

# CYCLING UK READING

## COMMITTEE MEETING MINUTES 21 November 2017 FINAL

### 1. Attendees:

Mike Hardiman; Sean Hayden; Jeanette Jeans; Selwyn Dixon; Ian Doyle; Simon Bird; Al Neal; Karen Robertson

Mike Hardiman appointed as Chair

### 2. Apologies:

2.1 Karen - due to late notice birthday party!

### 3. Minutes of last committee meeting (held 22 August 17)

3.1 Approval proposed by Sean; seconded by Al

### 4. Minutes of AGM (held 22 October 17)

4.1 Draft minutes circulated. Minor amendments made

*Action: Mike Hardiman*

4.2 Proposed by Simon that draft minutes good to go to the 2018 AGM

Seconded by Al

### 5. Club Sec Report (Sean):

5.1 Nothing to report beyond routine administration

### 6. Finance Report (Mike): to 12 November

6.1 Report Circulated by Mike (See attached appendix)

Acceptance proposed by Simon

Seconded by Selwyn

6.2 Need to change Bank signatures - Greg Daniels to come off (as not on committee), Selwyn to go on in place of Greg.

*Action: Mike to issue request to HSBC in Wokingham - Selwyn to go to Wokingham to provide signature*

### 7. Ride Secretary Report (Jeanette):

7.1 Autumn runs delivered

7.2 Winter Runs list published for December - February.

7.3 Xmas lunch organised for 10 December (New Inn).

## **8. Roadie Report (Simon):**

8.1 John Lomas outgoing. Simon Bird new On Road rep. and will complete spring run list

8.1 On Road Ride leader list to be updated.

*Action: Simon*

## **9. Off Road Report (Ian).**

9.1 Bank Holiday trip to Shropshire Hills; Overnight Adventure to Meon Valley - stayed at sustainability centre;

9.2 Becky and Phil led trip to Henman Bunkhouse In North Downs in December.

9.3 New Year trip to Pindale in Peak District organised

## **10. Events Secretary (Jeanette).**

10.1 Hilly Hundred Audax at end of September 100 people

10.2 Upper Thames Audax on 3 November – lots of pull outs due to weather.

## **11. Welfare Officer (Sean):**

11.1 Nothing to report other than anything raised at AGM

## **12. Publicity Officer ( Sean in Karen's absence):**

12.1 Possibility of placing cards/posters in bike shops discussed

*Action: Karen to consider.*

## **13. Webmasters Report: (Al)**

13.1 Domain: CyclingUKReading .org.uk bought for £7.50

13.2 Emails: Alias Cycling UK domain added to base CTC domain (would cost if we changed main domain which is currently free under grandfather rights) .

13.3 Website to change appearance to Cycling UK Reading

*Action: Al*

13.4 Downloadable documents on website to be reviewed and Reading CTC to be changed to Cycling UK Reading

*Action: Simon to amend documents and send back to Al*

13.5 Sel's mobile number to be added as Secretary

*Action: Al*

13.6 Membership and Events email addresses to be managed by webmaster

13.7 Web site made more user friendly for ride secretary input

*Action: Al*

#### **14. New Ride Leader Nominations:**

14.1 Following Nominations:

Mark Weaver Jeanette proposed, Sean seconded

Ray Crosthwaite Ian Proposed, Al seconded

Event Organiser – Nick Clark - Jeanette proposed: Sean seconded

Updated Forms for the above to be sent to CUK Head Office

*Action: Sel*

#### **15. Matters Arising from AGM**

15.1 Possibility of Proxy Voting. Committee agreed that this could be subject to manipulation and would be difficult to check. Committee unanimously agreed that rules would not be changed and Proxy Voting would not be permitted

15.2 Ride Categories. Committee agreed that Brisk Plus = over 14mph would be added to ride guidelines on Website

*Action: AL*

15.3 First Aid Training Courses- may be too expensive to fund

*Action: Simon to investigate group options that may be offered to ride leaders.*

Membership secretary: Committee agreed responsibilities to be transferred to Club Secretary

#### **16. AOB**

16.1 CTC Annual Return due on 01 December

*Action: Sean to meet with Selwyn next week to explain process*

*Action: Selwyn to submit 16/17 return to HQ*

16.2 Rule book review - and associated name change

*Action: Simon to undertake as part of Downloadable Document review (see 13.4)*

**17. Date of next meeting:**

Tuesday 6 March

## Reading CTC - Financial Report to 12<sup>th</sup> November 2017

### Overview

With the exception of a small amount of interest received in October there have been no transactions to date this financial year. There is a balance of £2,330 and there were no creditors or debtors at 12<sup>th</sup> November.

### Matters of interest.

#### *Bank mandate and signatories*

In order to implement the change of club name agreed at the AGM, as well as the change in officers, a new bank mandate will be required. I will bring the mandate to collect signatures, etc.

#### *Henley Hilly Hundred*

Brian Perry, organiser of the Henley Hilly Hundred Audax, has reported a record 100 entrants and a surplus of £528 to be split equally between Cancer Research UK and Thames Valley Air Ambulance. Brian deals directly with all finances for this event so these figures will not appear in the club accounts.

#### *Audited accounts 2016/17*

Sue White has given the accounts for 2016/17 a clean report and they will now be despatched to the national office.

### Forecast year-end position:

I will apply for our usual membership fee grant of £200 from the national office. Using the assumptions made in the Income and Expenditure report, attached, there is the likelihood of a small deficit at the financial year end. This can easily be managed by use of our accumulated balance. The Committee is asked to agree the financial assumptions made.

Mike Hardiman  
Treasurer RCTC  
12 November 2017

# Income and Expenditure Statement

PERIOD:	1 October 2017	to	12 November 2017				
Income and surpluses are shown as positive figures; Expenditure and deficits are shown as (negatives).							
			Column 1		Column 2		Column 2
			Date as above 2017/18		Full Yr Forecast 2017/18		Full year 2016/17
Ref	Income and Expenditure headings	£	£	£	£	£	£
<b>A</b>	<b>Net interest received</b>		0.08		1.00		0.85
<b>B</b>	<b>Donations received</b>		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		150.00		177.20	
	Rural South 300k Audax	0.00		0.00		0.00	
	Alan Furley Memorial 100k/200k Audax	0.00		0.00		0.00	
	Henley Hilly Audax	0.00		0.00		0.00	
	SOOT off-road event	0.00		0.00		0.00	
	Total of cycling events		0.00		150.00		177.20
	<b>Social events</b>						
	Summer BBQ	0.00		0.00		0.00	
	Mince pies & mulled wine	0.00		0.00		0.00	
	Total of social events		0.00		0.00		0.00
	<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
<b>C</b>	<b>Total surplus / (deficit) on events</b>		0.00		150.00		177.20
	<b>Running costs</b>						
	Routine operating costs						
	Website	0.00		(72.00)		(36.00)	
	Bank charges	0.00		0.00		0.00	
	Cycling promotion	0.00		(100.00)		0.00	
	AGM	0.00		(60.00)		(12.33)	
	Total operating costs		0.00		(232.00)		(48.33)
	Depreciation of fixed assets		0.00		0.00		0.00
	Other (expenditure) / income						
	Trophy Engraving	0.00		(30.00)		(29.35)	
	Miscellaneous expenses	0.00		0.00		(15.40)	
	National Office (membership contribution)	0.00		200.00		200.00	
	Total other (expenditure) / income		0.00		170.00		155.25
<b>D</b>	<b>Net running costs [surplus / (deficit)]</b>		0.00		(62.00)		106.92
<b>E</b>	<b>Net surplus / (deficit) before donations, etc</b>		0.08		89.00		284.97
	<b>Subscriptions and donations to other bodies</b>						
	YHA Group Membership	0.00		0.00		0.00	
	Cyclists Defence Fund	0.00		0.00		0.00	
	Air Ambulance	0.00		(150.00)		(200.00)	
	Reading Cycle Campaign	0.00		0.00		0.00	
	Other donations (not yet determined)	0.00		0.00		0.00	
<b>F</b>	<b>Total Subscriptions and donations paid out</b>		0.00		(150.00)		(200.00)
<b>G</b>	<b>NET SURPLUS / (DEFICIT) FOR PERIOD</b>		0.08		(61.00)		84.97
<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

		<b>As at: 12 November 2017</b>					
<i>Liabilities and deficits are shown as (negatives)</i>							
		Column 1		Column 2		Column 3	
		Date as above		Nov Cttee 2017		Full Year	
		2017/18		Forecast for		2016/17	
		£	£	£	£	£	£
<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>			<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	80.00		0.00
Cash at Bank							
Deposit Account		2,237.13				2,237.13	
Current Account		93.61				93.61	
<b>Total</b>			<b>2,330.74</b>		<b>2,189.66</b>		<b>2,330.74</b>
Cash in hand			0.00		0.00		0.00
<b>Total current assets</b>			<b>2,330.74</b>		<b>2,269.66</b>		<b>2,330.74</b>
<b>Current liabilities</b>							
Creditors (see footnote 2)			0.00		0.00		0.00
<b>Net current assets</b>			<b>2,330.74</b>		<b>2,269.66</b>		<b>2,330.74</b>
<b>Total net assets</b>			<b>2,330.74</b>		<b>2,269.66</b>		<b>2,330.74</b>
<b>Represented by:</b>							
Accumulated surplus b/fwd			2,330.66		2,330.66		2,245.69
Surplus / (deficit) for year			0.08		(61.00)		84.97
<b>Accumulated surplus c/fwd</b>			<b>2,330.74</b>		<b>2,269.66</b>		<b>2,330.66</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:							
<i>1 Debtors:</i>							
Total Debtors							
0.00							
<i>2 Creditors:</i>							
Total Creditors							
0.00							