

# Approved Minutes of Reading CTC Committee Meeting Held on Tuesday 11<sup>th</sup> April 2017 7.45 at Ridgeway, Caversham

## **Present:**

Sean Hayden, Ian Doyle, Greg Daniels and Al Neal and Jeanette Jeans

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

Sean Hayden proposed by Greg Daniels and seconded by Jeanette Jeans.

## **02. Apologies received:**

From Karen Robertson, John Lomas, Mike Hardiman

## **03. Approve minutes of last Committee 17<sup>th</sup> Jan 2017**

Draft issued by email for review version agreed at meeting to be saved as version 1.0 pdf for web site with amendment for spelling correction.

Approval proposed by Al Neal and seconded by Ian Doyle.

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) : None.**

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

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

New actions: Engrave trophies for Birthday Ride presentation, Book AGM venue.

## **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.

## **07. Rides Secretary Report**

Due to start the Summer Runs program with Lesley Adams, John Lomas, Rob Butler and Ian Doyle.

## **08. Roadies report:**

YHA Cholderton weekend attracted 16 riders

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

Risca Trail tour attracted 14 riders and similar turnout expected for Easter Tour to Newbridge on Wye.

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

Recent Kennet Valley Audax organised by Mick Simmons was as popular as ever fund raiser for local charities. Mike Hardiman ran the midweek Dinton 100 and The Rural South 300 and Alan Furley 100 & 200 KM Audax planned for June.

## **11. Welfare Issues :**

Secretary recently attended Tue ride lunchtime 90<sup>th</sup> birthday celebration for our oldest riding member clocking 70 years of CTC membership.

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

Karen Robertson was unable to attend the meeting but sent an email update summarised as follows:

Plans in place to hold a photo shoot and press release with Macmillan based on the Kennet valley Audax fundraising activities.

More regular updates and posting to Facebook amongst members and externally getting some traffic

## **13. Webmasters Report**

Al Neal updated the meeting for recent technical activities supporting our website.

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

Carole Russell, Simon George & David Simpson proposed by Sean Hayden and seconded by Jeanette Jeans.

Action : Sean Hayden to register new leaders with Cycle UK.

## **16. Any other business including matters to be raised at the AGM**

Secretary to canvass nominations for annual awards presented at Birthday ride lunch.

**17. Date of next meeting:**  
19:45 22<sup>nd</sup> August 2017 venue to be advised.

## Appendix 1 Finance Report to 9<sup>th</sup> January 2017

### Overview

The period from 1st October 2016 to 9th January 2017 shows a deficit of £12, this being due to the cost of refreshments provided at the AGM. Balances held amount to £2,233. There were no debtors or creditors at 9th January.

### Matters of interest.

Audit of 2015/16 Accounts

Sue White, our Auditor, has signed-off the Accounts for 2015/16 which have been submitted to National Office well within the time frame requested by them. Sue kindly agreed to audit the current year's accounts and this was agreed at the AGM.

### Bank signatories

Signatories on our RCTC accounts are currently as follows:

Sean Hayden (Secretary)

Mike Hardiman (Treasurer)

John Hammond (Membership Secretary).

This requires urgent review and will involve completion of the appropriate Bank Mandate forms. As the roles of Secretary and Membership Secretary are currently held by one person it is recommended that a Committee Member with a role other than Membership Secretary be nominated to replace John Hammond.

### Forecast year-end position:

The contribution from National Office in respect of Membership Contributions will reduce from £336.33 last year to £200.00 this year, and for future years. This is likely to reduce our ability to use RCTC funds to 'top-up' donations made by cycling and social events to appropriate charities. Given the assumptions made in the financial forecast, and by minimising 'top-ups' to charities, we should end the year in a break-even position or with a small surplus.

## Income & Expenditure Statement

PERIOD:	1 October 2016	to	09 January 2017		
<i>Income and surpluses are shown as positive figures; Expenditure and deficits are shown as (negatives).</i>					
		Column 1	Column 2	Column 2	
		Date as above	Full Yr Forecast	Full year	
		2016/17	2016/17	2015/16	
Ref	Income and Expenditure headings	£	£	£	£
A	Net interest received		0.21	0.00	1.41
B	Donations received		0.00	0.00	0.00
	<b>Net surplus / (deficit) from Events</b>				
	<b>Cycling events</b>				
	Kennet Valley 100k/200k Audax	0.00	0.00	0.00	
	Dinton 100k Audax	0.00	75.00	118.70	
	Rural South 300k Audax	0.00	0.00	0.00	
	Alan Furley Memorial 100k/200k Audax	0.00	0.00	0.00	
	Hertley Hilly Audax	0.00	0.00	13.00	
	SOOT off-road event	0.00	0.00	0.00	
	Total of cycling events	0.00	75.00	131.70	
	<b>Social events</b>				
	Summer BBQ	0.00	100.00	160.00	
	Mince pies & mulled wine	0.00	0.00	0.00	
	Total of social events	0.00	100.00	160.00	
	<b>Other events / items</b>				
	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	<b>Total surplus / (deficit) on events</b>	0.00	175.00	291.70	
	<b>Running costs</b>				
	<i>Routine operating costs</i>				
	Website	0.00	(36.00)	(36.00)	
	Bank charges	0.00	0.00	0.00	
	Cycling promotion	0.00	(100.00)	0.00	
	AGM	(12.33)	(52.00)	(32.00)	
	Total operating costs	(12.33)	(188.00)	(68.00)	
	Depreciation of fixed assets	0.00	0.00	0.00	
	<i>Other (expenditure) / income</i>				
	Trophy Engraving	0.00	(40.00)	(29.35)	
	Miscellaneous expenses	0.00	0.00	(36.80)	
	National Office (membership contribution)	0.00	200.00	336.33	
	Total other (expenditure) / income	0.00	160.00	270.18	
D	<b>Net running costs [surplus / (deficit)]</b>	(12.33)	(28.00)	202.18	
E	<b>Net surplus / (deficit) before donations, etc</b>	(12.12)	147.00	495.29	
	<b>Subscriptions and donations to other bodies</b>				
	YHA Group Membership	0.00	0.00	0.00	
	Cyclists Defence Fund	0.00	0.00	(77.00)	
	Air Ambulance	0.00	(75.00)	(368.55)	
	Reading Cycle Campaign	0.00	0.00	0.00	
	Other donations (not yet determined)	0.00	0.00	0.00	
F	<b>Total Subscriptions and donations paid out</b>	0.00	(75.00)	(445.55)	
G	<b>NET SURPLUS / (DEFICIT) FOR PERIOD</b>	(12.12)	72.00	49.74	
	<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.				

## Balance Sheet

As at: 09 January 2017					
<i>Liabilities and deficits are shown as (negatives)</i>					
	Column 1	Column 2	Column 3		
	Date as above	Jan Cttee 2017	Full Year		
	2016/17	Forecast at	2015/16		
	£	£	£	£	£
<b>Fixed Assets</b>					
Value at start of year	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>	0.00	0.00	0.00		
<b>Current Assets</b>					
Debtors (see footnote 1)	0.00	80.00	38.00		
Cash at Bank					
Deposit Account	2,036.41		2,036.20		
Current Account	197.16		171.49		
Total	2,233.57	2,237.69	2,207.69		
Cash in hand	0.00	0.00	0.00		
<b>Total current assets</b>	2,233.57	2,317.69	2,245.69		
<b>Current liabilities</b>					
Creditors (see footnote 2)	0.00	0.00	0.00		
<b>Net current assets</b>	2,233.57	2,317.69	2,245.69		
<b>Total net assets</b>	2,233.57	2,317.69	2,245.69		
<b>Represented by:</b>					
Accumulated surplus b/fwd	2,245.69	2,245.69	2,195.95		
Surplus / (deficit) for year	(12.12)	72.00	49.74		
<b>Accumulated surplus c/fwd</b>	2,233.57	2,317.69	2,245.69		
<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:					
Total Creditors		0.00			