

# Minutes of Fleet Cycling Committee Meeting

Date of meeting	21 <sup>st</sup> September 2023, 20:00 to 21:30
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 23<sup>rd</sup> Nov '22: Sally has found Greenbox and Red Cross. Lisa will ask Andrea for input.*
- Update 28<sup>th</sup> 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/](http://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 15<sup>th</sup> 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.*
- Update 21<sup>st</sup> Sep '23: Committee agreed that the club has sufficient funds to pay for this itself, and that it is a good use of resources. Andrew will contact Greenbox to discuss details, and contact frequent ride leaders to ask if they can attend, then Andrew will proceed to arrange if possible.*

## Items from meeting of 15 Mar 2023

175	<p>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<sup>th</sup> August, but 12<sup>th</sup> is also possible. Date to be agreed before next meeting, then details to be discussed at next meeting.</p> <p><i>Update 5<sup>th</sup> July: Those dates turned out not to be feasible, so the committee settled on September 9<sup>th</sup>, from 16:00. To be communicated by newsletter and WhatsApp</i></p> <p><i>Update 21 Sep: The social went very well, was much enjoyed, and many messages of thanks were received from the members who attended. A vote of thanks to Sally and Lisa for their work on this was proposed and unanimously approved by the other members of the committee.</i></p>	All
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### Committee Actions from AGM of April 2023 (inserted here for convenience)

A1	<p>Andrew will check whether the Gearly Beloved Facebook Group is still running</p> <p><i>Update 25-Sep: the Group is not actively posting any more</i></p>	Andrew
A2	<p>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.</p> <p><i>Update 25-Sep: Andrew checked the Breeze website but could not see how to contact them, without registering for rides (which are female-only). Andrew will contact Pam to see if she can.</i></p>	Andrew
A3	Committee to survey members regarding ride requirements	TBD
A4	<p>Committee to consider safety. That would include ride registration and first-aid. Could members put emergency contacts on WhatsApp contact details?</p> <p><i>Update 25-Sep: ride registration will be included in new leader procedures this week, as mandated by CUK. First Aid training set-up is in progress, as per action 164 above.</i></p>	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, if the riders are experienced). He will also review the accident protocol from Cycling UK.	Ed
A6	<p>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</p>	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

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> <p><i>Update 21-Sep: Bee has been trained. Claire has been unwell, so not yet trained.</i></p>	Ed
181	Training more ride leaders: Malcolm/Ed will talk to Alison N and George re leading on Wednesdays	Malcolm, Ed
182	<p>Rider registration, etc: Bryan confirmed that Cycling UK requires that:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	Andrew, Ed

Attendees agreed that the above should be communicated to all ride leaders, e.g., in email to the ride leaders google group.

*Update 21-Sep: will be included in new procedures, to be issued w/c 25-Sep-23*

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> <p><i>Update 21-Sep: Bryan re-sent it and it was approved by all, subject to comment from Malcolm, which he will send to Bryan. Andrew has diarised for 1-July each year, to ensure that review is added to the following meeting's agenda.</i></p>	All, Andrew
184	<p>Sunday introductory rides: Committee discussed and agreed as follows:</p> <ul style="list-style-type: none"><li>a) 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)</li><li>b) 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.</li><li><b>c) Bryan will consider his generic risk assessment in the light of these rides, and decide whether any modifications to it are necessary</b></li><li>d) It should therefore not be necessary to do any specific risk assessment or mandatory route reconnoitring for the introductory rides.</li><li>e) 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).</li></ul> <p><i>Update 21-Sep: there has been a steady trickle of new people on these rides.</i></p>	Bryan, Andrew, Lisa
185	<p>Hart District Local Cycling and Walking Infrastructure Plan (at <a href="https://hart-lcwip-hampshireonline.hub.arcgis.com/">https://hart-lcwip-hampshireonline.hub.arcgis.com/</a>): Deadline for responses is <b>Sunday 20<sup>th</sup> August 2023</b>.</p> <p>Malcolm and John agreed to go through it and decide on comments, on behalf of Fleet Cycling. John will then draft an email reply.</p> <p><i>Update 18-Aug: John has sent reply to Hart.</i></p> <p><i>Update 21-Sep: George W also sent a personal response to Hart, with several pages of detail. The committee were appreciative of this.</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. All committee to encourage leaders to put their names down early – a month to 3 months in advance.</p> <p><i>Update 21-Sep: agreed to close this item</i></p>	Ed, Andrew, Sally All
187	<p>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.</p> <p><i>Update 21-Sep: Amount is actually £200, not £500. No ideas as yet!</i></p>	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 <i>Update 21-Sep: TBD</i>	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. <i>Update 21-Sep: TBD</i>	Andrew
<b>Items from meeting of 21 September 2023</b>		
192	The Committee discussed WhatsApps rules/guidelines, and unofficial rides. Andrew will write some guidelines and send to John for review.	Andrew
193	North Hampshire Roads Safety meetings: George W has expressed an interest and has volunteered to go to the next meeting if possible, as our representative. The committee very much appreciates this.	
194	Wearing of club kit when not on a club ride: "Peter I" raised this as a question on WhatsApp, saying "Anything regarded as a misdemeanour could be pointed at the club. This is more likely to happen off-road due to contact with walkers, rights-of-access etc." The committee discussed and decided that we would not try to stop people wearing club kit on rides because: a) They have paid for it (albeit subsidised in some cases) (b) We want to publicise the club (c) They may not have other kit (especially after a few wet days when kit ends up in the washing machine) (d) We haven't heard of any other clubs trying this, and it's probably not enforceable (e) It could cause disgruntlement. Andrew will respond to Peter. <i>Did so via WhatsApp on 25-Sep. Item to be closed</i>	Andrew
195	Recruiting new committee members: Ed will ask George W if he would like to take a role, as safeguarding officer to replace Sally (who has volunteered to take on the Rides Secretary role at a suitable juncture). Andrew said he himself had been doing the Secretary role for nearly five years, and would like to step down in 2024, while continuing to lead rides.	Ed
196	Bryan said that Stolen Goat have decided it is not commercially viable to deal in small bespoke orders such as ours. We will need a new offering in future. Lisa will note this in the next newsletter	Bryan Lisa
197	Riders with medical conditions: Lisa raised the subject of whether leaders should actively ask riders to tell them of any medical conditions, e.g., diabetes, epi-pen. The meeting felt that leaders could do so if they wished, but to actively ask might imply that the leader is taking responsibility for dealing with conditions, and that we are not generally medically trained. <i>Note: after the meeting, Andrew discovered that CUK guidelines (in leaders' manual and online training) is that leaders SHOULD ask this. Andrew will add to the updated guidance which he will send to leaders, along with a note about taking a register, and encouraging leaders to put their names down early – a month to 3 months in advance.</i>	Andrew
198	End-of-year social event: Lisa will work on it. Probably to be held in January, at The Oatsheaf or The Heron on the Lake	Lisa
199	Next meeting will be in January, due to availability in November/December. Andrew to arrange	Andrew