

**READING CTC,
MINUTES OF THE ANNUAL GENERAL MEETING
HELD AT DUNSDEN VILLAGE HALL on 14th OCTOBER 2013**

Members Present:

33 members recorded in the club AGM attendance register available on request.

Apologies:

received from : David Donaldson, Mick Simmons, Sue Simmons, Jackie Lesley, Jenny Foulkes, John Singleton, Mike Hardiman and Richard Pearson.

1. Welcome.

The Secretary opened the meeting by welcoming 33 members present.

2. Chairman for the meeting.

John Lomas nominated Hon President to chair the meeting. Mike Hardiman seconded. This was accepted by the meeting.

3. Minutes of 2012 AGM

The minutes of the 2012 AGM were accepted. Proposed by Ed Henson and seconded by Sean Hayden. This was accepted by the meeting.

4. Matters Arising

There were no matters arising.

5. Annual reports for 2012/2013 circulated with agenda and briefly by each officer at the meeting. The written reports are included as appendix 1

- a. Secretary's report
- b. Treasurer's report
- c. Membership Secretary's report
- d. Rides Secretary's report
- e. On-Road Secretary's report
- f. Off-Road Secretary's report
- g. Events Secretary report
- h. Welfare Secretary's report
- i. Right's Secretary's report
- j. Publicity Secretary's report
- k. Webmaster's report

Stephen Muir proposed and David Griffiths seconded the acceptance of the reports. This was accepted by the meeting.

6. Election of Officers

John Lomas confirmed that the following officers were willing to continue:

- Hon. Treasurer – Mike Hardiman
- Rides Secretary – Nick Clark

- Off-Road Secretary – Ian Doyle
- Membership Secretary – John Hammond
- Webmaster – John Singleton
- Karen Robertson – Publicity Secretary
- Richard Pearson has offered to continue as Rights Secretary and provide reports to club secretary as he was unable to attend committee meetings.

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Sean Hayden proposed and Nick Clarke seconded that the above officers be confirmed for another year. This was accepted by the meeting.

John Lomas then stated that:

- Sean Hayden was willing to stand as Club Secretary. Proposed by John Hammond and seconded by Mike Hardiman. This was voted and accepted by the meeting.
- On Road Representative John Lomas proposed by Mike Lingham and seconded by Nick Clarke.
- Jeanette Jeans had offered to stand as Welfare Secretary. Proposed by Sean Hayden and seconded by Simon Bird. This was voted and accepted by the meeting.

7. No formal motions for consideration at AGM.

8. Election of Hon. Auditor.

Mike Hardiman reported to the meeting that Sue White has offered to audit the Reading CTC finances again. Hardiman proposed, John Hammond seconded and the meeting voted in favour. The meeting thanked Sue for her willingness to assist in this matter for another year.

9. Any other business

There was no other business discussed. Sean Hayden gave members attending a brief update on recent council planning meeting approving construction of a new pedestrian and cyclist bridge over the Thames.

10. Date of next AGM

Proposed as Sunday 26th October 2014 if hall available

Meeting finished at 3.00pm

APPENDIX 1 READING CTC ANNUAL REPORTS 2013 FOR AGM 20TH OCTOBER 2013

Secretary's Report 2013 submitted by John Hammond

I am pleased to report that we have had another good year, with the focus being on getting out and riding, which is as it should be!, My thanks to the Rides team of **Nick Clark, Simon Bird, Mike Lingham** and **Ian Doyle** for getting so many rides and ride leaders together. That said, we always have need for more people to lead rides, especially leisurely on-road ones! Mike Lingham is standing down from his latest committee stint as On-Road coordinator after four years. Many thanks to Mike for his constant work in getting the Road rides together.

Thanks also to **Mike Hardiman**, who seamlessly continues to manage our accounts, which, although not "high finance", does need some attention and awareness of National Office's new schemes and ideas.

Karen Robertson has completed her first year responsible for Publicity. Karen has been busy engaging with various people in the locality and CTC to get Reading CTC more publicity and awareness. Karen now has responsibility for eMag, which she is now issuing in a new format that is more internet friendly, even if it is taking some getting used to!

John Singleton continues to keep the web site and email going, despite the attempts of, what can only be neighbouring CTC groups, or foreign governments, trying to hack into our systems to get competitive advantage!

Sean Hayden. Need I say more? Sean has added to our committee meetings by picking up all things welfare and often introducing controversial proposals that are quickly kicked into touch! Sean will be standing down as Welfare officer and is standing for Secretary, a role that I believe he will do well.

Richard Pearson has been unable to attend meetings, but has fed back to the committee reports on various updates on the plans of Reading Council and The Reading Cycle Campaign. We propose to make this "Rights" role a non-committee one, where Richard and others active in these local political matters can report back to the new Secretary, to report to the Committee meetings.

My thanks also to **John Lomas**, who has served as Honorary President over the last three years. His wise and humorous counsel has been appreciated. John is to continue as a true committee member as the On-Road coordinator. Many thanks to you John.

Finally, I would like to thank all the committees over the last four years, whilst I have been Secretary and for the encouragement that I have received from them and many members.

Highlights during my time have been:

- Introduction of eMag
- Introduction of the new annual awards
- Humorous discussions at committee meetings
- Increase and increasingly interesting rides being offered.
- Actually getting my minutes and reports out (eventually)!
- Once forgetting I had a committee meeting....At my house!

I believe the Group is in good shape and will continue to operate well going forward.

John Hammond

Secretary.

Membership Secretary Report 2013 submitted by John Hammond

The membership, as at the end of September 2013 stands at **914** members.

New memberships by month over the past 3 years have been:

<u>New Members</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Jan	5	8	12
Feb	8	9	6
Mar	6	11	5
Apr	15	6	12
May	4	12	11
Jun	5	10	18
Jul	10	16	8
Aug	15	8	23
Sep	8	8	10
Oct	12	11	0
Nov	8	5	0
Dec	4	4	0
Total	100	108	105

767 contacts are now on the eMag list, of which several are families or partners.

Finance Report 2013 submitted by Mike Hardiman (Treasurer)

Overview

In the year ended 30th September 2013 the Group made a net operational surplus of £850 (see Ref E of the Income & Expenditure statement) after meeting routine running costs, but before paying subscriptions and making charitable donations of £639 (Ref F). This gave a net surplus for the year of £211 (Ref G).

It should be noted that these figures include forecast surpluses of £50 each from the Henley Hilly Audax and SOOT, held just prior to the financial year-end and for which actual figures are not yet available. It is intended that surpluses from both events should be donated to the Air Ambulance. Once actual figures are known any differences will be adjusted in next year's accounts.

After settlement of creditors and debtors the Group's balances will amount to £1,928 (see Balance Sheet).

The accounts require adoption by the AGM and will be subject to audit before submission to CTC HQ.

Key points of interest

The Group again received £336 from National CTC as a result of the distribution of Membership Contributions. This figure will remain in force for the next two years, at which point it may reduce as a result of the planned review by National Office.

For the interest of members the donations made, or planned to be made, are from the following sources:

Source of funds for donations	Donations to be made		
	CDF	Air Amb	Total
2012/13 ACCOUNTS			
	£	£	£
Amounts already donated			
SOOT 2012 (Balance to actual)		80.00	80.00
Henley Hilly Hundred (Audax) 2012 (Balance to actual)		13.68	13.68
Upper Thames Audax 2012 (forecast)		80.00	80.00
Contribution from RCTC balances (added to prev yr's donations)	50.98	28.47	79.45
Total of amounts already donated	50.98	202.15	253.13
Amounts held pending payment			
Upper Thames Audax (Autumn 2012) (Balance to actual)		13.02	13.02
Dinton Audax		65.28	65.28
Furley Memorial Audaxs	207.40		207.40
Forecast surplus from SOOT		50.00	50.00
Forecast surplus from Henley Hilly Hundred Audax		50.00	50.00
Total of amounts held pending payment	207.40	178.30	385.70
Total donations paid, and held pending payment, per 2012/13 Accounts	258.38	380.45	638.83

PERIOD:	1 October 2012	to	30 September 2013
<i>Income and surpluses are shown as positive figures; Expenditure and deficits are shown as (negatives).</i>			
		Column 1	Column 2
		Full year 2012/13	Full year 2011/12
Ref	Income and Expenditure headings	£	£
A	Net interest received	1.20	1.15
B	Donations received	0.00	23.89
	Net surplus / (deficit) from DA Events		
	Cycling events		
	Upper Thames 200k Audax	93.02	287.12
	Kennet Valley 100k/200k Audax	0.00	0.00
	Dinton 100k Audax	65.28	47.85
	Alan Furley Memorial 100k/150/200k Audax	207.40	100.00
	Henley Hilly Audax	63.68	129.00
	SOOT off-road event	130.00	136.00
	Total of cycling events	559.38	699.97
	Social events		
	Summer BBQ	128.73	(15.36)
	Mince pies & mulled wine	(11.00)	0.00
	Total of social events	117.73	(15.36)
	Other events / items		
	Cycle Jumble	0.00	0.00
	Reading CTC cycling tops	0.00	(487.52)
	Total of other events / items	0.00	(487.52)
C	Total surplus / (deficit) on events	677.11	197.09
	Running costs		
	<i>Routine operating costs</i>		
	Website	(72.00)	(72.00)
	Rides programme printing	0.00	(84.00)
	Cycling promotion	0.00	0.00
	AGM	(51.00)	(61.81)
	Total operating costs	(123.00)	(217.81)
	<i>Depreciation of fixed assets</i>	0.00	0.00
	<i>Other expenditure / income</i>		
	Trophy Engraving	(42.00)	(55.00)
	National CTC (membership contribution)	336.33	336.33
	Total other expenditure / income	294.33	281.33
D	Total running costs	171.33	63.52
E	Net surplus / (deficit) before donations, etc	849.64	285.65
	Subscriptions and donations to other bodies		
	YHA Group Membership	0.00	(25.50)
	Cyclists Defence Fund	(258.38)	(300.00)
	Air Ambulance	(380.45)	(382.85)
	Macmillan Cancer Support	0.00	0.00
	Alzheimers Society	0.00	0.00
	Inclusive Cycling	0.00	(100.00)
	Other donations (not yet determined)	0.00	
F	Total Subscriptions and donations paid out	(638.83)	(808.35)
G	NET SURPLUS / (DEFICIT) FOR PERIOD	210.81	(522.70)
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 September 2013			
<i>Liabilities and deficits are shown as (negatives)</i>					
		<i>Column 1</i>		<i>Column 2</i>	
		Date as above		Full Year	
		2012/13		2011/12	
		£	£	£	£
Fixed Assets					
	Value at 1st October 2010	0.00		0.00	
	Additions	0.00		0.00	
	Disposals	0.00		0.00	
	Depreciation	0.00		0.00	
	Total fixed assets		0.00		0.00
Current Assets					
	Debtors (<i>see footnote 1</i>)		150.00		249.02
	Cash at Bank				
	Deposit Account	2,137.22		1,666.02	
	Current Account	25.89		37.43	
	Total		2,163.11		1,703.45
	Cash in hand		0.27		11.27
	Total current assets		2,313.38		1,963.74
Current liabilities					
	Creditors (<i>see footnote 2</i>)		(385.70)		(246.87)
	Net current assets		1,927.68		1,716.87
	Total net assets		1,927.68		1,716.87
Represented by:					
	Accumulated surplus b/fwd		1,716.87		2,239.57
	Surplus / (deficit) for year		210.81		(522.70)
	Accumulated surplus c/fwd		1,927.68		1,716.87
NOTES:					
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:					
	1 Debtors:				
	Dunsden Village Hall (damage deposit)				50.00
	Forecast surplus from SOOT				50.00
	Forecast surplus from Hilly Hundred Audax				50.00
			Total Debtors		150.00
	2 Creditors:				
	Air Ambulance (bal of Upper Thames Audax)				13.02
	Air Ambulance (from Dinton Audax)				65.28
	CDF (from Furley Memorial Audaxs)				207.40
	Air Ambulance (Forecast from SOOT)				50.00
	Air Ambulance (Forecast from Hilly Hundred Audax)				50.00
			Total Creditors		385.70

Runs Secretary Report 2013 submitted by Nick Clark

Rides Programme

There has been a healthy programme of rides over the year.

The regular rides programme has continued as previously with weekly Tuesday lunchtime rides and fortnightly Wednesday rides, On-road and off-road rides on Wednesday evenings. There is a wide programme of off-road and on-road rides on Sundays for different abilities.

The numbers of rides at different paces in categories shown below have been:

Pace	Sundays	Weds evenings	Other	Total
Leisurely	30	6	6	42
Leisurely/ moderate	27	5	4	36
Moderate	32	28	4	64
Moderate/ brisk	17	1	0	18
Brisk	18	22	0	40
	124	62	14	200

There's no need for leaders and would-be leaders to feel constrained by the 'normal' rides calendar and starting points. Zoe Charlesworth for example has been running a series of popular Saturday afternoon rides from Mortimer, which attract CTC regulars and villagers alike.

Runs list

The runs list continues to be predominantly web-based, with quarterly runs lists published for the spring, summer, autumn and winter. Early copies of the quarterly lists are provided to the Cycle Campaign newsletter but the web site needs always to be checked for changes and additional rides.

Rider numbers

The long and wet winter didn't stop people coming out on rides and the good summer weather has supported some good turnouts in recent months and a few new faces on rides. We have rider numbers for nearly 50% of on-road rides over the last year (excluding Weds and Tuesday rides). Recorded rider numbers are as follows:

	<u>Average number of riders</u>	<u>No of counted rides</u>
Leisurely	8.6	16
Leisurely/ moderate	12.7	11
Moderate	13.3	36
Mod/ brisk	10.8	9
Brisk	8.2	24
Overall	10.8	96

Ride leaders are encouraged to submit rider numbers to the runs secretary at runssec@readingctc.co.uk.

Thanks

Thanks as ever go to all the ride leaders who put themselves forward every quarter to lead one or more rides. Without the leaders there would be no rides! The more leaders there are the healthier it is for the club and the greater the diversity in rides that we can offer.

More leaders are always thus always welcome!

Thanks particularly for the time and effort put in by the ride co-ordinators Dorothy and Rob (Tuesdays), Morris (Wednesdays), John (Brisk/ Moderate on-road), Mike (Leisurely on-road) and Ian (off-road). I am heavily reliant on them to conjure riders into leaders so as to maintain the healthy programme of rides.

On Road Representative Report for 2013- Submitted by Mike Lingham

This has been another successful year with Day Rides, Night Rides, Saturday Afternoon Rides and Week End Tours. Many of these rides have been very imaginative and have helped to revitalise Reading CTC.

- Tuesday Rides - Rob Butler has taken over as coordinator from Dorothy Davenhil. We wish Rob every success in his new role and thank Dorothy for her valuable contribution.
- Wednesday Day Rides - These are still going strong, thanks to Morris Dowding
- Wednesday Evening Rides - These are still very popular and I've even heard of at least one member who manages to do the day ride and the evening ride, on the same day.
- Moderate/Brisk Rides - These are still going well thanks to John Lomas, although I gather sometimes it has been difficult to find leaders.
- Leisurely Rides- In the main these have been going well but it has been difficult to find a leader for every Sunday. There have been several Sundays recently where we have been unable to feature a Leisurely or a Leisurely /Moderate ride. I feel these rides are important in attracting newcomers; therefore it is important that there is a suitable ride for them each week.

I'd like to thank all leaders for making 2013 a success

Offroad report 2013 submitted by Ian Doyle

This has been one of the best summers for off-road riding for a long time. Wednesday evenings remain our most popular rides, with up to 25 people riding. Sundays are more variable, and often in single figures. We also run short Sunday blasts (Dad's rides) and shorter Sunday rides around once a month.

We've continued to enjoy a lot of weekends away to other parts of the country. In early November Becky & Phil took us to the Brecon Beacons, including the famed Mud Mountain. We had a damp weekend in the Malverns to see in the New Year, but we enjoyed skittles and table football at the bunkhouse Karen and Ian had booked. Selwyn took us to heights of unknown luxury for the accommodation at his weekend in Dunster, together with frozen trails. Ian braved the snow to lead us on some classic Lakeland trails for his weekend at Easter. Catherine & Elliot discovered some excellent singletrack around Cheddar for their tour of the Mendips in early May. Paul found the sunshine for his Late Spring Bank Holiday weekend at Corfe Castle. Farnboro' Dave brought us to Farnborough in June for some house-based camping and to sample the trails around the military ranges near Aldershot. Marky took us on our first bike packing tour for his July weekend to Ivinghoe. Al avoided the tanks on Salisbury Plain to lead us through the Wiltshire countryside on the August Bank Holiday. Alison & Angus organised another excellent Overnight Adventure, even providing us with tea on the trail, to Salisbury. Finally, Ian and John organised SOOT (our public offroad event) at the end of September, with 34 entrants.

Thank you to all our ride and off-road tour leaders.

Events Secretary's Report 2013 submitted by Simon Bird

Over the last twelve months this club has provided

- over 450 rides
- totalling over 12000 miles
- with an average distance of 33 miles

In amongst these rides have been the Christmas lunch last December, the Birthday rides in April both at the New Inn at Kidmore End, the summer BBQ at a new host's house and more recently the Picnic rides in August in Henley.

We've had 3 on-road tours to Oxfordshire, Wiltshire, Essex and Suffolk in tents and hostels and 11 off-road tours to places I wouldn't even begin to go to.

We've had 4 successful Audaxes touring the hundred hills around Henley, the ups and downs of Alan Furley's well-trodden route, the midweek Dinton ride and the Upper Thames audax.

We've ridden from Reading to London during the day with 28 in tow and also to Brighton and Lymington throughout the traffic-free hours of the night; the Lymington ride being most memorable for the donkeys and the friendliness of the train manager. We've also visited the stones at Stonehenge without getting stoned at the Summer solstice arriving in time to see the sunrise peek through the mist. And we've been to the Isle of Wight on a brisk plus plus with Chris.

We've ridden around the quirky parts in London twice and discovered that it's not a bad city to cycle in. And we've ridden past 10 mostly White Horses in March and also discovered a devine cafe in Cherhill.

However without ride leaders we wouldn't have rides and I'm really pleased that we have, to the best of my knowledge, 6 new faces take on the mantle of being at the front to add to the over 60 regulars. Particularly those who've provided rides at new start points in both Arborfield and Mortimer in order to provide more opportunities for this member group.

Finally a date for your diaries. Next year we plan a tour to the Tour de France in Yorkshire in the first weekend in July.

Publicity Report 2013 submitted by Karen Robertson

My main activities have been focussed on leveraging resources we have available through the National and Regional CTC funded resources, and linking up with some of the other local sport & cycling initiatives to get our name out and about in the potential cycling community!

I've also made some (!) progress on the items below

EMag - finally managed to get distributed in the new "online campaign" format provided by MailChimp. We encountered a number of teething problems; which even with the excellent technical support provided by Mr Bird couldn't be overcome. Hence not all photos were uploaded and layout not yet perfected but overall feedback has been positive - so we'll persist with getting to grips with this tool. I would also like feedback from members on frequency / content and format for Emag
Summer release stats are promising!
Open rate 47% (industry average 21%)
Clicks / forwards 8.3% (industry average 3.5%)

Bike Week – Unfortunately hampered by the wettest week in June but Reading CTC provided active support to this event from 15-23 June 2013 including:

- Putting on a number of additional shorter / moderate rides – including “ladies only” during the week to encourage new cyclists to come out on our rides

- Marketing of all our rides via the Bike Week PR channels and dedicated website
 - "Free" club branded T-shirts which were distributed on rides during the week (some remaining!)
 - Velo session – fundraiser with participants invited to collectively cycle distance of LEJoG
 - Christchurch meadows cycle open day
- There was a good turn-out at many of the other events and rides Reading CTC ran during the week – including an excellent overnight ride to Stonehenge.

General PR, material and website

We still have some budget from national office for production of following (subject to prioritisation)

a) 1 Page Flyer - design and production of A4 poster/flyer about Reading CTC - to use in soft and hard copy format. Intended for distribution on the back of the other Campaigns.

Target audience - local businesses, gyms, notice boards in local shops/ post offices and bike shops.

b) Reading CTC business cards: we need to use the look and feel of the national branding.

However but given the (potential) forthcoming re-brand they are suggesting only limited nos are produced.

Target audience - cyclists we meet on club rides, in pubs, cafes, on audax, at work etc.

c) Large banners / pop up stands etc -we have 2 quite reasonable banners about 0.5 x 1.5m which we used at the Beech Hill Audax but are of the old brand so need to agree if we should produce updated versions of we think there's a requirement for them at future events (feedback welcome!)

d) Website & other social media – plans underway to update the landing/home page and some of the layout / design to improve user interface (esp for new users), inc for use on mobile devices, add in facebook page links and ability to post Photos/ ride reports to nominated Committee members

Rights Report 2013 submitted by Richard Pearson

A brief report of what I have been up to. I have attended all of this CLG meetings and at least half of the workshops with RBC. I have also tried to push a lot of points to the council via email as well.

There has been almost no contact from members to the Rights email account, so I simply do my best to help guide the council in whatever they tell us they are up to. I do not push my own agenda.

Overall it is very difficult to work out what the council's agenda is regarding cycling. They talk a lot of positive talk, but perpetually deliver things we don't want without consultation, and mostly fail to put right the things where there is consultation or objection.

I think my only visible achievements are that the Variable Message Signs on routes into Reading now frequently show pro-cycling messages, and that there was a production run of "Think!" Cyclist and Health themed T-shirts.

I am happy to continue as Rights rep for another year, as a committee post or not.

Webmaster annual report 2013 submitted by John Singleton

Website hack

In January the website was again subject to a hacking attack. This was not as invasive as the prior attack and the site was restored more quickly. Subsequent to this more security measures have been put in place, which will hopefully stop this happening again.

As part of this security measure the 'leaders login' was removed, and accounts are given to members who need to be able to post content.

Improvements

A small number of improvements to features on the website have been added:

- The rides list can now show rides from any date, allowing access to old rides for 'inspiration'

Welfare Report 2013 submitted by Sean Hayden

Thankfully a boring year with nothing of significance to report.