

Wirral Cycling Group

Committee Meeting Minutes – 2nd September 2024

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

1. **Apologies Received from:**

Mike Elkins and Peter Williams

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

The minutes of the meeting on 28th May were approved as true record.

Matters arising are covered elsewhere on the agenda

3. **Membership**

Anne reported that we had a few new members joining over the summer and membership now stood at over 100. It was felt that there could be more clarity about how we communicate / feedback on newcomers / guests on the rides.

ACTION : John Hampson to remind leaders about welcoming newcomers (potential members)

4. **Treasurer's Report**

Ian Ritchie reported that we currently had £2,875 in the bank. No further income was expected before the financial year end (30th September). We would have c £650 outgoings for ride leaders first aid course leaving a small surplus over income over expenditure for 2023/24.

Ian presented an email to be sent to members reminding them that 2024/25 membership would be due from 1st October and payment would be required by 31 st October. The club's insurance also renews at the same time. In order to be covered by the insurance, club officers and ride leaders must be paid up members, so after 1st October ride leaders can only lead a ride if they have paid their 2024/25 subscriptions.

It was confirmed that membership for members who had joined and paid in the last 3 months of 2023/24 would automatically be granted for the whole of 2024/25

ACTION : John Hampson to liaise with Ian Ritchie to send reminders to current members to hopefully ensure timely payment

5. **Roles and Responsibilities**

John Hampson tabled a draft matrix showing potential committee roles and the possible responsibilities for each of these roles. A discussion took place over what the committee must do, as opposed to what it might do in an ideal world. It was agreed that John would reformat the document to show which responsibilities that were essential and which were the nice-to-haves. This would hopefully enable us to match roles with skill sets on future committees

ACTION : John Hampson to provide a list of committee roles and responsibilities in time for the AGM.

6. Website

Due to John Hampson's forthcoming relocation away from the Wirral we need to ensure that we have resources able to manage and maintain the website. A couple of potential volunteers have stepped forward and John will work with them to ensure a smooth handover. It is anticipated that Dave Williams will assist with managing ride leaders rota and general admin of the site, while Ian McCrae will handle the technical aspects of the web support. To aid this John is preparing guidance notes.

ACTION : John Hampson to provide guidance notes for the maintenance and support of the website.

7. Ride Leader recruitment and Coordination

Following the recent appeal we now have 4 new ride leaders on the rota, Noel Schorah, Dave Williams, Ken Grant and Steve Downs who have all now successfully led their first rides.

There are 4 other members who have expressed an interest as future leaders.

ACTION : John Hampson to meet with the potential ride leaders to discuss the role

A discussion ensued about how we identify, train and manage ride leaders to ensure they are supported and their views and feedback can be shared to enable improvement. We are due a ride leader / back marker training session. The conclusion was that there should be a specific committee role of Ride Leader Co-ordinator to facilitate the management and communication with ride leaders.

ACTION : Dave Branch to advise members of this role and invite applications in notification of AGM

8. Preparation for the 2024 Annual General Meeting

Dave Branch has spoken with the Lever Club regarding the availability and cost of room hire. It was felt that this was a reasonable location for access and cost. A date of Tuesday 12th November has been suggested.

Action: Dave Branch to confirm arrangements and cost with the Lever Club

We need to establish which members of the committee are willing to re-stand and which wish to stand down ahead of the AGM

Action : Dave Branch to write to committee members to ascertain who is willing to re-stand and who wishes to stand down and then inform the membership of the vacant committee roles, including the proposed ride leader coordinator (see item 7) and seek members who are willing to put themselves forward to work on the committee.

A revision to the constitution will require to be agreed covering the change to online banking arrangements and to confirm that membership of the group is only available to adults over 18.

Action : Dave Branch to prepare a proposal for changes to the constitution for the AGM

9. Website Contacts

Nine enquiries have been received about how to join rides or become a member of WCG since the last meeting. Four of those riders are now members, three others have signed up for rides later in September.

Spam emails have stopped following extra security put in by John Hanpson.

10. **Incident Reports (update from Dave Brewer)**

Dave Brewer reviewed the two incident reports posted since the last meeting. One a near miss with an oncoming cyclist and one a fall caused by a tailing motorist hooting their horn.

It is felt that incidents may not always be reported, it is important this is done in case of any insurance claims and to improve ride safety by being able to impart learning outcomes. This is an area that could be managed by the ride leader coordinator.

Action : John Hampson to remind leaders to report incidents in the note about welcoming new riders

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

Peter has tried contacting Didoo to get sample sizing and discuss future requirements, but without success. We have been recommended another supplier, Bioracer, based in Warrington, used by other local groups. The overwhelming view of members who responded to our recent survey was that a new updated design is required. However, we are wary of entering into an arrangement which would require WCG to invest in expensive stock. We currently have c £235 of old Didoo stock which will probably need to be written off.

ACTION : Dave Branch & Peter Williams to engage with Bioracer about our and their requirements, and hopefully to have something to discuss at the AGM.

12. **Liaison with External Bodies – Energise, WCDG, Cycling UK**

Peter Williams is actively working with Wirral Cycling Development Group in putting on monthly introduction to cycling rides, usually in Birkenhead Park. Volunteers are always needed to assist.

Cheshire Cycling Campaign (CCC) invited us to support their ambition to convert the old railtrack from Ellesmere Port to Eastham into a shared use path. A site visit was undertaken and Dave Brewer has submitted an objection to Peel's plans for development on North Road which would affect this.

13. **First Aid Course**

Following the introductory session with Steve Evans MBE, a fully certified one day course has been arranged for 25th September for 12 ride leaders.

ACTION : Dave Branch to confirm attendance with the signed up leaders.

14. **2024 Trips Away**

The Gloucester trip was well attended and Ewan's weekend to Bala well supported. However the trip from Cardiff back to Cheshire was cancelled. It was felt that arranging logistics for such a multi stage ride was too difficult for most and that in future for such a venture a specialist company should be used (of course, there is a cost to this).

A small number of members are also undertaking a trip to York in September.

ACTION : Dave Branch to put an item on the agenda for the AGM to discuss different options and get volunteers to help organise the trips for 2025.

15. **Social Events**

The wine tasting at Lunyalita on 4th June was well attended and raised over £1,500 for charity.

We now need to arrange a Christmas ride and lunch.

Action : Dave Branch & Peter Williams to arrange the Christmas Ride and Lunch

It would be good to have volunteers to arrange the occasional social event during 2025.

Action : Dave Branch to put an item on the agenda for the AGM to discuss and ask for volunteers to arrange social events in 2025

16. **Next Committee Meeting**

Next meeting will be in early December, the date to be agreed by the new committee, after the AGM.