

# Minutes of Fleet Cycling Committee Meeting

**Date of meeting** 29<sup>th</sup> August 2019 at 19:00

**Venue** Andrew's house

**Minute taker** Andrew Perkins, Secretary

**Other Attendees** Saty Mukherjee, Web expert  
 Fiona Titcombe, Registration Officer  
 Colin Waters, Rides Secretary  
 John Crossley, Chair-elect

**Apologies** Ed Humphrey, Chair  
 Lisa Chapman, Promotions Officer

**Note:** the sequence of reference numbers below is continued from meeting to meeting, to keep track of actions. 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	<p><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.                      29-Aug-2019: Saty volunteered to take this on from Colin, and complete by the AGM.</p>	Saty	AGM, Nov-2019
<b>Actions from meeting of 9 January 2019</b>			
18	<p><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>  <b>29-Aug-2019: Andrew notified all members that this is covered by Cycling UK's 2012 Policy Handbook for Cycling UK Groups, page 5. Action closed.</b></p>	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> <p><b>29-Aug-2019: Email sent by Andrew on 29-Aug with this info, and website updated. Action closed.</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> <p><b>29-Aug-2019: Saty said he could already access this kind of information. He sent an update the same evening with a number of stats, after the meeting. Action closed.</b></p>	Saty	
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> <p><b>29-Aug-2019: Ed not present at meeting. Andrew will ask him if any progress has been made.</b></p>	Ed	Next meeting
30	<p><b>Registration Officer's Report</b></p> <p>Nothing to report.</p> <p>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> <p><b>29-Aug-2019: The meeting discussed. The toolkit has some good features, but Colin pointed out that some people who have registered for news (which we send via Mailchimp) are not in our allocated postcodes, and would therefore not receive news sent using the CUK toolkit. The meeting concluded we should continue to use Mailchimp as before, but may use the CUK toolkit for messages to certain groups (perhaps ride leaders). We can also use the toolkit to email "new members" to ask them to go to the website and subscribe to the newsletter. Action closed.</b></p>	Fiona	Next meeting

### Items from meeting of 1 May 2019

Ref	Item	Actionee	When
35	<p>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.</p> <p><b>Lisa please note: Hart House has now closed.</b></p>	Lisa	Next meeting
37	<p>Pedal Heaven maintenance evening for members: Lisa is awaiting a date from Des at PH.</p> <p><b>29-Aug-2019: still outstanding</b></p>	Lisa	
38	<p>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.</p> <p><b>29-Aug-2019: still outstanding</b></p>	Ed	
39	<p>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).</p> <p><b>Update following meeting: Andrew emailed the QR code to Lisa on 3-May.</b></p> <p><b>29-Aug-2019: still outstanding, although Lisa has made progress.</b></p>	Lisa	
42	<p>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.</p> <p><b>29-Aug-2019: still outstanding</b></p>	Ed	
44	<p>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.</p> <p><b>29-Aug-2019: still outstanding. Andrew will pick this up with Julie Rand at CUK</b></p>	Andrew	
<b>Items from meeting of 29 August 2019</b>			
47	Minutes of previous meeting were approved.		
48	Actions from previous meetings were reviewed and updated, as shown above.		
49	Along with other interested groups, Colin has attended a meeting with our MP, Ranil Jayawardena, re dedicated cycle paths in the area. There will be further meetings, for which Colin will be our representative and will keep us informed.		

Ref	Item	Actionee	When
50	<p>Committee posts were discussed. Fiona tendered her resignation as Registration Officer. This was accepted, and thanks given to Fiona for her work and valuable input to the committee. All posts will be open for election at the AGM, but meanwhile responsibilities are as follows:</p> <p><b>Chair:</b> Ed Humphrey, with John Crossley as volunteer to take over the role.  <b>Treasurer:</b> Colin Waters  <b>Secretary:</b> Andrew Perkins  <b>Registration Officer:</b> Andrew Perkins  <b>Webmaster:</b> Saty Mukherjee  <b>Welfare Officer:</b> Saty Mukherjee  <b>Promotions Officer:</b> Lisa Chapman</p>		
51	<p>Fleet Flyer: John offered to take on the role of Event Director, on the understanding that he could direct it overall, with others designated to manage specific aspects. The meeting thanked him and welcomed him to the role. Andrew will book a kick-off meeting in October for committee plus additional volunteers. (done afterwards: meeting will be 2<sup>nd</sup> October)</p>	Andrew	
52	<p>Andrew agreed to arrange the AGM, which must, by CUK rules, be completed by 15<sup>th</sup> November. (done afterwards: will be Weds 13-Nov, 20:15, at Studio 2, Hart Leisure Centre)</p>	Andrew	
53	<p>Andrew will find the CUK form to register new leaders and changes of officers. He will then complete and send it (done 23-Sep-2019)</p>	Andrew	
54	<p>Next meeting will be 2<sup>nd</sup> October, as per item 51 above.</p>		

Andrew Perkins, 30-Sep-2019