

**ACU EASTERN**  
**ADMINISTRATION COMMITTEE MEETING No 1**  
**15<sup>th</sup> FEBRUARY 2023 AT 7.30pm BY ZOOM**

**Attendees** Mr A Penny – President  
Mr C Keeble – Chairman  
Mr A Hay - Treasurer  
Mr A Foskew -Vice Chairman

## **1 Introductions**

**1.1** The chairman opened the meeting and explained that the purpose of the new committee was twofold , to firstly deal with day to day administrative matters in the absence of a Secretary and also to consider the way forward for the future of the centre

## **2 Current Business**

### **2.1 500CC Sidecar Club application to the Facilities Fund**

It was confirmed that none of the members present had received any communication from the 500cc club following the discussions at the November board and the chairman advised that Mrs Ralph had also not received any communication . It was agreed that the matter would be left on file.

### **2.2 Complimentary copies of the Gazette , handbook and event passes**

The Chairman reported that he had reviewed the circulation list which was in use but had been found to be out of date .The Chairman presented a policy document which listed the official positions that would entitle people to receive the complimentary mailings (copy attached) and also a list of individual names to be used for 2023 , both documents were approved

### **2.3 Finance**

The treasurer reported that he had received payment from ACU Head Office in respect of basic permit rebates from previous years which had been outstanding.

It was noted that ACU Head Office have not notified the centre of the schedule for paying the centre for club affiliation fees and permit rebates which are due under the Sport:80 process. The treasurer will send an email to the Head of Finance at Head Office to request a schedule of payment dates

The treasurer also reported that Barclays Bank were requesting details of the organisation to ensure compliance with legislation ; the chairman noted that he had been required to provide similar information in respect of another motorcycling organisation for which he obtained a letter from Head Office to certify the bona fide nature of the organisation . The treasurer will contact ACU Head Office to obtain a similar letter to satisfy Barclays requirements. Once Barclays requirements have been satisfied the treasurer will update the account signatories.

It was noted that Norfolk and Suffolk junior MCC had agreed to make payment of the Centre Support charge in respect of all adult competitors at their 2022 events.

There was discussion regarding the application of Centre Support Charge for youth competitors in 2023 and it was agreed that the charge would be applied to all competitors in adult classes with competitors in youth classes exempt.

## **2.4 Application of Centre Procedures to Youth Events**

It was noted that there is inconsistency between the application of centre procedures for youth events and adult events . Two points were agreed

- The Competitions Committee will be asked to consider the consistent application of procedures to both youth and adult events
- The chairman will discuss with the Gazette treasurer a proposal for youth events to publish their announcement of events (previously termed regs) in the Gazette at no charge to encourage the integration of youth into the main body of the centre and provide publicity to those events with the aim of raising awareness amongst potential new competitors.
  - Post meeting note – the Gazette treasurer has agreed to the proposal for events which are predominantly for youth competitors.

## **3 The Future of the Centre**

There was informal discussion regarding possible changes to the Centre but no decisions were made

The meeting closed at 9pm

## ACU EASTERN POLICY FOR COMPLIMENTARY COPIES OF THE EASTERN CENTRE GAZETTE ETC

Approved by the Administration Committee 15 February 2023

Designation	Gazette	Pass for events	Handbook
<b>CENTRE OFFICERS OFFICIALS AND HELPERS</b>			
President	✓	✓	✓
Life Vice President	✓	✓	✓
Hon Life Vice President	✓	✓	✓
Vice President	✓	✓	✓
Chairman	✓	✓	✓
Treasurer	✓	✓	✓
Vice Chairman	✓	✓	✓
Centre secretary	✓	✓	✓
Rights of Way Officer	✓	✓	✓
Benevolent Fund Officer	✓	✓	✓
Minutes Secretary	✓	✓	✓
N M C Delegate	✓	✓	✓
Centre Archivist	✓	✓	✓
Gazette Distributor	✓	✓	✓
Retired members for one year after retirement	✓	✓	✓
<b>COMPETITIONS COMMITTEE</b>			
Comps Chairman	✓	✓	✓
Comps Secretary	✓	✓	✓
Permits secretary	✓	✓	✓
Stewards Coordinator	✓	✓	✓
Trials Chairman	✓	✓	✓
Grasstrack Chairman	✓	✓	✓
Enduro Chairman	✓	✓	✓
Elected member	✓	✓	✓
Sub committee Secretaries	✓	✓	✓
Retired members for one year after retirement	✓	✓	✓
<b>STEWARDS WHO HAVE OFFICIATED IN THE PREVIOUS TWO YEARS</b>			
Active Steward	✓	✓	✓
<b>ACU EASTERN WEBSITE TEAM</b>			
Webmaster	✓	✓	✓
<b>GAZETTE TEAM</b>			
Editor	✓	✓	✓
Treasurer	✓	✓	✓
Retired members for one year after retirement	✓	✓	✓
<b>GAZETTE ADVERTISERS</b>			
All advertisers	✓	x	✓