

Minutes of Fleet Cycling Committee Meeting

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| Date of meeting | 5th July 2023, 20:00 to 21:00 |
| Venue | The Oatsheaf, Fleet |
| Minute taker | Andrew Perkins, Secretary |
| Other Attendees | John Crossley, Chair Lisa Chapman, Promotions Officer Bryan East, Treasurer Ed Humphrey, Rides Secretary Malcolm Huson, Wednesday rides representative Sally Swift, Safeguarding Officer |
| Apologies | Saty M, Webmaster |

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. Items with no actionee are usually decisions or information only, and will also not appear in the next minutes.

| Ref | Item | Actionee and any deadline |
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Items from meeting of 28 Sep 2022

- 164 First Aid: we have had a few incidents this year, and it could be important to have first aiders on rides. This is an area where our funds would be well-spent. Sally will investigate availability of first aid courses, especially any oriented towards cycling injuries and health. Possible sources are Cycling UK, British Red Cross, and St John's Ambulance.
- Update 23rd Nov '22: Sally has found Greenbox and Red Cross. Lisa will ask Andrea for input.*
- Update 28th Nov '22: Andrew emailed Committee: "I had a look at the Green Box first aid, specifically for cyclists, and it looked quite good. £495 for up to 12 people seemed reasonable. I don't know if members would want to spend the full six hours on it, but Green box might be prepared to do a shorter version.*
- greenboxfirstaidtraining.co.uk/first-aid-for-cyclists/
- Update 18th Jan '23: Ed will ask Ken Crookes about getting County funding for First Aid Training.*
- Update 15th Mar '23: Ed says that Nigel said Alton CC got money from East Hants council and Cardiac Rehab organisation. Ken Crookes will talk to Cardiac Rehab, and find out if Hart Council have money for this kind of thing.*
- Update 5th July '23: Andrew to ask Ken Crookes about Cardiac Rehab and Hart Council, as above.*

Items from meeting of 23 Nov 2022

- 171 The number of active ride leaders is still low, especially on Sundays. Ed said that Melvyn has now been trained (and is a registered ride leader). Also Gary F and Barry C are ready to be trained and registered. Ed will also discuss with Clive whether his group of friends would be prepared to do more leading, at least for the Tuesday rides.

Update 15th Mar '23: Ed still to do

Update 5th July: Bryan has taken on the responsibility for leading and finding leaders for the Tuesday rides and is doing well. Item closed.

Items from meeting of 15 Mar 2023

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| 173 | Maintenance evening: Mark B had been invited to this committee meeting to discuss (admittedly at short notice), but was unable to attend. Lisa will discuss with him. <i>Update 5th July: Lisa spoke to Mark re the maintenance evening. It was arranged, and run by Mark. He may run another. The Committee noted its thanks to Mark for doing this. Item closed</i> | Lisa |
| 174 | Proposed date for AGM: 19 th April, 20:00. Andrew will try to get a room for free at Hart Leisure Centre, as in previous years. <i>Update 5th July: Completed, and AGM held successfully. Item closed</i> | Andrew |
| 175 | Summer social: Sally offered to host again in her garden. The committee thanked her for her generosity. Date is to be determined: Sally's preferred date is 5 th August, but 12 th is also possible. Date to be agreed before next meeting, then details to be discussed at next meeting. <i>Update 5th July: Those dates turned out not to be feasible, so the committee settled on September 9th, from 16:00. To be communicated by newsletter and WhatsApp</i> | All |
| 176 | Away rides: a round-the-island ride on Isle of Wight was proposed, for 15 th June. Ed will add to the calendar and ensure it is arranged. <i>Update 5th July: Completed, and successful ride held. Thanks to Ed and all involved.</i> | Ed |
| 177 | Fleet Half Marathon: Lisa is getting together a team to lead this out on 26 th March <i>Update 5th July: Completed. Thanks to Lisa and all involved.</i> | Lisa |
| 178 | Next meeting will be on a date to be arranged, probably at The Oatsheaf. <i>Completed, for 5th July meeting.</i> | Andrew |

Committee Actions from AGM of April 2023 (inserted here for convenience)

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| A1 | Andrew will check whether the Gearly Beloved Facebook Group is still running | Andrew |
| A2 | Pam suggested we could talk to the group known as Breeze which is for new cyclists to build their skills and confidence. It seems likely that some of those riders would want to move on to more ambitious rides such as we run. | Andrew |
| A3 | Committee to survey members regarding ride requirements | TBD |
| A4 | Committee to consider safety. That would include ride registration and first-aid. Could members put emergency contacts on WhatsApp contact details? | TBD |
| A5 | Ed will look at Cycling UK's advice on risk assessment, for instance in the ride leader training. He will also determine whether we can have assistant ride leaders, and confirm the maximum size of a group of riders (Malcolm thinks it's 15). He will also review the accident protocol from Cycling UK. | Ed |
| A6 | 5.6 Brian Little mentioned etiquette: we should stop in narrow lanes to let traffic by – drivers are often working, while we are not. This was not contested. Andrew added that we should be careful what words we shout after close passes, as we may be submitting camera footage to the police, and they are sadly less inclined to take action if swearwords can be heard on the footage. ACTION: Committee to publicise this guidance | Andrew, Ed |
| A7 | Date of next AGM is to be determined – around the same time next year. | Andrew |

Items from meeting of 05 July 2023

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| 179 | <p>Andrew to issue AGM minutes and check for actions. <i>Follow-up note: AGM minutes were issued to Committee Members on 1st May for comment by 7th May. No changes were required. Minutes are now loaded with all other admin papers, on website page About Us > Administration. Outstanding actions from the AGM for the Committee are listed above, as items A1-A7.</i></p> | |
| 180 | <p>Training more ride leaders: Ed will take Bee and Clare out for training, so they can be included on the ride leaders list and asked to help out</p> | Ed |
| 181 | <p>Training more ride leaders: Malcolm/Ed will talk to Alison N and George re leading on Wednesdays</p> | Malcolm, Ed |
| 182 | <p>Rider registration, etc: Bryan confirmed that Cycling UK requires that:</p> <ol style="list-style-type: none"> On each ride the leader must take a list of rider names. This should be destroyed at the end of the ride, unless there is an incident on the ride. On each ride the leader should ensure all riders carry emergency contact details. Any who do not may give their details to the ride leader (e.g., on the back of the list of riders). These should be destroyed at the end of the ride. <p>Attendees agreed that the above should be communicated to all ride leaders, e.g., in email to the ride leaders google group.</p> | Andrew, Ed |
| 183 | <p>CUK risk assessment: Bryan has written a generic risk assessment. He will re-circulate it to the committee. All committee members should review it and formally approve it (or formally object!). It should then be reviewed annually. (Andrew will diarise for that)</p> | All, Andrew |
| 184 | <p>Sunday introductory rides: Committee discussed and agreed as follows:</p> <ol style="list-style-type: none"> The "20+20" rides scheduled for the first Sunday in each month will be replaced by "introductory rides" (they should be publicised as "an introduction to riding with Fleet Cycling" and should never be called "beginners rides", as the latter implies a level of training which we do not provide) The introductory rides will only be held in May to September – the rest of the year the first-Sunday rides will be in the same vein as the others in the month. Bryan will consider his generic risk assessment in the light of these rides, and decide whether any modifications to it are necessary It should therefore not be necessary to do any specific risk assessment or mandatory route reconnoitring for the introductory rides. The introductory rides will be advertised on the website rides list (by Andrew), and promoted in the newsletter (by Lisa), on WhatsApp and on Facebook (by ride leaders). | Bryan, Andrew, Lisa |
| 185 | <p>Hart District Local Cycling and Walking Infrastructure Plan (at https://hart-lcwip-hampshireonline.hub.arcgis.com/): Deadline for responses is Sunday 20th August 2023. Malcolm and John agreed to go through it and decide on comments, on behalf of Fleet Cycling. John will then draft an email reply. <i>Update 18-Aug: John has sent reply to Hart.</i></p> | John, Malcolm |
| 186 | <p>Engaging leaders: We should encourage leaders to do the CUK online training (email to leaders from Ed and/or Andrew). Sally agreed to supervise the allocation of Sunday ride leaders.</p> | Ed, Andrew, Sally All |

All committee to encourage leaders to put their names down early – a month to 3 months in advance.

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| 187 | We have funds from CUK to spend (around £500?) as our allocation of membership fees for members in our catchment area. Ideas from committee members or others are welcome. Treasurer says we cannot use it for first aid training. | All |
| 188 | Re spending funds, we might want to have a gazebo and table for a stall at Fleet Christmas Fair. Andrew to investigate whether we can have one, and what the cost would be | Andrew |
| 189 | Andrew to check who are admins for the Facebook Group and Page, and what we should be asking them to do, to spread the load. | Andrew |
| 190 | Re the money in the Co Op bank account left over from the aborted Fleet Flyer a few years ago: We agreed to split it and pay out to the original charities. Bryan reported that this has been done, with the monies being transferred to Transplant Sport and the Royal Free. | |
| 191 | Next meeting: 6 th September in the Oatsheaf or possibly The Wyvern – Secretary to get possibilities and confirm with the Chair, then notify committee. | Andrew |
