

# West Surrey Cycling Club

## Minutes of the Committee Meeting held on 13<sup>th</sup> February 2020, at 1 Woodhill Close, Send, Surrey

### Present

Derek Ridyard (Chairman), Nick Davison (Secretary), Roy Wigmore (Treasurer), Phil Gasson (Rides Secretary), Laurie Mutch (by Skype), John Child (Webmaster), Angela Byrne, Alison Warren (Publicity Coordinator).

### Apologies for Absence

None

### Minutes of the Last Meeting

Applied to 10<sup>th</sup> December special meeting for club clothing selection and the normal committee meeting on 28<sup>th</sup> November. Both signed without amendment.

### Matters Arising

Refer to Separate Actions List. The following additional notes apply where appropriate:

### Secretary's Report

Several charities have contacted us seeking riders for the Prudential London Ride. It was agreed that JC suggested a blog page on the website with a link to a newsflash on the home page. AW will collate a list for the website: action Item CM 20-01.

The Prudential London rider survey [requesting support for continuing the event] was carried out by Phil, Roy, John and Derek.

### Treasurer's Report

The bank accounts stood as follows [account transactions list send out by email prior to the meeting]:

Current account: £192.10

Events account: £4970.37

It was agreed that the clothing stock of £149 be written off as the stock was of the old design.

The annual accounts have been submitted to CUK together with a request for their £200 annual support, which requires justification. Processing of signatories has been completed and a Change of Name request has been sent to the Bank. Action Item CM 19-21.

A free on-line banking facility was agreed at the meeting and DR, ND and RW signed authorisation forms accordingly. As this will allow the Treasurer to authorise on line payments alone it has been agreed that going forward all payment requests will be supported by two bank account signatories confirming the payments are authorised before they are made. An audit trail by means of e mail will be maintained by the Treasurer and printout of the authorisations kept with the invoice.

### Ride Secretary's Report

So far 88 riders have applied for free ID tags with the OneLife Website; 12 more applications are available until the first £100 free funding is used up.

John Wills is the new coordinator for the group 2 on the Wednesday rides; it was noted that G2 rides were often starting in different locations to the other groups.

The next first aid course will be held on 15<sup>th</sup> February at CUK HQ with all places taken.

The CUK website shows our club's location in a field near Wanborough: AW to contact CUK. Action Item CM 20-02.

Gerry Sender has agreed to be the coordinator for the G3 Weekend Rides.

The 2Q Rides List will be published at the end of this month.

Ride Leader's Workshop – emphasis will be on training ride leaders with topics for inclusion will be educating riders for riding in groups. A circular will be sent to ride leaders for ideas for the event. A sub-group comprising PG, LM and Rob Clarke will discuss on LM's return from South Africa: Action Item CM 19-22. Venue and date not yet fixed. Cost for 2019 event was £400: it was agreed in principle that this budget would be used for this year's event.

It was noted that CUK Cycleclips email includes advertising for rides with member groups: AW to check with CUK Action Item CM20-03.

### **Incidents**

ND stated the Hilary Stephenson reported an incident occurred on Sunday 19<sup>th</sup> January at Seale where she was leader. Colin Edwards came off his bike due to ice and also brought down Keith Stainer. Colin checked his shoulder at hospital later and is receiving physiotherapy treatment for a shoulder injury. It was noted that ice was forecast and it was questioned whether the ride should have taken place despite riders turning up. This should be raised at the Ride Leader's Workshop. Alison Sokholov felt unwell on a G3 Ride in the Autumn. PG will complete an Accident Form accordingly. Action Item CM 20-04

A policy was agreed in the meeting that any accident requiring first aid attention or later treatment be reported and an incident form completed (normally but not always by the ride leader), which should be retained by ND. This makes the distinction with CUK's position that an accident only needs to be reported (to them) if there is going to be an insurance claim.

### **Volunteer Registration**

The following new ride leaders were registered with CUK:

Debbie Richards.

It was felt that every ride leader should be registered as an Event Organiser with CUK.

### **Website/Marketing**

The marketing role was discussed and AW will need guidance from everyone to grow the role. Social media websites were discussed: Facebook site exists but needs revision – AW contact Mark Waters. Twitter site to be investigated. DR mentioned that Ian Ayres is very familiar with social media usage. AW will arrange a meeting with the CUK publicity coordinator: Christina Benson. Action Item CM 20-05.

### **Events**

AB stated that Mark Waters had informed her that the ride on 7<sup>th</sup> June would require individual group ride leaders to arrange their own routes [possibly variants of the 'Bicycle Icycle' route] so that they all aim to arrive for lunch together at Weatherspoons in Godalming. This will need to be promulgated amongst ride leaders nearer the date of the event so that the Wednesday and Sunday groups are coordinated. Action Item CM 19-04.

### **Club Clothing**

DR reported that the final design has been selected. The supplier, Ale [ Palligap is the supplier in UK], will charge £5 for each member for an on-line ordering portal: one bill will be sent to the club at the end of the ordering period which will be 5 weeks after the portal has been set up. Delivery will be 8 weeks, which will be about the end of May. DR will bring some samples of representative clothing to the Dinner for checking sizes. The ordering period will probably be 3 to 4 weeks with a minimum 10 orders per item, but this needs clarification.

Three clothing items will be available: short, long sleeved jerseys and a gilet in both male and female sizes. Prices to be £45, 53 and 50.40 respectively. The clothing will be from the Ale Prime range, which is middle of the range. Three pockets will be provided, but no zipped pocket, as this would add £6 per item.

### **Annual Dinner**

AB reported that 31 orders had been made with orders to be closed on 22<sup>nd</sup> February  
Russ Mantle's attendance at the Annual Dinner was raised and it was agreed that the club would pay for his dinner and drinks: ND to write to Russ accordingly. Action Item CM 20-06. PG mentioned that he would provide a lift for Russ.

Paul Gillingham will make a speech for presentation of the Golden Crank to Russ Mantle. ND will collect trophy from Mark Waters.

It was felt that mementoes of Russ's cycling career should be provided at the Dinner and AB will coordinate.

At the meeting it was agreed that there would be a free raffle entry for all attending the dinner to win a short sleeve jersey in the new club colours. AB offered to prepare the Raffle tickets with everyone's names on. It was also suggested that DR might like to ask our President Keith Chesterton to pull the lucky winner from the hat and possibly also ask Keith Chesterton if he wanted to say anything Action Item CM 20-08.

### **Trophies**

It was agreed that the Wooden Crank will be awarded to Peter Fennemore for being injured by a passing animal, but as he was injured at the incident, AB will check that he will not be offended. It was further agreed that the Parfitt Trophy for recognition as a helper/volunteer at club events will be awarded to Bob McLeod: DR stated that he will collect this trophy from Heidi Vinson and get it engraved. John Murdoch has the two attendance trophies.

### **Any Other Business**

1. LM raised the distribution of First Aid Kits in rider groups: G4's have 2 with John Murdoch and DR.
2. The subject for the photo competition for this year was agreed to be riders in the new club kit
3. The recent disappearance of Patrick Guignan [rider in G4] was reported: DR will send a card to his wife on behalf of the club. Action Item CM 20-07.

### **Date of Next Meeting**

To be held on Thursday 14<sup>th</sup> May 2020 at 10am at Send.

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