

**CU EASTERN**  
**(AFILIATED TO THE Auto Cycle Union)**

**Minutes of the 1st Meeting of the Board 2023 held Sunday 22<sup>nd</sup> January 2023 Claydon and Barham Community Centre**

|               |                             |
|---------------|-----------------------------|
| President     | Mr A Penny                  |
| Chairman      | Mr C Keeble                 |
| Vice Chairman | Mr A Foskew                 |
| Treasurer     | Mr A Hay                    |
| Secretary     | Mrs L Ralph (by invitation) |

|              |                  |              |                 |
|--------------|------------------|--------------|-----------------|
| C Ralph      | Woodbridge       | P Fenn       | Essex & Suffolk |
| A R Chaplin  | Sudbury/VP       | R Booty      | West Essex      |
| Mrs K Beadle | Halstead         | Mr M Beadle  | Halstead        |
| A Wright     | Halstead         | A Kenny      | Harwich         |
| R Hearn      | Stowmarket       | K Weavers    | Halstead        |
| Mrs V Hearn  | Stowmarket       | Mrs D Blyth  | Woodbridge      |
| P Sewter     | Norwich Vikings  | R Greengrass | Lowestoft       |
| C Cook       | Braintree        | G Brace      | Chelmsford      |
| E Hood       | Ipswich Triangle |              |                 |

- 1.** The Chairman, Mr C Keeble, opened the meeting and welcomed all present. He noted that changes had been made to the usual makeup of the agenda and that the largest attendance over the last four years had been 33.

Apologies were accepted from: Messrs A Waters: K Doherty; A Brace; P Nash Mrs B Douglas and Mrs Y Smith.

- 2.** Previous Minutes -:

- a)** to confirm the minutes of the meeting of the Board held on 13 November 2023: Proposed by R Chaplin; 2<sup>nd</sup> A Kenny.
- b)** To approve the minutes of the annual meeting of the Board held on 13 November 2023- breaking with tradition to speed up approval of minutes (normally would take place at the next AGM). Proposed P Fenn; 2<sup>nd</sup> E Hood.
- 3.** Matters Arising from the November Board; D Blyth – any update of the Norfolk and Suffolk Junior MCC payment of the centre support charge? C Keeble has been in contact and suggested to Mrs Secker that it would be acceptable if the charge was only applied to adult riders at their events. Mrs Secker will take this back to her committee for agreement but it seems positive.

Matters arising from the AGM: There were no matters arising.

- 4.** To receive correspondence. No correspondence has been received apart from the information regarding Sport 80 from ACU Rugby which has all been circulated. Mr Keeble reported that all official correspondence is now being diverted to him via the Centre's Secretary @easternacu.org until such time as a permanent secretary is in post.
- 5.** Financial Report: To receive a report from the Centre Treasurer, Mr A Hay.

Mr Hay had prepared a written report which had been circulated prior to the meeting. He commented that these should not be deemed as final accounts due to various issues with ACU Rugby. Mr Kenny asked if the difficulties happening at present with receiving payment was becoming a trend. The response was that obtaining information and receiving answers was difficult at present as ACU Rugby are overwhelmed with the introduction of Sport 80. The conclusion was that personnel at Rugby are doing their best under great pressure (just three people handling Sport 80 queries) and others departments are having to help out meaning their own roles are under pressure. It was agreed to leave our issues for two months to give staff at Rugby time to get back to normal. A Penny reported that staff are having to deal with over 2000 enquiries per day.

C Ralph – Centre Function reported as a 'loss' but there was a budget of £1000 set. Mr Hay explained that it showed on both sides of income and expenditure and the cost of the event was actually £198 (under budget).

There were no other queries/comments and the Board approved the following recommendations:

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- The Centre Board notes the current levels of income and expenditure for 2022.
- The Centre Board approves the revised budget presented today.
- The Centre Board approves amendments to the bank signature mandate to include the Treasurer, Mr A Hay, the Chairman, Mr C Keeble and the President, Mr A Penny.
- The Centre Board approves the reappointment of Mr P Estcourt FCA as Auditor. Proposed Mr C Ralph; 2<sup>nd</sup> Mr A Foskew – carried.

#### 6. Competitions Committee:

To approve the minutes of the 24 November 2022 Meeting as circulated. Mr C Cook had been elected as Chair of the Competitions Committee at a recent meeting and he sought agreement to adopt the minutes as circulated. Proposed A Penny; 2<sup>nd</sup> P Fenn-carried.

7. To receive an update from Mr Booty re Environmental Issues and Rights of Way: Mr Booty's report had been circulated prior to the meeting. There were no questions raised.

#### 8. Eastern Centre Gazette:

a) To confirm the appointment of Mr Paul Sewter as Gazette Editor: Mr P Armes had retired as Editor. Mr P Sewter had offered to take on this role – all delegates voted unanimously in favour of this appointment.

b) To receive a report from the Gazette Editor. Following questions from the floor regarding the 'life' of the Gazette, Mr Keeble stated that the Gazette would continue for this year. Mr Sewter commented that it would only be able to continue if he received content. A Kenny expressed concern that his 'Recollection' page did not appeal to the younger members but was assured that it was enjoyed by many still. He agreed to continue.

A question was raised by D Blyth over the relevance of the Gazette and the requirement to publish 'regs'. Mr Hood pointed out that the current byelaws state that this is necessary and although others also expressed their agreement that it was not, it will continue. Mr Fenn felt that this information also aided non riders to know about the events and what they entailed.

Mr Sewter was concerned and stated that the Gazette could only continue with the support of all clubs. Mrs Blyth asked that an updated form be supplied to be compatible with the form that has to go to Rugby. Mr Keeble and Mrs Douglas have been working on this and a form has been devised. Rugby should inform Mrs Douglas, ACU Eastern Permit Secretary when a permit is applied for and give her to permit number enabling her to send out the necessary paperwork in good time. The timescale should be no different to the previous system. Mrs Douglas has to deal with a 'new system' as well as working with Mr Keeble to streamline the four roles previously undertaken by Mr Armes.

Three clubs had made the decision, following comments at the November Board where the future of the Gazette had appeared bleak, to discontinue providing Gazettes for their members. This has halved the distribution. Mr Ralph explained on behalf of the Woodbridge Club, that he had tried for three months to obtain a definitive answer but a decision had to be made as the club were setting their membership fees. The club has advised their members that Gazettes can still be obtained from Mr Greengrass direct should they wish to do so. Halstead have also advised their members to do the same. To date, Mr Greengrass has been contacted by one person.

Mr Keeble concluded that the Gazette would be monitored for this year and also mentioned that advertisers need to be considered and what the effect may be if they could no longer advertise in the Gazette with regards to their help and input in other ways.

c) To receive a report from the Gazette Treasurer, Mr R Greengrass. The financial report had been circulated prior to the meeting. Mr Greengrass touched on the effect of three clubs withdrawing from purchasing the Gazette. Mr Greengrass advised the Board that Jack Sheppard's advertisement had not appeared in the November and December Gazette. This had been an error as Mr Sewter had been advised that they were no longer required. Mr Greengrass had reimbursed Mr Sheppard for the missed months.

Mr Penny commented that if 'non-Gazette' costs were discounted, the Gazette was breaking even. Mr Keeble stated that some of the costs from 2022 would not continue. (Gazette paid 50% of the cost of the Centenary Dinner). Mr Sewter will receive an honorarium and a small monthly charge to cover the costs of retaining the server, which would otherwise be closed down. There may also be software update costs but this will all be met from Centre funds in future. Printing costs will almost certainly rise due to inflation, but because there will no longer be any professional charges for gazette artwork production or maintaining and updating the website the actual cost to the Centre will be reduced.

Mr Keeble asked that now most payments for the regs etc were made by Bacs, to ensure that payments could be correctly identified, a reference must be used, preferably the permit number. The same applies to the centre support charge – must use a recognisable reference. Paperwork for this will be sent via Mrs Douglas with all other permit paperwork.

9. Benevolent Fund: To receive a report from the Benevolent Fund Officer. Mrs Blyth had nothing to report and expressed her concern as to whether there was a need for the role she has. Mr Keeble is keen that not too much change takes place at present but this will be monitored. Mrs Blyth stated that there is no Benevolent Fund officer in post at Rugby at present. Mr Keeble stated that some Stewards donate their fees to the fund and would like to see donations noted in the Gazette. Mrs Blyth will deal with this from her quarterly reports from Rugby.

#### 10 Short term administrative matters in the absence of a Centre Secretary;

Since the agenda was circulated, a volunteer has come forward to take on the role of 'Minutes Secretary'. Mrs B Fenn will commence this role from the July meeting. She will send out agendas and minutes and receive responses. This was put to the vote and agreed unanimously to accept Mrs Fenn as Minutes Secretary.

a) Centre administration committee; to receive a statement by the Chairman and approve a proposal to form a Centre administration committee for a period up to 31 December 2023: Mr Keeble proposed to set up a Centre Administration Committee to keep things ticking over consisting of Mr C Keeble; Mr A Hay; Mr A Penny and Mr A Foskew. Meetings will be via Zoom with any contentious issues being put before the Board. This was agreed unanimously by all delegates.

b) Centre secretary role –

- Mr Keeble sought approval to authorise the Chairman to act in place of the Centre Secretary where the secretary is specifically required to take certain actions or grant approvals for the period up until the 31 December 2023. Agreed unanimously. Mr Keeble advised that he would not be able to take the role on as Mrs Ralph had and would not be supplying hard copies at future meetings and asked the delegates to ensure they either downloaded the paperwork to phones or copied their own onto paper. Mr Keeble also reminded those present that a response to paperwork would be beneficial.
- To authorise the Centre Administration committee to appoint a person to assist with the administration of the Centre at such remuneration as the committee consider appropriate for the period up to 31 December 2023 should someone come forward before the next Board. Agreed unanimously.

#### 11 **General Administrative matters**

a) Mr Keeble sought to approve a change of the process for minutes of meetings of the Centre Board and all committees to speed up the communication of information ; The proposal is that all minutes will be produced within 7 days of the meeting and circulated by email to all attendees , all attendees will submit details of any disagreements within a further 7 days , if there are any disagreements in respect of typographical errors then the corrected minutes will be circulated and recipients given a further 7 days to comment. If disagreements are raised which are not simple typographical errors the Chairman will call a zoom meeting of all people who attended the original meeting to resolve the matter. Thereafter the minutes will be deemed to be approved and will be published. Agreed unanimously.

Minutes to be uploaded to the website. Discussion regarding the inclusion in the Gazette. Mr Sewter will cost this out to see if this could be possible but a mention of where the minutes could be viewed was the preferred option.

b) Club contact details – Mr Keeble expressed concern that details held on various lists were somewhat out of date and incomplete. The intention is to send out to all Clubs asking for current details of their officials/delegates etc. Mr Brace, Mr Read, both vice presidents, will need to be sent via post. Mr C Crowder to be replaced by Ray Booty for West Essex. All agreed.

c) Mr Keeble sought agreement that this meeting is in place of the March 2023 Board meeting that would ordinarily be held in accordance with the Centre Byelaws and that no further meetings of the Board be held until the sustainability meeting in summer 2023. All agreed.

d) To discuss the support for publishing a Centre Handbook / Fixture list and decide if a centre handbook and/or a fixture list be published for 2023: Following discussion it was agreed that Mr Sewter would obtain a cost for this as opinions were both for and against the production of a handbook. The decision will be made by the Administration Committee. Mr Hood offered to send out with the Stewards Gazettes if a booklet was provided.

e) To note the list of clubs who have and have not affiliated to the Centre. for 2023: Mr Keeble reported that 26 clubs have now affiliated for this year. Harwich is having difficulty navigating the new system and will be aided to do so by Mr Keeble. Just leaves two clubs: Triumph Owners and Watton. Both have been contacted.

## 12 Publicity and Public relations

To consider if there is support for the Centre to have a presence at the Copdock Bike Show 2023 in conjunction with affiliated clubs to raise the profile of the sport: Following discussion regarding what would be needed and manpower it was agreed that Mr Keeble should contact the organisers and cost out the event. Mr Hood suggested that should the Centre decided to go ahead that the stand should be alongside the Ipswich Triangle stand. This would make a better show. Mrs Blyth offered ACU banners for advertising all disciplines. Mr Kenny will speak to members of the Harwich Club to see if anyone could help.

## 13. The Future of ACU Eastern

a) Mr Keeble sought approval of a proposal to carry out a consultation with clubs and individual members, review the governance and operation of the Centre, produce detailed proposals for any changes for consideration and approval at the Sustainability meeting in summer 2023. Note that any changes approved will need to subsequently be approved formally at the annual meeting in November 2023. This would include Sports Committees, Facilities Fund, Byelaws, Gazette, Website, use of social media, Stewards etc. (Mr Keeble stated that the ACU Rules state that any changes to Centre Byelaws should be approved by Rugby). Mrs Blyth agreed that there is a need to do this especially in light of the announcement at a recent NMC meeting regarding the future of Centres. Mr Penny advised that the ACU Plan is to be announced at the next NMC. Mr Booty suggested that before a great deal of effort had been made, it would be prudent to contact Rugby to see if an update could be obtained. Mr Keeble will action this.

R Chaplin – enquired as to how the Centre's finances would be dealt with in the event of the dissolution of Centres. The response was that monies would be divided up to Clubs.

Agreement was unanimous to instigate a review.

b) The Chairman sought approval to suspend the consideration of any further applications for monies from the facilities fund whilst the review of the Centre governance is underway. It was confirmed that no current applications had been received. Agreed unanimously to suspend the Facilities Fund until a review takes place.

## 14. Any Other Business

a) Mrs Blyth – Benevolent Fund Officer – agreed to carry on for now on the understanding that this role will be part of the review.

b) C Ralph, would like to Board to consider that Clubs running British Championship events should be exempt from paying the centre support charge. The cost of putting on a British Championship event is in excess of £30,000 and those clubs would appreciate exemption. It would affect only a small number of events. Mr Keeble and Mr Hay have discussed this issue and to date, neither Norwich Viking or Woodbridge have been charged. Following discussion and Mr Ralph commenting that this needed to be made official, a proposal was put forward:  
That for clubs hosting British Championship and International events, the total event would be exempt from the Centre Support Charge. The vote was unanimous in support of this proposal.

c) Mr G Brace enquired if there was any progress on noise testing. He had been approached to carry out noise testing and had agreed, but had heard nothing further. Mr Hay has collected the noise testing equipment from Mr Armes. This issue will be passed on to the competitions committee for discussion and progressing at their next meeting.

There being no further business, the Chairman closed the meeting after thanking everyone for their attendance at 4.25pm

ACU Eastern Chairman

[Chairman@easternacu.org](mailto:Chairman@easternacu.org)

Date, time and venue of the next meeting to be confirmed.