

Minutes of Fleet Cycling Committee Meeting

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| Date of meeting | 21 st February 2024, 20:00 to 21:45 |
| Venue | The Oatsheaf, Fleet |
| Minute taker | Andrew Perkins, Secretary |
| Other Attendees | John Crossley, Chair Lisa Chapman, Promotions Officer Malcolm Huson, Wednesday rides representative Sally Swift, Safeguarding Officer Robert Humphrey, assistant for online |
| Apologies | Bryan East, Treasurer Ed Humphrey, Rides Secretary |

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

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| 164 | <p>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.</p> <p><i>Update 23rd Nov '22: Sally has found Greenbox and Red Cross. Lisa will ask Andrea for input.</i></p> <p><i>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.</i></p> <p>greenboxfirstaidtraining.co.uk/first-aid-for-cyclists/</p> <p><i>Update 18th Jan '23: Ed will ask Ken Crookes about getting County funding for First Aid Training.</i></p> <p><i>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.</i></p> <p><i>Update 5th July '23: Andrew to ask Ken Crookes about Cardiac Rehab and Hart Council, as above.</i></p> <p><i>Update 21st 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.</i></p> <p><i>Update 21st Feb '24: Andrew arranged the course through Greenbox, for 2-Feb-2024. 12 of our leaders attended (sadly not including Andrew as he was unwell) and several reported back that the course was very well presented and</i></p> | Andrew |
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worthwhile. Coincidentally, four days later on a ride, one of our members felt faint and it was necessary to call an ambulance. The other riders felt more confident and less stressed due to their recent training. NB: the rider was checked and released from hospital later that day. Item closed at last!

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

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| 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. <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> <i>Update 21-Feb-2024: TBD by Andrew</i> <i>Update 22-Feb-2024, after the meeting: Andrew communicated with Pam who had no luck contacting Breeze, and it now only seems to run ladies' mountain biking locally. Item closed.</i></p> | Andrew |
| A3 | <p>Committee to survey members regarding ride requirements <i>Update 21-Feb-2024: this is being done informally on rides</i></p> | TBD |
| A4 | <p>Committee to consider safety. That would include ride registration and first-aid. Could members put emergency contacts on WhatsApp contact details? <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> <i>Update 21-Feb-2024: First Aid training completed on 2-Feb-2024. Re emergency details on WhatsApp, not all members are on the WhatsApp group, but it's open to a rider to tell the leader that their emergency contact details are there. Item closed</i></p> | TBD |
| A5 | <p>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. <i>Update from Ed's email to the Secretary 21-Feb:</i> <i>Concerning risk assessments, the guidance is broad and generic without much specific practical advice, so if we're looking for specific tasks in the context of training new ride leaders we should write our own. I'd say that generally I've been doing that and my foremost instruction to trainees, before during and after training is that safety is paramount.</i> <i>Concerning rider numbers and ratios to leaders, the Ride Leader Standards Handbook gives clear guidance. The maximum recommended group size is 15, with (for experienced riders) a ratio of 1 ride leader per 8 participants. The guidance on ride planning talks about planning how many volunteers you'll need as part of your preparation. This is obviously difficult for us as we rarely know how many riders will turn up although we generally appoint a back marker when we're dealing with larger groups.</i></p> | 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 <i>Update from Ed's email to the Secretary 21-Feb:</i> <i>I haven't done anything formal but have encouraged riders to stop more in recent times. We should add this to our briefings and say why we're encouraging the group to lessen delays caused to other road users. Whilst the 'working driver' argument is an issue, lessening delays reduces the likelihood of conflict or bad driving in our vicinity.</i></p> | Andrew |

A7 Date of next AGM is to be determined – around the same time next year. Andrew
 Update 21-Feb: **Andrew will canvass committee** members by email, as we should aim to have all of them attend. We will aim for a date between 12th and 31st May.

Items from meeting of 05 July 2023

180 Training more ride leaders: Ed will take Bee and Claire out for training, so they can be included on the ride leaders list and asked to help out Ed
 Update 21-Sep: Bee has been trained. Claire has been unwell, so not yet trained.
 Update 21-Feb-2024: Claire has now been trained. Barry has also been trained and both have led rides successfully. Ed also said in email: Sally has joined us on training rides when convenient with the aim ultimately of taking on the training. I've committed to continue ride leader training until Sally is happy to take on the task.
 Item closed.

182 Rider registration, etc: Bryan confirmed that Cycling UK requires that: Andrew, Ed
 a) 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.
 b) 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.
 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
 Update 21-Feb-2024: Completed, in email of 25-Sep-2023 to all ride leaders

184 Sunday introductory rides: Committee discussed and agreed as follows: Bryan, Andrew, Lisa
 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)
 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.
c) Bryan will consider his generic risk assessment in the light of these rides, and decide whether any modifications to it are necessary
 d) It should therefore not be necessary to do any specific risk assessment or mandatory route reconnoitring for the introductory rides.
 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).
 Update 21-Sep: there has been a steady trickle of new people on these rides.
 Update 21-Feb-2024: Bryan responded re point c above, and said no modifications are necessary, if the Rides Secretary keeps an eye on ride suitability. Point e will be done in the normal course of arranging rides. Item closed.

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
 Update 21-Sep: TBD

Update 21-Feb-2024: Andrew apologised for not actioning this. We can consider again in 2024

- 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
Update 21-Sep: TBD
Update 21-Feb-2024: Andrew reported that Facebook Group admins are Lisa, Andrew, and Robert. Admin tasks are to approve new members for the Group as appropriate, and police the rules of the Group.

Items from meeting of 21 September 2023

- 192 The Committee discussed WhatsApps rules/guidelines, and unofficial rides. Andrew
Andrew will write some guidelines and send to John for review.
Update 21-Feb-2024: Andrew brought the rules for the Facebook Group to the meeting, and suggested using essentially the same rules for WhatsApp. This was agreed. Andrew inserted them in the "Description" of the WhatsApp group the next day, 22-Feb-2024. Item closed.

- 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). Ed
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.
Update 21-Feb-2024: George is happy to liaise with councils etc about cycling, but is not interested in the Safeguarding Officer role. Sally said she could carry on for now with this as her second role, but Robert said he may be interested in taking it up, so Andrew will send him details of the role, from the CUK website. Either way the role is covered, so this item will be closed.

- 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
Update 21-Feb-2024: this was included in a newsletter. Item closed.

- 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., Andrew
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.
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.
Update 21-Feb-2024: TBD by Andrew

- 198 End-of-year social event: Lisa will work on it. Probably to be held in Lisa
January, at The Oatsheaf or The Heron on the Lake
Update 21-Feb-2024: Lisa duly arranged a very successful event in January. The meeting proposed and carried a vote of thanks to Lisa.

- 199 Next meeting will be in January, due to availability in Andrew
November/December. Andrew to arrange
Update 21-Feb-2024: Availability was poor in January too, hence the meeting on this date, 21-Feb-2024.

Items from meeting of 21 February 2024

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| 200 | <p>Agenda item 3: Broad guidelines for leaders planning rides Bryan suggested (by email, before the meeting) that perhaps we need to tell ride leaders that Nov-Feb Tue rides, for instance, should be around 40 miles instead of 50+, because of shorter days, weather, etc Sally, as Rides Secretary, felt that these were not required. She can keep an eye on the routes and lengths that are being posted by ride leaders. Andrew will add to the next ride leaders email a note that leaders can contact Sally for help and guidance on planning rides, including using software.</p> | Andrew |
| 201 | <p>Agenda item 4: Away Ride Suggestions Sally read out a list of possible away rides, and there were no objections. Sally will also contact Bryan about Clive's proposal of an away ride towards Benson (near Wallingford, Oxon). Sally will pass on to Lisa the list of away rides, for inclusion in the newsletter.</p> | Sally |
| 202 | <p>Agenda item 5: Empowering someone to act for Fleet Cycling in promoting cycling provision across our area The committee would be happy to appoint George W as "Liaison officer" (provisional title) to work with councils etc regarding planning proposals etc. and the interests of cyclists. George would, of course, be welcome at committee meetings. Andrew will contact George to confirm, and invite him to committee meetings</p> | Andrew |
| 203 | <p>Agenda item 6: Follow-up from First Aid course: first aid kits, CPR, defibrillators, blankets</p> <ol style="list-style-type: none"> a) Andrew will liaise with other local cycling groups to see if we can share costs for another course, to train the remaining 4-6 leaders. b) We will look to have a shorter (say ½ day) refresher course each year for leaders c) The emergency blanket was extremely useful when we had a recent incident, so the committee would be happy to follow the example of another local group and purchase around 30 blankets for £30, and give one each to members who would like them, say at the start of a ride. Sally will purchase and issue. d) A discussion of first aid kits ensued. Size and weight could be an issue. We decided that leaders and riders could supply and bring their own kits if they wanted them. e) The Greenbox trainer had mentioned small defibrillators. These are considerably heavier than first aid kits and we had never found a need for them, so the club will not be purchasing defibrillators. Regarding finding one in an emergency, the emergency services would, if called, routinely tell the caller where the nearest defib was located. Apps to locate them are not always up to date. | Andrew Sally |
| 204 | <p>Agenda item 7: Holding emergency contact details Malcolm explained that, to save registration time, the Wednesday group kept a standing list of riders with their emergency contact details, for those riders who were happy with this (e.g., regarding GDPR). The list is brought to each ride and each name is simply ticked if the rider is present. Additional riders can add their details to the list, temporarily (for one ride) or for long-term. The committee felt this was acceptable, and would be happy for other leaders to adopt this if they liked, always ensuring they had permission from each rider if information is to be held between rides.</p> | |

- 205 Agenda item 8: Emails received by the secretary, email 1. Lisa
From local manufacturer Handsling bikes, offering a tour of their facility and Andrew
asking for a link from our website.
Lisa will contact them to find out more about the visit they might offer (and
whether they might offer coffee and cake 😊).
Andrew will add a link from our "Bike Shops" page at [fleetcycling.org.uk/footer-
menu/bike-shops](https://fleetcycling.org.uk/footer-menu/bike-shops) (done 22-Feb-2024)
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- 206 Agenda item 8: Emails received by the secretary, email 2. Lisa,
From Hampshire County Council: Future Services Consultation. Andrew,
Lisa will include a link to this consultation in the next newsletter. Robert,
Andrew and Robert will look at the website and decide where/if there is an John
appropriate place to provide a link to the consultation.
John, as Chair, **will read it and decide** whether to respond as a club.
*Note: John replied to Andrew the next day saying that he thought it would
not be useful. So no response sent.*
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- 207 Agenda item 8: Emails received by the secretary, emails 2 and 3. John
These were emails from a member raising a number of issues, some Andrew
personal. The committee agreed that **Andrew, Robert and John will liaise** Robert
to respond.
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- 208 Advertising social events: some members are not on WhatsApp, so the
committee agreed that, as well as any mention on WhatsApp, we should
advertise social events in the newsletter and on our Facebook Group.
These latter two have wide circulations, so the address of events might be
omitted, and only provided when confirming availability to an applicant.
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- 209 Agenda item 9: WhatsApp and Social Media rules
Covered in item 192 above.
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- 210 Agenda item 10: Unofficial rides
The committee agreed that, in principle, *bona fide* charity rides may be
promoted on our social media and on our WhatsApp group.
Our social media may also be used to arrange occasional rides with
friends, for instance an extra ride to replace a Fleet Cycling ride cancelled
because of weather etc.
The normal rules of our social media still apply. They are currently listed on
our Facebook Group and on the WhatsApp chat description.
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- 211 Committee personnel notes:
Saty has resigned as webmaster, and Andrew has taken this role on for the
time being. Robert Humphrey will be assisting Andrew. We thank Saty for his
years of service and the sterling work he has done on the website, and
welcome Robert.
Ed is stepping down as Rides Secretary, and for the time being is assisting
Sally, who has been co-opted to take on this role. We thank Ed for his
many years of service and welcome Sally to the role.
As usual, all committee roles are up for election at the AGM.
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- 212 The next committee meeting will be in April, so we can prepare for the Andrew
May AGM. **Andrew to arrange.**