**CYCLE SOMERSET MONTHLY MEETING MINUTES**

Wednesday 5th January 2022

Held online by Zoom

**Present:**

Graham Farrington, Richard Sykes, Phillipa Archer, Paul Harper, Peter Hanratty, Peter Williams, Stephen Coe, Jonathan & Karin Sladden, Ross Friend, Sian Kelly, Craig Bedwell, Tony Honeybun, Debbie Lewis, Arthur Hulls, David Cox, Sue Brooks

**Apologies:**

Maurice Pyman, Joanne O’Hagan, Kenneth Parsons, Hazel Bryant

**Welcome** – Graham

**Minutes of last meeting reviewed**

Cycle Somerset ‘Special Coffee Stops – 2021’

All awards presented i.e. The New Inn Café in Halse, The White Post in Langford Budville, Willowbrook Garden Centre Café.

Graham thanked Sue and Paul for arranging/presenting to each venue.

In addition Sue has sent photo/press release of The New Inn Café in Halse presentation to Tone New Magazine for inclusion in their next issue.

Bike Registration for Members

Sue made contact with PCSO’s in Taunton and Wellington to arrange bike registrations for members. Incorporate into a cycle and Maintenance Day (see separate note). Dates to be confirmed Sue/Richard will set up. **SB/RS to action**.

TACC Money donation

Graham supportive of TACC however would like to donate money towards a specific project.

Stephen suggested we have project/how much money/track progress/end result.

Jonathan will provide more details at next meeting. **JS to action.**

Cycle Somerset – new logo design

Sue has emailed initial designs over to 11 members for their feedback by Monday 24th January.

The 5 most popular designs will be shown at the next Monthly Meeting on 2nd Feb.

**SB to action.**

Paul Harper will then include those design in February’s Newsletter so that the members can provide their feedback**. PH to action**.

Registration of Ride Leaders 2022

Richard provided an overview, we currently have 26 leaders of which 7 are regulars i.e. several rides a month. Others 1 a month or less.

List of ride leaders has been submitted to Cycling UK and Sue will keep them informed of any changes.

Rides - Risk Assessments and Health and Safety policies

Ride Leaders Project

Sub Group formed -Graham, Jonathan, Richard, Peter H and Sue B. Debbie Lewis kindly agreed to join.

Richard refreshing content for the website i.e. Ride Leaders Instructions and Documents to endorse the importance of all members conforming to the Cycle Somerset policies not only for Insurance purposes but for safe and enjoyable cycling.

Purpose to demonstrate the balance of responsibility for members and ride leaders.Once established to be communicated regularly to ALL.

Richard to circulate draft to core committee members - 1 weeks time **RS to action.**

Risk Assessment content being refreshed , Jonathan suggested Risk Assessment examples also to include tangible examples i.e. like falling off your bike, committee agreed on that approach.

On completion of the policies, it was suggested we source an 'expert' to oversee/endorse the legal aspects, implications etc for example Cycling UK or British Cycling. Approved by All. Graham to provide Richard with the contact details. **GF/RS to action.**

Membership Update

Arthur confirmed 78 members renewed, 3 life members, he was pleased with result so far.

Arthur to send 2021 members another email to remind to renew, until renewed no formal notifications of rides but can join via website. **AH to action**.

It was felt this was fairer for the 2022 members and would encourage 2021 members to renew. Richard thanked Arthur for his time on this project.

Newsletter

The Newsletter to be sent out to both 2021 and 2022 email groups, keeping them seperate to avoid duplications. Newsletter continue to be included on the club website.

Any 'highlights' from the Monthly Meetings to be included in the Newsletter for example, forthcoming Maintenance Workshop (date tbc) **PH** **to action**.

Ross suggested a Book review be included in the newsletter and he will submit review, opinion on 'Bikenomics - How Bicycling Will Save the Economy' by Elly Blue. **RF to action**.

**A.O.B**.

Charity for the Year

It was agreed that Graham should approach Derek Cutler at 'On Your Bike' and ask what support needed, how we can help, etc. **GF to action**.

It was also suggested Cycle Somerset members be encouraged to donate bikes, parts etc to assist the charity. Arthur suggested you could get spares from them cheaper.

Maintenance Day

Graham kindly offered to host at his house March time. Sue to explore available dates from PCSO's to do Bike Registrations so we can incorporate maintenance, registrations and cycle together. **SB** **to action.**

Guide on changing inner tubes, repairing punctures etc Jonathan/Stephen to discuss idea then pass to Graham to distribute possibly at the Maintenance Day. **JS/SC to action**.

General Data Protection Regulations

Communication by email

When possible send emails through the website if sending group emails then utilise the 'Bcc' .

Bcc stands for blind carbon copy which means the email addresses of the recipients specified in this field do not appear in the received message header and will not comprise the GDPR i.e. General Data Protection Regulation. **Action by ALL**

Archive Minutes - Graham will look at policy document to check purpose for storing, time frame etc. and see if it needs amending. **GF** **to action**.

Membership List - Jonathan suggested 2020/2021 to be archived. 2022 new group to be generated. Jonathan to look into this. **JS to action.**

Jonathan/Richard to change the routing on TidyHQ to Sue Brooks on Club Secretary link. **JS/RS to action**.

**Date for your Diary**

Next Meeting - Wednesday 2nd February 2022. Venue/Zoom to be decided nearer the time.

**JS/SB to action**.