**WBCCC Steering Group Meeting**

**Monday 29th November 2021**

**Present**

**Jim Taylor, Phil Brown, Sue Bradley, Phil Bradley, Pete Hudson, Graham Cooper, Allan Finch, Paul Broad, Clive Chatterton, Allan Ricketts and Paul Boffey.**

**1. Apologies for absence**

**Jim Heyes**

**2. Minutes from 6th October 2021**

**The minutes of the steering group meeting on 6th October 2021 were agreed.**

**3. Matters arising**

**Paul Boffey has changed the website name to WBCCC.UK**

**There was a thanks to Paul’s son Mike, from Jim Taylor.**

**Tuesday and Thursday ride information is now on the new website.**

**4. Finance update**

**Income to the club since the last meeting was £650 from Ironman and £30 from 3 new members. Phil Brown stated that after a payment of £100 to Mike Boffey and two room fees at the Highfield Parish Rooms, the bank balance stood at £1433.48.**

**5. Membership review update**

**There are currently 77 members in the club.**

**(7 new members joined in 2021, 2 in 2020 and 12 in 2019) An e-mail was sent out to 21 riders who have not ridden with the club in the last two years asking them if they would like to remain and let us know either way by 31st January 2022. So far, 4 have decided to leave, 4 have decided to stay and 13 have as yet not replied.**

**6. Generic Risk Assessment update**

**After a discussion it was agreed that the GRA could be signed off after two adjustments were made by Allan Finch and Graham Cooper. Reference. Email from Allan Finch dated 30th November 2021**

**7. WBCCC Jersey update**

**Jim Taylor had received two samples which he let the Steering Group members try for sizing. They are good quality and Jim was impressed with the manufacturer’s service. It was decided that he £10 subsidy towards the cost of a jersey would be a one- off offer to end on 17th December 2021. Further discounts will apply from the company providing 10 or more of the same spec. Shirts (short or long sleeves) are purchased. After 17th December members will have to pay the full price for a club jersey.**

**8. First Aid Training**

**After contacting several suppliers, Jim has obtained details of a full day Emergency First Day Training course for up to 12 persons for £468. It will include a three year certificate and First Aid Book for each participant. It was agreed that an invite should be sent to members to volunteer to take up this offer of training and preferably to have ridden regularly with the club. The new Generic Risk Assessment does not mention the need for a first- aider on every ride but it was felt that it was a good idea for the safety of members to have at least one certified first-aider on each ride.**

**9. GDPR –Emergency phone numbers.**

**At present, some members carry a card with emergency contact information but it was agreed that a better alternative would be for members to provide an emergency contact name and mobile phone number to be kept on a spreadsheet accessible by the steering group members. This would not be seen as “personal identifiable information” and therefore not breaking any GDPR rules. Members will be informed of the decision at the AGM in January and asked to provide emergency contact details, but this will not be compulsory.**

**10. Preparation for 2020 and 2021 AGM’S**

**Due to Covid 19 the club AGM in 2020 was postponed. It was**

 **pointed out that some members of the steering group completed their term of three years during lock down. This will need to be rectified at the AGM on 3rd January 2022 .It was noted that Doreen Pukitis and Roy Unsworth would not be standing again and recommended that their positions should be filled by Allan Ricketts and Allan Finch who have served as co-opted members during the last year.**

**11. Any other business**

**Christmas presents were discussed and it was agreed as follows:**

**£25 voucher for Pat in the Brick cafe. Bottle of whiskey for Simon. Three boxes of chocolates -one each for staff in the cafe,admin and the bike shop. It was agreed that a £25 voucher would be given to Doreen for the many tasks she undertook whilst on the Steering Group. Phil Brown also indicated that he would invite Simon to our informal Christmas meet up in The Central .**

**Allan Ricketts enquired as to whether there were any ride leader courses available and if so , when. Jim Taylor replied that he would write to Sustans and TFGM for any information on ride leader courses. It was considered whether the club could run our own course but noted it would not have an accreditation certificate and so of limited benefit to participants . Paul Broad is going to send Jim/Phil an e-mail from Eventbrite regarding this matter .**

**12.Next Meeting**

**AGM’S 3rd January 2022 at Highfield Parish Rooms.**