

# ACU EASTERN

(AFILIATED TO THE Auto Cycle Union)

Minutes of the 2nd Meeting of the Board 2018 held Wednesday 18<sup>th</sup> April 2018 at Gt Blakenham Parish rooms  
in the presence of

President	Mr A Penny
Chairman	Mr R G (Jack) Hearn
Vice Chairman	Mr A Foskew
Vice Chairman	Mr G Brace
Hon Treasurer	Mr A Hay
Centre Secretary	Ms L Berwick

C Ralph	Woodbridge	P Tomlin	TOMCC
A R Chaplin	Sudbury/VP	K Doherty	ECMC
J Read	Woodbridge	R Greengrass	Lowestoft
A Brace	Chelmsford/VP	A Wright	Halstead
Mrs V Hearn	Stowmarket	E Wass	Braintree
Mrs J Nash	Southend	P Nash	Southend
E Hood	Triangle Ipswich	K Weavers	Halstead
P Armes	Watton	M Mellish	TOMCC/ VP
		C Cook	Braintree

1. Mr Hearn opened the meeting and welcomed all present. A minute's silence was observed in memory of Graham (Chick) Garrod (Halstead) and Brian Horrigan (ESSA).  
Apologies were accepted from: Mr A Adams; D Slaughter; Mrs M Armes; Mrs D Blyth; Mr J Blyth; Mrs Y Smith;  
Mr R Drane; Mr A Kenny; Mrs C Sutton.
2. The minutes of the previous meeting held on 21<sup>st</sup> January 2018 were proposed for approval by R Chaplin 2<sup>nd</sup>  
K Weavers.
3. Matters Arising:
 

K Weavers: Marshal's Seminar – well organised and well attended. Thanks to Ms Berwick and Mr Ralph for the refreshments.

Benevolent Fund: Ms Berwick had obtained an overview of the donations for 2017 as per last minutes. Ms Berwick will forward a copy to Mr Kenny. Ms Berwick also advised those present of the last three months income to the Ben Fund. No Centre riders are in receipt of help at present.

Mark Kemp – Norfolk and Suffolk Group had sent £1300 to The Teenage Cancer Trust, raised at the talk held at the Cedars Hotel Stowmarket. A very good evening that was well attended. Mark Kemp is now planning another trip to Russia.
4. Correspondence/Secretary's Report.
 

Permits: Gary Thompson had sent information regarding who issues Training Permits, Practice Permits and Demonstration Permits. Ms Berwick to forward a copy on to all clubs and P Armes.

General Secretary's Newsletter – Updates on GDPR; Risk Assessments; Insurance: Start Permissions; Signing On. Vacancy on track racing committee. It appeared that although this should have been sent to all Clubs, some had not seen it. Ms Berwick will circulate.

Template for Clubs re data protection. Ms Berwick had circulated to all clubs. This is to help clubs with the correct wording for membership forms, websites etc. P Armes will formulate a further report on this at the next Board.
5. Treasurers report:

Mr Hay provided a written report:

Income – permit fees currently higher than anticipated but caution needed as it could be that clubs are applying for their permits earlier. Mr Armes confirmed that there are more events this year.

Affiliation fees higher than the estimate by £220 due to ACU HQ paying outstanding fees from 2016 and 2017.

There is a surplus of £242 from the sale of Centre Handbooks, £26 up on 2017. Mr Armes had obtained £200 for the back-page advertisement.

Centre levies slightly lower than this time last year due to reduction of the levy payable from March 1<sup>st</sup>.

ACU Basic insurance contribution of £1080 has been received from Rugby, £180 higher than estimated.

Expenditure; Trophies for the Centre Function cost £664. Represented a budget saving of £336.

Centre Function generated a loss of £412. This includes £293 from the raffle and £70 from an auction.

The Board had previously approved a contribution to the value of any loss from Gazette Funds.

MX Account: Sale of reserved numbers is down £65 on the same period last year. Based on 2017 sales, the estimated income was reduced from £3,500 to £3,400. This could be a little optimistic, but the only effect will be on the nominated charities.

Income for transponder hire is down so far this year as more riders purchase their own transponders.

This may well result in a shortfall in revenue if this trend continues.

Recommendation: The Centre Board notes the income and expenditure for 2018.

6. Competitions Committee Report:

P Armes requested approval for the 6<sup>th</sup> Minutes of 2017 22<sup>nd</sup> November 2017: Proposed K Weavers 2<sup>nd</sup> C Ralph.

P Armes requested approval of the 1<sup>st</sup> Minutes of 2018 25<sup>th</sup> January 2018: proposed A Hay; 2<sup>nd</sup> A Foskew with the amendment on item 5 which should read Braintree Trial 11<sup>th</sup> March.

Mr Armes reported that Rugby had held their first aid course, mainly aimed at personnel at Trials where medical staff are not normally present. Mr Armes will report back to the next competitions committee with quotes. He has contacted three providers, all of whom are conversant with motor cycling events.

7. Report following ACUE Facilities Fund meeting held on 22<sup>nd</sup> February 2018 at Walsham le Willows.

Mr Armes reported that following the January Board where Mrs C Sutton had raised the financial issues that Norwich New Stars were facing, a meeting of the Facilities Fund had been called. The outcome of the meeting, resulted in an amount of £960 being required. Following a request for further clarification on some of the items, a sum of £1325 was confirmed. Following the rules of the fund, 20% of that amount could be offered as a grant (£457). This had been circulated to the FF Committee and no objections were received. Mr Armes will advise Norwich New Stars that they can either apply for the grant or for 50% of the total amount as a loan. Mr Armes will report back to the July Board. He will also remind Mrs Sutton that NNS can also apply again for further funding. In the meantime, £1000 had been very kindly donated to NNS by Mrs Y Smith of ESSA from funds held.

Mr Armes commented that at the first Facilities Fund meeting, it was apparent that there may be some slight changes needed to the current rules.

8. Rights of Way report: There was no report.

Environment Report: Mr Wass had been unwell and was now recovering. The Chairman wished him well. No report at this time.

9. ACU Eastern Gazette:

Editors Report: Mr Armes reported that all is well but that it had been a difficult time because of cancellations due to the bad weather. The Calendar on the website is up to date as of yesterday.

Obituaries: Mr Armes stated that sadly there has been many of these in recent months and he is looking for a way that these can be handled. Maybe on a quarterly basis rather than individually. He will consider the options and discuss at the July Board. Open to suggestions.

Regulations are coming in steadily – could extend the date for acceptance to the middle of the month now as electronically it is easier. Mr Hay commented that the opening date for events have historically been on 4<sup>th</sup> of the month but that as both Lyng and Wattisfield had opened at the same time on the

same day, the ACU online system had crashed. Mr Armes will keep an eye on the timings. Mr Hearn stated that it is obvious that the sport is generating a great deal of interest at the moment.

Mr Greengrass Gazette Treasurer:

Mr Greengrass produced a written report which shows that Income for 1<sup>st</sup> January to 31<sup>st</sup> March 2018 was £1804.80 with expenditure for the same period being £1244.24 providing a surplus of £560.56. Current Account stands at £22,283.55 with Reward Account at £36,789.65. Invoiced sales for 1<sup>st</sup> Quarter of 2018 was £775.20. Cheques not cashed take the amount up to £814.80.

Mr Greengrass referred to the last Board Minutes on the fact that the cost of the Gazette was 60p. He commented that it had stood at the same amount for a long time and the possibility of raising the cost to £1 could be considered.

Mr Greengrass stated that he disagreed with Mr Armes over the funding of the website by the Gazette and thinks that it should be funded by The Centre.

Mr Greengrass also commented on downloading of regs.

Mr Greengrass was asked if all clubs had paid their invoices for the first quarter- he replied that most had.

#### 10. Centre Function Report:

Mrs Hearn reported that the event had been a great success with 106 attendees. Most of the prize winners had attended and collected their trophies. Mrs Hearn and Mrs Berwick had been concerned regarding future funding of the event and Mrs Hearn commented that although it had been reported in the Treasurers report as a loss, it was in essence a cost to the Centre and the Awards Evening should be funded correctly by a set budget. Following discussion, it was agreed that this would be placed on the next Board Agenda and that Mr Hay would look at setting a budget. Mr Hood commented that there was money available from the Team Budgets which are seldom used and it was noted that the budget for the trophies had been underspent.

Ms Berwick thanked all Clubs who had provided raffle prizes and thanks were given to Paul Nash who had provided two helmets which had been auctioned off.

The date for the next Awards Evening will be available at the July Board after Mr Hearn has obtained the dates of the Diss and Sudbury Awards evenings to avoid a clash.

#### 11. Any Other Business:

P Nash had received a request from the Castle Colchester Club asking for approval of Richard Chamley as a Trials Coach. Mr Nash stated that he would spend 10hrs training with Mr Chamley who would then be assessed together with some others as a Group. P Nash is consulting with B Puckett at ACU Rugby. Board approval was given on this basis and Ms Berwick will sign the necessary forms on behalf of ACU Eastern.

Mr Armes – spoke about the new directive on GDPR re personal data, which come into force on 25th May 2018.

Clubs must be mindful of personal data that they hold. Handbook details have been changed this year to only give the basics. Website has been changed and addresses of officials removed. P Armes will be working on this over the next few weeks to ensure that the Centre is compliant. Mrs Nash raised the issue of youth details being held. Suggestion from Rugby appears to be hold details of events for 2-3 years. Some clubs still have old paper entries. These must be disposed of correctly – shredding. G Brace – pointed out that his telephone number is incorrect in the handbook in one place- correct in others.

Tech/C of C seminar held by S Macauley – there were no refreshments available. Ms Berwick will ensure that someone is asked to be responsible for this at future seminars.

Mr Hood – has changed his email address – gave the corrected address to those present.

Mr Greengrass – stated that Mr Hearn's email address was not correct in the handbook – Ms Berwick will check.

There being no further business, the meeting was closed at 9.05pm.

**The next meeting will be Wednesday 21<sup>st</sup> July at Gt Blakenham  
Parish Rooms commencing at 7.45pm**