

Minutes of Reading CTC Committee Meeting held on Tuesday 25th February 2014
Meeting held at Ridgeway Caversham (ver1.1)

Present: Sean Hayden, John Hammond, John Lomas, Jeanette Jeans, Mike Hardiman, Nick Clarke, John Singleton and Simon Bird

01. Appoint chair of meeting : It was agreed that John Lomas should chair the meeting.

02. Apologies received : Ian Doyle

03. Approve minutes of last Committee 26th November 2013

Draft issued by email for review and amended for corrections raised. Re-issued by email 23/2/14. Draft version 0.2 agreed at meeting.

Approval proposed by Simon Bird, seconded by Nick Clarke.

04. Matters Arising from last committee meeting (Not covered in AOB) : none

05. Club Secretary Report : Refer to appendix 1 below

06. Membership Secretary Report

In summary membership in our area stands at 887 for more detail refer to appendix 5 below

07. Finance Sec Report

Refer to appendix 6 below. Mike also advise cheque signatories remain two out of three from : Mike Hardiman, John Hammond and Sean Hayden. An additional donation of £100 to Air Ambulance unanimously approved

08. Runs Secretary Report

Nick reported progress Spring 2014 Runs list complete and copy sent to Reading Cycle Campaign to include in their quarterly newsletter as usual. There had been a good response of leaders. Need to start next quarter runs list by mid April covering the Summer months of June to April.

09. On Road Representative Report : Refer to appendix 2 below

10. Off Road Representative Report : Refer to appendix 3 below

11. Events Secretary Report.

Simon reported recent "Curry Ride" was well attended and reminded we had the following events coming up: Kennet Valley 100 & 200km Audax on March 1st 2014.

Birthday Rides and presentation at the New Inn, Kidmore End on Sun 27th April 2014.

The Rural South combined with "Alan Furley" memorial Audax to be co-hosted from Beech Hill Sat 26th July 2014 by Ian Doyle mentored by Phil Dyson.

Tour De France Yorkshire Camp now fully booked with all 42 camping places assigned. We might have to start a waiting list.

12. Welfare Secretary Report : No welfare issues to report

13. Rights update. Refer to appendix 4 below redacted by secretary to remove confidential issues raised at RBC.

14. Publicity/Liaison : Nothing received and Karen did not attend the meeting.

Javed Saddique the Cycling Development Officer at Reading Borough Council has since been in touch requesting a new liaison to plan 2014 bike week.

15. Website updates:

Simon Bird to update ride cancellation pages on site. Sean Hayden to email new covering letter agreed to replace existing letter for leader pack on site.

16. New Ride leader nominations and mentoring: Agreed to trial joint leader rides for the summer list to encourage new leaders assisted by an experienced "mentor". Nick will progress on his next appeal for leaders to support our Summer runs list programme.

17. Agree Club Mudguard Sticker from beauty contest provided by Simon Bird.

We agreed the "Big Reading" version and Simon will order 200 at a cost of £30.

18. Nominations for Awards

We agreed from a list of nominees received by club secretary:

John Lomas for Services to the club

Nick Clarke gets the Brian Morris Mileage trophy for 8722 including his "LEL" last year.

Sel Dixon for Ride leadership.

Sean Hayden is to get the Trophies engraved and ask Richard Underwood our Honorary President to present at the Birthday Rides lunch at the New Inn at Kidmore End, Sun 27th April 2014.

19. Any other business

19.1 RCTC Cycling Tops budget

Simon Bird to give "Charles Redfern's" Graphic Design Trainee a "Design Brief" for a new club shirt and present design and procurement options at next meeting.

19.2 Proposed £130 Donation to Reading Cycle Campaign

to cover their Meeting room costs at RISC and show our support.

The committee agreed on a show of hands a £100 donation and secretary to request some feedback from the Campaign we might use for publicity in our E-Mag newsletter. Sean Hayden to let them know and get their bank details as the easiest way to transfer funds. Mike has since made the transfer and requested confirmation of receipt.

19.3 Use of CTC Events page for runs list

Sean Hayden to get administrative rights to these pages as club secretary. I have since done so and updated the name and contact details for club secretary. Agreed use for special events rather than our weekly runs list.

19.4 Approve new draft of "Welcome Letter"

We agreed the "Bird variation" and presenting as a web page rather than paper letter to be handed out by leaders. Copy of agreed text at the end of these minutes. Sean Hayden to forward soft copy to John Singleton for web site update.

19.5 Repair of "Under age rider form" link and awareness of policy among ride leaders

Agreed to update text to advise contacting leader in advance and to remind members of CTC policy on the subject in our next E-Mag. Our local club policy is the leader has absolute discretion whether to accept an unaccompanied young person on a ride even if they have a "note from their mum".

John Hammond to review the "leader Pack" guidance for new riders for next meeting in May.

19.6 Member Group National Forum

Club secretary to attend next meeting and report back.

19.7 Review of Web Site affinity links

Request John Singleton to create a link on the site to "fill that Hole" page on National CTC website

Sean Hayden to email links to other organizations we might have "affinity" with.

20. Date of next meeting : Tues 13th May 2014 at Ridgeway

APPENDIX 1 Club Secretary report for Committee meeting 25 February 2014

Actions outstanding from our last meeting last meeting 26/11/13 :

New member letter redrafted, reviewed by committee and final draft to be agreed meeting 25/2/14. I propose we sub edit the "Bird" variation at the meeting and ill update soft copy for our Web Master. We can discuss what to do with paper when we meet and long with what else a leader should pack.

John Hammond agreed "Custodian" of our database. I have been mentored by Simon Bird so we now have 3 expert "mail chimps". Secretary has responsibility for administration rights.

Treasurer provided with details of committee required.

Other business of note:

Raised no objection to a new member Group in Fleet using RG postcodes.

Completed paper work for missing ride leaders agreed at last meeting and sent to CTC HQ. Still need to check against return from CTC which I think John is still getting. Need to Check that : Martin Pearce, Paul Mattingly, Carol Sunderland, Adam Cook, Darren Tipton, Steve Albon, Zoe Charlesworth, David Rees, Wie san, James Thompson, Joe Edwards, Charles Redfern, Jeanette Jeans are on the ride leader spread sheet page.

Booked Palmer Room in Dunsden Village Hall for AGM Sun 26th Oct 2014 1-4pm

Informal consultation of membership for favorite Café for Cycle Magazine survey. No consensus so I nominated Avenue Garden Centre, Shalden Green AKA "Lasham" on grounds of value and fast service.

APPENDIX 2 On-road liaison report for Committee meeting 25 February 2014

As I write this, the task of co-ordinating the on-road Sunday (and occasional Saturday) rides for the spring 2014 period is almost complete. We lack a few slots in the programme (mostly leisurely) but there's still three days to go! Simon is going to lead three Saturday train/car assisted rides of varying length, all at a moderate pace which will no doubt be popular. During the winter period, the weather has not caused too many cancellations of rides although floods are currently a problem– is there anywhere except Reading to cross the Thames?

At the last meeting, I was tasked with reviewing the information to new and potential riders given on the website and to consider an on-road equivalent to the off-road group's FAQs. Having looked at what's there, I think the information contained in 'Ride Information' is pretty comprehensive – most of it applies to on-road riding and there are links to start points etc. There is also a link to 'New Riders and under 18's' which explains the requirements for young people who want to join us. I think the method of using links to point to separate subjects is the best way – if we try to put everything into one document, it will be ungainly and people might well be put off reading it. I've no ideas for an on-road FAQ page to match the off road one – I don't know what questions are asked frequently. At risk of seeming un-innovative, I'd leave it alone.

My post on the website to inform members has not resulted in any feedback – no complaints, we must be doing something right! John Lomas 12/02/14

APPENDIX 3 Off-road liaison report for Committee meeting 25 February 2014

Since the last meeting:

Our Now that's what I call CTC music themed Off-road Christmas & awards party was very well attended, with Elvis, the Spice Girls, Keith from the Prodigy, various Beatles amongst the A listers.

At New Year we went away to Dulverton in south Exmoor organised by Karen and Ian. We found some excellent rocky trails (in some cases river beds), and some very agreeable pubs.

At the start of February Selwyn led a weekend in a pleasant hotel on the edge of the Black Mountains. The weather on Saturday was interesting, with horizontal snow at one point, and a gale force wind blowing us down hill at another

APPENDIX 4 Right to Ride Officer report for Committee meeting 25 February 2014

From now on I only intend to attend RBC workshops about delivering specific projects, or CLG meetings only in the circumstance of a project being discussed. They are otherwise a waste of time.

APPENDIX 5 Membership Report Feb 2014

I am pleased to report that the process agreed with Karen, Simon and Sean to ensure that new members are added to the master mailing list is working well, with 765 subscribers on the current list, following the addition of new members from the February Membership list. This number is down from the high of 778 subscribers who were emailed the January edition of eMag.

However as we perform each mailing, we identify non-existent email addresses and occasionally get requests to "remove from the mailing list". Please note. We only add to the mailing list subscribers who have agreed through their CTC membership to accept emails.

The current number of members within our Group is 887 as at the 4th February 2014.

The list of "New members" joining per month is as follows:

New Members 2011	2012	2013	2014	
Jan	5	8	12	8
Feb	8	9	6	3
Mar	6	11	5	0
Apr	15	6	12	0
May	4	12	11	0
Jun	5	10	18	0
Jul	10	16	8	0
Aug	15	8	23	0
Sep	8	8	10	0
Oct	12	11	7	0
Nov	8	5	9	0
Dec	4	4	6	0
Total	100	108	127	11

APPENDIX 6 Finance Report report for Committee meeting 25 February 2014

Overview

For the period to 15 February we are showing a deficit of £233. This will be more than covered by the Membership Contribution of some £360 when it is received later in the year. The current balance is £1,694 after taking into account the deficit. We have a commitment of £160 for the hire of Beech Hill Village Hall for the Rural South and Furley Audax. This amount is not payable in advance and, as it is likely to be more than covered by entry fees from riders, the hire charge has not been included in the accounts.

Matters for the Committee

1. Donations

Following the Committee's decision on 26th November to approve donations to the Air Ambulance and the Cyclists Defence Fund, and subsequent email correspondence and agreement, I inexplicably despatched a cheque for the Air Ambulance for £300.00 instead of the agreed £200.00. This error was then compounded by my ensuring that our current account was funded to handle only the intended £200.00 and not £300.00. The result was that when the Air Ambulance cheque was presented for £300.00 it was honoured but when the cheque for £250.00 for the Cyclists Defence Fund was presented there were insufficient funds to meet it and we suffered a £25.00 charge from the bank for a 'refer to drawer' cheque. The necessary funds have been transferred to the current account and a replacement cheque for the agreed £250.00 has been issued to the Cyclists Defence Fund.

To resolve the situation we need to formally approve the additional £100.00 paid in error to the Air Ambulance. This gives the following position for donations paid out:

Source of funds for donations	Donations to be made		
	CDF	Air Amb	Total
	£	£	£
Amounts included in 2012/13 Accounts, pending payment			
Upper Thames Audax (Autumn 2012) (Balance to actual)		13.02	13.02
Dinton Audax		65.28	65.28
Furley Memorial Audax	207.40		207.40
SOOT		105.70	105.70
Total of amounts held pending payment	207.40	184.00	391.40
Rounding up from RCTC funds in 2013/14	42.60	116.00	158.60
Donations now paid	250.00	300.00	550.00

2. Bank Mandate

The RCTC bank account with HSBC currently requires updating to reflect the changes to Committee Members as agreed at the AGM in October 2013. In order to provide the bank with the necessary paperwork we need to formally agree the names of signatories, below, and that any two of the three names may sign cheques, etc, on behalf of Reading CTC.

Secretary: Sean Hayden
 Treasurer: Mike Hardiman
 Membership Secretary: John Hammond

3. Outline budget for the year 2013/14

The key information from this exercise is that running expenses, including the YHA subscription, are likely to be in the order of £300 and that these are well covered by the anticipated Membership Contribution of £361 from CTC National Office. This means that any surplus from Audax, SOOT and other events can be donated to charitable causes if the organisers of the events so choose.

After taking into account the additional amounts donated to charities by the Committee, by way of rounding up donations from events, we should end the year in a broadly break-even position.

Mike Hardiman Treasurer RCTC 15 February 2014

PERIOD:		1 October 2013		to		15 February 2014	
<i>Income and surpluses are shown as positive figures; Expenditure and deficits are shown as (negatives).</i>							
		Column 1		Column 2		Column 2	
		Date as above		Full Yr Forecast		Full year	
		2013/14		2013/14		2012/13	
Ref	Income and Expenditure headings	£	£	£	£	£	£
A	Net interest received		0.44		1.00		1.20
B	Donations received		0.00		0.00		0.00
Net surplus / (deficit) from DA Events							
Cycling events							
	Upper Thames 200k Audax	0.00		0.00		93.02	
	Kennet Valley 100k/200k Audax	0.00		0.00		0.00	
	Dinton 100k Audax	0.00		50.00		65.28	
	Rural South 300k Audax	0.00		75.00		0.00	
	Alan Furley Memorial 100k/150/200k Audax	0.00		150.00		207.40	
	Henley Hilly Audax	0.00		100.00		191.57	
	SOOT off-road event	0.00		100.00		185.70	
	Total of cycling events		0.00		475.00		742.97
Social events							
	Summer BBQ	0.00		100.00		128.73	
	Mince pies & mulled wine	(10.00)		(15.00)		(11.00)	
	Total of social events		(10.00)		85.00		117.73
Other events / items							
	Cycle Jumble	0.00		0.00		0.00	
	Reading CTC cycling tops	0.00		0.00		0.00	
	Total of other events / items		0.00		0.00		0.00
C	Total surplus / (deficit) on events		(10.00)		560.00		860.70
Running costs							
<i>Routine operating costs</i>							
	Website	0.00		(36.00)		(72.00)	
	Bank charges	(25.00)		0.00		0.00	
	Cycling promotion	0.00		(100.00)		0.00	
	AGM	0.00		(55.00)		(51.00)	
	Total operating costs		(25.00)		(191.00)		(123.00)
	<i>Depreciation of fixed assets</i>		0.00		0.00		0.00
	<i>Other (expenditure) / income</i>						
	Trophy Engraving	0.00		(50.00)		(42.00)	
	National CTC (membership contribution)	0.00		361.33		336.33	
	Total other (expenditure) / income		0.00		311.33		294.33
D	Total running costs		(25.00)		120.33		171.33
E	Net surplus / (deficit) before donations, etc		(34.56)		681.33		1,033.23
Subscriptions and donations to other bodies							
	YHA Group Membership	(40.00)		(40.00)		0.00	
	Cyclists Defence Fund	(42.60)		(192.60)		(258.38)	
	Air Ambulance	(116.00)		(391.00)		(475.10)	
	Cancer Research UK	0.00		(50.00)		(88.94)	
	Alzheimers Society	0.00		0.00		0.00	
	Inclusive Cycling	0.00		0.00		0.00	
	Other donations (not yet determined)	0.00		0.00		0.00	
F	Total Subscriptions and donations paid out		(198.60)		(673.60)		(822.42)
G	NET SURPLUS / (DEFICIT) FOR PERIOD		(233.16)		7.73		210.81
NOTE: 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.							

APPENDIX 7 New Welcome letter



Thank you for joining our ride today.

Reading CTC is a member group of the national Cyclists Touring Club. Our main aim is to provide free and regular club rides on Sundays, Tuesdays & Wednesdays; both on-road and off-road.

If you enjoy the ride today and want to come again then we encourage you to join the CTC. After that you automatically become a member of Reading CTC, if you live in our area. We then stop hassling you to sign our disclaimer.

Rides leave from various locations in and around Reading. We offer rides for a range of abilities from a leisurely plod to longer summer rides with the occasional brisk workout. Look at our runs list to get a flavour of what's on offer <http://www.readingctc.co.uk/rides/>. With a wealth of local knowledge, a strong appreciation of the countryside and a focus on the social side of cycling, you'll be surprised at what we have to offer.

Benefits of full CTC membership include

£10m Third party insurance cover

Protects you on-road and off-road, including Sportives and Time trialling

CTC Incident line

Legal team ready to support you in the event of an accident

Campaigning for cycling

CTC fights for local and national cycling issues

Cycling publications

Award-winning 'Cycle' magazine and weekly e-newsletter

Rides and events

A warm welcome at over 300 CTC clubs and 1000s of cycle events

Route and technical advice line

Jargon free everyday cycling advice

Discounts offered by 100s of cycle and outdoor shops across the country

Offers include Wiggle and Cotswold Outdoor.

The Cyclist Touring Club has been protecting and promoting the rights of cyclists since 1878. CTC is a charitable organisation funded through its membership and donations. By joining CTC you are supporting UK cycling and giving us a louder voice when campaigning locally and nationally on the issues that are important to you.

So if you are someone who would like to spend more time on two wheels, or simply support cycling in the UK, join CTC and we can help you get the most out of your cycling. Go to <http://www.ctc.org.uk/membership/membership-for-individuals-families> for more details of membership.

Look forward to seeing you again

Sean Hayden

Secretary, Reading CTC

secretary@readingctc.co.uk