

**Minutes of Reading CTC Committee Meeting held on Tuesday 13<sup>th</sup> May 2014**  
**Meeting held at Ridgeway Caversham**

**Present:**

Sean Hayden, John Lomas, Jeanette Jeans, Mike Hardiman, Nick Clarke, John Singleton, Ian Doyle, Karen Robertson and Simon Bird

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

**02. Apologies received** : John Hammond

**03. Approve minutes of last Committee 25th February 2014**

Draft issued by email for review and amended for corrections raised. Re-issued by email 25/4/14. Version 1.1 agreed at meeting.

Approval proposed by Simon Bird and seconded by Jeanette Jeans.

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

**05. Club Secretary Report** : Sean Hayden spared the committee details of routine club administration and said he had nothing exceptional to report. Had trophies and shields engraved for 2014 Birthday Ride dinner at the New Inn but was unable to attend. President Richard Underwood briefed to present awards.

**06. Membership Secretary Report** : John Hammond unable to attend and had nothing to report but our Finance Secretary (Mike Hardiman) advised that we received £361 back in total last year from National office for our membership quota.

**07. Finance Sec Report**

Refer to appendix 1 below for Mike Hardimans detailed report. Reminded Secretary (Sean Hayden) he had to visit the bank again to have his counter signatory authorised even though it was still being honored.

**08. Runs Secretary Report**

Nick Clarke reported progress Summer 2014 Runs list due for publication on 19<sup>th</sup> May and as usual he will edit a copy for pasting into Reading Cycle Campaign next newsletter. He also put the Welfare Secretary (Jeanette Jeans) mind at rest that he was not leaving town having recently been offered a job in Trowbridge.

**09. On Road Representative Report** : John Lomas updated the committee on recent weekend tour to YHA Holmbury St Mary and Sean Hayden to Loxwood Folkcamp for a weekend combining cycling with ceilidh dancing.

**10. Off Road Representative Report** : Ian Doyle updated the committee on recent successful weekend trips away to the Forest of Dean, Isle of White and Rhyder in Mid Wales.

**11. Events Secretary Report** : Simon Bird updated the committee on the recent Kennet Valley and Dinton 100 popular Audax events. Our Birthday Rides (27/4/14) attracted 25+ despite poor weather for our annual trophy presentation. 14 riders enjoyed a day out in the Cotswolds braving the train services to Charlesbury.

We have the combined "Roadie" and "Off Roadie" Yorkshire Tour De France camp to look forward to with more detailed catering and logistics planning expected in June.

Club Secretary Sean Hayden to thank Phil Dyson for running the Kennet Valley Audax and update the committee on how much was raised for nominated charities. Mick Simmons has volunteered his services again to run it in 2015.

The resurrected "Rural South" 300k Audax combined with "Alan Furley Memorial" 200k & 100k Audax still to be co-hosted from Beech Hill Sat 26<sup>th</sup> July 2014 by Ian Doyle mentored by Phil Dyson.

**12. Welfare Secretary Report :** Club secretary received a complimentary note from ageing member David Betts who after a recent accident and illness felt no longer able to join club rides but hopes to still join us for the occasional pub visit. He gave permission to publish his kind words in our next E-Mag.

**13. Rights update.** No updates received by secretary for this meeting. Fortunately we benefit from Reading Cycle Campaign's vigilance on our behalf.

**14. Publicity Officer :** Karen Robinson thanked Simon Bird for covering the role during her extended absence abroad, especially E-Mag.

She plans to re-engage with Javed Saddique CTC's Cycle Development Officer at Reading Borough Council over activities supporting Bike week from 14<sup>th</sup> June. We will run additional easy rides and Karen will liaise with Nick to promote all our rides for the week on the national bike week website. She will also liaise with Javed who has a small budget for promotional RCTC Tea Shirts and Hi Viz vests promoting CTC Space for Cycling campaign.

The design for the next batch of promotional cards to include web our address and "Free Social Rides for All" text for circulation to local bike shops.

**15. Website updates:** Still need to update welcome letter PDF published on our website.

**16. New Ride leader nominations and mentoring:** The trial of "joint ride" leaders for summer runs wasn't feasible as we didn't have enough volunteers. New leaders proposed by the runs secretary (Nick Clarke) and seconded by club secretary (Sean Hayden) to be added to the list at National office at this meeting were : Mark Emberson, David Rees, Malcolm and Sue Nicholls.

**17. Affiliate membership Issues:** Event Secretary (Simon Bird) wanted to discuss our policy on promoting this cheaper channel of membership. We agreed not to promote in preference to encouraging new riders taking out full membership to financially support national campaigns and in the hope they may eventually lead rides for which full membership provides better insurance cover. Leaders need to remind regular new riders they ought to join after 5 rides.

#### **18. Any other business.**

We reversed a decision taken at the last meeting to review the designs of the club shirts and so we will not take advantage of the offer of Charles Redferns "design trainee" and Simon Bird to assist in the task. Feedback to a change from our traditional kit were negative especially from long established members. The existing red, white and blue chain wheel design will be retained for the time being. Many "Brisk riders" thought its bright red and white design, unfavorably compared with "roadkill" from a distance, made riders safer as it stood out.

Club secretary, Sean Hayden, raised two items both of which were rejected by most of the committee after some lively discussion and comparisons with the Russian President. The first was a common starting point and time for Sunday rides when there were only two runs. The second was permission to discuss possible merger with Reading Cycling Club for brisk one stop club rides as the other club's competitive activities (of which we had no interest) were becoming unsustainable through lack of support and it still had no runs secretary. We could serve its large "non competitive" membership and broaden our own runs offering.

**19. Date of next meeting :** 7:30pm Tue 9<sup>th</sup> September 2014



# APPENDIX 1 Finance Report for Committee meeting 13<sup>th</sup> May 2014

## Overview

For the 7 months to the end of April there is a small surplus of £18. The current balance is £1,946 and there is a commitment of £160 for the hire of Beech Hill Village Hall for the Rural South and Furley Audaxs. This amount is not payable in advance and, as it is likely to be more than covered by entry fees from riders, the commitment has not been shown in the accounts.

It is anticipated that at the financial year-end we will be close to break-even or have a small deficit which can be met from accumulated balances.

## Matters of interest.

The CTC National Office has now paid to us the annual membership subscription of £336.33. When I claimed this amount I also included a claim for £25 which we were due last year (2012-13) but which we did not receive. This was in respect of the 'incentive scheme' devised by National Office to encourage LMGs to submit all their 2011-12 returns by the due date, which we did. We have now also received this £25 making £361.33 in total.

## Income & Expenditure Statement

## Balance Sheet

Income and Expenditure Statement						
PERIOD:	1 October 2013		to		30 April 2014	
Income and surpluses are shown as positive figures; Expenditure and deficits are shown as (negatives).						
	Column 1		Column 2		Column 3	
	Date as above		Full Yr Forecast		Full year	
	2013/14		2013/14		2012/13	
Ref	Income and Expenditure headings		£	£	£	£
A	Net interest received	0.70		1.00		1.20
B	Donations received	40.00		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	65.26		
	Rural South 300k Audax	0.00	75.00	0.00		
	Alan Furley Memorial 100k/150/200k Audax	0.00	150.00	207.40		
	Henley Hills Audax	0.00	100.00	191.57		
	SCOT off-road event	0.00	100.00	185.70		
	Total of cycling events	0.00	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		0.00
C	Total surplus / (deficit) on events	(10.00)		560.00		860.70
	Running costs					
	Routine operating costs					
	Website	0.00	(36.00)	(72.00)		
	Bank charges	(25.00)	0.00	0.00		
	Cycling promotion	0.00	(100.00)	0.00		
	AGM	(60.00)	(65.00)	(61.00)		
	Total operating costs	(75.00)	(65.00)	(123.00)		
	Depreciation of fixed assets	0.00	0.00	0.00		
	Other (expenditure) / income					
	Trophy Engraving	0.00	(60.00)	(42.00)		
	National CTC (membership contribution)	361.33	361.33	336.33		
	Total other (expenditure) / income	361.33	311.33	294.33		
D	Total running costs	286.33	120.33	171.33		
E	Net surplus / (deficit) before donations, etc	317.03	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	(60.00)	(68.94)		
	Alphabusiness Society	0.00	0.00	0.00		
	Reading Cycle Campaign	(100.00)	(100.00)	0.00		
	Other donations (not yet determined)	0.00	0.00	0.00		
F	Total Subscriptions and donations paid out	(298.60)	(773.60)	(822.42)		
G	NET SURPLUS / (DEFICIT) FOR PERIOD	18.43	(92.27)	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.

As at: 30 April 2014				
Liabilities and deficits are shown as (negatives)				
	Column 1		Column 2	
	Date as above		Feb 2014 Ctee	
	2013/14		Forecast at	
	year-end		2012/13	
	£	£	£	£
<b>Fixed Assets</b>				
Value at 1st October 2011	0.00	0.00	0.00	0.00
Additions	0.00	0.00	0.00	0.00
Disposals	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
<b>Total fixed assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Current Assets</b>				
Debtors (see footnote 1)	0.00	0.00	50.00	333.59
Cash at Bank				
Deposit Account	1,562.92			2,137.22
Current Account	382.92			25.89
Total	1,945.84	1,785.14		2,163.11
Cash in hand	0.27	0.27	0.27	0.27
<b>Total current assets</b>	<b>1,946.11</b>	<b>1,835.41</b>	<b>2,496.97</b>	
<b>Current liabilities</b>				
Creditors (see footnote 2)	0.00	0.00		(589.29)
<b>Net current assets</b>	<b>1,946.11</b>	<b>1,835.41</b>	<b>1,927.68</b>	
<b>Total net assets</b>	<b>1,946.11</b>	<b>1,835.41</b>	<b>1,927.68</b>	
<b>Represented by:</b>				
Accumulated surplus b/fwd		1,927.68	1,927.68	1,716.87
Surplus / (deficit) for year		18.43	(92.27)	210.81
<b>Accumulated surplus c/fwd</b>	<b>1,946.11</b>	<b>1,835.41</b>	<b>1,927.68</b>	
<b>NOTES:</b>				
1	Debtors: 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.			
2	Creditors: Estimated or known amounts due to or from Reading CTC, but not yet paid, for the hire of Beech Hill Village Hall for the Rural South and Furley Audaxs. It is anticipated that this will be covered by fees from entrants and so has not been included in the accounts.			
	Total Debtors		0.00	
	Total Creditors		0.00	