

WBCCC Steering Group

Minutes of Meeting 4 April 2017

Attendees: Doreen Pukitis, Jim Heyes, Jim Taylor, Margaret Green, Mark Holland, Pete Hudson, Phil Brown, Steve Brittle, Thelma Willmer and Paul Boffey

Apologies: Keith Gore, Roy Unsworth and Phil Bradley.

1. Minutes

The minutes of the meeting held on 15 February 2017 were agreed as a correct record.

2. Matters Arising

Women on Wheels Events – It was agreed the events had been a success and hopefully had encouraged more ladies to cycle. Phil had submitted receipts for £200 to TfGM for reimbursement.

Risk Assessments – Jim emphasised that specific risk assessments were necessary for the longer rides for insurance purposes.

Maintenance Checks – The group agreed that it was good practice to perform a maintenance check on bikes before each ride and this would be emphasised by the ride leader during the ride briefing.

Brick Project – A representative had attended a ride in March and outlined the work of the Brick Project which had been well received.

Walkie Talkies – It was suggested that the walkie talkies and chargers should be numbered to keep a check on which were being used and Pete Hudson agreed to mark each of these.

3. Club Constitution

Jim confirmed that the revised constitution had been agreed at the EGM on 20 March 2017 with the only change being a minor alteration regarding sending out reminders to members. Mark Holland agreed to create a pdf version of the constitution which could then be uploaded to the website.

The date of 1 August 2017 was agreed to review the group's membership.

4. Code of Conduct

The Steering Group had previously been asked to read the code of conduct and bring any concerns to this meeting.

A discussion took place regarding various points of the code following which Margaret agreed to carry out the necessary amendments.

5. Ride Calendar

Jim stressed the need to ensure rides are ridden and risk assessed well in advance of each ride particularly so they can be advertised on the website.

It was agreed that club members should be asked if they wished to include a ride of their choice on the new programme of rides from August to November which would be discussed by the sub-group at their meeting before the end of April.

It was felt that it would make sense to repeat previous rides for the mid-winter period rather than create any new ones.

6. Ride reports and website development

Paul raised concerns regarding keeping the website updated and pointed out that the site wasn't being used as much due to the lack of content.

After further discussion, it was accepted that the brief ride report format agreed at the previous meeting was unsuitable for the website as it did not provide anything informative or interesting for website visitors. It was agreed that we would re-introduce ride reports which would be provided to Paul in a Word format and not on a template. Paul would display the ride report in full on the web page and photographs would sit beneath the report.

7. First Aid Training and Kits

Jim stated Inspiring Healthy Lifestyles had offered first aid training to members of the club. Phil, Steve, Doreen and Jim H need to undertake the training. Phil is to check if any other volunteer leaders need training and then ask Brent to arrange a session on a Wednesday at a future date. Jim asked if there was a need to provide first aid kits for those members who had a first aid qualification. It was agreed to use club funds to purchase first aid kits.

8. On your bike project

Jim reminded the meeting of the successful bid submitted by Inspiring Healthy Lifestyles and as a recognised partner in this project, WBCCC had been asked to assist in the recruitment to the Well-being Coordinator post. Jim also informed the meeting that Doreen has agreed to be a member of the recruitment panel. He went on to explain that we had also been asked to assist in the practical assessment element of the recruitment process and a small number of members will be required to support this exercise. There was agreement amongst the group that we should provide this support and Jim agreed he would contact members in due course.

9. Xmas Celebration

Phil stated he had organised this for Friday 8 December at the Ravine Club, Pemberton with an artist, John Martin. He asked whether members would prefer food to be provided. It was agreed not to include food but to include a game of bingo in the cost of £5.

10. Any Other Business

Big Bike Revival – Jim spoke about previous BBR events and asked that the group continue to support Simon Dale this year as they had done previously. Simon informed the meeting that this year BBR would take place between 6 May and 18 June and he suggested we aim to cover 2/3 events. Current events scheduled which could be an opportunity to piggy back on to are:-

21 May – training rides commence for the Joining Jack ride taking place on 2 July
7 June – Three Sisters Event
25 June – Street Velodrome, Leigh Town Centre

On Monday 29 May there is a suggestion of a “Dawn Chorus” bike ride followed by a family fun day with bike rides taking place during the day.

European Cycling Challenge – Jim informed the group this was due to take place between the 1 – 31 May and is a challenge among European cities to ride the longest distance. Thelma agreed to look further into this for more information.

Believe Sport Award – Inspiring Healthy Lifestyles are currently seeking nominations for these yearly awards, one of which is for Club of the Year. It was agreed the group were worthy of being nominated and Jim agreed to look into the process.