

Minutes of Reading CTC Committee Meeting

Ver 1.0 approved

Held on Tuesday 24th February 2015 at Flaxmans Close

Present:

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

01. Appoint chair of meeting :

John Lomas proposed by Sean Hayden and seconded by Mike Hardiman

02. Apologies received :

Jeanette Jeans

03. Approve minutes of last Committee 9th September 2014

Draft issued by email for review and amended for corrections raised. Re-issued by email 13/02/15. 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 Simon Bird and seconded by Karen Robertson

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

Discussion of SkyRide web site to promote leisure rides was deferred to Any other business at the end.

05. Club Secretary Report :

Sean Hayden had nothing to report beyond routine enquiries and correspondence and completed actions assigned at last meeting. These were..

Provide Al Neal with draft minutes of 2014 AGM for publication on the website

Note and put "Mail Chimp" Id and password used for email and E-Mag mail shot tool in a sealed envelope labelled for emergency use only.

06. Finance Sec Report:

Refer to appendix 1 below for Mike Hardiman's detailed report. £330 still owed to us from HQ for local membership.

07. Runs Secretary Report and Spring runs list issues:

Nick Clarke reported that he still struggled to get enough leisurely ride leaders to run such a ride every week in the Spring program. Had enough offers for moderate and brisk categories. Off roaders have leaders for every Sunday but not necessarily destinations which might be decided on the day.

08. Roadies report:

John Lomas reported that the On road Spring program almost complete.

09. Off-Roadies Report:

Ian Doyle reported another good year for the Off Roaders annual fancy dress Xmas dinner with 26 attendees. Some celebrated the new year in the snow in the peak District. They also had a weekend away at The Fountain Inn in the Forrest of Dean in early February.

10. Event Secretary Report:

Simon Bird reported 16 participants for the day out at the Olympic Velodrome in November and 45 diners for Xmas lunch at the New Inn back in December. Lesley Adams has 7 confirmed to date for a week in Italy based at Rimini. Simon has 15 booked for his Youth Hostelling weekend coming up in March.

Mick Simmon's Kennet Valley Audax on the 7th March has had record online bookings with over 300 in total expected so should raise a lot of money for its chosen charity, Macmillan.

Forthcoming events include : Loxwood May Day Bank Holiday Folk Camp, The Dinton 100 mid week Audax 6th May and the Alan Furley and Rural South on 27th June.

11. Welfare Issues :

Sean Hayden emailed our best wishes to Alan Fyett recuperating from a recent illness and Paul Irving who fell off his bike returning from a Wednesday Evening ride recently.

12. Rights update. No updates when checked with Richard on 19/02/15

13. Publicity and RCC Liason :

Karen Robertson offered to pay Reading Cycle Campaigns (RCC) meeting room costs at RISC for another year (2015) having been emailed by club secretary that we would continue to support them this way. This was considered presumptuous by the committee and the secretary apologised. He proposed we should donate £140 to the Reading Cycle campaign to show our support. It was seconded by Karen Robertson and it was put to a vote. The motion was defeated 5 votes to 4. Sean Hayden agreed to write a note to Karen to help explain to RCC and will raise the issue again at the next meeting in the hope of a more favourable response.

Handed out some business cards and publicity leaflets requested from CTC HQ but they are about to re-brand. Karen will distribute some to bike shops and bike kitchen.

Karen reviewed 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 and should not get more prominent publication on the web site.

Karen recommended migrating our "Personal" Facebook identity to a "Community Page" better suited to an organisation to be owned by email account publicity@readingctc.co.uk. Keeping all our "friend" links. Our website will need link to the new Facebook identity. Karen to call on help from Simon if required.

Simon Bird and Karen Robertson to test and review proposed changes to our Web Site editorial, look and feel.

14. Website updates:

Responded to members routine requests and queries received as web master.

Completed actions assigned at last meeting as follow:

- Published draft AGM 2014 minutes and committee meeting minutes of 09-09-2014 as sent by secretary on 03-12—2014
- Web hosting and Google account details given to secretary and treasurer in sealed envelope for emergency.
- Restored the website to a server hosted in my house to test our recovery procedures and granted access to "Publicity" and "Event" secretaries to check changes the site's layout discussed at last meeting.
- Carried our various housekeeping tasks on the website, tidying up links, posts and pages.
- Reorganised the subversion code repository for our custom web pages removing duplication and creating a development branch in anticipation website redesign
- Target date for re-organising web site content with Simon Bird and Karen Robertson is the end of March

15. New Ride leader nominations:

Simon Hunt membership number 90075040 and Tony Rodrigues membership number 900061938 proposed by Sean Hayden seconded by John Lomas.

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

18. Any other business.

February E-Mag requested nominations for our annual awards : Services to the club, Ride Leader of the year and Morris Shield for Mileage. Secretary to circulate nominations and consult by email mid March to agree winners or mileage claims. Need to get trophies back from 2014 winners.

Response advertising rides on "Sky Ride" web site was mixed to date. Left to individual leaders to use the channel to advertise leisure rides if they want to.

19. Date of next meeting : 19th May 2015 and Karen has offered to host. Secretary will confirm nearer the time.

APPENDIX 1 Finance Report for Committee meeting 24th Feb 2015

Overview

The four months to 31st January show a deficit of £50. This is due to the use of balances to round up the donation made to the Air Ambulance, as well as minor miscellaneous expenses associated with the AGM. Balances held amount to £1,901 after settlement of debtors and creditors.

Matters of interest.

Damage deposit for use of Dunsden Village Hall

The £50 damage deposit paid to the Dunsden Village Hall Committee on 25 Feb 2014 has not yet been returned to us. The hiring fee of £51 was paid just prior to the use of the hall for the AGM on 13 October 2014. Subsequently transferred 23/02/15 and will appear in next 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 be broadly break-even or show a small surplus.

Mike Hardiman

Treasurer RCTC

17 February 2015

Income & Expenditure Statement

Balance Sheet

PERIOD:		1 October 2014		to		31 January 2015	
Income and surpluses are shown as positive figures; Expenditure and deficits are shown as (negatives).							
Ref	Income and Expenditure headings	Column 1		Column 2		Column 3	
		Date as above 2014/15		Full Yr Forecast 2014/15		Full year 2013/14	
		£	£	£	£	£	£
A	Net interest received		0.43		1.00		1.16
B	Donations received		46.00		0.00		40.00
	Net surplus / (deficit) from Events						
	Cycling events						
	Upper Thames 200k Audax	0.00		0.00		0.00	
	Kennet Valley 100k/200k Audax	0.00		0.00		0.00	
	Dinton 100k Audax	0.00		50.00		95.30	
	Rural South 300k Audax	0.00		50.00		59.18	
	Alan Furlley Memorial 100k/150/200k Audax	0.00		0.00		0.00	
	Henley Hilly Audax	0.00		50.00		42.44	
	SCOT off-road event	0.00		0.00		24.00	
	Total of cycling events		0.00		150.00		220.92
	Social events						
	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
	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		0.00		235.00		316.13
	Running costs						
	Routine operating costs						
	Website	0.00		(36.00)		(36.00)	
	Bank charges	0.00		0.00		(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
	Other (expenditure) / income						
	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
D	Total running costs		(12.39)		95.33		186.59
E	Net surplus / (deficit) before donations, etc		34.04		331.33		543.88
	Subscriptions and donations to other bodies						
	YHA Group Membership	0.00		(40.00)		(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	Total Subscriptions and donations paid out		(84.26)		(190.00)		(519.52)
G	NET SURPLUS / (DEFICIT) FOR PERIOD		(50.22)		141.33		24.36

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 January 2015					
Liabilities and deficits are shown as (negatives)					
	Column 1	Column 2	Column 3		
	Date as above	Nov Cttee 2014	Forecast at	Full Year	
	2014/15	year-end	2013/14		
	£	£	£	£	£
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
Current Assets					
Debtors (see footnote 1)		50.00		50.00	175.62
Cash at Bank					
Deposit Account	1,813.81				1,963.38
Current Account	83.74				84.69
Total	1,897.55		2,043.10		2,048.07
Cash in hand	0.27		0.27		0.27
Total current assets	1,947.82		2,093.37		2,223.96
Current liabilities					
Creditors (see footnote 2)		(46.00)		0.00	(271.92)
Net current assets	1,901.82		2,093.37		1,952.04
Total net assets	1,901.82		2,093.37		1,952.04
Represented by:					
Accumulated surplus b/fwd	1,952.04		1,952.04		1,927.68
Surplus / (deficit) for year	(50.22)		141.33		24.36
Accumulated surplus c/fwd	1,901.82		2,093.37		1,952.04
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		
	Total Debtors		50.00		
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		