

**Stevenage and North Herts CTC**  
**Annual General Meeting**  
**Thursday 30<sup>th</sup> October 2014**  
**8p.m. at Springfield House Community Centre, Old Stevenage (SG1 3EJ)**

**Notes**

Those present: Kelly Baker; Alan Baxter; Paul Boielle; Jim Brown; Richard Button; Phill Cook; Loyd Davies; Robert Finney; Bill Hayes; Dan Mann; Luke Peters; Gary Spicer; Tina Walker; Pete Woolmer. (The quorum was ten).

1. Welcome. Apologies were received from Christina, Elaine, Hugh, Jill Borchers and Jim Borchers.
2. Election of Chair for the meeting – Daniel Moore.
3. Minutes from last year (21<sup>st</sup> October 2013). Proposed Robert and Alan. Agreed correct.

**4. Report and Accounts for 1<sup>st</sup> October 2013 to 30<sup>th</sup> September 2014.**

The written report was not quite complete due to Emitremmus commitments but was agreed subject to some updating. The accounts were agreed. It was noted that the surplus for the Circular will have been added after the 1<sup>st</sup> October (the start of the new CTC financial year).

**5. Elections.**

Those elected to the mandatory posts were:

- (a) Chair: Tina Walker (Proposed by Luke and Paul B)
- (b) Secretary: Jim Brown (Proposed by Dan and Pete Woolmer). This was after some discussion about succession planning during which it was AGREED to set up the post of Assistant Secretary (ies). See below.
- (c) Treasurer: Paul Boielle (Proposed by Jim Brown and Dan Mann).

**6. Other Key Roles**

(d) Registration Officer: Jill Borchers (Proposed by Tina Walker and Paul Boielle). Thanks were recorded to Alan Baxter for his hard work over recent years. Alan had been on almost every ride. Pete Woolmer and Richard Button proposed that Loyd Davies should help in the new post of assistant registration officer. That was AGREED. Ride leaders were reminded that they needed to list who was riding when Jill or Loyd were not there.

(e) Welfare Officer: Kelly Baker (Proposed by Robert Finney and seconded by Richard Button).

(f) Promotions (or Publicity) Officer: Jim Brown (Proposed by Luke Peters and Kelly Baker).

**7. Local Posts:**

(g) Social Secretary: Jackie Cooper (Proposed by Tina and Alan).

- (h) Website Manager: The website team will consist of Dan Mann; Luke Peters; Ben Walker and Tina Walker (Proposed by Bill and Gary).
- (i) Rides Co-ordinator: Tina Walker (Proposed by Pete W and Gary Spicer).
- (j) Events Manager. This was a new post created by resolution at this meeting. Dan and Luke jointly proposed by Alan and Gary.
- (k) Assistant Secretaries. Kelly Baker; Luke Peters and Gary Spicer (Proposed by Dan Mann and Pete W). Together with Jim Brown they will form the secretarial team. If Jim becomes unavailable one of them will be able to "step up."
- (l) Assistant registration officer: Loyd Davies (Proposed by Pete Woolmer and Richard Button).

## **8. Accredited Volunteers (Ride Leaders / Makers / Sweepers, etc)**

Our practice has been that the officers and other accredited volunteers constitute our committee. Bill, Jill, Kelly and Loyd had been added during the year. Now it was AGREED to add Gary Spicer and Pete Woolmer. The list will need checking. (All proposed by Luke and Tina).

## **9. Nominations for the county committee.**

The group secretary attends automatically. We can make nominations for up to three additional committee members to be elected at the Hertfordshire AGM on 9<sup>th</sup> November. It was agreed to nominate Paul Boielle and Gary Spicer (Proposed by Alan and Robert). Tina agreed to continue as a substitute.

## **10. Sport Stevenage and Cycle Herts.**

Tina will continue as our representative to Sport Stevenage (Proposed by Dan and Jim). Phill Cook will become our new representative to CycleHerts (Proposed by Richard and Pete). Jim, Robert and Tina were willing to continue as substitutes to CycleHerts when needed.

## **11. Proposal (by Luke and Dan).**

"Stevenage District Scouts recently took over the Canyon Playscheme off of Valley Way in Stevenage on a 10 year lease. They have 2 garages inside a compound but are unable to use one and have offered it to us for our own use as long as we maintain it. They do not expect anything from us but a yearly donation has been suggested as a thank you for their generosity. Our mutual contact in the agreement was Simon Speller. The proposal is that we agree to make a donation each year and agree an amount to donate as well."

This was discussed in detail. It was proposed by Gary and seconded by Robert that we make a donation of £200 for 2014/2015. This was AGREED. Donations for future years can be discussed

## **12. Proposal (by Dan and Luke)**

The group should consider the appointment of an "Events Coordinator" or "Events Manager" role. Below are listed some of the key suggested responsibilities:

- Be responsible for managing event stock. This includes things like making sure start/finish & event control boxes are well stocked and have all the correct/required resources.
- Be responsible for making sure events are well organised, keeping costs to a minimum while providing a decent experience for riders.
- Be responsible for looking at introducing new events/changing others where a refresh/rebrand is required.
- Suggesting ways to improve current event advertising and introduce new advertising methods.

The proposers thought this role would benefit the group immensely as it would add an extra level of organisation to our events and would give our event organisers someone to bounce ideas off of. They thought the role doesn't have to be limited to one person, it could be a small group of people but would expect no more than 3 people to be involved in this role at any one time.

Again this was discussed in some detail. The new responsibility of the garage and trying to keep all the event and publicity materials was noted. The proposal was AGREED.

### **13. CTC Report.**

Jim Brown and Martin Cockersole had been re-elected to the voluntary roles as CTC Council representatives for the East of England. Jim had prepared a CTC Councillor's report. This was not discussed in any detail due to the time taken by other business but it had been circulated. It is attached.

### **14. Any Other Business**

- (i) The events programme. There was a suggestion that there may be a 100 mile ride on a different day to the SSoSS rides. That would mean we offered every CTC tourist competition category except the longest ride. It was noted that the SSoSS rides have already been registered but that the committee will need to confirm organisers for the others (e.g. Circular; Off Road and Emitremmus) (ii) Clothing. Surplus clothing had been brought from Emitremmus in case any ride makers had missed out. It was AGREED that any very old clothing should be advertised on the website for a fiver. If there was no interest after a while it could be disposed of in an appropriate way (iii) Audax sweeping. There was a suggestion that a longer gap should be left between the departures of the Emitrtemmus and Emit Lite groups. However the times were calculated to give a long overlap at Therfield reducing the time commitment of ride makers and allowing some on the Lite and 100K to meet up and ride to the finish together. The committee will think about this (iv) There were no proposals to change the postcode area for the group.

### **15. Close of Meeting.**

The meeting finished at 9.55p.m.

## CTC Information Sheet for Local Group AGMs 2014

### Membership update

Membership has continued to enjoy the modest yet steady month on month growth since January with the headline membership rate at: 67,128 members at 30 September. This is a growth of 990 in the year, reversing the trend of losing ~1000 per year since 2011. Groups are key to local recruitment and their efforts to recruit those who come on their rides is greatly appreciated. Handy pocket sized Business cards and membership leaflets are available from the membership team.

### Group support

We're keen to support member groups with PR support and marketing material for their events.

Many groups have already received vinyl banners, marketing materials, giveaways and posters. If groups need any materials they can contact the office. They are CTC presence on the ground and we are keen that they look good. If groups wish to purchase items such as gazebos or flags then the CTC marketing team can assist as we have preferable rates.

### Group & Event promotion

Please do encourage members groups to update their member group details at: <http://www.ctc.org.uk/local-groups>. The CTC website is good additional exposure even if the local groups has their own website. The CTC website receives 75,000 unique visitors per month. Groups can list their activities, riders and social activities. This will shortly be fully searchable from the home page. Groups can also add their events to the events listings. If any group requires any assistance please recommend that they contact the office.

### PR

CTC press team are keen to assist groups to promote their activities or events. We actively want to hear from them as their event news enables CTC to better showcase the breadth of all that the charity does. CTC is also active on social media and can assist or retweet stories. CTC has 25,443 Twitter followers and 7998 Facebook friends.

### Membership lists

CTC send monthly membership contact lists to groups for their own marketing. If any groups need assistance or if there are any specific data enquiries please let them know that they can call the membership team.

### Member Group Annual Packs

A reminder that the member group annual returns and the finance packs are due in before the 5<sup>th</sup> December.

### Campaigning update

CTC's two main campaigns of the past year have been 'Space for Cycling' and 'Road Justice'. The national 'Space for Cycling' campaign ([www.ctc.org.uk/space4cycling](http://www.ctc.org.uk/space4cycling)) has enabled over 10,000 people to enlist the support of over 500 Councillors outside London for the campaign's aims, namely for high standards of cycle-friendly planning and design and the funding this will require. It has also helped strengthen the links between CTC and local cycle campaign groups. Meanwhile CTC's Road Justice campaign ([www.roadjustice.org.uk](http://www.roadjustice.org.uk)) has prompted Justice Secretary Chris Grayling MP to announce a full review of road traffic offences and sentencing (although the timescales and process for the review are still unclear).

However, a long-awaited Government 'Cycling and Walking Delivery Plan' has yet to be published, amid signs of Treasury reluctance to provide the annual funding of at least £10 per person that last year's parliamentary 'Get Britain Cycling' report called for. CTC has therefore launched a 'Funding for Cycling' campaign to persuade George Osborne to announce this in his forthcoming Autumn Statement. We have also collaborated with The Times, British Cycling, Sustrans and the Bicycle Association in attending the main party conferences, seeking commitments to 'Get Britain Cycling' in the parties' election manifestos for next Spring.

CTC are currently campaigning for part of the £64 billion Government have put by for road building and the HS2 rail network. CTC have asked for £10 per head which equates to £0.5 billion be allocated to cycling. The decision will be made later in the year.

*Since this was drafted the Government's 'Delivery Plan' has been published and described by CTC as the derisory plan.*

### Inclusive Cycling project

We have now confirmed 40+ Inclusive Cycling centres as part of the CTC Inclusive Cycling Network and have achieved more than 12,000 beneficiaries from the project funded by Big Lottery. Inclusive Cycling centres offer valuable social, leisure and exercise opportunities for people with disabilities, injuries, health and mobility difficulties and low confidence. The project is England wide and delivering support for Centres to reach more people (public events, taster sessions), be more sustainable (volunteer support, fundraising) and to collect valuable impact data which can be used to secure further support. We have done a lot of work to improve the website and make it a national resource for Inclusive Cycling. We are proud to have Mark Colbourne MBE as the project ambassador and further information including case studies can be found at [www.ctc.org.uk/inclusive](http://www.ctc.org.uk/inclusive).

### Branding

CTC is much more than a touring club and currently our brand doesn't really reflect the amazing work we do in cycling. Paul Tuohy, the new CEO, has had amazing success in refocusing many charities in the past and wants to help CTC to modernise and grow in the 21<sup>st</sup> century. To do this we need to better communicate who we are and what we do. The rebranding is aimed at helping us do this. As a lifelong cyclist and CTC member, Paul wants to make sure that the heritage and history of CTC remains a key component of what we are and do going forward as its one of our USP's (unique selling points) and any rebranding exercise will bear this in mind.