

# WMCCCL Committee Meeting Minutes

Held online at 19:30 on Monday 31<sup>st</sup> July 2023

## Attendees

Present	Apologies
Gary Rowing-Parker – Chair	Martin Eadon
Paul Berry	Michelle Paget
Mick Davies	Mark Leyland?
Judith Harper	Tom Wilson – British Cycling
Dave Mellor	
John Potts	
Pete Varian - Treasurer	
Isla Rowntree	
Sally Potts	

## 1. Previous Minutes

The minutes of the meeting on 26<sup>th</sup> June 2023 were accepted as true and accurate.

## 2. Matters arising & Actions brought forward

- i) Hugh Jackson is standing down but has some loose ends to tie up.
- ii) **Broken pit racks** – No spare parts are available as Pure (supplier/distributor) has gone into receivership. Mark Leyland has offered to hire a set for £250 for the season. **Agreed.**
- iii) **Unclaimed trophies, prizes and medals** – Dave Mellor is sending these out by post piecemeal, due to large number of boxes.
- iv) **First aid supplier for 2023** – see below item 9
- v) **Online entry system** – Calendar has been published
- vi) **Organisers' meeting** – see below item 5
- vii) **Race timing supplier** – see below item 8
- viii) **British Cycling League Manager** – Dave Mellor has admin rights to update BC website for WMCCCL events and is going to continue.
- ix) **Venue for quarterly Committee meetings** – an 'In person' meeting is required quarterly. Halesowen ACC was proposed as a potential venue. Gary RP is to check the venue and report back.
- x) **BC Event Registration** – the first five are on BC Website but entry is not yet open. Entry will be via Rider HQ. The League is paying the £10 registration fee, which will be deducted from the event organiser with costs. Tom Wilson (BC) will delegate events published on the website to the organisers.
- xi) **Additional Venues** - Ragley Hall was not practical as cost would be £10k.
- xii) **Unreturned transponders** –only 35 are now missing, reduced from 80; transponders are still being returned. There is no risk of a shortfall for races. The League will reimburse D3RaceTec for cost of missing ones. Missing numbers - Pete Varian advised that the numbers that are missing had been noted; 700-1000 are a complete set. Mick Davies has received 30-40 additional numbers returned with transponders. PV/MD agreed to co-ordinate new numbers to fill in the gaps. The Committee agreed to buy the replacements.

xiii) **“Come and Try Cross”** – see below item 10

### **3. Chair’s Report**

There was no formal report as Chair’s items were covered in matters arising.

### **4. Treasurer’s Report**

A handover meeting (GS → PV) was to take place on 01/08/23 including finances/bank account and Rider HQ entries registration.

Pete Varian reported there was £20,837 in the bank account currently, with entry payments coming in regularly at present.

Pete Varian is going through the change in signatory authorisation process with the bank. It was noted that generally all purchases are sanctioned by committee but consideration of secondary authorisation was discussed. It was proposed to add additional signatories as good financial practice and protection. Dave Mellor and Gary RP were proposed and agreed to be added. It Pete Varian agreed to investigate the logistics for dual authorisation of payments e.g. over £50.

### **5. Update on 2023 League Events**

The Chair reported that 12 events have been confirmed. 5 have already been posted on the BC website, the remainder are to go on shortly. Entries will go live on Rider HQ ASAP, earlier than previous years. An event template for Rider HQ will be made available to event organisers. Local organisers will receive entry payments direct.

There is a difficulty with RiderHQ entry in providing a discount for U12’s. Non-league entry needs to be a little more in order for a discount (minimum 50p) to be applied so non-league entry was proposed and agreed to be £5.50. The purpose was to encourage entry on the day by young riders.

### **6. Update on League Registration for 2023**

Gary RP reported that League registration stood at 420 members so far but was going well. Vet & Senior men tends to be highest. Gary RP is to look into the numbers in each category specifically to see if a cap is needed. Maximum number on the course is specific to each venue. Dave Mellor noted that the maximum number used was 180 on the course at one time but there was no guidance or specified method of risk assessment. However the RA has to be approved by the commissaires.

The closing date for league entry was discussed, in particular whether before or after the first or second event, and the respective award of points. It could potentially be left open until the 2nd round. Mick Davies suggested competitors need to join the league prior to close of race entry online but league points could not be awarded to previous races; League points would only be awarded for races participated in after joining the league.

### **7. Audit of Race Day Equipment**

The Report was postponed as ML not present.

Use of tape versus ropes was discussed briefly. Noted that tape is more forgiving in the event of someone crashing through the boundary. Dave Mellor has ropes up at Shrewsbury for the summer cx races and will report back on how it goes.

## 8. Award of Race Timing Contract

D3 Racetec contract price is the same as for last year but with minimum limits of 550 and 650 respectively plus £1 for on-the-day entries. It was agreed to award the contract.

## 9. Award of First Aid Contract

2 proposals were received, from Gator at £600 and RAMS at £325 per event. It was noted that Gator has a safeguarding issue. It was agreed to go ahead with RAMS. John Potts is to let Rams know.

## 10. Novice's Session on Saturday 2nd September

The event will go ahead on the day before the first race at Redditch. It needs to be advertised via social media. John Potts had booked the venue; the committee agreed to share organisation of the event. Arrangements were discussed:

- To be aimed at women and novice riders only.
- Event will require pre-registration. Gary RP to co ordinate entry, RiderHQ etc.
- Cerys Styler had agreed to mentor. Michelle Paget & Gary RP agreed to coach but more coaches are needed; **GRP** agreed to ask Martin Eadon to participate.
- Start Time - 2-4pm
- First aid – John Potts to ask Rams to attend.

There is potential BC funding available for this. Gary RP is to investigate.

## 11. Any Other Business

- Marshalls** - John Potts queried marshall requirements during formal race practice sessions and use of seniors course during U12's races. It was clarified that marshall's should be present during practice, and no practice on the course outside the official times. .
- Commentator** – it has been impossible to find a commentator. Committee had been asked to provide Gary RP with names in the past and to approach everyone they can think, without success.
- Committee intro** - PB proposed that a short intro to committee members should be posted on the website/CX Hub, and agreed to co-ordinate this.
- Minutes** - agreed that we should post AGM minutes and committee minutes on website in future. The latter have not appeared for some years. Paul Berry agreed to take this on too, with instruction from Dave Mellor.
- BC Levies** – Confirmation that levies are the same as last year. There is no levy going to BC west Midlands board this year.
- Welfare officer** – there is a BC requirement for the Welfare officer to have received BC safeguarding training for event. Applies to clubs too.

## 12. Next meeting - 21st August 2023

### Actions Carried Forward

- Unclaimed trophies, prizes and medals** – **DM** is sending these out by post piecemeal.
- First aid supplier for 2023** – **JP** to accept proposal from RAMS.

- iii) **Venue for quarterly Committee meetings** – GRP to check HACC for venue and report back
- iv) **League Registration** –GRP to look at entry numbers per category.
- v) **Unreturned transponders** – WMCCL to reimburse cost of missing ones. MD to return numbers to PV at meeting on 01/08. PV to order replacements; PV to ask GS for name & address of supplier.
- vi) **Novice Event**
  - GRP to ask Martin Eadon to help with coaching.
  - -JP to ask RAMS to provide First aid, and the cost
  - Potential BC funding – GRP to ask Toby Turner @ BC
  - PV to investigate opportunity for 2<sup>nd</sup> session at Walsall
- vii) **Treasurer/Accounts transfer** – DM & GRP to be added as authorised signatories. PV to ask bank for guidance on monetary limit for single signature
- viii) **Committee Intro** – members to send short bio to Paul Berry to post online.
- ix) **Minutes** – PB to post approved minutes on CX hub/website.
- x) **Welfare Officer Training** – GRP to check whether Event Safeguarding Leads need to have received the BC training on safeguarding.