

# Minutes of Reading CTC Committee Meeting

ver 1.0 approved

## Held on Tuesday 11<sup>th</sup> November 2014 at Ridgeway Caversham

### Present:

Sean Hayden, John Lomas, Jeanette Jeans, Mike Hardiman, Ian Doyle, Simon Bird, Karen Robertson and Al Neal

### 01. Appoint chair of meeting :

John Lomas proposed by Sean Hayden and seconded by Simon Bird.

### 02. Apologies received :

Nick Clark

### 03. Approve minutes of last Committee 9<sup>th</sup> September 2014

Draft issued by email for review and amended for corrections raised. Re-issued by email 30/10/14. draft version 0-2 agreed at meeting and will be saved as version 1.0 pdf for web site.

Approval proposed by Simon Bird and seconded by Mike Hardiman.

### 04. Matters Arising from last committee meeting (Not covered in AOB) :

None raised.

### 05. Club Secretary Report :

Sean Hayden reported he had submitted the 2014 End of Year return spreadsheet to Julie Rand at CTC. This included a review of current leaders and organisers for insurance purposes. It is also used to calculate a small annual rebate we get from HQ. It included a summary of our activities for the year largely based on statistics provided by our Runs secretary.

2014 AGM Minutes circulated for review although final approval has to wait to next AGM. Agreed to publish in draft on the website.

Club secretary has assumed responsibility for membership from John Hammond but had nothing yet to report other than our local membership at the time of the AGM stood at 915. The monthly membership file we use for E-Mag contact list should come to club secretary once CTC HQ update their records from our Annual Return.

Action : Sean Hayden to provide Al Neal with draft minutes of 2014 AGM for publication on the website and signed of minutes of last committee meeting.

Action Sean Hayden to note and put "Mail Chimp" Id and password used for email and E-Mag mail shot tool in a sealed envelope labeled for emergency use only.

### 06. Finance Sec Report:

Refer to appendix 1 below for Mike Hardiman's detailed report.

The committee agreed to round up the £161.74p being held ready to donate to the Air Ambulance to £200 from club funds.

Saved £50 this year on our local YHA Group membership as CTC now gets it free since the national organisation became a registered charity. Action: Mike to circulate card number to committee.

Agreed Publicity Officer, Karen Robertson could spend up to £100 on CTC Reading business cards for bike shops.

### 07. Runs Secretary Report and Winter runs list issues:

Nick Clarke unable to attend but reported by email a good turn out on most rides possibly attributable to mild autumn weather to date and no issues pulling together a winter Runs list. He will provide an early draft to the

Reading Cycle Campaign for their newsletter this week and will finalise the schedule for publication on our website by 22<sup>nd</sup> November.

**08. Roadies report:**

John expects to offer at least two on road runs every Sunday which is considered good enough for the winter.

**09. Off-Roadies Report:**

Al Neal's tour of Kent based at Doddington attracted 15 and Becky and Phil's Swanage Tour attracted 11 including 3 non riders. A trip to the Peak District planned for Xmas New Year holiday and of course there is the annual fancy dress Christmas party to look forward to on 13th Dec, venue and theme to be advised.

**10. Event Secretary Report:**

Train assist "Quirky South London" ride is the next special event coming up and early indications are that it will be popular enough to cause Simon a logistical headache getting riders to and from London.

The New Inn at Kidmore End has been booked for 35 on Sunday 14<sup>th</sup> December for the Club Xmas Dinner ride as the most flexible offering with no need to commit to menu offerings in advance.

The 25 places for the Olympic Velodrome trip sold out almost immediately.

The Kennet Valley 200k Audax will run on 7<sup>th</sup> March 2015 but not sure yet if the organiser, Mick Simmonds is running it as a club event or an Audax UK event.

The Dinton 100 Audax has been confirmed for 6<sup>th</sup> May 2015

The Alan Furley "Ups and Downs" and Rural South 300k will be run from Beech Hill on 27<sup>th</sup> June 2015 by Phil Dyson and Ian Doyle. The Rural South will not have BRM status. Hoping that Phil Dyson will be assisted by Nick Clarke and mentored as a future Audax organiser.

**11. Welfare Issues :** Jeanette Jeans had no issues to report.

The committee request our appreciation be minuted for her hospitality hosting our bi-monthly committee meetings for the last year.

Action : Sean Hayden to email our best wishes to Alan Fyett recuperating from a recent illness.

**12. Rights update.** No updates received by secretary for this meeting.

**13. Publicity and Liaison :**

Karen has been recruited to Reading Cycle campaign as its liaison officer with Reading CTC. Our advert in the Reading Cycle Campaign newsletter needs updating and Simon offered to help Karen with modifications.

Karen met with our new Web Master Al Neal just before the meeting to discuss a revamp to the "look and Feel" of our web site. Simon Bird agreed to review revised website text.

Action: Simon Bird and Karen Robertson to test and review proposed changes to text and look and feel.

Action: Karen to review 2014 AGM Club Secretary Report for more prominent publication as a summary of our activities for the year. There were some concern its content was unnecessarily provocative.

Action : Karen to migrate our "Personal" Facebook identity to a "Group" identity account better suited to an organisation to be owned by email account [publicity@readingctc.co.uk](mailto:publicity@readingctc.co.uk). Our website will need link to the new Facebook identity.

Action : Sean Hayden to contact Julie Reed at CTC to see what support HQ offer in providing us with business cards, preferably with rear facing QR codes linking to our website. Phil Benstead, a CTC councilor attending our recent AGM suggested they could provide.

#### **14. Website updates:**

Welcomed new Webmaster Al Neal to his first meeting in the role but as an ex runs secretary he is an old hand administering club affairs. He had recently met John Singleton for a handover.

Action: Al Neal. Web Hosting and Google account user Id and passwords to be written down in a sealed envelope and passed to the club secretary for safe keeping in the event of an emergency.

Action: Al Neal to test (DR) Backup and recovery of the web site. The restored test site can then be used for edit, review and testing Karen's proposed web site changes before our next meeting.

Action : Al Neal to review and action changes required and publish to a test site for review and testing. Provide test site details and access to reviewers and testers by the next time we meet.

Noted that Simon Bird currently had the club's "Twitter Account" with 25 followers but not actively tweeting.

Action: Simon to note user Id and Password in a sealed envelope and pass give to club secretary for safekeeping in the event of an emergency.

**15. New Ride leader nominations:** None proposed at this meeting.

#### **16. Matters arising from 2014 AGM**

We discussed the issue of ICE (*In Case of Emergency*) contacts and Identity cards with next of kin raised after the AGM at Question Time. A number of commercial products had been suggested and details passed on. Ride leaders have to collect personal and ICE contact details for new guest riders for insurance purposes but not existing members. This seemed a little inconsistent if not negligent to some attendees at the AGM. The consensus of the committee was that members should take responsibility for carrying suitable personal identification and we should not prescribe its format. We should make recommendations in our leader guidelines published on the web site.

Action : Simon Bird to draft updates to our rider and leader guidelines for presentation at the next committee meeting.

It was suggested at the AGM we could broaden our appeal by advertising some of our rides as Sky rides as well on the "Skyride" website. We had an offer from Graham Hoyle to monthly rides from Dinton Pastures starting point for existing popular Saturday Sky Rides lead by British Cycling members. Simon Bird had investigated further and was advised our own CTC insurance gave our leaders adequate protection provided it was clear it was a CTC led ride. We should therefore support Grahams plan to try advertising his rides listed in our runs list with a Dinton start on the Skyride web site using his BC membership to gauge its potential for attracting new riders to Reading CTC.

Action : Simon Bird to update Graham Hoyle and Runs secretary with what he has learned and our support for trying the idea.

#### **17. Ride pace definitions and insurance issues**

No consensus on a change to current flexible ride pace definitions on the website so we keep what we have.

Action : Sean Hayden to review current guidelines in rider and leader guidelines and propose updates required to bring into line with new CTC policy advised to AGM that we can now have up to 10 non member guest riders. Guests should join CTC after 3 guest rides. The old limit was 5 guests for 5 rides.

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

Action: Sean Hayden to provide run secretary with a current leader list including Email addresses from HQ database for next meeting.

#### **19. Date of next meeting :**

19:45 – 21:00 Tuesday 24<sup>th</sup> February at Ridgeway, Caversham

## APPENDIX 1 Finance Report for Committee meeting 11<sup>th</sup> Nov 2014

### Overview

For the first month this financial year there is just the interest received on the deposit account to report, of 12p! The current balance is £1,952.

### Matters of interest.

#### *'Budget' for 2014/15*

The budget, or forecast financial position, for the current year is that the National CTC membership contribution should be adequate to meet anticipated running costs and allow funds to be set aside for publicity type purposes. I have assumed a figure of £100 for the moment for business cards, etc, subject to the Committee's views.

This will allow any surplus from the Summer BBQ to be retained, or utilised, as appropriate, whilst also ensuring that any surplus from Audax events can be donated to appropriate charities either directly by the event organiser or via the accounts of Reading CTC.

Based on the above assumptions RCTC should end the financial year with a small surplus.

#### *Donation to the Air Ambulance*

It will be noted that £161.74 is being held ready for donating to the Air Ambulance. It is proposed that this be rounded up to £200.00 by adding £38.26 from balances. Composition of the donation would then be as follows:

Source of funds for donations	Air Amb
<b>2014/15 ACCOUNTS</b>	
	£
<b>Amounts held pending payment</b>	
Dinton Audax	95.30
SOOT off-road event	24.00
SOOT / Henley Hilly Audax	42.44
<b>Total of amounts held pending payment</b>	<b>161.74</b>
<b>Suggested addition from balances</b>	<b>38.26</b>
<b>Total donation to be paid</b>	<b>200.00</b>

#### *Recommendations:*

The Committee is asked:

1. to consider rounding up the donation to the Air Ambulance to £200.00 by the use of £38.26 from balances
2. to consider any other purposes for which accumulated funds may be required during 2014/15.

Mike Hardiman

Treasurer RCTC

6 October November 2014

PERIOD:	1 October 2013	to	31 October 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 2014/15		Full Yr Forecast 2014/154		Full year 2013/14	
Ref	Income and Expenditure headings		£	£	£	£
<b>A</b>	<b>Net interest received</b>		<b>0.12</b>		<b>1.00</b>	<b>1.16</b>
<b>B</b>	<b>Donations received</b>		<b>0.00</b>		<b>0.00</b>	<b>40.00</b>
	<b>Net surplus / (deficit) from Events</b>					
	<b>Cycling events</b>					
	Upper Thames 200k Audax	0.00	0.00	For Air Amb	0.00	
	Kennet Valley 100k/200k Audax	0.00	0.00		0.00	
	Dinton 100k Audax	0.00	50.00	For Air Amb	95.30	
	Rural South 300k Audax	0.00	50.00		59.18	
	Alan Furley Memorial 100k/150/200k Audax	0.00	0.00	For Air Amb	0.00	
	Henley Hilly Audax	0.00	50.00		42.44	
	SOOT off-road event	0.00	0.00		24.00	
	Total of cycling events	0.00	150.00		220.92	
	<b>Social events</b>					
	Summer BBQ	0.00	100.00		105.21	
	Mince pies & mulled wine	0.00	(15.00)		(10.00)	
	Total of social events	0.00	85.00		95.21	
	<b>Other events / items</b>					
	Cycle Jumble	0.00	0.00	Assumes no order or subsidy	0.00	
	Reading CTC cycling tops	0.00	0.00		0.00	
	Total of other events / items	0.00	0.00		0.00	
<b>C</b>	<b>Total surplus / (deficit) on events</b>	<b>0.00</b>	<b>235.00</b>		<b>316.13</b>	
	<b>Running costs</b>					
	<b>Routine operating costs</b>					
	Website	0.00	(36.00)		(36.00)	
	Bank charges	0.00	0.00	? Business cards, etc	(25.00)	
	Cycling promotion	0.00	(100.00)		(37.99)	
	AGM	0.00	(55.00)		(51.00)	
	Total operating costs	0.00	(191.00)		(149.99)	
	Depreciation of fixed assets	0.00	0.00		0.00	
	<b>Other (expenditure) / income</b>					
	Trophy Engraving	0.00	(50.00)		(24.75)	
	National CTC (membership contribution)	0.00	336.33		361.33	
	Total other (expenditure) / income	0.00	286.33		336.58	
<b>D</b>	<b>Total running costs</b>	<b>0.00</b>	<b>95.33</b>		<b>186.59</b>	
<b>E</b>	<b>Net surplus / (deficit) before donations, etc</b>	<b>0.12</b>	<b>331.33</b>		<b>543.88</b>	
	<b>Subscriptions and donations to other bodies</b>					
	YHA Group Membership	0.00	(40.00)	From assumed surplus on, Dinton, Rural South and HHH	(40.00)	
	Cyclists Defence Fund	0.00	0.00		(42.60)	
	Air Ambulance	0.00	(150.00)		(336.92)	
	Reading Cycle Campaign	0.00	0.00		(100.00)	
	Other donations (not yet determined)	0.00	0.00		0.00	
<b>F</b>	<b>Total Subscriptions and donations paid out</b>	<b>0.00</b>	<b>(190.00)</b>		<b>(519.52)</b>	
<b>G</b>	<b>NET SURPLUS / (DEFICIT) FOR PERIOD</b>	<b>0.12</b>	<b>141.33</b>		<b>24.36</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.						

						As at: 31 October 2014					
Liabilities and deficits are shown as (negatives)											
		Column 1		Column 2		Column 3					
		Date as above 2014/15		Nov Cttee 2014 Forecast at year-end		Full Year 2013/14					
		£	£	£	£	£	£				
<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)	50.00		Hall deposit re AGM	50.00						
	Cash at Bank										
	Deposit Account	1,963.50				1,963.38					
	Current Account	100.13				84.69					
	Total	2,063.63		2,043.10		2,048.07					
	Cash in hand	0.27		0.27		0.27					
	<b>Total current assets</b>	<b>2,113.90</b>		<b>2,093.37</b>		<b>2,223.96</b>					
<b>Current liabilities</b>											
	Creditors (see footnote 2)	(161.74)		0.00		(271.92)					
	<b>Net current assets</b>	<b>1,952.16</b>		<b>2,093.37</b>		<b>1,952.04</b>					
	<b>Total net assets</b>	<b>1,952.16</b>		<b>2,093.37</b>		<b>1,952.04</b>					
<b>Represented by:</b>											
	Accumulated surplus b/fwd	1,952.04		1,952.04		1,927.68					
	Surplus / (deficit) for year	0.12		141.33		24.36					
	<b>Accumulated surplus c/fwd</b>	<b>1,952.16</b>		<b>2,093.37</b>		<b>1,952.04</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:											
1 Debtors:											
	Dunsden Village Hall (damage deposit)			50.00							
	<b>Total Debtors</b>			<b>50.00</b>							
2 Creditors:											
	Air Ambulance (from Dinton Audax)			95.30							
	Air Ambulance (se SOOT)			24.00							
	Air Ambulance (re SOOT/HHH)			42.44							
	<b>Total Creditors</b>			<b>161.74</b>							