

Minutes of Reading CTC Committee Meeting

Held on Tuesday 13th Sept 2016 7.45 at Ridgeway, Caversham

Present:

Sean Hayden, Mike Hardiman, Simon Bird, Jenette Jeans and Karen Robertson.

01. Appoint chair of meeting :

Karen Robertson proposed by Simon Bird and seconded by Jeanette Jeans.

02. Apologies received:

From John Lomas, Al Neil, Ian Doyle and Greg Daniels

03. Approve minutes of last Committee 26th Jan 2016

Last draft issued by email for review version 0-2 agreed at meeting to be saved as version 1.0 pdf for web site with the following amendment to section 15 AOB : "Majority of committee agreed to retain new web site logos and red kite until after AGM review CTC rebranding"

Approval proposed by Simon Bird and seconded by Karen Robertson.

Action: Secretary to amend minutes and send to Al Neal to publish on website.

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. Finally got the Mileator shield engraved for Chris Rutter who was awarded it earlier in the year at our anniversary ride lunch.

06. Finance Sec Report:

Club secretary thanked Mike 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 11 months to 31st August shows a surplus of £50. This is after the use of £327 of balances to supplement sums raised through cycling events, and earmarked for donation to charities, during 2014/15 and the current financial year. Balances held amount to £2,245 after settlement of debtors and creditors.

After several years of enjoying a protected allocation from the membership subscription of £336.33 from Cycling UK, this will be reduced to £200.00 next year. This is in line with the original national office policy of giving a standard amount to each Local Member Group and will need to be taken into account when next year's budget is prepared.

07. Rides Secretary Report

Discussed whether we were offering less Autumn rides this year than last and the prospect of not offering a choice of three on road rides every Sunday this winter.

Action: Simon and Jeanette to analyse runs list database to quantify.

08. Roadies report:

Nothing to minute.

09. Off-Roadies Report:

Ian reported : 15 riders for Martin's Gloucester Tour, 10 riders for Catherine Elliotts Forest of Dean Tour, 12 riders for John and Carols bank holiday weekend in Wales. The nearby Bike packing weekend in Pangbourne attracted 12 riders.

10. Event Secretary Report:

Simon Bird reported on events organised since we last met

BBQ 26TH JUNE

In 2014 we switched to pre-payment with an incentive of a free meal for supplying salads or desserts and a discount if a booking was made in advance. This model and attractive host gardens seems to be working as attendance has risen steadily.

We've had three different hosts since I've taken over the organization, Jeanette Jeans in 2013 and 14. David and Kate Rees in 2015 and for this year at Joe and Rachel Edwards house.

Attendances at Reading CTC BBQ : 2012 20, 2013 34, 2014 35, 2015 46, 2016 47

The off-road contingent don't make this a priority but they have plenty of other events they organize so it's understandable they don't make much of a show.

BRIGHTON WEEKEND 3RD-5TH JULY

Ten made their way to Brighton and back for a two-night stay at Brighton youth hostel. Our party was one of the few that wasn't either a stag or hen do but we made equal use of the nightlife. The Saturday ride was an attempt east to get as far as Beachy Head but we ran out of time and headed inland to Alfriston for lunch. The return journey was familiar as we'd encountered the same headwind on our last trip to Brighton in November 2015.

CAMPING TRIP TO BRITTANY 8TH-10TH JULY

Seven took to camping and touring in Brittany and from the accounts I've heard it was a good tour. It would be good in at least one of the participants could be encouraged to write up a report, perhaps with some pictures too.

DINTON 100K 4TH MAY

I understand that there was a record turnout for this event.

ALLAN FURLEY 100/200K AND RURAL SOUTH 300K AUDAXES

I have no data on the number of attendees so cannot report back on the success or otherwise of the day.

FUTURE EVENTS

Night ride to Bath Friday 16th September – 9 signed up. Unfortunate clash with a night ride the week after from the Fridays also starting in Reading.

Audaxes Henley Hill Hundred Saturday 24th September – Brian has sufficient volunteers after his appeal for help. Upper Thames Audax comes up in November.

11. Welfare Issues :

None reported.

12. Publicity and RCC Liason :

Karen Robertson reported that she had joined up with Reading Cycle Campaign and Reading Bike Kitchen for a few events in bike week including Greenfest and East Reading and Palmer Park festival and had a few membership enquiries. She also got a press release in Get Reading for the events and CTC rides.

She received some of the new Cycling UK materials – large Banner, business cards, flyers (will bring some along), couple of Tshirts and will display at the imminent Henley Hill 100 Audax.

We have an opportunity of a stand at Reading Town meal Autumn Fayre on Sat 1st Oct along with other local cycling organisations need volunteers to help.

She has updated our advert / flyer and provided copies for approval at the meeting but may require further modification for Cycle UK rebrand images.

13. Webmasters Report

Website Hosting

- Annual hosting fee paid by treasurer

Website Updates

- Issue with security plugin update blocking access to website
 - Identified the configuration that caused the problem
- Issue with website upgrade failed
 - Rolled-back and re-applied the upgrade
- Removed Berkshire Cycles from the list of shops offering a CTC discount

Website Development

- Written script to detect if website not accessible externally and then send email alert to webmaster
- Re-written Start Points map as a Wordpress plugin instead of a custom template. This allows a map to be more easily created
- Created a Wednesday Day Ride Start Points map

Email

- No issues

Mailing lists

- No issues

14. New Ride leader nominations:

Gavin Sutton and Norman Lamb nominated by Ian Doyle and seconded by Jeanette Jeans.

Action : Sean Hayden to register with National CTC HQ.

15. Any other business including matters to be raised at the AGM

Action: Secretary to draft motion for AGM for rebranding.

Agreed New Inn again for club Christmas lunch ride

16. Date of next meeting:

Agreed 17/1/17 after the AGM venue to be confirmed.

Meeting closed at 21:07

Appendix 1 Finance Report to 6th Sept 2016

Overview

The 11 months to 31st August shows a surplus of £50. This is after the use of £327 of balances to supplement sums raised through cycling events, and earmarked for donation to charities, during 2014/15 and the current financial year. Balances held amount to £2,245 after settlement of debtors and creditors.

Matters of interest.

Reduction in membership subscription allocation for 2016/17

After several years of enjoying a protected allocation from the membership subscription of £336.33, this will be reduced to £200.00 next year. This is in line with the original national office policy of giving a standard amount to each Local Member Group and will need to be taken into account when next year's budget is prepared.

Source of donations made to charities during the current financial year

A summary of the donations made, and the source of the funds donated, is shown in the table below:

Source of funds for donations	CDF £	Air Amb £	Total £
Addition from balances, added to sums held from 2014/15	77.00	108.55	185.55
Addition from balances, re 2015/16		141.30	141.30
Total use of balances for charitable donations	77.00	249.85	326.85
Surplus from Dinton Audax		118.70	118.70
Total donations paid in 2015/16	77.00	368.55	445.55

Forecast year-end position:

It is anticipated that we will approximately break-even at the financial year end, but with the likelihood of a small deficit.

Income and Expenditure Statement

Balance Sheet

PERIOD:		1 October 2015		to		31 August 2016					
Income and surpluses are shown as positive figures; Expenditure and deficits are shown as (negatives).											
		Column 1		Column 2		Column 2					
		Date as above		Full Yr Forecast		Full year					
Ref		2015/16		2015/16		2014/15					
Income and Expenditure headings		£	£	£	£	£	£				
A	Net interest received		1.30		1.50		1.41				
B	Donations received		0.00		0.00		53.50				
	Net surplus / (deficit) from Events										
	Cycling events										
	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	118.70		75.00		68.45					
	Rural South 300k Audax	0.00		0.00		0.00					
	Alan Furley Memorial 100k/150/200k Audax	0.00		0.00		0.00					
	Henley Hilly Audax	13.00		0.00		0.00					
	SOOT off-road event	0.00		0.00		0.00					
	Total of cycling events		131.70		75.00		68.45				
	Social events										
	Summer BBQ	160.00		100.00		166.97					
	Mince pies & mulled wine	0.00		0.00		0.00					
	Total of social events		160.00		100.00		166.97				
	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		291.70		175.00		235.42				
	Running costs										
	Routine operating costs										
	Website	(36.00)		(36.00)		(36.00)					
	Bank charges	0.00		0.00		0.00					
	Cycling promotion	0.00		(100.00)		0.00					
	AGM	(32.00)		(65.00)		(63.39)					
	Total operating costs		(68.00)		(201.00)		(99.39)				
	Depreciation of fixed assets		0.00		0.00		0.00				
	Other (expenditure) / income										
	Trophy Engraving	(29.35)		(50.00)		(30.65)					
	Miscellaneous expenses (travel to CTC AGM)	(36.80)									
	National CTC (membership contribution)	336.33		336.33		336.33					
	Total other (expenditure) / income		270.18		286.33		305.68				
D	Total running costs		202.18		85.33		206.29				
E	Net surplus / (deficit) before donations, etc		495.18		261.83		496.62				
	Subscriptions and donations to other bodies										
	YHA Group Membership	0.00		0.00	From assumed surplus on Dunsden Audax	0.00					
	Cyclists Defence Fund	(77.00)		0.00		(23.00)					
	Air Ambulance	(368.55)		(75.00)		(129.71)					
	Reading Cycle Campaign	0.00		0.00		(100.00)					
	Other donations (not yet determined)	0.00		0.00		0.00					
F	Total Subscriptions and donations paid out		(445.55)		(75.00)		(252.71)				
G	NET SURPLUS / (DEFICIT) FOR PERIOD		49.63		186.83		243.91				
	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: 31 August 2016											
Liabilities and deficits are shown as (negatives)											
		Column 1		Column 2		Column 3					
		Date as above		Jan Cttee 2016		Forecast at		Full Year			
		2015/16		year-end		2014/15		2014/15			
		£	£	£	£	£	£				
Fixed Assets											
	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					
	Total fixed assets		0.00		0.00		0.00			0.00	
Current Assets											
	Debtors (see footnote 1)		38.00		Hall deposit re AGM	50.00				50.00	
	Cash at Bank										
	Deposit Account	2,036.09								2,284.79	
	Current Account	171.49								26.61	
	Total		2,207.58		2,332.51					2,311.40	
	Cash in hand		0.00		0.27					0.00	
	Total current assets		2,245.58		2,382.78					2,361.40	
Current liabilities											
	Creditors (see footnote 2)		0.00		0.00					(165.45)	
	Net current assets		2,245.58		2,382.78					2,195.95	
	Total net assets		2,245.58		2,382.78					2,195.95	
Represented by:											
	Accumulated surplus b/fwd		2,195.95		2,195.95					1,952.04	
	Surplus / (deficit) for year		49.63		186.83					243.91	
	Accumulated surplus c/fwd		2,245.58		2,382.78					2,195.95	
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 (net of hire cost)									38.00	
	Total Debtors									38.00	
	2 Creditors:										
	Total Creditors									0.00	

Mike Hardiman

Treasurer RCTC

6 September 2016