



Committee Meeting Minutes

Thursday, 22nd September 2016 at 19.00
Calthorpe Arms, Grays Inn Road, WC1X 8J

Present:

Dave Newman

Derek Adlam

Paul Krebs

Jon McColl

Paul Foster

Tom James

Roy Watson

Lisa Percival

Richard Philpott (arrived when rides not notified were being discussed)

1. Apologies: Christine Johnson
2. Minutes of the last meeting were approved
3. There were no matters arising except the 50p contribution (see Finances)
4. Administration

There were no incidents notified but see Welfare for discussion

The summer social at Much Hadham Golf Club was very

successful and we thought it suitable for the summer social next year

A club member had raised the possibility of asking ride participants to register in advance and to pay a charge of, say, £5, to ensure more predictable attendance. The point was raised that this would be difficult to administer and it was agreed that, although telephone calls which are not followed up by attendance on a ride add to the ride leader's burden, they can be very useful for establishing which group the individual should be riding with and most people accepted it as an inevitable part of ride leading.

5. Finances

Derek took us through the accounts for this year and the budget for next year.

Accounts for the period 1 Oct 2015 – 21 September 2016

The Club has a surplus of £447 as against a deficit of -£184 last year.

The surplus was due to:

- Rides money collected being nearly £900, as against a budget of £700. It was noted that, compared with last year, there were 300 more attendances and 50 more rides offered. The Thursday and Saturday rides probably accounted for the greater number of rides;
- The Audax raised £507, as against a budget of £200;
- We paid £294 for the printed rides list, compared with a budget of £420, because it was discontinued part way through the year;

We paid £780 for our social events (AGM and Summer Meet-up)

It was noted that ride details and money were still outstanding from 13 rides. Regarding rides money not received last year, Derek said

that it had been paid in the course of this year, although we still hadn't received some ride details. It was noted that some individuals, while leading many well-researched and interesting rides, could save everyone a lot of work by getting their details/ride money in on time. It was agreed that outstanding details and ride monies would be chased, except in relation to the Open Gardens Weekend rides.

Action: Roy and/or Lisa

Budget for 1st Oct 2016 – 30th Sep 2017

Rides monies £900

Grant from HQ £200

As Nick Bloom is taking a break from organizing the Audax, no income from the Audax has been budgeted for. However, Paul F and Jon offered to discuss whether they could do this and Richard offered to do the admin.

Action: Paul F, Jon and Richard

We discussed whether, in the light of ongoing savings from not having printed rides list, we should:

1. reduce the 50p to 30p. We agreed that this would be too difficult for ride leaders because of the need to manage so much change;
2. enhance the venue/food at our social events. We agreed that, as we had looked into other venues for the AGM before without finding anything suitable and everyone was happy with the quality of the venue and food at Great Hadham Golf Club, we would not change these for now;
3. pay for a trainer to do some training in riding as a group. This was agreed in principle and £250 set aside from the budget, with the possibility of asking for a contribution if we needed to hire a track.

Action: Paul F and Jon to look into possibilities

Derek and Lisa have received the pro forma for the Annual Return.

6. Rides list

4* Jon reported that he was going to continue with the same format as at present. He is thinking of changing the ride description wording to encourage new members, as people not moving up from 3*.

Action: Jon

3* Paul F reported that the 3* group have been very successful recently with an average of 12 on each ride and more women riders and leaders. He tries to have one 2-to-3 star ride every month.

2* Richard reported that Christine has ride leaders for every week on the next list except for 2 dates in February. Richard will work with Felix on the Thursday rides for the next list. He noted that these rides attracted 6 to 8 riders at a time.

David K's Saturday list There was a discussion around whether non-2* Saturday rides should be organized by David or the co-ordinator for that star of ride. Tom said that David's role as co-ordinator had to be seen as a delegation by Christine and that Saturday rides for other stars should be the responsibility of the usual star co-ordinator.

1* Roy reported that there were good attendances on 1* rides and Tom reinforced this, saying that he thought there had always been good attendances on the 1* rides but that they had been even better in the last few months. It was noted that there were also new ride leaders amongst the 1* group.

Roy said that he had only just requested rides for the next list as many of the leaders still had rides to do on the existing list.

Richard said that the deadline to get everything in on time for publication was the end of the 2nd week in October. Only 2* rides were in the spreadsheet at the moment.

Action: Jon, Paul F, Roy

We discussed whether to reduce the scope of the rides list from four months to three. Roy felt that it was difficult for people to know what they were doing in four months' time and we ended up with a lot of rides with no descriptions when the list was published.

However, it was decided to leave the rides list at four months because co-ordinators would only have to badger people three times a year rather than four which meant less administration for both leaders and co-ordinators. Richard pointed out that, now that we have web-only lists, adding details at a later date was not a problem.

7. Tours and weekends

Paul K reported that there were no tours this Autumn but the tours for next year were shaping up nicely with possible tours in the UK (including one in Scotland), Holland, Hungary and Switzerland.

8. Welfare

We had a general discussion about what we do when riders are struggling with the ride they have chosen. We decided that we needed clearer guidelines for the different star ratings, with speed ranges (in mph and kph) as well as distances. We also agreed that ride leaders were not obliged to wait for people who were much slower as it was not fair on the rest of the group. Ride leaders can

suggest a way back to the station. Back markers should be made aware of this but we were not sure how this could be done.

We also discussed riders who endangered fellow riders. It was agreed that it was important that all incidents, including those between riders, should be recorded on Cycling UK's official form [on this page](#) and sent to Lisa.

Action: All Ride Leader Co-ordinators to inform ride leaders in their star group.

Lisa said that Cycling UK said that they hadn't a model disciplinary policy for clubs. [However, following the meeting, we found they do have rules for clubs in their own [Complaints and Disciplinary Procedures](#), starting on page 6. In summary, a verbal warning followed by a written warning after which the matter goes to Cycling UK.]

9. Website

Richard reported that there had been some progress but it had been slow owing to holidays. It would now progress more quickly and hopefully a new website will be ready for the AGM.

Action: Richard

Lisa has started drafting a new privacy notice for our website and the Committee gave their input at the meeting regarding how we use information collected on rides.

Action: Lisa

10. AGM

This will take place on 11th November at the Calthorpe Arms.

Cycling UK have been informed and £300 set aside for the buffet.

Action: Lisa to check if buffet ordered (now done and it has)

Lisa to check if Cycling UK are sending anyone.

Both Tom and Dave will not be standing again for the committee at the AGM.

We are obliged to have a promotions officer but it did not have to be an exclusive role. Richard kindly agreed to put his name forward for the role as well as for his existing role as registrations officer.

All other committee members expressed willingness to stand again for their current roles.

Various suggestions were made regarding the Chairman's role.

11. AOB

Date of AGM :11th November 2016

Following meeting: 23 January 2017 (Monday. Date given to us by Calthorpe Arms)