

# CYCLING UK READING

## COMMITTEE MEETING: 01 SEPTEMBER 20: MINUTES: FINAL

### 1. Attendees:

Jeanette Jeans; Sel Dixon; Al Neal; Simon Bird; Phil Russell

### 2. Apologies:

2.1 Mike Hardiman; Karen Robertson; Ian Doyle

### 3. Minutes of last committee meeting (held 28 January 20):

3.1 Proposed by Simon; Seconded by Phil Russell

*Action: Sel to send final minutes to Committee: Al to upload to website*

### 4. Club Secretary (Sel):

4.1 2019 Annual Return. Finalised and sent to HQ

### 5 Finance Report (Mike):

5.1 Mikes Annual Financial report to July 21 circulated and reviewed (see attached)

5.2 Willesden Audax Profit: Charity Donation

*Action: Simon to confirm charity for 50% of profit with Mike*

### 6. Ride Secretary Report (Simon):

6.1 All CUK Group Riding suspended due to Covid Lockdown 23 March – 01 June

6.2 Group Riding with 6 max. restarted in June. Runs list re-established on a 2 week lookahead and working as well as can be expected.

### 7. Road Report (Simon):

7.1 Audax dates: Audaxes cancelled due to Covid Restrictions. Edwin Raj Tribute Audax date reset for October.

*Action: Selwyn to confirm with HQ that Audaxes meet CUK guidelines*

### 8. Off Road Report (Ian):

8.1 Max groups of 6 since the end of Lockdown in June. Easter lake district trip postponed to April 21. No other weekends planned until Covid restrictions are relaxed

### 9. Events (Jeanette).

9.1 Birthday Lunch in April cancelled due to Covid Restrictions

9.2 Curry Ride planned for 28<sup>th</sup> October

## **10. Welfare:**

10.1 Sean Hayden resignation received.

10.2 Committee agreed that Selwyn would act as Welfare Officer until next AGM.

10.3 Covid Officer: CUK require us to appoint a Covid Officer to act as a point of focus. Committee agreed that Simon would adopt this position on a temporary basis until the next AGM.

10.4 Covid Precautions: CUK have just issued a new set of criteria to be met including risk assessments to be done for all rides from 01 September. Agreed that this could be a generic risk assessment for our regular group rides. Unique events (eg. Audax) will need an event specific RA to be established by the organiser

*Action: Simon to develop generic RA for our group rides with input from Selwyn*

*Action: Website to be updated with RA and latest Covid guidance for Leaders and Riders – Simon/Al*

## **11. Publicity Officer (Phil):**

11.1 Advert in Reading Cycle campaign Newsletter updated

11.2 Facebook Ride Reports/photos to be encouraged to show world that we are an active club

*Action: Committee members to encourage input from members*

## **12. Campaigns Officer: (Karen)**

12.1 Due to Covid Restrictions Bike week was cancelled and Reading Cycle Festival was an online event

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

13.1 Al changes to Email addresses following AGM are now complete

13.2 Website migration

*Action: Al to arrange migration at a suitable time.*

## **14. Membership Secretary (Sel):**

14.1 CUK HQ portal. To allow access to our Group Page and membership/leaders lists, committee members need to first register on Cycling UK website and provide "User name" to Sel.

*Action: Committee Members to register on Cycling UK website*

*Action: Committee members to provide User Names to Sel*

*Action: Sel to provide all committee members with access to Cycling UK Reading Group Page*

14.2 Portal review completed and fed to HQ. HQ have responded promptly

*Action: Simon to review HQ response and make additional representation to HQ if required*

## **15. AGM:**

15.1 AGM 2020.

Action: Selwyn to liaise with HQ about 2020 AGM requirements

15.2 Club Shirts. No further progress. Discuss at next meeting

15.3 Club Future direction and objectives:

*Action: Simon to collate the AGM and sticky notes from the informal review into a list then distribute to all members for feedback*

## **16. GDPR: (Simon)**

### 16.1 Existing Rides Leaders

*Action: Existing Ride Leaders. Simon to circulate a beta version to committee members. Subject to this being successful and Alpha version to be circulated to all existing leaders on current HQ list*

## **17. AOB:**

### 17.1 Cycling UK Reading Group Full Membership vs Affiliated Status

*Action: Sel to seek clarification from HQ on Insurance situation for affiliated groups vs full membership*

17.2 Request from HQ to return £200 Group Contribution. Committee agreed to retain the £200. Our 800 members contribute about £40k to Cycling UK every year. In this context £200 is small change and needed to fund out activities and preserve our small float

## **18. Date of next meeting:**

18.1 To be confirmed

## Cycling UK Reading - Financial Report to 30<sup>th</sup> June 2020

### Overview

The period from 1<sup>st</sup> October 2019 to 30<sup>th</sup> June 2020 shows a surplus of £30 and a balance, after allowing for debtors and creditors, of £2,584.

### Matters of interest.

#### *National membership contribution*

This has been received at the usual rate of £200.

#### *Advertising costs: Reading Cycle Campaign*

No invoices have been received from the Cycle Campaign for our advertisement in their magazine, but I have included an accrual for this based on the agreed rate of £14 per quarter.

#### *Surplus from the Willesden Audax*

The sum of £205 is still held in our accounts pending a decision of the charity(s) to which this sum should be donated. There is no immediate requirement to spend these funds.

### Forecast year-end position:

Based on the current information there is likely to be a small deficit at the financial year end. This can be managed from within the accumulated balance.

Mike Hardiman  
Treasurer, Cycling UK Reading  
9<sup>th</sup> July 2020

# Income and Expenditure Statement

PERIOD:	1 October 2018	to	30 June 2020				
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
				2019/20	2019/20		2018/19
Ref	Income and Expenditure headings	£	£	£	£	£	£
<b>A</b>	<b>Net interest received</b>		<b>3.61</b>		<b>5.00</b>		<b>4.93</b>
<b>B</b>	<b>Donations received</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
	<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		50.00		32.55	
	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	
	Willesden CC Audax			0.00		409.25	
	Total of cycling events		0.00		50.00		441.80
	<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>		<b>0.00</b>		<b>50.00</b>		<b>441.80</b>
	<b>Running costs</b>						
	<b>Routine operating costs</b>						
	Website	0.00		(49.80)		(49.80)	
	Bank charges	0.00		0.00		0.00	
	Cycling promotion	(132.00)		(120.00)		(120.00)	
	AGM	(41.89)		(50.00)		(24.40)	
	Total operating costs		(173.89)		(219.80)		(194.20)
	<b>Depreciation of fixed assets</b>		0.00		0.00		0.00
	<b>Other (expenditure) / income</b>						
	Trophy Engraving	0.00		(40.00)		(26.85)	
	Miscellaneous expenses	0.00				0.00	
	National Office (membership contribution)	200.00		200.00		200.00	
	Total other (expenditure) / income		200.00		160.00		173.15
<b>D</b>	<b>Net running costs [surplus / (deficit)]</b>		<b>26.11</b>		<b>(59.80)</b>		<b>(21.05)</b>
<b>E</b>	<b>Net surplus / (deficit) before donations, etc</b>		<b>29.72</b>		<b>(4.80)</b>		<b>425.68</b>
	<b>Subscriptions and donations to other bodies</b>						
	Cyclists Defence Fund	0.00		0.00		0.00	
	Air Ambulance	0.00		(50.00)		(100.00)	
	Reading Cycle Campaign	0.00		0.00		0.00	
	Other donations (not yet determined)	0.00		0.00		(205.00)	
<b>F</b>	<b>Total Subscriptions and donations paid out</b>		<b>0.00</b>		<b>(50.00)</b>		<b>(305.00)</b>
<b>G</b>	<b>NET SURPLUS / (DEFICIT) FOR PERIOD</b>		<b>29.72</b>		<b>(54.80)</b>		<b>120.68</b>

For Air Amb

No venue identified

£56 for adverts, + £64 for business cards, etc.

Includes hall hire

From assumed surplus on Dinton Audax

## Balance Sheet

		As at: 30 June 2020					
<i>Liabilities and deficits are shown as (negatives)</i>							
		<i>Column 1</i>		<i>Column 2</i>		<i>Column 3</i>	
				<b>Nov Cttee 2019</b>			
		<b>Date as above</b>		<b>Forecast for</b>		<b>Full Year</b>	
		<b>2019/20</b>		<b>2019/20</b>		<b>2018/19</b>	
		£	£	£	£	£	£
<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 ( <i>see footnote 1</i> )			0.00		0.00		0.00
Cash at Bank							
Deposit Account		2,702.35				2,768.74	
Current Account		129.03				79.32	
<b>Total</b>			<b>2,831.38</b>		<b>2,499.86</b>		<b>2,848.06</b>
Cash in hand			0.00		0.00		0.00
<b>Total current assets</b>			<b>2,831.38</b>		<b>2,499.86</b>		<b>2,848.06</b>
<b>Current liabilities</b>							
Creditors ( <i>see footnote 2</i> )			(247.00)		0.00		(293.40)
<b>Net current assets</b>			<b>2,584.38</b>		<b>2,499.86</b>		<b>2,554.66</b>
<b>Total net assets</b>			<b>2,584.38</b>		<b>2,499.86</b>		<b>2,554.66</b>
<b>Represented by:</b>							
Accumulated surplus b/fwd			2,554.66		2,554.66		2,433.98
Surplus / (deficit) for year			29.72		(54.80)		120.68
<b>Accumulated surplus c/fwd</b>			<b>2,584.38</b>		<b>2,499.86</b>		<b>2,554.66</b>
<b>NOTES:</b>							
Estimated or known amounts due to or from Cycling UK Reading, 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		0.00		0.00
<i>2 Creditors:</i>							
Hire of room for AGM						24.40	
Reading Cycle Campaign (Dec, Mar & June Qtrs)		42.00				14.00	
PurcoPrint (publicity material)						50.00	
Air Ambulance donation							
Donation due to a charity		205.00				205.00	
<b>Total Creditors</b>			<b>247.00</b>		<b>0.00</b>		<b>293.40</b>