

# Wirral Cycling Group

## Committee Meeting Minutes – 5<sup>th</sup> December 2023

**Present:** Andy Goodwin, Ian Ritchie, Dave Branch, Dave Brewer, John Hampson

1) **Apologies:** Peter Williams, Mike Elkins, Anne Lear, Steve Whittaker

Due to ongoing health issues Steve felt that he was unable to continue to serve on the committee and resigned his position.

2) **Minutes of the previous meeting (11<sup>th</sup> September 2023)**

The minutes were approved as a true record.

3) **Matters arising**

These are covered elsewhere on the agenda. It was agreed that minutes of future meetings would be published on WCG (with exclusion of any confidential matters / private data)

4) **Membership data**

Currently the only up-to-date list of paid up members/contact details is held by the Treasurer. It was agreed that a membership system would be developed on a secure area of the website. It was agreed that this should include a postal address if possible. The system will include a list covering non-members (e.g. newcomers who are still to join) so that ride leaders can access their details to call them, see previous bookings and the level of ride they have tackled, etc.

**ACTION : John Hampson** to set up a membership system using the website software

JH offered to prepare guidance for the Membership Sec and ride leaders to set out how we handle/inform new members, so that they and the others on the ride get the best experience, and how we review and follow up their potential membership.

**ACTION : John Hampson** to prepare a guidance note on handling potential new members

Ian Ritchie will approach lapsed members to try and ascertain their reasons or if it is just an oversight on their part.

**ACTION : Ian Ritchie** to approach lapsed members

5) **Treasurer Report**

Ian had still to have a handover meeting with Richard, although Richard had passed on paperwork, but as such was not yet in a position to produce a set of accounts. Ian reported that we currently have 91 paid up members for 23/24 and since the figures shown at AGM we had received £915 income and £160 expenditure, primarily on annual fee to Cycling UK and to the website hosting company, IONOS. Bank balance is £2805.11

**ACTION : Ian Ritchie** to carry out handover with Richard and evaluate what we need to do with the bank regards change of officers and for relevant members of new committee to be able to make payments (cheque / online)

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### 6) Website contact forms

These now come to Dave Branch for appropriate action / distribution to relevant people.

From our website provider it is also possible to have a limited number of WCG email addresses. This could enable the committee to deal with WCG matters using a more formal email address rather than their personal one.

**ACTION : John Hampson** to investigate and set up WCG email accounts

### 7) Incident reports

Dave Brewer offered to be the custodian of any submitted incident reports with a view to evaluating and reporting any lessons / actions that can be taken to improve ride safety etc.

### 8) WCG Kit

There is still a stock of kit available to purchase. PW supplied a current stock list and it was agreed to post details on Facebook to remind members and hopefully sell some for Christmas

**ACTION : Dave Branch** to put list of remaining stock on Facebook

### 9) Liaison with External bodies

Dave Brewer and Andy Goodwin had recently represented WCG at a workshop to discuss Birkenhead to Liscard active travel scheme. This appears primarily to be aimed at encouraging the development of safe healthy cycle travel for school / college students

### 10) Ride leaders

We still need more ride leaders. It is felt that there are a number of members who have the necessary attributes (assuming they have the time / inclination). Do we need a specific person(s) nominated to recruit / mentor?

**ACTION : Andy Goodwin** to speak to any identified potential candidates

### 11) First Aid courses

It is agreed that we need to arrange suitable courses with external bodies. As important as the first aid element is covering how to manage the scene of an accident. Anne Lear had offered to investigate what is available / costs etc. Dave Brewer had a possible contact in Cheshire Fire & Rescue who could offer something

**ACTIONS : Dave Brewer** to follow up CFR contact and **Dave Branch** to discuss with Anne

### 12) Trip away

We may be in a position to offer 2 different options in 2024. Dave Brewer is proposing a trip in Gloucestershire (May / June). This would be based on daily rides from a central base (similar format to Shrewsbury). There is also a 4 day Wales South to North (similar format to Way of the Roses) starting in Chepstow and finishing in Caernarfon – this would be September 8 – 12.

**ACTIONS : Dave Brewer** to investigate Gloucester trip, propose some date options, and **John Hampson** to investigate Welsh trip further so we can gauge interest.

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### 13) Social events

At the AGM it was suggested that we should arrange the occasional social event (quiz night, wine tasting etc.) during the year. Currently we only really do a Christmas Lunch.

**ACTION : Dave Brewer** will approach Steve Pickstock to come up with an idea for something in the New Year

### 14) AOB

As well as minutes in a document section on the website, it would be useful to have a copy of the constitution.

**ACTION : John Hampson** to put a copy of the constitution on the website

**Next Meeting at 7pm on March 6<sup>th</sup> at 4 Woodland Grove, CH42 4NU**