

PORTSMOUTH NORTH END CYCLING CLUB

EXECUTIVE COMMITTEE MEETING – 17th MAY 2021

HELD ONLINE VIA ZOOM

1. Attendees/Apologies

EXECUTIVE COMMITTEE MEMBERS PRESENT:

Graham Coleman – Chairman / Membership Secretary

Peter MacLellan – Vice Chairman / Club Captain

Paul Martin – General Secretary

Ray Gregory – Treasurer

Ken Houlberg – Road Secretary

Alan Collins – Track Secretary / Social Secretary

Gordon Richardson – Cyclo-Cross Secretary

Dave Swaffer – Welfare Officer

Ben Allen – Media and Public Relations Officer

Fran Marshman – Ordinary Members' Representative

Simon Littler – Ordinary Members' Representative

OTHER MEMBERS PRESENT:

None.

APOLOGIES FOR ABSENCE:

Dave Knight – Time Trial Secretary

Dave Gwilliam – Coaching and Youth Development Officer

Beth MacLellan – Club Kit Provider

2. Welcome/Opening Remarks

Graham Coleman welcomed The Executive Committee to the Zoom meeting held at 7.30pm on 17th April 2021.

Graham informed the Committee that a meeting had taken place between the three Trustees and the Vice Chairman, the purpose of which was to have initial thoughts and discussions on the proposal to formulate a sub-committee to investigate the setting up of a three-year Development Plan to reduce cash surplus, improve interaction with the Members and provide Club Membership benefits.

Peter MacLellan was then invited to give an overview of the meeting and the proposals therein. Discussions then took place and the conclusions to these are documented under Additional Agenda Items 6.i & 6.j.

3. Minutes of the previous meeting and Matters Arising

The minutes of the April 2021 meeting were agreed. It was agreed that the minutes would be circulated to the whole membership, in advance of the next meeting.

4. Correspondence

Nothing to report.

5. Executive Committee Members' Reports

Executive Committee Members were then asked to submit their reports:

a) Treasurer

Ray Gregory submitted the following report:

My last report was submitted on the 8th of April 2021 when the balance on the Club account was £6,390.13. The balance on the Club account currently stands at £7,392.37 which accords with the Club Accounts.

Income since my last report totals £1,026.24 and includes £245.30 from clothing sales, £169.00 from Membership and £611.94 from TT receipts.

Expenditure since my last report totals £24.00 for the provision of a Covid19 information sign to be displayed at the sign-on.

b) Membership Secretary

Graham Coleman submitted the following report:

Membership is currently standing at 141 members and due to the sad passing of Dick Evans 5 Life Members. This is a rise of 10 since my April report. I have no pending membership applications or enquiries.

Membership Statistics (previous report figures in brackets)

Of our 141 members we have:

122 (115) Male

19 (16) Female

The 122 Males are broken down into:

108 (103) Full Members

7 (7) Associate Members

1 (1) Junior Member

6 (4) Youth Members

The 19 females are broken down into:

14 (11) Full Members

2 (2) Associate Members (Freya & Jess)

3 (3) Youth Members

Membership Management

Proactive improvements have been put in place to improve onboarding and introduction experience, and connecting new members to the Committee and Club activities.

- *New Member Notification introduced:*

This notification goes to all Committee members once a member joins. This will help ensure their prompt access to all member benefits, PNE member specific groups.

- *New Member Introduction Survey introduced, to provide support to new members:*

This allows them to submit requests and to receive subsequent feedback from the Committee member as indicated, thereby using the information provided to engage with the new member in line with the Committee's recommendations to make best benefit of welcoming members into the varied activities.

Simon Littler asked how the Club could improve on the number of female members. He suggested that there could be other clubs that have had more success and that the PNE could learn from them. (It was noted that the FWCC has a large number of female riders.) He also wondered if BC had any advice or guidance. Ben Allen pointed out that the BC Breeze rides scheme was aimed specifically at women and was very successful in its own right, especially as the format was for relatively easy flat routes. Peter MacLellan believed that BC had produced some guidance around two years previously; Peter also observed that female riders came to the club via the Club Rides and many wanted to start off by participating in the Club time trials. Ken Houlberg ventured that the women's race team should be given priority, and this met with general agreement. Graham Coleman reminded everyone that an analysis of the membership numbers was passed to BC annually.

c) Time Trial Secretary

Dave Knight submitted the following report:

The PayPal saga has been resolved; it was a long and frustrating process, the details of which I will not bore you with. The conclusion is that the PayPal account is a personal account held in my name and uses my Club email address (timetrials@PNECC.co.uk). Money is then transferred to my personal account and then onto the retrospective club account after each event. All the money stored in the account has been transferred out. I will look into setting up an alternative method of payment on the website over the winter.

All money due to FWCC has been paid. All money due to the PNECC has been paid to the Club account including the event I took cash for and the £30 float Ray gave me.

A Memorandum of Understanding regarding the method of payment was sent to FWCC.

Open Event

The open event course has been set to the P845-40K. This does not start in 'puncture alley' but in a side road 1km east of Funtington. (Apparently it is 40km and not 25 miles to avoid it being officially measured.)

A separate entry has been set up for Club members with an entry of £0.00, we may get a discounted levy fee for this.

The Police notification and Risk Assessment have been sent to the Police and CTT.

I have published the event on Facebook, the CTT website and our TT Results website.

West Stoke village hall has been booked (£30.50). We will set up the HQ on tables outside and limit it to 30 people at the venue at any one time, although I'm not sure we have to do this. I will bring an old TV to put the results up on using the tresults.co.uk website. I want two timekeepers at the finish with one uploading the finishing times to the website every ten riders or so. That way riders can see their results when they get back to the HQ. There will be no prize presentation.

I have suggested that we have a club open trophy; Alan is looking into options.

We have 20 entries as of 14 May 21, four of which are club members.

Of the things left to do, I need to work out how many signs, marshals and timekeepers I need and put out a request for them.

Covid-19 Measures

We have tightened up our Covid-19 procedures at the Club events. There are fewer people mingling at the start / finish; thanks to Ray for the requisite sign.

Paul Martin volunteered to be the starting timekeeper at the Club open time trial on 6th June. It was suggested that the results needed to go out to out clubs by tagging them on Instagram. David Knight undertook to upload the results on the day in real time. It was agreed that the Club did not require additional timekeepers at this time but that any member so interested would be supported.

d) Road Secretary

Ken Houlberg submitted the following report:

There is little to report on the RT front since our last meeting:

Races

Racing has commenced, but these are small fields (limited to 30), short duration (limited to 30 minutes) and races have until today not contributed towards British Cycling points. That changes from today, so the racing really begins in earnest from this point and our riders have entered Thruxton (Behind the Bike Sheds), Mountbatten, Goodwood (July / August), the PNE RR, Chitterne E123 and a few other events. I suspect that two of our Cat 4 riders (Tim Lawn and Si Littler) will elevate to Cat 3 quite quickly. Race Team energy is high.

Our PNE Associate member and local professional rider, Jess Finney, is briefing club members on nutrition next Monday, 24th July.

Peter MacLellan asked if the Racing Team were encountering any difficulties entering races. Ken Houlberg replied that they entered as individuals, not as a team and that this had not presented any problems to date.

e) Track Secretary

Alan Collins submitted the following report:

No past PNE racing activity to report. Results have been posted by British Cycling for the RC Omega event at the Mountbatten track on 17th May. Other events are scheduled as detailed on the BC Events webpage.

Alan added that a private Cyclo-Cross course had been created on private land in Clanfield owned by Simon and Helen Patterson of the Solent Pirates / Montezuma's Race Team. Unfortunately, it was a racing course only and could not be used for coaching purposes. Nevertheless, there is an appetite to develop a relationship with the Pattersons to enable future use by PNECC members.

f) Cyclo-Cross Secretary

Gordon Richardson submitted the following report:

All very quiet on the CX front. Last season was at best a washout however the Wessex League tried everything to get a few races in with some interesting formats showing great ingenuity including multi-lap time trials.

There's talk of summer races in the north of the Wessex region and everyone is hopeful for the next CX season.

I'll be looking to run some CX coaching sessions late in the summer.

I have yet to enquire of the membership as to whether there is interest in the Start Pants. Research shows not many clothing companies offer them, however 'Rogelli' do a standard black pair at £39, whilst offering custom club kit, so may be a cheaper option than Kalas.

g) Social Secretary

Alan Collins submitted the following report:

No recent activities to report due to the ongoing lockdown.

A Nutrition webinar has been arranged by Ray/Ken, where Jess Finney will give a talk and Q&A for members via zoom later this month. I am happy to take over arrangements to push this as a 'social' activity. On the back of this it has been suggested that more such activities are arranged. Peter Mac's friend's cycling club have had webinars with celebrity guest speakers and, as we head out of lockdown, this idea may help ease us back into socialising. Contact has been made with Peter's friend and a response is awaited. I've also found a few 'speakers' websites showing that the likes of Dave Brailsford, Andy Tennant, Steve Peters, Bradley Wiggins and Victoria Pendleton can be engaged to give motivational speeches, but obviously at a cost which I have not yet established. I have personal contacts with Rob Hayles and Dame Sarah Storey that can also be explored. I will continue to pursue this.

Gordon organised a PNECC Fantasy Giro Mini League on Velogames.com. In order to try and drum up interest, I offered prizes for 1st, 2nd, and 3rd of 3, 2, and 1, respectively, free entries into the PNE Thursday time trials, albeit late in the day when time was short. The total prize fund is £36 and there were 13 teams entered. I'll advertise the Tour De France fantasy league more in advance, and ask that a decent prize list be agreed to attract more club interaction.

Members will be polled to find out what social events they would like to see in the future.

Collecting/engraving/distributing 2020 Trophies will happen imminently.

Hampshire Police Regional Engagement Programme

I attended a Hampshire Police event for cyclists recently at West Meon, this being part of a regional engagement programme. I was asked to fill in their online survey and pass onto other cyclists too. The link is in the Correspondence below. I'll distribute to members by email too"

Dear Alan,

Thank you for taking the time to speak with me this morning.

As discussed, if you could kindly complete the attached survey to highlight any areas of concern, we would be grateful. We would also be very interested to see footage you record of any future issues.

<https://survey.alchemer.eu/s3/90337572/e8a27f5f755e>

Please do forward the link to your fellow cyclists.

Kindest regards,

PC 3489 Celine Bowen

'A' Shift
Eastern Roads Policing Unit
Havant Police Station
Havant PO9 2AN

Alan added that the principal reason for the delays in re-presenting the Club trophies had simply been that the engravers had been shut during the lockdown. With the restrictions now easing he was confident that he could address this issue now.

h) Coaching and Youth Development Officer

Dave Gwilliam submitted the following report:

Coaches

We are still at the same level we've been at for a while:

Dave Gwilliam	British Cycling L3 Performance Road & Time trial
Gordon Richardson	British Cycling L2 CX
Paul Giles	British Cycling L2 Track
Johanna Lovell	British Cycling L2 & British Triathlon Coach
Harry Johnson	ABC Coach Track

I'd like to suggest that the Committee considers recruiting up to two more L2 coaches. Not because everyone gets older but if there are volunteers, there is more chance those activities e.g. Club rides etc. will have a coach participating, not to coach (as there are restrictions on the road) but offer advice etc. Something to consider. My personal preference: I'd like another coach that covers MTB discipline, rather than use one of the existing coaches, so we extend our coaching arm. There is an ideal training ground QECP just down the road and a few PNE members ride off-road. Could you imagine PNE MTB Coaching sessions with youth and those riders progressing? Perhaps some of the 'wheelie good riders' (see what I did there) you see falling out of schools

have hidden potential that can be developed? Give it some thought and perhaps canvas the club? Ideally, I'd suggest a 'younger' member and of course one who is willing to go beyond the normal realms of membership and organise sessions. 'We' have mused over this before but perhaps, with willing volunteers, there is opportunity to fund the L2 and then MTB discipline courses?

Coaching

HSDC is now back in swing at the South Downs site and we've had two sessions with the 2nd one getting healthy numbers. Impressive is the numbers of 'Little Ones' we get taking part. Under 6s. Some travel from Southampton and Shedfield to attend. Jo Lovell has developed these sessions and last week was even supported by Judah Hurr undertaking his DoE Award. Gordon and Paul have delivered the main session group.

Gordon is still looking into sessions on the track for groupwork, speed and group riding, no technical handling, and it has to be organised around the athletics and other activities that use the site. Weekend mornings are usually pre-booked so it would more likely be an afternoon session. It is particularly relevant if you're a 4th cat rider and need experience on the track before being recommended by our coaches to the race organisers at Mountbatten, a pre-condition they want for safety.

Youth Development

Due to COVID-19, lack of coaching sessions and lack of competition, this is still 'under construction'. The club has a few young ladies that are improving but only until later in the year will we get any indication of involvement in races etc. to re-kindle interest.

Clubmark Re-accreditation

This is on the 'to do' list. There is a tenuous link with HSDC which could suffice the links with a local school, but I'd like a firmer link where we get involved with a school as we have in the past. Again, post-COVID-19 restrictions there is potential, but this still need exploring deeper. Other aspects of Clubmark requirements we already have in place and it's a relatively simple process of ticking the boxes, providing evidence and submitting for approval. So still 'in action'.

Race Team

It will be interesting to see who I get turn up on Saturday 15th [May] for a PNE RR 'Recce' session starting from the Milburys Inn at 10am on the Owslebury circuit. I have riders I performance-coach taking part and PNE riders 'in the race' and those from the 'race-ready team' are welcome. It will be 6 laps (48mls), as our road race on 5th June, under guidelines, is max 2 hours or 80Km, rain or shine. It's classed as 'training' not coaching but I will provide a safety brief prior to start and be around with 1st aid. There's limited parking around the circuit. Last time I was at the loop the Milburys Inn car park was barricaded but they would be open for outdoor use under guidance, so may have access now.

In David Gwilliam's absence and in advance of agenda items 6.d, 6.e and 6.g (below), considerable discussion took place regarding the scope and extent of coaching within the Club, summarised thus: it seemed pointless to have an MTB coach without mountain bikers in the Club as an entity in their own right; adult riders did not state what they actually wanted to get from coaching sessions; perhaps coaches should attend Sunday rides (although it had been pointed out previously that BC coaches were not permitted to offer one-to-one coaching); could coaches be hired in to fill any gaps; commitment was needed from PNE members i.e. they needed to turn up if courses were organised for them. Times and dates would need to be coordinated to ensure participation, including confirmation of places to attendees. Peter MacLellan offered to provide a 'sign-up' form for this purpose.

i) Welfare Officer

Nothing to report; Peter MacLellan is dealing with club run needs. BC advice under normal circumstances is max group size of 12 anyway, larger groups should split.

I have sent Graham 20+ high resolution images, a mix of age, gender and activities. Some are older than Ben Allen wanted but are current members. No BAME I'm afraid, another issue to address.

I have attended the last two South Downs College sessions and taken pictures. Facebook is not allowing me to attach them, although I have authorship so just one photo has been put on for now, of Grace, Louise and Anna, two of whom are in PNE kit. Have put a selection on a USB stick to pass on at the next coaching session, weather permitting. Four of the older group are in PNE kit and a third of the group are girls.

Again, if weather allows, I will attend the adult's session on 22nd May and take as many photographs as many as I can, so please encourage Club kit on the day.

j) Media and Public Relations Officer

Ben Allen submitted the following report:

Nothing really to report from the social media side. Things are ticking along nicely with a good amount of engagement.

Ben stated that a student named 'Georgia' at Portsmouth University had made contact and she'd told about the IoW ride and the Club time trials and that, speaking of which, a Whatsapp group was to be created for the IoW ride. Ben added that as not all Committee members used Facebook, a Whatsapp Committee group would be created instead.

k) Club Kit Provider

Beth MacLellan submitted the following report:

Current Stock

Kalas £510

Endura £1,006

General £123

Total £1,639 = reduction of £203 since the last report in April

Sales since last report - April 2021 to current date

Kalas £134

Total Sales £134 + £69 bib shorts taken FOC

Total sales in 2021 to date = £655

Kalas Order

The Kalas order is expected to ship end of June for delivery early July.

It was acknowledged that the lead times for clothing from Kalas were getting longer and it was suggested that the time might be ripe to seek an alternative quality supplier. Shutt Velo Rapide (www.shuttvr.com) were mentioned as a potential alternative supplier, as were Parentini UK (www.parentini.co.uk).

l) Club Captain

Peter MacLellan submitted the following report:

Ride Leaders - Q1 update completed. Thanks to Graham Coleman.

Active - 15; (leading and participating in the last period).

Added - none.

Two members interested and sent information (1 Intermediate, 1 Social/ Progressive). Note that more Ride Leaders are now needed for the launch of the new 4th group.

Removed – 3. No participation in the club ride for > 6 months.

Inactive – 2. I propose they be removed with Committee agreement.

Club Ride participation (figures for last period, groups up to 15)

Total average - 36

Sporty average group size - 7

Intermediate average group size - 14

Social average group size 15; 2 weeks required 2 groups as exceeded 15

Try Outs in the last period - 5, 3 becoming members. Try-out backlog now cleared.

Club ride welfare

- *One request from a 13 year old Solent Pirate has been referred to Dave Gwilliam for decision on readiness*
- *One rider did not finish; a summary has been sent to Dave Swaffer.*

Innovation/ Improvement

Progressive group introduced after suggestions by ride leaders and members. Welcome coffee introduced from May for any new member on their first club ride. Nominated Sweeper introduced for larger (>8) groups. Step by step guide issued for Ride Leaders with links to sign-up. Sign-up opens on Mondays and closes on the Friday to give more organising time.

Members Actions

IOW Club Ride communications issued: 44 respondents 35% of the club! The Time Trials process will be used to manage the sign-up and advance payment. Thanks to Dave Knight.

Next month will see the next phase of Covid-19 easing; consultation is running with the Ride Leaders. There is a desire to simplify and standardise route selection with a potential rotating roster of routes. This is best practice with many clubs and easier for all.

Support needed

Additional ride leaders needed: +1 Intermediate group; +2 Social group as a minimum.

Peter suggested that it might be appropriate to provide a support car for the loW ride in case a rider gets into difficulty. The riders who had expressed an interest in participating in loW ride would be contacted by email. Ray Gregory asked if there were plans for a second ride later in the year. Peter responded that it depended on how well the first ride went and what appetite there was for a second ride.

6. Additional Agenda Items

a) Richard Evans

On Saturday 1st May Paul Martin posted the following on the Club's two Facebook pages:

It is with much sadness that we have to let everyone know that our former Club President, Richard 'Dick' Evans passed away this morning after a long illness.

Dick was instrumental in the resurrection of the PNE in 1979 and was a North Ender to the core.

The President, Vice-President, Committee and membership send their sincere condolences to Linda and family at this difficult time.

Dick's funeral would be held on 26th May. His family had asked for no flowers but, instead, for donations to be made to Solent Beacon NHS Charity via muchloved.com. The Committee agreed for £146.00 to be donated, representing £1 for every current member. Paul Martin would make the payment and would be reimbursed by the Club.

b) Prioritising trophy repairs

Several of the Club's historic silver trophies had sustained significant damage during the past decade. After discussion it was agreed that Alan should obtain multiple quotes for the specialist repairs. Following a point of order from Ken Houlberg, Paul Martin clarified that while the Trustees (Chairman, General Secretary and Treasurer) were responsible for the Club's assets, it was the Committee that sanctioned expenditure on maintenance and repairs.

c) Repurposing a trophy for the Best PNE Rider in the Open TT

It was recognised and agreed that another trophy would need to be re-designated to be awarded for the fastest rider in the Club's annual 'open' Time Trial. Paul Martin asked the Committee to discount using the Alec Horton Darts Trophy: Alec Horton was a contemporary of Dick Evans and had passed away suddenly in 1980, just two days after completing the Poole Wheelers 12 Hour time trial. Alec was one of the first former 'North Enders' to come back to the Club when it restarted in late 1979.

Paul had conducted a survey of the trophies in 2015 and had already identified a suitable alternative. Paul agreed to pass this information to Alan Collins and David Knight; the Committee empowered them to make final recommendations for re-designations for the above award and for the best adult female rider in massed start events (nominally to be named the South Downs Trophy).

d) New expenditure – Coaching courses

There was general agreement that the Club could sponsor two more coaches and it would be for Dave Gwilliam to identify them and recommend them to the Committee. However, concerns were raised that the Club had already sponsored Matt Puddick and the Committee asked that this be prioritised before the Club committed to further expenditure.

e) New expenditure – Coaching equipment

Gordon Richardson could think of no needs currently, but said he would come back to the Committee at the next meeting.

f) New expenditure – Time Trials equipment

David Knight did not think that he would need any new 'Cycle Event' signs this year, but would give the offer further consideration.

After questioning by Ray Gregory, Graham Coleman agreed to contact Connor Parsley with a view to retrieving the two Club stop watches currently in his care. After discussion about the ease with which people could become timekeepers, David Knight agreed to send an email to all members seeking volunteers.

g) Underwriting a Track coaching session at Calshot

Concerns were raised that the Club would be underwriting a session that would not be for PNE riders only. Clarification was also needed as to if the session would be for under-18s only or would be for adults too. The date for the event would also need to be established. With so many unanswered questions the Committee declined to agreed underwrite the event at this time.

A discussion was held regarding an adults-only road coaching session at South Downs College. Alan Collins agreed to speak to Dave Gwilliam.

Post meeting note:

An adults-only coaching session was successfully held at South Down College on 22 May.

h) Club Asset Register – maximising use of assets

The asset register had been circulated and Peter MacLellan suggested that the wheels bought a few years ago should be made use of rather than be stood unused until they became obsolete. Paul Martin agreed to recover the disc wheel and five-spoke front wheel from Dave Gwilliam with their increased use in mind. It was still Paul's intention to comprehensively muster the assets listed before the next AGM.

i) Actions to reduce Club's cash surplus

There was much discussion amount the surplus funds the Club had accumulated in the past year. This was largely because the Club had incurred little expenditure in that time, despite obtaining little by way of income from the time trials. Peter MacLellan was concerned that the amount of cash held was a risk to a Club designated as a non-profit making organisation and that it needed to return the money to the membership in a considered targeted manner. This met with general approval by the Committee. The basic principles were to sponsor / subsidise group activities and to invest in the Club's future by way of preferential terms for members participating in Club events, equipment purchases or the provision of coaching.

j) Club 3-year Development Plan

Peter MacLellan proposed that the Club prepared a development plan, using a transparent and reliable method, inviting contributions from all members with an output that will prioritise and combine the efforts to the Committee and members with clear actions to improve and develop the Club. Peter referred to Sport England's club development tool kit as of potential interest (www.sportenglandclubmatters.com/club-improvement-tool).

Peter ventured that the Club had an opportunity to offer more comprehensive benefits to members and other riders more active since the recent surge in interest in cycling. It was achievable to grow the Club, firstly by retaining more members year on year, and secondly by attracting new members. The club was taking steps to be more proactive, listening to existing members, welcoming new members, overcoming issues arising from Covid-19, cooperating and being resourceful. Fran Marshman suggested that a sub-committee be created to pursue the proposal. This was agreed and Peter MacLellan took the action to propose a method and sub-committee nomination to start the development plan preparation.

k) Incorporation as a Community Amateur Sports Club (CASC)

This had been mooted in recent correspondence between Committee members. Graham Coleman asked if there was any benefit to be had from this and the consensus was that this did not need to be considered at this time. David Knight cautioned the Committee that the Club was a non-profit making organisation and that a larger surplus might have to be declared. No further work was proposed regarding amending the Club's status.

7. Any other business

a) Jam Cycling

Ben Allen had been in contact with Jam Cycling (www.jam-cycling.com), a company that specialises in glamping, also known as 'jamping', and he had obtained a discount code for Club members.

8. Date of next meeting

It was agreed that the next meeting would take place at the Woodmancote Pub on 12th July 2021 at 7.30pm.

The meeting concluded at 10.15pm.

Minutes submitted by Paul Martin (General Secretary)

Approved by Peter MacLellan (Vice-Chairman)

Distribution:

PNECC Executive Committee

PNECC Minute Book & distributed to membership by email

Information:

PNECC President (Mrs S Martin)

PNECC Vice-President (Mr H Jackson)