

# Minutes of Fleet Cycling Committee Meeting

- Date of meeting** 1<sup>st</sup> May 2019 at 19:00
- Venue** Andrew's house
- Chair** Ed Humphrey, Chair of Fleet Cycling
- Minute taker** Andrew Perkins, Secretary
- Other Attendees** Graham Ellicott, Treasurer and Welfare Officer  
 Lisa Chapman, Promotions Officer  
 Fiona Titcombe, Registration Officer  
 Colin Waters, Rides Secretary
- Apologies** Saty Mukherjee, Web expert

**Note:** the sequence of reference numbers below is continued from meeting to meeting. Actions closed in this meeting are **shaded in green**, and will not appear in the next meeting's minutes.

Ref	Item	Actionee	When
<b>Actions from meeting of 22 August 2018</b>			
15	<b>Colin to seek advice and generate a policy for riding in large groups (some have been over 20 people).</b> Incomplete. Colin will contact CUK then Bob McLeod about how West Surrey CTC operate, with rider briefings.	Colin	Summer meeting
<b>Actions from meeting of 9 January 2019</b>			
17	<b>Attendees for Committee Meetings</b> The meeting discussed whether to invite Andrew McGill to committee meetings. Decided to invite as optional attendee. <b>Item actioned. Closed 1-May-2019.</b>	DECISION and Andrew	For next meeting
18	<b>Mission of Fleet Cycling</b> In light of the fact that we have, some time ago, discontinued the pedal2gether aspect of our activities, Andrew asked if Fleet Cycling should have something similar to a business's articles of association. Colin pointed out that we have a mission statement. Andrew will circulate to all committee members before next meeting for information and potential discussion. <b>1-May-2019: Andrew said he had only just found it. Will action for summer meeting.</b>	Andrew	For next meeting

Ref	Item	Actionee	When
19	<p><b>What to do with guest registration forms</b></p> <p>More than one attendee said they had guest registration forms at home, from ride leading duties. Andrew to check with Cycling UK (CUK) procedures as to whether we are fulfilling our responsibilities regarding guest forms, and how long they should be retained (in light of GDPR).</p> <p><b>1-May-2019: Andrew said that Julie Rand of CUK said they do not need to be kept, but if they are then the signatory should be notified. The Committee decided to mandate keeping them for 6 months only. Andrew will notify ride leaders and update any standing instructions.</b></p>	Andrew	Next meeting
20	<p><b>Level of use of website</b></p> <p>Discussion ensued re the amount and type of use which fleetcycling.org.uk gets. Andrew will investigate the possible use of Google Analytics: benefits, cost, effort, and privacy implications (we would probably need a cookie acceptance dialog for all site visitors)</p> <p><b>1-May-2019: to be done.</b></p>	Andrew	Next meeting
22	<p><b>Fleet Flyer: Sponsors</b></p> <p>Lisa would welcome suggestions for companies to approach, and will circulate the list to the committee.</p> <p><b>Item actioned. Closed 1-May-2019.</b></p>	All, Lisa	End Jan?
23	<p><b>Fleet Flyer: Routes</b></p> <p>Graham explained the changes for 2019 as against 2018: Lasham feed station will be replaced by Ellisfield. Colin will plan a less hilly short route, to include a feed station.</p> <p><b>Item actioned. Closed 1-May-2019.</b></p>	Colin	Next meeting ?
24	<p><b>Fleet Flyer: Planning</b></p> <p>EA will provide only the venue. Lisa will approach the charities for a ceremonial finish arch. All agreed that we need a contact point for the volunteers. Andrew will arrange a planning meeting, to include Colin, Graham, Lisa, Fiona, Ed.</p> <p><b>Item actioned. Closed 1-May-2019.</b></p>	Lisa, Andrew	End Jan
26	<p><b>Training for ride leaders</b></p> <p>Ed has some details of courses, from Julie Rand at CUK. Could gauge interest using mailchimp (see below) and Facebook. Could probably be run at HLC (contact would be Luke there). Ed will get dates from CUK.</p> <p><b>1-May-2019: to be done.</b></p>	Ed	Next meeting
28	<p><b>Fleet Flyer: web page(s)</b></p> <p>Andrew and Lisa will meet to discuss</p> <p><b>Item actioned. Closed 1-May-2019.</b></p>	Lisa, Andrew	ASAP
30	<p><b>Registration Officer's Report</b></p> <p>Nothing to report. Fiona will review the CUK data management toolkit.</p> <p><b>1-May-2019: Fiona asked Andrew and Colin to check the facilities provided when they log on to CUK and the data management toolkit, for further discussion and determination of next actions.</b></p>	Fiona	Next meeting

Ref	Item	Actionee	When
<b>Items from this meeting, 1 May 2019</b>			
33	Fleet Flyer: Graham issued the Management/Project Plan and the Rider Briefing Notes by email to committee members on 1-May. Any comments or changes to be submitted to Graham by end of Friday 3-May, in time for him to make changes and issue the documents.	All committee members	
34	Update on new kit: Colin stated that he had ordered 78 garments, as per orders from individuals plus some stock. Overall balance of funds on present knowledge is forecast at £75.80 in credit, so no funding should be required from the club. Delivery of kit is expected in mid-June.		
35	Christmas party: committee agreed that Lisa will choose a date in early December, e.g., 3 <sup>rd</sup> , 4 <sup>th</sup> or 10 <sup>th</sup> December. Venue will be The Hart House in Fleet High Street, if available. Lisa will contact them and book the date for an event similar to that of 2018.	Lisa	Next meeting
36	Summer party: Lisa will choose a date and venue. The Water Witch in Odiham would be fine.	Lisa	
37	Pedal Heaven maintenance evening for members: Lisa is awaiting a date from Des at PH.		
38	Potential club outing to Herne Hill cycle track: Ed has contacted the authorities there. They can provide a two-hour session, including loan of track bikes (riders should take helmets, and pedals if they do not wish to use the strap-on toeclips provided). Cost would be £210 for up to 15 people; £308 for up to 22; £420 for up to 30. Ed will canvass support when on regular rides, then decide whether we should go ahead and issue a mailshot via MailChimp to get complete numbers.	Ed	
39	Lisa will get some business cards printed for leaving on the counter at Pedal Heaven and potentially other cycle shops etc. Andrew will generate a QR code for inclusion, so people can capture it and go straight to the website (on an iPhone, the camera automatically detects QR codes by default, and gives the option to go straight to the address). <b>Update following meeting: Andrew emailed the QR code to Lisa on 3-May)</b>	Lisa	
40	Graham plans to put Fleet Flyer fliers on the windscreens of cars parked for the Fleet Triathlon on Monday 6 <sup>th</sup> May. Help would be appreciated. <b>Update after meeting: this will start at 09:00, at the Calthorpe Park school car park (the HLC car park will be used for swim/cycle/run changeovers).</b>	Any and all!	09:00 Monday 6-May

Ref	Item	Actionee	When
41	Big Bike Week, 8 <sup>th</sup> to 16 <sup>th</sup> June: Committee agreed that, if we are to lead a ride for this, it should be 15 miles back to HLC, with an optional 30 miles after that. Maximum of 20 people. Lisa has discussed with Everyone Active. May require collecting of rider info using, e.g., Eventbrite; and possibly risk assessment. Lisa will look in more detail after 4 <sup>th</sup> May, and we can then decide if we have the bandwidth to accommodate it. (several committee members, including Colin and Andrew, will be away at that time)	Lisa	Mid-May
42	Old bikes and jumble sale at Frogmore Leisure Centre (which is also run by Everyone Active): Ed will talk to Wally Happy and Chris White about what could be arranged. Andrew and Colin said they would be interested in putting items into a cycle jumble.	Ed	
43	Nigel's loW night ride – committee agreed that this is not a Fleet Cycling Ride.		
44	Colin said he believes we need to create a generic risk assessment, as CTC used to have one (for insurance purposes) but no longer do. He will progress.	Colin	
45	Re local cycling facilities, Ed has heard from the office of our MP, Ranil Jayawardena: there will be a private meeting on 10 <sup>th</sup> May between Ranil and various others, on 10 <sup>th</sup> May somewhere in the constituency. Ed said he would attend. (he should receive venue and time details via the same channel)	Ed	10-May
46	Next meeting will be in approximately 3 months. Andrew will issue a Doodle invitation to determine the exact date.	Andrew	31-May