

**Minutes of Reading CTC Committee Meeting held on Monday 5<sup>th</sup> November 2012**  
**Meeting held at the home of John Hammond**

**Welcome:** JH welcomed all, especially the new committee members

**Present:** John Hammond, Ian Doyle, John Singleton, Mike Hardiman, John Lomas, Sean Hayden, Karen Robertson, Mike Lingham & Nick Clark,

**Appointment of chairman:** It was agreed that John Lomas should chair the meeting.

**Apologies:** Richard Pearson, Simon Bird

**Minutes of last meeting:** Minutes were accepted

**Matters Arising:** None

**Secretary's Report:**

- Email from Mick Simmons ref CTC jerseys....ACTION: Update web site. ACTION COMPLETED
- AGM Pack has been returned to National Office.
- Update of Introduction letter to be done. ACTION COMPLETED
- Actions from AGM:
  - o Ride leader pack to be in more prominent position on web site. ACTIONED
  - o Publicise for ride leaders in eMag. ACTIONED
  - o Rides/routes library to be created for access via web site.
  - o Ride destinations to be put on web site. PART ACTIONED with new café information on web site.
  - o Request to put new, pictures and videos on web site. eMag circulates this information with links to videos. eMag is put on web site.
  - o Motion ref RCTC to set up invitation day. ACTION with Karen to contact Javed Saddique, CTC Cycling Development Officer, Reading to discuss.
  - o Mulled wine & mince pies ride. ACTIONED

**Membership Report:**

JH reported that Membership situation was unchanged from that reported at AGM.

**Treasurer's Report:** Report to 31<sup>st</sup> October 2012

**Financial position**

*There has been no change in the financial position since that reported to the AGM, i.e. no surplus or deficit to date, with balances still at £1,716.*

**Financial forecast for 2012/13**

*An attempt to forecast possible income and expenditure has been made and details are shown in the Income & Expenditure statement below (Column 2). It will be recalled that if an Audax event produces a surplus the organiser is entitled to decide if some or all of any surplus should be made available to a charity or to RCTC, unless the RCTCs financial position is such that it requires the funds to be retained.*

*If the assumptions made in the forecast Income & Expenditure statement hold good then the RCTC could expect an overall surplus for the current year – possibly around £200 – and continue to permit event organisers to make their own decisions regarding the destination of any surplus on their event. Such surpluses should continue to be paid to RCTC, and accounted for by RCTC. Any charitable donations requested by the event organisers will then be*

*made in the name of RCTC which underwrites the events. If financial forecasts prove optimistic there are adequate balances to meet any reasonable deficit for the year.*

*It should be noted that the forecast provides a budget of £100 to meet any possible cycling promotion events. This could be increased if the Committee so wished.*

*It is suggested that the charitable donations already approved, or forecast to be available, from event surpluses during 2011/12 (see the Creditors note at the foot of the Balance Sheet, below) be held until any actual surpluses (or deficits) from the Hilly Hundred Audax, the SOOT off-road event and the Upper Thames Audax (2012/13) are known. A final decision on the amounts to be donated, including any 'top-up' agreed by the Committee can be made once these figures are available.*

*Mike Hardiman*

*Treasurer RCTC*

*4<sup>th</sup> November 2012*

| PERIOD:   |  | 1 October 2011   |             | to               |                 | 31 October 2012 |  |  |
|---|--|--|-------------|------------------|-----------------|-----------------|--|--|
| <i>Income and surpluses are shown as positive figures;<br/>Expenditure and deficits are shown as (negatives).</i> |  |  |             |                  |                 |                 |  |  |
|   |  | Column 1   |             | Column 2         |                 | Column 2        |  |  |
|   |  | Date as above  |             | Full Yr Forecast |                 | Full year       |  |  |
|   |  | 2012/13  |             | 2012/13          |                 | 2011/12         |  |  |
| Ref   | Income and Expenditure headings                      | £  | £           | £                | £               | £               | £  |  |
| <b>A</b>  | <b>Net interest received</b>                         |  | <b>0.00</b> |                  | <b>1.00</b>     |                 | <b>1.15</b>  |  |
| <b>B</b>  | <b>Donations received</b>                            |  | <b>0.00</b> |                  | <b>0.00</b>     |                 | <b>23.89</b>   |  |
|   | <b>Net surplus / (deficit) from DA Events</b>        |  |             |                  |                 |                 |  |  |
|   | <b>Cycling events</b>                                |  |             |                  |                 |                 |  |  |
|   | Upper Thames 200k Audax                              | 0.00   |             | 200.00           |                 | 287.12          |  |  |
|   | Kennet Valley 100k/200k Audax                        | 0.00   |             | 0.00             |                 | 0.00            |  |  |
|   | Dinton 100k Audax                                    | 0.00   |             | 40.00            |                 | 47.85           |  |  |
|   | Alan Furley Memorial 100k/200k Audax                 | 0.00   |             | 75.00            |                 | 100.00          |  |  |
|   | Henley Hilly Audax                                   | 0.00   |             | 0.00             |                 | 129.00          |  |  |
|   | SOOT off-road event                                  | 0.00   |             | 0.00             |                 | 136.00          |  |  |
|   | Total of cycling events                              |  | <b>0.00</b> |                  | <b>315.00</b>   |                 | <b>699.97</b>  |  |
|   | <b>Social events</b>                                 |  |             |                  |                 |                 |  |  |
|   | Summer BBQ   | 0.00   |             | 50.00            |                 | (15.36)         |  |  |
|   | Mince pies & mulled wine                             | 0.00   |             | (20.00)          |                 | 0.00            |  |  |
|   | Total of social events                               |  | <b>0.00</b> |                  | <b>30.00</b>    |                 | <b>(15.36)</b>   |  |
|   | <b>Other events / items</b>                          |  |             |                  |                 |                 |  |  |
|   | Cycle Jumble   | 0.00   |             | 0.00             |                 | 0.00            |  |  |
|   | Reading CTC cycling tops                             | 0.00   |             | 0.00             |                 | (487.52)        |  |  |
|   | Total of other events / items                        |  | <b>0.00</b> |                  | <b>0.00</b>     |                 | <b>(487.52)</b>  |  |
| <b>C</b>  | <b>Total surplus / (deficit) on events</b>           |  | <b>0.00</b> |                  | <b>345.00</b>   |                 | <b>197.09</b>  |  |
|   | <b>Running costs</b>                                 |  |             |                  |                 |                 |  |  |
|   | <i>Routine operating costs</i>                       |  |             |                  |                 |                 |  |  |
|   | Website  | 0.00   |             | (40.00)          |                 | (72.00)         |  |  |
|   | Rides programme printing                             | 0.00   |             | 0.00             |                 | (84.00)         |  |  |
|   | Cycling promotion                                    | 0.00   |             | (100.00)         |                 | 0.00            |  |  |
|   | AGM  | 0.00   |             | (65.00)          |                 | (61.81)         |  |  |
|   | Total operating costs                                |  | <b>0.00</b> |                  | <b>(205.00)</b> |                 | <b>(217.81)</b>  |  |
|   | <i>Depreciation of fixed assets</i>                  |  | <b>0.00</b> |                  | <b>0.00</b>     |                 | <b>0.00</b>  |  |
|   | <i>Other (expenditure) / income</i>                  |  |             |                  |                 |                 |  |  |
|   | Trophy Engraving                                     | 0.00   |             | (60.00)          |                 | (55.00)         |  |  |
|   | National CTC (membership contribution)               | 0.00   |             | 336.33           |                 | 336.33          |  |  |
|   | Total other (expenditure) / income                   |  | <b>0.00</b> |                  | <b>276.33</b>   |                 | <b>281.33</b>  |  |
| <b>D</b>  | <b>Total running costs</b>                           |  | <b>0.00</b> |                  | <b>71.33</b>    |                 | <b>63.52</b>   |  |
| <b>E</b>  | <b>Net surplus / (deficit) before donations, etc</b> |  | <b>0.00</b> |                  | <b>417.33</b>   |                 | <b>285.65</b>  |  |
|   | <b>Subscriptions and donations to other bodies</b>   |  |             |                  |                 |                 |  |  |
|   | YHA Group Membership                                 | 0.00   |             | (25.50)          |                 | (25.50)         |  |  |
|   | Cyclists Defence Fund                                | 0.00   |             | (75.00)          |                 | (300.00)        |  |  |
|   | Air Ambulance  | 0.00   |             | (90.00)          |                 | (382.85)        |  |  |
|   | Macmillan Cancer Support                             | 0.00   |             | 0.00             |                 | 0.00            |  |  |
|   | Alzheimers Society                                   | 0.00   |             | 0.00             |                 | 0.00            |  |  |
|   | Inclusive Cycling                                    | 0.00   |             | 0.00             |                 | (100.00)        |  |  |
|   | Other donations (not yet determined)                 | 0.00   |             | 0.00             |                 |                 |  |  |
| <b>F</b>  | <b>Total Subscriptions and donations paid out</b>    |  | <b>0.00</b> |                  | <b>(190.50)</b> |                 | <b>(808.35)</b>  |  |
| <b>G</b>  | <b>NET SURPLUS / (DEFICIT) FOR PERIOD</b>            |  | <b>0.00</b> |                  | <b>226.83</b>   |                 | <b>(522.70)</b>  |  |
|   | <b>NOTE:</b>   | The above figures take into account the best assessment of sums due to and from Reading CTC as at the above date, even though the amounts may not have been actually received or paid out at that date. Details of these assessments are shown at the foot of the Balance Sheet. |             |                  |                 |                 | From assumed surpluses on, Dinton, Hilly, SOOT & £50 from Upper Thames |  |

|   |   | As at:        |                 | 31 October 2012 |                 |           |                 |
|---|---|---------------|-----------------|-----------------|-----------------|-----------|-----------------|
| <i>Liabilities and deficits are shown as (negatives)</i>  |   |               |                 |                 |                 |           |                 |
|   |   | Column 1      |                 | Column 2        |                 | Column 3  |                 |
|   |   | Date as above |                 | Nov 2011 Cttee  |                 | Full Year |                 |
|   |   | 2012/13       |                 | Forecast at     |                 | 2011/12   |                 |
|   |   | £             | £               | £               | £               | £         | £               |
| <b>Fixed Assets</b>   |   |               |                 |                 |                 |           |                 |
|   | Value at 1st October 2011                             | 0.00          |                 | 0.00            |                 | 0.00      |                 |
|   | Additions   | 0.00          |                 | 0.00            |                 | 0.00      |                 |
|   | Disposals   | 0.00          |                 | 0.00            |                 | 0.00      |                 |
|   | Depreciation  | 0.00          |                 | 0.00            |                 | 0.00      |                 |
|   | <b>Total fixed assets</b>                             |               | <b>0.00</b>     |                 | <b>0.00</b>     |           | <b>0.00</b>     |
| <b>Current Assets</b>   |   |               |                 |                 |                 |           |                 |
|   | Debtors (see footnote 1)                              |               | 150.00          |                 | 50.00           |           | 249.02          |
|   | Cash at Bank  |               |                 |                 |                 |           |                 |
|   | Deposit Account                                       | 1,666.02      |                 |                 |                 | 1,666.02  |                 |
|   | Current Account                                       | 136.45        |                 |                 |                 | 37.43     |                 |
|   | Total   |               | 1,802.47        |                 | 1,885.80        |           | 1,703.45        |
|   | Cash in hand  |               | 11.27           |                 | 7.90            |           | 11.27           |
|   | <b>Total current assets</b>                           |               | <b>1,963.74</b> |                 | <b>1,943.70</b> |           | <b>1,963.74</b> |
| <b>Current liabilities</b>  |   |               |                 |                 |                 |           |                 |
|   | Creditors (see footnote 2)                            |               | (246.87)        |                 | 0.00            |           | (246.87)        |
|   | <b>Net current assets</b>                             |               | <b>1,716.87</b> |                 | <b>1,943.70</b> |           | <b>1,716.87</b> |
|   | <b>Total net assets</b>                               |               | <b>1,716.87</b> |                 | <b>1,943.70</b> |           | <b>1,716.87</b> |
| <b>Represented by:</b>  |   |               |                 |                 |                 |           |                 |
|   | Accumulated surplus b/fwd                             |               | 1,716.87        |                 | 1,716.87        |           | 2,239.57        |
|   | Surplus / (deficit) for year                          |               | 0.00            |                 | 226.83          |           | (522.70)        |
|   | <b>Accumulated surplus c/fwd</b>                      |               | <b>1,716.87</b> |                 | <b>1,943.70</b> |           | <b>1,716.87</b> |
| <b>NOTES:</b>   |   |               |                 |                 |                 |           |                 |
| Estimated or known amounts due to or from Reading CTC, but not actually received or paid at the above date, are shown below and have been included in the Income and Expenditure Statement: |   |               |                 |                 |                 |           |                 |
| <b>1 Debtors:</b>   |   |               |                 |                 |                 |           |                 |
|   | a) Eye & Dunsden Village Hall (damage deposit)        |               |                 |                 | 50.00           |           |                 |
|   | b) Forecast surplus from Hilly Audax                  |               |                 |                 | 50.00           |           |                 |
|   | c) Forecast surplus from SOOT                         |               |                 |                 | 50.00           |           |                 |
|   | <b>Total Debtors</b>                                  |               |                 |                 | <b>150.00</b>   |           |                 |
| <b>2 Creditors:</b>   |   |               |                 |                 |                 |           |                 |
|   | a) Due to Air Ambulance from Dinton 100 Audax         |               |                 |                 | 47.85           |           |                 |
|   | b) Sum due to CDF from Furley Audax                   |               |                 |                 | 99.02           |           |                 |
|   | c) Forecast sum due to Air Ambulance from Hilly Audax |               |                 |                 | 50.00           |           |                 |
|   | d) Forecast sum due to Air Ambulance from SOOT        |               |                 |                 | 50.00           |           |                 |
|   | <b>Total Creditors</b>                                |               |                 |                 | <b>246.87</b>   |           |                 |

### **Runs List (Nick Clark)**

- Leader's list updated and ready for JH to send to NO. SENT
- JH said that he would put some dates in for some leisurely rides. ACTIONED
- Need final version on Monday 12<sup>th</sup>. DONE
- Christmas meal – 9<sup>th</sup> December. DONE
- Mince pies and Mulled wine ride 16<sup>th</sup> December. DONE

### **Road rides (Mike Lingham)**

- Still need more rides to be covered.
- Some complaints about bad map references. SORTED

### **Off-Road rides (Ian Doyle)**

- 32 riders attended the SOOT ride.
- Overnight adventure in early October. Reading-Hindhead-Arundel
- Brecon Beacons weekend booked in November.
- Off Road Christmas party Saturday 15<sup>th</sup> December.

### **Events:**

- Mick Simmons has agreed to run the KVAudax next year under CTC banner.
- Saturday 10<sup>th</sup> November Parks & Palaces Ride.
- After dinner speaker is possibility.
- Next year Simon is planning Night time rides, Train assist rides,
- Bike week
- Essex & Suffolk ride.
- Audax:
  - Upper Thams went well with 75 riders
  - Kennet Valley will be run by Mick Simmons
  - Alan Furley
  - Dinton Pastures

### **Welfare**

- Nothing to report

### **Rights & Ways:**

- Nothing to report

### **Publicity: Welcome to Karen.....**

- What is the aim of publicity? Members, non-members, encouraging people to ride.
- Karen to work out a strategy.
- Karen to confirm Christmas Ride location. ACTIONED

**Web site:**

- Update online runs list entry COMPLETED

**AOB:**

**eMag:**

- Check the site for extra rides. COMPLETED
- If the weather the ride leader has the right to call off the ride. COMPLETED (Thx JL)
- Add details of Simon's plans. COMPLETED

**Brian Wade. Ride history. Google Group.??**

**Date of next meeting: Tuesday 15<sup>th</sup> January 2013 at home of JH**