

## **PNECC Chairman's Report for 2018**

I have pleasure in stating that 2018 has been another very successful year for PNECC with our current membership standing at 130; including our 6 Life Members.

The Club's finances are healthy, further details of which will be found in the Treasurer's report and 2017/18 Balance sheet. We have also purchased a few items over the past year and once again more detail is enclosed in the General Secretary's Annual report.

The Club's Annual Road Race and Open 25 mile TT were successfully promoted again and full credit and thanks must go to Mark Williams and John Mottershead respectively for organising these events.

The Road Race is again planned for 2019 as is our Open 25 mile Time Trial.

2018 has also seen, trips to Lea Valley as well as a group riding in Nice. A Cycling First Aid course was completed by 14 members. We have also just had an enjoyable and successful Annual Prize Presentation and meal. Some of these events have been arranged and organised by Alan Collins our Social Secretary so may I thank Alan for all his hard work.

Many congratulations to all who received awards, none more so than to Freya Richardson & Matthew Houlberg who dominated the proceedings

As above shows, our Youth members have again performed well in 2018 and we wish them every success in 2019 as they make the age transition jump into Junior racing.

To assist our 3 new Juniors, the Committee have agreed to ring-fence a fund of £1500 for the 2019 season only, primarily to assist them in covering race fees. This fund is on a reimbursement draw down basis only and to be claimed and as justified by the criteria set out by Dave Gwilliam.

This commitment is to allow them every opportunity to achieve their Cat 2 status and progress into the following 2020 season.

The Committee will then re-assess this commitment in Nov 2019 based on the successes of our 3 riders next season and decide on the 2<sup>nd</sup> Year plan.

I am also pleased to report that we have one lady member (Johanna) currently undertaking the BC Level 2 Coaching course and one other member enquiring to possibly begin the route, further enhancing our coaching abilities.

All the above show how the Club continues to thrive and endeavour to try and enhance the enjoyment of all aspects of cycling for all our members.

Sadly however, we will be losing a few members from the current Committee due to work and personal commitments not allowing them the time in 2019 to commit to giving the Club their full attention.

May I take this opportunity to thank them for all their hard work and dedication in taking the Club forward into the position it is in today along with all the Committee members and Club volunteers who give up their time for the benefit of the Club and you the membership.

However, I am pleased to announce that we the current Committee have received positive notifications from our requests to the membership for willing volunteers to step into the roles of those stepping down.

The current nominations with the endorsement of the Committee are:

General Secretary: Paul Martin

Road Race Secretary: Ken Houlberg

Time Trial Secretary: Dave Knight

Club Captain: Carl Beck

Media & PR Officer: Connor Parsley

and I commend them to you all.

Graham Coleman

Chairman

## **PNECC General Secretary's Report for 2018**

As PNECC General Secretary I am one of the Club's three Trustees and it falls to me to write a short report on the use of the assets which I, the Chairman and Treasurer are accountable for:

During 2018 we purchased 12 hi-viz vests, initially for use at the Open TT. We also purchased a 50cm used Dolan track bike from Calshot as they were replacing all their bikes. We have also purchased 2 additional stop watches, to replace 2 which had become unreliable due to rain ingress. We were also donated a turbo trainer and a child's bike.

As the new TT Secretary, David Knight, now holds the TT assets, such as projector, race numbers, hi-viz vests, water boiler, signs and mugs.

The club also owns an additional 4 Dolan track bikes and a spare frame which are used by members both on long term loan and individual sessions.

We also own 2 rear carbon disc wheels, 1 front carbon wheel and 2 wheel bags, which we purchased in 2017.

The club's gazebo has been used at numerous outside events this year and as well as providing shelter it also gives a very professional appearance.

The projector is used every other week at the Club TT and during the Open TT and is also used at the annual presentation night when the clubs' trophies are presented.

This year we changed our clothing supplier to Kalas and also the ordering process, which means the Club no longer need to hold stock. We do however hold a very small amount of jersey's to sell to new members. As a result of the supplier change we have been selling off the previous inventory at a reduced rate, which has significantly reduced our inventory.

The last assets we hold are some cones and coaching equipment which Dave Gwilliam and the other coaches put to good use most Saturday mornings at Southdown College.

For information, the Club's Constitution contains a winding up clause to prevent your Committee selling off the club assets and I'd recommend having a read of the Rules and Constitution on the PNECC website.

Debbie Mottershead  
PNECC General Secretary

## Portsmouth North End Cycling Club AGM 17<sup>th</sup> December 2018

### Treasurers Report

The attached balance sheet summarises the Club's income and expenditure for the financial year from the 1<sup>st</sup> of October 2017 to the 30<sup>th</sup> of September 2018. This has been summarised from the detailed Accounts for the financial year which have been audited by Angela Orme and found to be in order and to accord with the Club's bank statements.

At the start of the financial year the Club's bank balance was **£5,564.31**. As of the 30<sup>th</sup> of September the balance stood at £5,704.34, however, reserves were made against the account for known commitments reducing this balance to **£5,503.92**.

The accounts outlined above include the CTTC Levies for the 2016-17 and 2017-18 financial years, adjusting for this duplication the surplus on Club activities for the current financial year was **£681**. This compares with a surplus for the preceding year of £382.

Since the 2017-18 balance sheet was prepared the Club has had a further 10 weeks of financial activity and I can report that as of the 12<sup>th</sup> of December the balance at the Bank was **£4,188.97**.

Raymond Gregory  
PNECC Treasurer 12<sup>th</sup> December 2018

## Balance Sheet PNECC Accounts Oct 2017 - Sept 2018

Carried forward from 2017 Account examination, completed by Angela Orme **£5,564.31**

Receipts	Notes	
Grants & Donations		£25.00
Membership Fees		£2,627.00
Clothing including skin suits		£2,551.00
Time Trials		£1,219.85
Road Races - Entry fees and Sheerspire sponsorship		£2,160.00
Coaching		£100.00
Social		£676.00
<b>Sub Total</b>		<b>£9,358.85</b>
<b>Sub Total + Carried Forward</b>		<b>£14,923.16</b>

Disbursements		
Levies - BC Affiliation		£72.00
Levies - CTTC Club anc		£960.00
Levies - Cycling UK Insurance 2017 & 2018	£0.00 Paid 2nd Oct 2018	
Clothing - Skinsuits and Samples		£1,722.19
Equipment - TT Watches and Stationery and Web Hosting		£192.42
Road Race Prizes and Expences		£2,423.60
Social - VIBC Affiliation		£288.00
Trophies, Engraving		£330.61
Meal Nights		£771.00
Hall Hire		£181.00
Coaching - Coach Training		£515.00
First Aid and Safeguarding Training		£841.50
Calshot Track Hire	£356.50 Part offset by future income	
Miscellaneous and Donations		
To Back Up Trust re M Randle		£215.00
To Storey Racing		£300.00
PNECC Team entry Southdown		£50.00
Velo Team TT		
<b>Sub Total</b>		<b>£9,218.82</b>
<b>Account Balance as at 30/09/2018</b>		<b>£5,704.34</b>

### Reserves made against the Account for known commitments

CTTC Time Trial Levies & Membership	£125.42
offset in part by balance of TT income	
Cycling UK Club Ride indemnity insurance	£75.00
<b>Total</b>	<b>£200.42</b>

**Account Balance including Reserve** **£5,503.92**

**PORTSMOUTH NORTH END CYCLING CLUB**

**AGENDA FOR THE 2018 ANNUAL GENERAL MEETING**

To be held at 7.00pm on 17<sup>th</sup> December 2018 at The Blue Lagoon, Hilsea, Portsmouth, PO2 9RP.

1. Welcome by the Chairman and an explanation of the order of proceedings
2. Apologies for absence
3. Minutes of the 2017 Annual General Meeting  
Matters arising: Proposed..... Seconded.....
4. Chairman's Report  
Matters arising Proposed..... Seconded.....
5. Secretary's Report  
Matters arising Proposed..... Seconded.....
6. Treasurer's Report  
Matters arising Proposed..... Seconded.....
7. Election of Officials

	<u>Current Officer</u>	<u>Nominated Officer</u>	<u>Proposed</u>	<u>Seconded</u>
Honorary President	Richard Evans			
Honorary Vice President	Sheila Martin			
<u>Executive Committee</u>				
Chairman	Graham Coleman			
Vice Chairman	John Mottershead			
General Secretary	Debbie Mottershead			
Treasurer	Raymond Gregory			
Membership Secretary	Graham Coleman			
Time Trial Secretary	John Mottershead			
Road Secretary	Mark Williams			
Track Secretary	(post vacant)			
CX Secretary	Alan Collins			
Social Secretary	Alan Collins			
Procurement Officer	Tom Goodyer			
Coaching and Youth Development Officer	Dave Gwilliam			
Funding Officer	(post vacant)			
Media and Public Relations Officer	Tom Morris			

Welfare Officer (Non electable position)	Dave Swaffer
Club Captain	Stephen Wade-Palmer
Ordinary Members' Representatives	(post vacant)  Yvonne Frampton

Non-Executive Officials – Volunteer Roles – Non-electable

Examiner of Accounts	Angela Orme
Assistant Social Secretary	(post vacant)
Club Archivist	Paul Martin
Assistant TT Secretary	Sheila Martin
Timekeepers	Graham Coleman  Paul Martin
Assistant Timekeepers	Raymond Gregory  Connor Parsley  (post vacant)
Handicapper	(post vacant)
CTT Risk Assessor	Paul Martin
Cycling Time Trials Delegates	(x2 to be nominated by the Time Trials Secretary)
BC Risk Assessor	Dave Gwilliam
BC Coaches	Dave Gwilliam  Paul Giles  Gordon Richardson  (post vacant)
Assistant Welfare Officers	Angela Orme
Go-Ride Contact	Graham Coleman
British Cycling Delegates	(x4 to be nominated by the Road Secretary)

8. Any other business

(Additional proposals from the floor will be allowed at the discretion of the Chairman.)

4th December 2017

## **PORTSMOUTH NORTH END CYCLING CLUB**

### **MINUTES OF THE 2017 ANNUAL GENERAL MEETING**

Held at 7.30pm on 4<sup>th</sup> December 2017 in the Function Suite, at the Mountbatten Centre, Portsmouth

1. Graham welcomed everyone to the meeting.

2. Apologies for absence

Dick Evans, Dave Gwilliam. Gordon Richardson, Tom Goodyer

39 members were present.

3. Minutes of the 2016 Annual General Meeting

Matters arising from the 2016 Minutes: None

Minutes Adopted.

Proposed: Alan Collins      Seconded: John Mottershead

4. Chairman's Report

I have pleasure in stating that 2017 has been another very successful year for PNECC with our current membership standing at 150; including our 6 Life Members.

The Club's finances are healthy, further details of which will be found in the Treasurer's report and 2016/17 Balance sheet. We have also purchased a few items over the past year and once again more detail is enclosed in the General Secretary's Annual report. The Club's Annual Road Race was successfully promoted again and as always full credit and thanks must go to Mark Williams for organising this event.

The Road Race is again planned for 2018 alongside the return of our 25 mile Open Time Trial.

Due to a restructuring of the local evening Time Trials by CTT South there will be a few different courses planned to cover the missing events in our calendar. Final details of these changes will be announced in 2018 when the events timetable is released.

2017 has also seen many social events, meals at the VIBC, trips to Lea Valley as well as a group riding in Belgium we have also just had an enjoyable and successful Annual Prize Presentation and meal. Most of these events have been arranged and organised by Alan Collins our Social Secretary so may I thank Alan for all his hard work.

Many congratulations to all who received awards, none more so than to Jess Finney for her remarkable achievement of 2<sup>nd</sup> Cat in one season and to Stuart Hawkins & Johny Lau for attaining their 3<sup>rd</sup> Cat status.

Our Youth members have again performed well in 2017 and we wish them every success in 2018.

Everyone hopes that 2018 will see the Mountbatten Track return to full functionality and allow our coaches the opportunity to resume and deliver coaching/training sessions to all at the Club.

All the above show how the Club continues to thrive and endeavour to try and enhance the enjoyment of all aspects of cycling for all our members.

May I take this opportunity to thank all the Committee members, Coaches and Club Volunteers for their time, hard work and dedication in taking the Club forward into the position it is in today, for the benefit of the Club and you the membership.

I close this report reflecting on the Club's saddest moment of the year, the tragic loss of Martin Randle. The Club send continued strength and support in our thoughts to Lesley and all her family, and especially now as we approach this period in the year.

Graham Coleman  
Chairman

Proposed: Harry Jackson    Seconded: Dave Swaffer

## 5. Secretary's Report

As PNECC General Secretary I am one of the Club's three Trustees and it falls to me to write a short report on the use of the assets which I, the Chairman and Treasurer are accountable for:

As the club's finances were healthy during 2017 we purchased 2 rear carbon disc wheels, 1 front carbon wheel and 2 wheel bags. These have been available for members to borrow and have been put to good use by some of the youths on the track and Tom Morris during his 100mile TT.

We have also purchased this year, 4 additional stop watches, this gives us a total 10 stop watches, 2 are however out of certification. These have also been well used this year during the Club TT events.

We have also purchased a water boiler and mugs for use at our TT events where we have this year started using Wickham Community Centre Hall and providing hot beverages and cakes which have all been very well received. During our Club TT's we also make use of the clubs' projector, clipboards, race numbers and warning signs.

The club also owns 4 Dolan track bikes and a spare frame which are used by members both on long term loan and individual sessions.

The club's gazebo has been used at numerous outside events this year and as well as providing shelter it also gives a very professional appearance.

The projector is also used at the annual presentation night when the clubs' trophies are presented.

The club also owns an inventory of clothing which it holds ready for sale to members. We are looking to change supplier in the new year so have been selling some of the winter kit at a reduced rate.

The last assets we hold are some cones and coaching equipment which Dave Gwilliam and the other coaches put to good use most Saturday mornings at Southdown College.



For information, the Club's Constitution contains a winding up clause to prevent your Committee selling off the club assets and I'd recommend having a read of the Rules and Constitution on the PNECC website.

Debbie Mottershead  
PNECC General Secretary

- Dave Swaffer added that the club also own a Principia 46 frame small bike with Campagnolo Record gears and Mavic wheels and at present this is held by Letisha Noble. This is to be added to the Club's Assest Register.

Proposed: Ray Gregory      Seconded: Harry Jackson

## 6. Treasurer's Report

The Club's accounts for year ending Sept 30th 2017 have been examined and verified as accurate by Angela Orme.

A Balance Sheet is enclosed with this Report breaking down where our income streams have been achieved from and where our expenditure has been allocated to.

It shows that at 30th Sept 2017 our balance at the bank was £5564.31.

We did however have disbursements already allocated for CTT Levies which totalled £742.00, leaving the Club with a working balance of £4822.31.

Since the Balance Sheet was formulated we have had around 2 months of effective trading into the current financial year and I can advise you all that our current balance at the bank as of 27th Nov 2017 is £4981.20. Appendix A = Balance Sheet.

Graham Coleman  
Treasurer

Proposed: Mike Simpson      Seconded: Alan Collins

## 7. Proposals

That the Club's Constitution be amended to incorporate references to Non-members as well as Members in conjunction with Club Activities and articles contained within the Club's website

- a. Under Section 2: Aims and Objectives  
That a line be added  
*To ensure a duty of care to non-Club members who participate in Club activities.*

Proposed by Graham Coleman; seconded by Debbie Mottershead. **carried**

- b. Under Section 3: Membership  
That at 3c a reference to a new footnote 2 be added.  
New footnote 2 stating:  
*Such as the Club Rides Code of Practice*  
All other footnotes adjusted accordingly.

Proposed by Graham Coleman; seconded by Debbie Mottershead. **carried**

c. Under Section 5: President and Executive Committee

That at 5f a new paragraph be added.

Stating:

*Guidance contained within the Club website shall, by default, be endorsed by the Executive Committee and shall be considered to be a reflection of the Executive Committee's collective position on relevant matters when viewed by both Club members and non-Club members.*

All other paragraphs adjusted accordingly.

Proposed by Graham Coleman; seconded by Debbie Mottershead. **carried**

8. <u>Election of Officials</u>	<u>Current Officer</u>	<u>Nominated Officer</u>	<u>Proposed</u>	<u>Seconded</u>
Honorary President	Richard Evans	Richard Evans	John M	Sheila M
Honorary Vice President	Sheila Martin	Sheila Martin	Harry J	Ray G
<u>Executive Committee</u>				
Chairman	Graham Coleman	Graham Coleman	Mike S	Alan C
Vice Chairman	Harry Jackson	John Mottershead	Sheila M	Tom M
General Secretary	Debbie Mottershead	Debbie Mottershead	Sheila M	Paul G
Treasurer	Graham Coleman	Raymond Gregory	John M	Harry J
Membership Secretary	Graham Coleman	Graham Coleman	Harry J	John M
Time Trial Secretary	John Mottershead	John Mottershead	Sheila M	Ray G
Road Secretary	Mark Williams	Mark Williams	Paul G	John M
Track Secretary	Paul Giles	(post vacant)		
Social Secretary	Alan Collins	Alan Collins	John M	Angela O
CX Secretary	Alan Collins	Alan Collins	Paul G	Angela O
Procurement Officer	Jerry Collingwood	Tom Goodyer	Tom M	Harry J
Coaching and Youth Development Officer	Dave Gwilliam	Dave Gwilliam	Paul G	Harry J
Funding Officer	Paul Giles	(post vacant)		
Media and Public Relations Officer	Tom Morris	Tom Morris	Alan C	Mark W
Welfare Officer (Non electable position)	Dave Swaffer	Dave Swaffer		
Club Captain	Stephen Wade Palmer	Stephen Wade Palmer	Paul G	John M
Ordinary Members' Representatives	(post vacant) Yvonne Frampton	(post vacant) Yvonne Frampton		

Non-Executive Officials – Volunteer Roles – Non-electable

Examiner of Accounts	Angela Orme
Assistant Social Secretary	(post vacant)
Club Archivist	Paul Martin
Assistant TT Secretary	Sheila Martin
Timekeepers	Graham Coleman Paul Martin
Assistant Timekeepers	Raymond Gregory Connor Parsley
Handicapper	(post vacant)
CTT Risk Assessor	Paul Martin
Cycling Time Trials Delegates	(to be nominated by the Time Trials Secretary) x2
BC Risk Assessor	Dave Gwilliam
BC Coaches	Dave Gwilliam (post vacant) Paul Giles Gordon Richardson
Assistant Welfare Officers	Angela Orme
Go-Ride Contact	Graham Coleman
British Cycling Delegates	(to be nominated by the Road Secretary) x4

All the above people were happy to continue in these posts for 2018.

It was discussed that the vacant BC coach position could possibly be filled by a lady. The Club and Committee would endeavour in 2018 to seek options to fill this vacancy.

9. Any other business

a) Mike was very happy with the successful Road Race and Time Trial Season we have had this year but he would like to see a Track Event take place within the club and has offered to sponsor it. This will be discussed at the next Committee Meeting in January.

**ACTION for Committee**

b) Mike offered car stickers to any members that did not have them.

The Annual General Meeting concluded at 8.30pm.

Minutes submitted by: Debbie Mottershead (General Secretary) .....

Approved by: Graham Coleman (Chairman) .....

## Appendix A

## Balance Sheet PNECC Accounts Oct 2016 - Sept 2017

Carried forward from 2016 Account examination, completed by Angela Orme		5066.44
<b>Receipts</b>		
Grants & Donations	740.00	
Membership Fees	2836.50	
Clothing	2952.50	
Time Trials	1259.28	
Road Races	490.52	
Coaching	83.40	
Social	882.00	
Sub Total	9244.20	
Sub Total + Carried Forward		14310.64
<b>Disbursements:</b>		
Levies - BC Affiliation	70.00	
Levies - CTT	676.00	
Levies - Cycling UK Insurance 2017 & 2018	150.00	
Clothing - Endura deposits	2680.60	
Equipment - TT Wheels & Tubs	2011.88	
TT Watches, Website, Sundries		
Time Trials - Reimbursements	30.00	
Road Race - For Prize money	640.00	
(Donation from Benchmark)		
Neutral Service Car		
Social - VIBC Affiliation	352.50	
Trophies, Engraving	467.35	
Meal Nights	758.00	
Hall Hire	127.00	
Coaching - Go Ride Registration	20.00	
First Aid Training	59.00	
Calshot Track Hire	154.00	
Miscellaneous, Flowers M.Randle	250.00	
Donation to Podium Ambition	300.00	
Sub Total	8746.33	
Account Balance as at 30/09/2017		5564.31
<b>Reserves made against the Account for known commitments</b>		
CTT Time Trial Levies for 2017	742.00	
<b>Total</b>	<b>742.00</b>	
<b>Account Balance including Reserve</b>		<b>4822.31</b>