and avoid too many events in the June/ July/ August period. The process to submit 2023 event proposals will open shortly to decide the 2023 regional calendar.

The draft club race event calendar has been distributed for comment. Event bookings and contact with sponsors are prepared. The approach is based on lessons from 2022 and improvements. The club shall seek to maintain and/or reduce costs to participants despite inflation in event and event support costs. The club shall seek support to deliver this objective with partners and sponsors

. Ken, Mark and Matt will explain and seek support from the racers to volunteer at the Road Race in addition to participating in the circuit events. Also to provide plenty of advance notice. Peter will take the role as Road Race Organiser, succeeding Mark.

**Note make that the Club Mountbatten race participant catchment covers BC South and South East.

Time trial - David Knight

The 2022 time trial season has concluded, well done to the winners:

- Glenn Syder Point Salver - James Ayton
- Road Bike League - Alan Cockram
- Hill Climb - Carl Fiford
- Team Time Trial - The Dementors (Tim & Matt)
- Fixed Gear - James Ayton

We had 220 entries into our club events, of which 96 were PNECC riders (similar to 2021). This successfully covered the event cost and expenses, affiliation for 2023 and CTT levies have been paid.

Proposals: Going forward we need to agree on: **(refer to Minutes section 7 for decision)**

- 1/. trophies for 2022
- 2/. calendar open a club events for 2023
- 3/. revisions to league rules.

PNECC should have a road bike specific trophy that looks as good as the Glen Syder.

I suggest that the league is calculated based on best results from all but three events

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10 points for first, 9 for second and so on.

We need to coordinate with FWCC regarding 2023 TT dates, conclude by end of October to allow time for the documents to be submitted to CTT, highways and the police.

CX & Track - Alan Collins

[CX - Wessex League](#)

6 Adults and 1 under 10 raced in the 1st Round of the Wessex League at the Solent Pirates event in Clanfield. It was great to see the participation and enjoyment experienced by the 1st timers on the fast dry course.

Round 2 FWCC in Romsey was cancelled due to the National Mourning period for the Queen.

Rounds 3 & 4 are in Swindon, and Round 5 in Reading. These are not considered local enough to garner a PNE team entry

I propose to the committee that the Sotonia Round 6 at the Southampton Sports Centre on 16/10 benefit from the PNE Ride as a team partial refund of entry fees, or for that matter, any event that attracts at least 4 racers in attendance at the event, spread across the age categories. This would entail a refund of £15pp max, as the average entry fee is predominantly higher. **(refer to Minutes section 7 for decision)**

Track Report

The hiring of the Calshot track for a coaching session went off well with 9 members attending. Thanks has been sent to Paul Giles who performed the coaching. He is keen to run more sessions, and I will look into doing this again in the future.

Captain - Tim Lawn

Still getting good numbers on the club runs, same names volunteering to lead but manageable at the moment. Briefing duties taken over by Peter and Carl during my absence for holiday and CX. New café stops at Crate café Bosham and Kendell's nursery Horndean were well reviewed by those that attended.

Long ride went ahead in August with 6 starters, unfortunately for various reasons I think only Andy made it to the café. Became apparent quite early that one of the riders was unable to keep the advertised ride pace and distance and whilst I don't want to discourage people from joining rider should be prepared to ride within the pace the rest of the group, especially on a longer ride. Not sure on the solution though ensure as pace and distance of ride was clearly mentioned on all posts.

loW trip was cancelled but would like to thank ride leaders (and Nick Rhodes) for all their efforts in planning routes in the weeks leading up to the event. It wasn't as easy as normal with the road closures to consider. Whilst not the same as being on the Island, the club paying for drinks/cake at Woodies that weekend was very well received by

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all. Obviously we can't do this every week, but if we do have a surplus budget then maybe it is something we can look into more regularly?

Social - Carl Benfield

[Committee Award](#) nominations for 2023 to be concluded. Good roundtable on candidates):

- **Martin Randle Memorial PNECC Committee Award(Merit)**
- **Barnsdale Trophy (Most meritorious performance)**
- **Manners Cup (Best Senior Member)**
- **Sid Mead Trophy (Best Junior Member)**
- **PNECC Special Recognition (Reward racing that has raised Clubs profile)**

I will need the full list of trophy winners asap from the TT, Race and CX secretaries so this can be set up in good time.

Please could Alan Collins assist this year as he's got all the experience and it'll help me moving forward.

Please can Ben put a communication out so i can have all the trophies back in good time for engraving (end of October latest)

Once I have all the trophies I'll discuss individual protection boxes with the engravers.

I also think that it would be a good idea to recycle some of the unclaimed medals from previous years

I'll also arrange strong boxes for storage.

AGM

I will provisionally book the Mountbatten centre for the AGM and awards night for the 26th of November to follow a similar theme to last year.

It would be great if Ben could assist with this again this year as he was a great help.

I would also welcome the help of other club / committee members

For the prizes would it be possible for the club to fund some of the raffle prizes as its quite hard arranging donated gifts.

IOW

I propose to move the postponed isle of Wight ride to now go over for the Randonee in May. Thank you to the committee for the generous offer to get the guys tea and cakes as a consolation.

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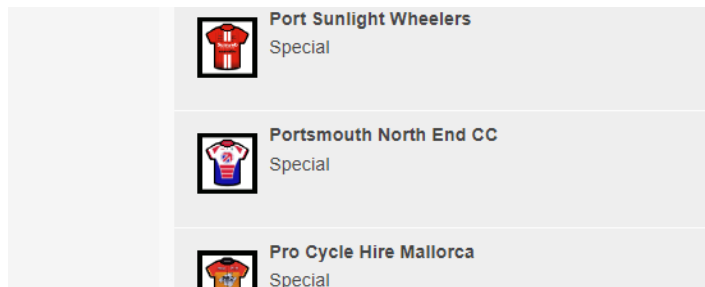
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VELOGAME

The [velogames competition](#) has been really popular again, Well done to Tim for getting our club kit introduced. I will arrange winners prizes for the Vuelta and deliver them as soon as possible.



Coaching - vacant , comment P Mac

Grace Richardson has begun her L1 Coaching Qualification.

The course fee was funded by Club and BC south Flying Start Bursary.

Regular queries received regarding lesson and coaching. (all have found PNECC on google. All have had a prompt reply providing a range of lesson and coaching options to consider and take forward.

BC will be publishing coaching courses and official training course, expected to be made public before end of Sept.

Media - Ben Allen

Boosted posts are performing well which can be seen in the recent hill climb event. The post saw 51 link clicks onto the TT sign up page.

Due to the growth across all platforms it is required that our analytics are to be reviewed by a professional, to see where we could improve. Peter has mentioned that Rob Ford does this for his job so I will reach out to gain as much information as possible in order to adjust, improve and move forward with any future posts.

With CX/gravel racing back on the scene focused posts will need to be made in good time. Alan has access to instagram and can post openly on the Facebook open and closed page and twitter too. Any boosted posts need to be provided 48 hours minimum in order to clear the review stage set by Meta.

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Category of Stock	Value from last report Aug 22 £	Write down Value Aug £	Current Stock Value Post revaluation
Kalas	293	123	130
Endura	124	79	35
General	502	178	284
Grand Total	919	380	449

Sales

Sales since last report £90

Stock write-downs

Total value of written off stock in August was £380 this came from Kalas stock more than 2 years old and Endura/General stock more than 5 years old. A few additional sales were generated as a result of this but not as much as hoped.

I'll run another campaign advertising what we have left via email & Facebook to all members & hopefully generate some more interest during September.

Orders

No new orders placed since last report & no orders outstanding

Kalas

Next order likely to go out September for delivery before Christmas

Seadog volunteer hoodies/polos/T shirts

Very good uptake of PNE leisurewear. Most of the kit has now been distributed to volunteers & members except 2 hoodie's which are waiting for collection.

The total value of orders placed & received between June and August = £780.31 incl VAT

Sales to members at discounted club prices totalled = £110

Value to volunteers =

Stock remaining due to size issues are:

2 Zoodies size S

1 Hoodie size S