

Wirral Cycling Group

Committee Meeting Minutes – 28th May 2024

Present: Andy Goodwin, Dave Branch, Peter Williams, John Hampson

1. **Apologies Received from:**

Mike Elkins, Anne Lear, Ian Ritchie, and Dave Brewer

2. **Approval of Minutes of Last Meeting**

The minutes of the meeting on 6th March 2024 were approved as true record

3. **Membership**

There are currently 96 paid up members; no issues to report

4. **Roles and Responsibilities**

The committee felt that the roles of the three main officers of the group (Chair, Secretary, Treasurer) should be clearly defined. Specific areas and actions can then be delegated to other committee members as required.

ACTION : John Hampson to develop “job descriptions” for the three main committee roles for publication on the website.

John thought that there was a need for a specific committee member to be responsible for the coordination and support of ride leaders. This will be discussed further at a future meeting to identify a suitable person.

Also with his imminent relocation away from Wirral John would like to train and hand over responsibility for managing and developing the website, and for producing the ride leaders rota.

ACTION : John Hampson to prepare guidance notes and put out an appeal for volunteers to assist.

5. **Treasurer's Report**

Ian, in his absence, had submitted a written report. The current bank balance is £2,861. There was a small number of outgoings for the First aid course and monthly charges for the website, with income from a couple of new members.

The issues with new signatories on the bank account (Ian Ritchie, Andy Goodwin and Dave Brewer) have been resolved and are now set up.

Ian investigated the possibility of an interest-bearing savings account for any funds that were unlikely to be needed in the short term. With the relatively low level of funds (c £2000) and the paltry interest rate (1.3%) it was decided not to proceed.

6. Insurance

Ian made contact with Cycling UK regarding WCG insurance cover. This runs from 1st October 2023 to 30th September 2024. A copy of the cover is now available on the WCG website in the library section. The new officers (Andy Goodwin, Dave Branch & Ian Ritchie) have been reported to the insurers.

It was also confirmed with the insurers that our trips away are covered as they are individual rides with riders arranging their own accommodation etc, therefore not tours.

Also if we ride with other groups the insurance cover comes from the organizer (if not WCG) and riders must comply with the requirements of their insurer.

Essentially WCG insurance provides 3rd party cover against any claims against the group. Riders may wish to take out their own cycling cover, if not already covered by other policies they hold.

ACTION : Dave Brewer to notify members regarding insurance and remind them that they may wish to review their own personal cover.

7. Website Contacts

There has only been one significant new contact from a potential member wishing to join a ride, passed to the relevant ride leader. Otherwise we are receiving a number of "spam" enquiries offering improvements to our website etc.

ACTION : John Hampson to see if he can prevent spammers from using our contact form.

8. Incident Reports (update from Dave Brewer)

Three incident reports have been received since the last committee meeting; one due to gravel, one due to a fast tractor, and one due to a kerb incident. The committee did not feel that the Risk Assessment document needed to be amended in response to these incidents.

9. WCG Kit (current stock, requirement for any new stock?)

There is still a small stock of WCG kit available to purchase. Currently there is £235 of paid for stock which, given it is mostly in the smaller sizes, is thought unlikely to sell.

There are still members wishing to purchase tops, but a sufficient number would be required for the supplier to manufacture and payment would be required with order.

There are also some members who wish the design to be updated

ACTION : Dave Branch to survey members about WCG kit,

ACTION : Peter Williams to contact Didoo regards availability and samples of kit

10. Liaison with External Bodies – Energise, WCDG, Cycling UK

The secretary is now our point of contact for Cycling UK.

ACTION : Peter Williams to discuss further with Joe Grant if and how we can possibly use Energise facilities

11. **Ride Leader Recruitment**

Following John's appeal we have four definite volunteers and four more expressions of interest as new ride leaders. If we can develop the four definite volunteers, we should have sufficient coverage for the rota. We can follow up with the other four potential volunteers over the next few months.

ACTION : John Hampson to contact the volunteers and assign mentors

12. **Follow up on First Aid Course**

Steve Evans first aid session was well attended and received good feedback. He has referred us to a specialist company who can provide a more in depth one day course, with an approved accreditation. Our secretary has received a quote and it was agreed that we would take this up at no cost to members attending. The course can cater for 6 to 12 delegates. If more than 12 people apply, then priority will be given to Ride Leaders.

ACTION : Dave Branch to notify members to ascertain interest.

13. **2024 Trips Away**

The Gloucester trip has a good take up and arrangements are well in hand. The Cardiff to Chester ride has a disappointing take up presently, but it is still too early for the availability of trains. We will review the situation in July if the take up is still low.

14. **Social Events**

The wine tasting at Lunyalita on 4th June is well subscribed. Dave Brewer has suggested asking Una if she would be interested in arranging the occasional social event

ACTION : John Hampson to ask Una when he sees her on the following day

15. **Any Other Business**

An issue had recently occurred where access to personal details was made available on the group Facebook page. This was an unintentional mistake and has been deleted. However it was felt we should reinforce the message regards access to personal data through Facebook, the website etc

ACTION : Dave Branch to a message to members about the use of Facebook and the need to prevent access to personal data.