

READING CTC

MINUTES FOR THE COMMITTEE MEETING Held on MONDAY 30th March 2009 at 7.30 pm at Dukes Bridge Chambers

PRESENT:

Jennifer Bruce, Phil Dyson, Mike Hardiman, Gary Hollaway, Brian Morris, Al Neal, Richard Pearson, David Roberts, Matt Warner.

2 CHAIR

Phil Dyson was elected to the chair

3 APOLOGIES FOR ABSENCE

Received from Catharine Mackenzie, Richard Underwood.

4 MINUTES OF LAST MEETING

The minutes of the previous meeting were accepted.

5 ROUTINE BUSINESS

Events

PD reported that the KVA had a good turnout. The next Audax events organised by Chris Rutter are both new - Beautiful South 110k and Emsworth and Back 140k - both running on the same day as the Rural South which is organised by Peter Marshall.

Pat Lomas is unable to organise the Dinton 100 this time and John Hollands has volunteered.
Action PD to inform RU for the next Runs List

DR added that he felt that more use could have been made of the group email to recruit volunteers to help at the KVA in February.

Finance

MH provided a report (attached).

It was agreed to donate £600 to the Air Ambulance.

Action RP and BM to liaise regarding arrangements for presentation and publicity.

MH outlined the income & expenditure and expressed concern that the Group is now running at deficit. At the present rate the Group's cash balance will only last for another two or three years. Recent Audax returns have not provided the surpluses enjoyed previously. PD believed that organisers generally made the requests to provide charitable donations while the Group was seen to be strong and may cut back these requests if circumstances are seen to change.

Another possible source of fund would be to claim the membership fund from the CTC, which amounts to about £150. Agreed to consider at the end of the year.

Membership

GH reported that he now has a new membership list from the CTC and will liaise with PD to help process it. This is the first return from the CTC for 4 months but lists approximately 800 members.

Off road

AN reported that Ian Doyle will take over as off-road coordinator on the next Runs List.

AN listed recent and future off-road away weekends – the Black Mountains had 16 members; the Lake District, Quantocks and Yorkshire are planned for the forthcoming bank holidays.

Publicity

RP provided a report (attached) and gave a verbal summary. RP added that there is an occasional cycle sale at Rivermead. He considered this may be an opportunity for publicity if we reciprocate.

RP is volunteering to lead a Bike to Work ride in Bike Week and with Helen Biggerstaff's help is hoping to get Council employees to join.

Runs list

RU provided a report (attached) and apologies.

RU indicated that he will stand down at the AGM, he would pass new wording for the website to MW and he asked for a volunteer Bike Week coordinator. RP accepted.

Secretary

DR had nothing to report.

MH asked whether meeting minutes were up to date on the website. DR replied that they should be available from the link on the membership page but the text was out of date.

Action DR to update the page.

Social

CM provided apologies. JB reported

The Quiz night is being planned for the end of May.

All bookings and payment for the Birthday Lunch (26th April) are required a week in advance.

Website

MW is planning an update within the next few weeks. Mainly, this is a freshen up and to put a list of rides for the next few days onto the front page.

MW is now considering removing the forum as this has had very little use recently.

MATTERS ARISING

- i) Held over from last meeting. To discuss development of organised Group rides as discussed at the AGM. (MH)

The main point raised was that MH felt there was a demand for morning rides. It was noted that this was already being done with the occasional moderate ride and that it may be worth trying a few in place of brisker rides.

- ii) National Bike Week, 13th~21st June (RU)

Covered under Runs list

6 AOB

None

7 DATE OF NEXT MEETING

June 1st.

Committee Reports

Financial report

Current position

The Income and Expenditure Statement shows that the Group currently has a deficit of £209. Details are shown at Annexe 1 but the main items of Expenditure and Income are as follows:

	£
Expenditure items	
Planned donation to Beech Hill Village Hall fund	100
Planned donation to Air Ambulance	534
Loss on Christmas lunch	32
Deposit for Birthday lunches	100
Printing of rides programme	161
Total of expenditure items	<u>927</u>
Income	
Surplus from Upper Thames Audax	178
Surplus from Kennett Valley Audax's	534
Minor income items	6
Total of income items	<u>718</u>
Net deficit at 24 March 2009 (Expenditure less Income)	<u>209</u>

The Balance Sheet (see Annexe 1 cont'd) shows that the balance at bank and in hand amounts to a total of £1,877. This will reduce to £1,352 after paying creditors and receiving income from debtors as shown at the footnotes to the Balance Sheet.

Matter requiring approval - contribution to the Air Ambulance

The £51.50 surplus from last year's Dinton Audax has been held pending any further contribution arising from the Kennet Valley Audaxs. The surplus from these Audaxs is now established as £533.61 making a total available for donation of £585.11. It is recommended that this figure be rounded up to £600.00 by the use of balances and that arrangements be made for a suitable presentation together with appropriate media coverage.

Financial outlook

As stated at the last meeting, the current deficit should not necessarily be projected forward in a straight line to the year-end. In order to help the Committee manage its finances I have prepared one scenario of possible year-end positions and this is attached at Annexe 2. It shows that normal operational costs cannot be met by the retention of surpluses from the Upper Thames and Rural South Audaxs alone. Broadly, routine costs are in the order of £550 and income is around £280, giving a net deficit of some £270. For the current year 'non-regular' costs of the agreed donation of £100 for the Beech Hill Village Hall and the £15 'rounding-up' that I am recommending be made to the Air Ambulance donation would create a net deficit in excess of £400 and reduce balances to around £1,000. Clearly this is not sustainable in the longer term. However, the organiser of the two new Audaxs – the Beautiful South 100k and Emsworth & Back 140k – has agreed that the Group can retain any surplus from these events so this may enable the Group to break-even in the current year.

Bearing in mind the benefits that the surplus from these events will bring to the Group the Committee is asked to consider whether greater assistance can be given to the running of these events.

Publicity Report

Spoke with Helen Biggerstaff regarding Bike Week meeting, Richard Underwood attended on our behalf.

Spoke with CTC central regarding CTC branded poster templates for bike week, this is already apparently underway.

Spoke to HB regarding the use of Council poster boards, so far she has drawn a blank.

Responded to query from the Mobility Trust. I explained our charitable policy.

Set up online survey to poll website usage by our members, 13 responses since 31/01/2009.

MW and RU have used the Change4Life logos as discussed.

I spoke with the Reading Chronicle to feature our easy Sunday ride (8th march) in their Change4Life feature in the free paper. I was assured it would be in there, but I couldn't see it. Perhaps it ran in one of the dailys? All too late anyway as my aim was the free paper.

Corrected our URL at the Libraries online communities database.

No activity from new visitors so far on facebook.

Asked MW regarding website enhancements. I recommend the home page carries the top few latest items of news, rides, for sale, etc. Does MW have figures for the most visited pages?

We could also look at Really Simple Syndication as a further way of distributing our web content.

Also perhaps we should have a "How did you hear about us?" poll on visitors page.

Runs Secretary's Report

The Runs List has gone out with a number of detail changes. Reference to beginners on-road Very Leisurely rides has been added and these & "Easy" off-road rides are now highlighted white-on-black. More specific reference to the benefits of membership has been added in the welcome section, and the wording about visitors (non-members) on rides subtly changed. A long-standing grammatical ambiguity has also been corrected. I have spoken to several members about these changes and they all without exception liked them - particularly the beginners highlighting and the visitors wording.

Question/Action I suggest that, if other committee members have encountered similar responses, the committee considers changing the visitors wording on the web site.

The next Runs List goes to press in mid-May and I have set a deadline for input on Monday 4th May. This is particularly important as we will be going on holiday towards the end of May and I will not appreciate being sent copy to type in whilst organising and packing to go away!

National Bike Week

A National Bike Week meeting was held at the RBC offices on 10th March. It was attended by 7 RBC employees and a representative from Green Park, from Reading Cycle Campaign and of myself for Reading CTC. The meeting was chaired by Helen Biggerstaff. I have not received minutes yet, but my notes of the meeting are as follows:-

Reading will be one of six NBW ***Beacon Towns*** receiving national media coverage!

This is a major opportunity for Reading CTC to ride on the back of this publicity.

On Saturday 13th June there will be a Bike Festival at Prospect Park. This will include:-

- *1* a ride from Palmer to Prospect Park to "gather" more cyclists,
- *2* two family rides from Prospect Park - can we provide 4 volunteers?
- *3* stands for local cycling organisations - would we like one?

Helen Biggerstaff asked if we could do some very short "Women Specific" rides during the week (presumably evenings) &/or at the weekends.

On Saturday 20th June there will be stalls in the town centre and/or the Water Festival.

The RBC Cycling Map will be launched by the end of March, then re-launched during NBW.

Income and Expenditure Statement

PERIOD: **1 October 2008** to **25 March 2009**

*Income and surpluses are shown as positive figures;
Expenditure and deficits are shown as (negatives).*

Ref	Income and Expenditure headings	Period as above		Full year	
		£	£	£	£
			2008/09		2007/08
A	Net interest received		<u>4.45</u>		<u>56.13</u>
B	Donations received		<u>2.00</u>		<u>23.00</u>
	Net surplus / (deficit) from DA Events				
	Cycling events				
	Kennet Valley 100k/200k Audax		533.61		355.00
	Facombe Autumn Haul 100k Audax		0.00		45.00
	Facombe Spring Haul 100k Audax		0.00		120.00
	Dinton 100k Audax		0.00		51.50
	Rural South 300k Audax		0.00		20.78
	110k and 140k Audax's		0.00		0.00
	Alan Furley Memorial 100k/200k Audax		0.00		53.55
	Henley Hilly Audax		0.00		0.00
	Upper Thames 200k Audax		177.77		220.37
	YHA Weekends		0.00		0.00
	Total of cycling events		<u>711.38</u>		<u>866.20</u>
	Social events				
	Barn dance		0.00		0.00
	Birthday Lunch		(100.00)		0.00
	Club Dinner		0.01		(28.00)
	Summer BBQ (2007 and 2008)		0.00		71.02
	Christmas Lunch		(32.20)		0.00
	Mince pies & mulled wine		0.00		(6.25)
	Total of social events		<u>(132.19)</u>		<u>36.77</u>
	Other events / items				
	Cycle Jumble		0.00		0.00
	Club Shirts		0.00		30.00
	Total of other events / items		<u>0.00</u>		<u>30.00</u>
C	Total surplus / (deficit) on events		<u>579.19</u>		<u>932.97</u>
	Running costs				
	<i>Routine operating costs</i>				
	Website		0.00		(94.00)
	Rides programme printing		(161.00)		(319.30)
	Stationery, etc		0.00		0.00
	AGM		0.00		2.00
	Total operating costs		<u>(161.00)</u>		<u>(411.30)</u>
	<i>Depreciation of fixed assets</i>		<u>0.00</u>		<u>0.00</u>
	<i>Other expenditure / income</i>				
	DATC fee		0.00		0.00
	Trophy Engraving		0.00		(58.30)
	Compensation received (from bank)		0.00		10.00
	Total other expenditure / income		<u>0.00</u>		<u>(48.30)</u>
D	Total running costs		<u>(161.00)</u>		<u>(459.60)</u>
E	Net surplus / (deficit) before donations, etc		<u>424.64</u>		<u>552.50</u>
F	Subscriptions and donations to other bodies				
	YHA Group Membership		0.00		(25.50)
	Cyclists Defence Fund		0.00		(553.55)
	Air Ambulance		(533.61)		(151.50)
	Cancer Research (UK)		0.00		(68.00)
	Other		(100.00)		0.00
	Total Subscriptions and donations paid out		<u>(633.61)</u>		<u>(798.55)</u>
G	NET SURPLUS / (DEFICIT) FOR PERIOD		<u>(208.97)</u>		<u>(246.05)</u>

ASSESSMENT OF FINANCIAL POSITION 2008/09

Ref	Typical exp're / income		Forecast
	2006/07 £	2007/08 £	2008/09 £
A. EXPENDITURE (regular items)			
Operating costs			
Website	59	94	65
Rides programme printing	311	319	320
Stationery, etc	15	0	0
AGM	24	24	24
Publicity, etc	0	0	50
Total operating costs	<u>409</u>	<u>437</u>	<u>459</u>
Other expenses			
Trophy Engraving	50	58	65
YHA Group Membership	26	26	26
Total other expenses	<u>76</u>	<u>84</u>	<u>91</u>
Total normal operating costs	485	521	550
B. INCOME (regular items)			
Cycling events			
Upper Thames Audax 200k	167	220	177
Rural South Audax 300k	93	21	25
Beautiful South Audax 110k			?
Emsworth & back Audax 140k			?
Total cycling events	<u>260</u>	<u>241</u>	<u>202</u>
Social events			
Summer BBQs	<u>44</u>	<u>71</u>	<u>30</u>
Other income			
Interest received	<u>22</u>	<u>56</u>	<u>8</u>
Total normal income	326	368	240
C. OPERATIONAL DEFICIT (regular items)			
(total of A less total of B)			
	159	153	310
D. RECONCILIATION TO ACCOUNTS ('non-regular' items)			
Charitable donations from Group's balances		124	115
Retention of surpluses from Audax events	(129)		
Other 'non-regular' items, e.g. cycling shirts	342	(31)	
Total net spend on 'non-regular' expenditure items	<u>213</u>	<u>93</u>	<u>115</u>
E.	372	246	
F.			425

Issues arising:

- 1 How to fund deficits on social events?
- 2 Alternative sources of funds - other than Audaxs?