

# Minutes of Reading CTC Committee Meeting

ver 1.0 approved

**Held on Tuesday 19<sup>th</sup> May 2015 7.45pm at Ridgeway Caversham**

## **Present:**

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

## **01. Appoint chair of meeting :**

John Lomas proposed by Sean Hayden and seconded by Mike Hardiman

## **02. Apologies received :**

Ian Doyle

## **03. Approve minutes of last Committee 24<sup>th</sup> February 2015**

Draft issued by email for review 13/03/15. draft version 0-2 agreed at meeting subject to a couple of spelling corrections and will be saved as version 1.0 pdf for web site.

Approval proposed by Mike Hardiman and seconded by Simon Bird.

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

No matters arising from actions in minutes

## **05. Club Secretary Report :**

Sean Hayden had nothing to report beyond routine enquiries and correspondence and completed actions assigned at last meeting. These were : Engraving 2015 awards, checking new web site test pages and providing run secretary with latest leader list.

## **06. Finance Sec Report:**

Club secretary thanked him again for providing a concise report and updated accounts in advance of the meeting making it easy to paste as appendix 1 below. In summary:

The seven months to 30th April show a surplus of £266. Balances currently held amount to £2,218 after settlement of debtors and creditors.

£336.33 has now been received from national CTC for our share of the membership contribution and the damage deposit for the AGM hall hire has now been refunded by Dunsden Village Hall.

If the summer BBQ generates a similar surplus to last year for RCTC funds then the year-end position should show a small surplus.

## **07. Runs Secretary Report and Spring runs list issues:**

Nick and John reported they had struggled to get enough leisurely leaders for the Summer runs list about to be published but enough rides in other categories.

Nick reported that Wednesday rides may revert back to published destinations and two of their regular rotating Cafe starts will be changing. Henley Rowing museum to The Catherine Wheel and Sonning Herb Farm to the local Bakery.

Action : Nick to warn Reading Cycle Campaign that he was standing down at the next AGM having moved away from Reading and that his replacement likely to pass the runs list data un-edited for publication in their newsletter. Jeanette Jeans offered to give the role a try for the year and may stand for election at the AGM.

## **08. Roadies report:**

John Lomas provided a written report in advance of the meeting and read it at the meeting. It is summarised as follows: The Summer runs list included a number of innovative and lengthy rides but many Sundays were unbalanced lacking a range of options for members. The main issue was a shortage of new leaders prepared to lead slower leisurely rides. We discussed a suggestion from Richard Pearson to offer "trainee" rides which

Sean Hayden offered to promote in the Autumn runs list and Simon Bird offered to run another Leader workshop at the end of the year when he had more time.

Action : Sean Hayden to respond to Richard Pearson suggestion replying to his recent email on the subject.

Action: Simon Bird to remind Leaders they could still email rides for the next three month to himself or run secretary to be added to our online runs list.

#### **09. Off-Roadies Report:**

Ian Doyle provided a written report in advance of the meeting which he was unable to attend. It was read out by the Secretary and is summarised as follows:

In addition to their weekly program the Off Roaders had been away on tour to Dolgellau at Easter to ride Cader Idris and enjoy the unexpectedly good weather. They even met up with some visiting club roadies in the pub one night.

“Propstand” lead them to the Peak District at the start of May and found some excellent new riding and old favourites like the epic ride to take in Doctors Gate.

Whitsun Bank holiday tour is to Nidderdale with “Marky Mark” to explore a bit of the Yorkshire Dales.

#### **10. Event Secretary Report:**

Simon Bird provided a written report in advance of the meeting which he read and is summarised as follows:

The Kennet Valley Audax 7th March attracted over 300 entries – a record. Thanks to Karen Robertson for entreating the Reading Chronicle to give the event some publicity. Thanks to all members who gave help to Mick Simmons on the day and a welcome return to Mick in running the event and raising over £2000 for charity.

Cholderton Youth Hostelling weekend tour back in March attracted 15 riders attended.

The Birthday rides in April were attracted about 35 riders for lunch at the “New Inn” for our annual award presentation. Nick Clark reported : “Plates of food were generous and it was good to see so many people turn out, even if they had been unable to make the rides. President Underwood dished out the well-deserved awards with his usual panache, and a tale of his first encounters with Reading CTC when it was formed 30 years ago.”

Folk Camp weekend Tour over May Bank holiday attracted just 6 campers ride to Loxwood and they enjoyed a good weekend of cycling, dance and the occasional drink.

The Dinton 100K Audax in May attracted 20 riders, 30% less than average probably due to an “unattractive forecast”.

Simon reminded us of forthcoming events including:

Allington, train-assist via Bedwyn, 31st May

Alan Furley and Rural South Audaxes, 27th June

Lymington, train return, 11th July.

Agreed date and location of summer BBQ 28<sup>th</sup> June at David Rees house in Tokers Green. Agreed a ticket price £9 to cover food including BBQ meat this year as no local shops. Simon Bird kindly took on the role of organiser but will expect a lot of support from local committee members nearer the time. Al Neal agreed to promote more assertively to the “Off Road” riders notable by the absence in recent years at this event.

#### **11. Welfare Issues :**

None discussed which is generally considered to be good.

#### **12. 2015 Bike Week Plans**

Jeanette Jeans will lead a daily ride to work from Hemdean Rd, Caversham into the town centre.

Karen Roberson will add our scheduled club rides to the National CTC Bike week website.

East Reading festival will host some bike week events and Reading Cycle Campaign and the Bike Kitchen are organising a family friendly ride across town from Prospect Park to Palmer Park.

Action: Jeanette Jeans to provide Publicity Secretary with more details of her rides to work for Bike Week website.

### **13. Publicity and RCC Liason :**

Karen Robertson circulated a report in advance of the meeting which was discussed and summarised under headings as follows:

#### Website

Continued to work with Al Neal on our website revamp and some updated content. There was a lot of discussion about a new banner using the image of a the Red Kite now common in the Chilterns. We agreed to launch with it, try and gauge reaction and review at next meeting.

#### Marketing material

Karen has obtained 250 CTC branded Business Cards with our local details to be distributed to leaders and bike shops.

Action: See if CTC National Member Group Services will print glossy folded A4 flyers for us to replace our own efforts distributed at events.

Karen informed us that CTC HQ will not provide us with any free T shirts this year. We briefly discussed if there was enough demand for a re-launch of the club cycle tops but there was little enthusiasm to progress the issue this year.

Action: Sean Hayden to propose a motion on behalf of the committee at the AGM to discuss a new club shirt.

#### Liaison

Reading Bike Kitchen have negotiated a six month extension to their tenure at "Jacksons Corner" and have won a "Big Bike Revival" grant for a series of workshops and "On the Road" sessions during "Big Bike Revival" fortnight running from 23rd May until 6th June. They will actively encourage volunteers to join our rides although they also setting up some of their own for the occasion.

Reading Cycle Campaign plan a "Mass Ride" to precede their AGM during bike week on Wed June 17<sup>th</sup> 2015.

We discussed the publicity benefit we enjoyed from continuing publication of our runs list as editorial in Reading Cycle Campaigns quarterly newsletter posted to Campaign members that we no longer pay for. Karen proposed we donate £100 to the Campaign as a contribution to help them with the cost of publication and it was seconded by Al Neal. Six voted in Favour and two against so the motion was carried.

Action: Mike to liaise with Karen over payment

Action : Secretary to invite a Reading Cycle Campaign speaker to this years AGM to justify further funding support.

#### EMag

Karen questioned whether there was enough demand or editorial to justify the effort publishing a periodic club Email Magazine. As this goes to all national CTC members in the Reading postal district the committee voted to maintain the service. Simon and Karen no longer had the time to edit and distribute and Sean Hayden agreed to edit a quarterly bulletin to be published after quarterly committee meetings.

Action : Sean Hayden to publish next E-Mag and get another committee member to proof read and approve content prior to publications.

### **14. Webmasters Report and New Website Launch**

Al Neal circulated a report in advance of the meeting which was discussed and summarised as follows:

Al has completed the proposed changes to the test website reviewed by Karen, Sean and Simon. These include:

'Mobile-friendly' theme to aid Google search ranking.

Added a picture gallery to the home page.  
Re-jigged the menu structure and the sidebar content.  
New banner graphic - supplied by Wie San Lau.  
Added Twitter, Facebook and CTC links to the top right hand side  
Embedded Café Map  
Ride Calendar - showing the runs list in a Google Calendar  
Ride start points - showing the start points on a Google map  
Remove features from our custom web pages that are no longer supported by the Content Management System software we use.  
Rewritten our custom pages to separate the client-side and server-side scripts.

The changes are ready for live publication

Simon Bird proposed a vote of thanks for our Web Masters technical endeavours over the last couple of months to revamp the web site. The motion was seconded by Karen Robertson and the committee voted unanimously to accept and our appreciation is duly recorded in the minute.

Action: Al Neal to publish new website changes live Sun 31<sup>st</sup> May

Action: Sean Hayden to check new site in production on a variety of desktop browsers and feedback any issues to Al Neal

Action: Jeanette Jeans to check new site in production on a mobile phone and feedback any issues to Al Neal.

#### **15. New Ride leader nominations:**

Nick Clark advised details of new leader registrations required namely:  
Duncan Edwards tel 07944403661 member ship no 90082103  
Wie San Lau tel 07957466477 membership no 10015807  
Jo Edwards tel 01189 867855 membership no 90052605

Proposed by John Lomas seconded by Nick Clark

Action : Sean Hayden to register with National CTC HQ

#### **16. Any other business.**

Richard Pearson provided the Secretary an email "Rights Update" abridged as follows:

"Nothing much to report on the campaigning front, some while ago the council asked concerned groups to hold off until after the election when the funding situation will be clearer. Given the election result, I think that means less funding for everything."

He also commented:

"What is bizarre is the council's actions in general. e.g. Over recent years a number of restricted width carriageways have been implemented ( low cost dotted lines on the road, which can be used as unofficial cycle lanes ). Campaigners have requested improvements to these markings that have gone ignored. However on Wokingham road up to the 3 Tuns pub, we have a new cycle lane of very similar design to what they have been telling us was not legal to be applied in other areas. In face to face conversations with them, they always seem to be completely rational even when presented with evidence of their own erratic decisions. This makes it extremely hard to have a sensible conversation about anything."

Sean Hayden's suggestion using the marquee at the Flowing Spring pub for the AGM was rejected by the committee as too cold in October.

#### **17. Date of next meeting:** Tuesday 22nd Sept 2015 in preparation for an October AGM

Action: Sean Hayden to book Dunsden Village Hall for AGM on Sunday 18<sup>th</sup> October 2015

Meeting closed at 10:20 pm

# APPENDIX 1 Finance Report for Committee meeting 19<sup>th</sup> May 2015

## Overview

The seven months to 30th April show a surplus of £266. Balances currently held amount to £2,218 after settlement of debtors and creditors.

## Matters of interest.

£336.33 has now been received from national CTC for our share of the membership contribution and the damage deposit for the AGM hall hire has now been refunded by Dunsden Village Hall.

There has been no call on petty cash for several years so the balance of 27p has been paid into the current account.

The Dinton Audax made a net surplus of £68. This will appear in the May accounts. The surplus is less than last year as the unfavourable weather forecast resulted in a reduced number of entries on the day. One entrant made his cheque payable to RCTC rather than the organiser so this has already been paid into the RCTCs accounts.

## Forecast year-end position:

If the summer BBQ generates a similar surplus to last year for RCTC funds then the year-end position should show a small surplus.

Mike Hardiman  
Treasurer RCTC  
14 May 2015

## Income and Expenditure Statement

PERIOD:	1 October 2014	to	30 April 2015		
Income and surpluses are shown as positive figures; Expenditure and deficits are shown as (negatives).					
Ref	Column 1		Column 2		Column 3
	Date as above	2014/15	Full Yr Forecast	2014/15	Full year
	£	£	£	£	£
A	Net interest received	0.76	1.00		1.16
B	Donations received	53.50	0.00		40.00
	<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	3.00	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 Hillly Audax	0.00	50.00		42.44
	SOOT off-road event	0.00	0.00		24.00
	Total of cycling events	3.00	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
C	<b>Total surplus / (deficit) on events</b>	<b>3.00</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	(12.39)	(55.00)		(51.00)
	Total operating costs	(12.39)	(191.00)		(149.99)
	Depreciation of fixed assets	0.00	0.00		0.00
	<b>Other (expenditure) / income</b>				
	Trophy Engraving	(30.65)	(50.00)		(24.75)
	National CTC (membership contribution)	336.33	336.33		361.33
	Total other (expenditure) / income	305.68	286.33		336.58
D	<b>Total running costs</b>	<b>293.29</b>	<b>95.33</b>		<b>186.59</b>
E	<b>Net surplus / (deficit) before donations, etc</b>	<b>350.55</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 surpluses on, Dinton, Rural South and Hill	(40.00)
	Cyclists Defence Fund	(23.00)	0.00		(42.60)
	Air Ambulance	(61.26)	(150.00)		(336.92)
	Reading Cycle Campaign	0.00	0.00		(100.00)
	Other donations (not yet determined)	0.00	0.00		0.00
F	<b>Total Subscriptions and donations paid out</b>	<b>(84.26)</b>	<b>(190.00)</b>		<b>(519.52)</b>
G	<b>NET SURPLUS / (DEFICIT) FOR PERIOD</b>	<b>266.29</b>	<b>141.33</b>		<b>24.36</b>

## Balance Sheet

	As at: 30 April 2015					
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)		0.00		Hall deposit re AGM	50.00	175.62
Cash at Bank						
Deposit Account	2,214.14					1,963.38
Current Account	50.19					84.69
Total	2,264.33		2,043.10			2,048.07
Cash in hand		0.00				0.27
<b>Total current assets</b>	<b>2,264.33</b>		<b>2,093.37</b>			<b>2,223.96</b>
<b>Current liabilities</b>						
Creditors (see footnote 2)		(46.00)				(271.92)
<b>Net current assets</b>	<b>2,218.33</b>		<b>2,093.37</b>			<b>1,952.04</b>
<b>Total net assets</b>	<b>2,218.33</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	266.29		141.33			24.36
<b>Accumulated surplus c/fwd</b>	<b>2,218.33</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:						
	Total Debtors				0.00	
2 Creditors:						
	Donation due to CDF (from Xmas DVD raffle)				23.00	
	Donation due to Air Amb (from Xmas DVD raffle)				23.00	
	Total Creditors				46.00	