Carlisle Reivers Cycling Club Minutes of Committee Meeting

Held at the Near Boot on 5th September 2025 commencing at 19:00

1. **Welcome** Neil welcomed everyone to the meeting and thanked them for their time.

2. **Those Attending**
   - Chair Neil Irwin
   - Vice Chair Babs Drinkwater
   - Welfare Officer Angela Irwin
   - Member without portfolio Nigel Dickinson
   - Secretary George Cairns

3. **Apologies for Absence**
   - Treasurer Barry Drinkwater
   - Ride Coordinator Jack Sanderson Baille
   - Member without Portfolio Jacky Brennan
   - Member without Portfolio Mally Armstrong

4. **Approval of Minutes**
   The Minutes of the 13th June 2025 Committee Meeting were approved as a true and accurate records of the proceedings.

5. **Actions Arising**

Action	On	Requirement	Conclusion
28/1/25/13	Barry Drinkwater	Review Club Funds in August and determine what contribution, if any, can be made towards the cost of food for those attending the 2025 AGM.	Action complete. See 6.3 below.
5/3/25/2	George Cairns	Post a reminder on the Club Facebook page regarding the Try Vets event.	Action complete
13/6/25/1	George Cairns	Contact British Cycling and enquire about the possibility of members paying their	Action complete Members of BC can pay their annual membership by Direct Debit but members of CRCC, who are not members of BC,

		annual subscription by Direct Debit or Standing Order.	cannot pay their annual subscription to CRCC by Direct Debit through BC.
13/6/25/2	Angela Irwin	Arrange to put the First Aid link on both Facebook and the Club Website.	Action Complete
13/6/25/3	Neil Irwin	Put a note on Facebook further promoting the Green Ride Initiative.	Action Complete
13/6/25/4	George Cairns	Contact local press and see if they will run an article to show the Group's involvement in raising funds for Dementia UK.	Action Complete
13/6/25/6	George Cairns	Investigate the 3rd Party Liability Insurance situation and, if possible, propose a suitable solution.	Action complete. Members and Premium Members of BC are personally covered by the BC 3rd Party Liability Insurance policy. CRCC Committee Members, Ride Leaders, Try Riders and officials appointed by the Committee are also covered. Everyone else is strongly encouraged to arrange their own 3rd Party Liability Insurance cover.
13/6/25/7	Jack Sanderson Baillie	Review routes and reroute any affected by the Southern Bypass.	Action complete

6. **Membership and Budget Statement**

6.1 Since the previous meeting in June, membership is up 10.2% from 128 to 141.

6.2 Budget: Movement on the Club Account since 1st April 2025:

- Income: £3226.27
- Expenditure: £903.89
- Current Balance: £2322.38

See Annex A to these Minutes for Account details.

6.3 After a review of current funds Barry proposed (through Babs) that the Club could contribute towards the cost of food for those attending the 2025 AGM. It was also proposed that a further £5 per head contribution should be paid by those Attending. After discussion it was agreed that both proposals are fair and reasonable.

7 Business Arising

7.1 CRCC 10th Anniversary celebration arrangements for Saturday 13th September at the Near Boot, commencing 18:30. The aim is to celebrate the 10th Anniversary of the founding of CRCC. Discussion has been ongoing over recent weeks, concluding that an informal meeting over drinks was the preferred format.

The event has been advertised to members through FB as well as on the Club App. Anyone wishing to eat will be required to make their own arrangements on the night with the Near Boot. Angela agreed to let the staff know of our intention to meet on the 13th at 18:30.

7.2 Nigel asked if the Club should run a social event towards Christmas and if so he agreed to organise it. After discussion it was agreed this was a good idea and that it should take place around the end of November 25 or in January 26, depending on the outcome of consultation with the members.

New Action 5/9/25/1: Nigel to organise a Club social event for either the end of November 25 or during January 26, depending on what the majority of members prefer.

7.3 A situation arose recently on a weekend club ride where a green rider had the potential to be left at the start on their own. This was partly due to the different start times for the green riders (30 minutes later than the other riders) and only one person had signed up for green that day. Fortunately this was spotted on the app the previous evening and he was joined by two blue riders who waited for him at the start. George stated that provision should be made for everyone on a club ride. Babs and Neil explained that the club historically are committed to provide a club ride every Wednesday evening (from March until September) and every other weekend. All abilities are included on these rides. Any other ride added to the app by club members does not have a commitment to cater for green riders though they sometimes do depending on the route. It is their ride and they can advertise it for all abilities as appropriate. Any route advertised on the Club App must be carried out in compliance with the Club's Safety and Risk Assessment Policy. All rides are now "club rides" regardless of who puts them on the app. Riders are not covered by 3rd party BC insurance as was previously thought.

- Riders in all colour groups will continue to be included in all rides that the Club is committed to put on. I.E., Club Rides scheduled for Wednesday evenings from the beginning of March through to the end of September and those scheduled for every other weekend.
- All colour groups will start at the same time on these Club Rides.
- All colour groups will use the same café venue on rides wherever possible.
- All rides added the app by individual club members will include whatever colour groups the organiser chooses.

8 New Business

8.1 Annual Awards: The Club awards presented annually are:

- Road Captain of the year.
- Reiver of the Year.
- Outstanding Achievement.

Based on previous experience, Babs provided the following schedule/procedures for the award nominations and voting:

(Note: Days 1- 24 are relative to the date of the AGM, with Day 1 being 6 weeks prior to the date of the AGM).

- Day 1: Place a note on the Group FB page and Email each member with a request to forward their nominations for the above awards by Day 10.
- Day 10: Deadline for receipt of nominations.
- Day 14: Place a note on the Group FB page and Email each member requesting them to vote for their preferred nominated recipients by Day 24.
- Day 24: Deadline for receipt of votes.
- Once the results are in, Babs and Barry will collect the trophies from the current holders and have them engraved with the names of the 2025 recipients.

Discussion followed to identify a suitable AGM date, with final agreement on Wednesday 29th October, which makes Wednesday 17th September 'Day 1' of the schedule.

Wednesday 19 November was proposed as the second choice of date for the AGM, should 29th October be unavailable, making makes Wednesday 8th October 'Day 1' of the schedule.

Thanks and credit to Babs and Barry for all their hard work in organising the trophies and awards in previous years.

Post meeting note: Chair Neil was unable to obtain a shift change, which would free him up for the 29th October. The AGM will now be scheduled for Wednesday 19th November from 19:00 – 22:00.

New Action 5/9/25/2: Babs to contact the Rugby Club and book Wednesday 19th November for the AGM, if it is available.

New Action 5/9/25/3: Once the date of the AGM has been confirmed, Neil will put a note on the Club FB page and App to inform the members.

New Action 5/9/25/4: Barry to take the lead in running the awards nomination procedure outlined above.

New Action 6/9/25/5: Babs to collect trophies from current holders and arrange to have them engraved with the names of the 2025 recipients.

8.2 Request for contributions to be included in the Chairman's AGM Report.

New Action 5/9/25/6: Committee Members to recall highlights of the past year and send them to Neil for inclusion in his Chairman's Report.

8.3 AGM planning. Discussion on planning the forthcoming AGM led to the following conclusions:

- Members will be asked to contribution £5 to the cost of the AGM meal with the balance being paid by the Club. See para 6.3 above.
- With regard to menu, it was agreed to go with the pie, peas, chips and gravy option, which proved to be a popular and very successful choice last year.
- Babs agreed to liaise with the Rugby Club Staff and Club members in all matters regarding food / allergies / special dietary requirements Etc.

New Action 6/9/25/7: Babs to liaise with the Rugby Club Staff and Club members in all matters regarding food / allergies / special dietary requirements Etc.

New Action 6/9/25/8: Babs to liaise with the Rugby Club on the night of the AGM.

8.4 Committee members for the following year. Babs stated that she has been in post for three years and Barry for four years and that they will both be standing down from the Committee at the AGM. Vacancies will then exist for the posts of Vice Chair and Treasurer. Neil stated that after two years in post as Chair it had also been his intention to stand down at the AGM. However, as both the Vice Chair and Treasurer are standing down he felt there would be too much potential discontinuity in the Committee if he also stood down. Consequently Neil said that he would stand as Chair for a third year.

When referring to Committee Members the Constitution states that the term of office shall be for two years. Consequently the following Committee posts are up for re-election:

- Chair (held by Neil for the past 2 years)
- Vice Chair (currently held by Babs, who is standing down)
- Treasurer (currently held by Barry, who is standing down)

Ride Coordinator (Jack) has held the post for the past 3 years. Jack's re-election as Ride Coordinator in 2024 means that he is currently one year into his second 2-year term of office. Jack's post is therefore not up for election, assuming he is happy to stay in post for a further year.

Secretary (George) and Welfare Officer (Angela) have been in post for one year and as they are not standing down they remain in post for a further year without election.

'Members without Portfolio' who were co-opted onto the Committee since the last AGM, are also up for election. I.E., Jacky, Mally and Nigel.

Prior to the AGM members should be invited to put forward nominations for Committee posts up for election. Note that all nominees must give their approval to be nominated and that members can nominate themselves for any of these posts.

Under the 2-year rule the post of Chair is up for election this year. When conducting the voting at the AGM, control will be temporarily passed to the Secretary to conduct voting in of the Chair. Note that if the post of Chair was not up for election, there would be no need for this and the Chair would conduct the voting procedure for the other Committee posts up for election.

In all cases where a post is up for election, in addition to any nominations received prior to the AGM, members present should be asked during the meeting for any further nominations from the floor. In accordance with the Constitution, if there is more than one nomination for any post, there will be a hidden ballot vote of those present, with success being determined by the nominee receiving the majority of votes cast. Once seconded, successful nominees will be elected to the Committee.

In accordance with the Constitution, where only one member has registered their interest to take a specific Committee role they shall be appointed at the AGM without a vote.

New Action 5/9/25/9: George to put a note on the Club FB page stating which Committee Members are standing down at the AGM and which will continue for the following year. Nominations (by Email to the Secretary) will be requested for all Committee posts up for election.

New Action 5/9/25/10: George is to produce an Agenda for the 2025 AGM.

8.5 Communication between Committee Members. It was proposed by Babs that all Committee communication should be carried out on the Committee WhatsApp Group, as she felt some members were not always privy to all responses to Emails seeking everyone's view on Committee matters under consideration. George stated that response to Emails sent to all Committee members should be sent as 'Reply to all', ensuring that all original addressees see the responses from all other addressees. Neil suggested we use E-mail for documents such as minutes Etc., because E-mail allows a better searchable record. However, WhatsApp is a great way of communicating with each other for all other things.

New Action 5/9/25/11: When a Committee Member sends an Email that requires a response from other Committee Members, replies must be made using the 'Reply to all' option, so that everyone is aware of the responses from all other addressees.

8.6 Club kit. Babs has carried out a 'stock take' and has a list of kit held by the Club. Discussion followed on whether we need to add to the stock, as most of the popular sizes have gone. Neil suggested that we need a questionnaire asking members to identify any kit they intend buying in the near future. We could then top up the order to comply with the minimum numbers required by the manufacturer.

New Action 5/9/25/12: Babs to produce a questionnaire to present to members asking for their kit requirements and sizes.

8.7 Review of Ride Leaders. Prior to the meeting George had reviewed the list of Ride Leaders and found it to be out of date and in need of revision. George stated that BC offer four levels of Ride Leader qualification and that we should consider investigating what is involved before discussing whether it is an appropriate route for the Club to follow.

New Action 5/9/25/13: George is to investigate the various BC Ride Leader qualifications and report back to the Committee.

8.8 Review of the Safety and Risk Assessment Policy. George revised the wording of the relevant section of the Safety and Risk Assessment Policy in view of our current understanding of the BC 3rd Party Liability Insurance and how it applies to the Club. The version was raised to 'Version 2 Dated 1st September 2025' and this was sent to all Committee members, for review and comment, along with the Committee Meeting Agenda. The meeting had over run at this point as there had been much to discuss and debate. It was therefore decided that everyone should review Version 2 of the Safety and Risk Assessment Policy and comment on the proposed amends.

New Action 5/9/25/14: All Committee Members to review Version 2 of the Safety and Risk Assessment Policy and propose any amends in the form of: delete: X …. insert: Y.

9 Any Other Competent Business

9.1 It was stated that Vicky and Steve Hampton are standing down from the role of organising the Cycle Circuit events that take place from the beginning of October through to the end of March each year. Neil expressed his thanks to Vicky and Steve for all their hard work and said that Tommy Beattie has shown interest in taking over the role as Cycle Circuit organiser.
The Cycle Circuit was expected to start mid-October, however, it was believed that Tommy's availability was from the start of November. The two-week difference was not considered to present any issue.

New Action 5/9/25/15 Neil to contact Tommy and see if he is happy to take on the role of Cycle Circuit organiser from Vicky and Steve. If so, Neil will ask Tommy to contact Vicky and / or Steve to discuss handover details.

10 Date of Next Meeting

10.1 There will be a pre-AGM video call at 19:00 on Tuesday 11th November.

Action Summary Table:

Action	On	Requirement
5/9/25/1	Nigel	To organise a Club social event for either the end of November 25 or during January 26, depending on what the majority of members prefer.
5/9/25/2	Babs	To contact the Rugby Club and book Wednesday 19th November for the AGM, if it is available.
5/9/25/3	Neil	When the date of the AGM has been confirmed, Neil will put a note on the Club FB page and App to inform the members.
5/9/25/4	Barry	To take the lead in running the awards nomination procedure outlined at Para 8.1.
5/9/25/5	Babs	To collect trophies from current holders and arrange to have them engraved with the names of the 2025 recipients.
5/9/25/6	All Committee Members	To recall highlights of the past year and send them to Neil for inclusion in his Chairman's Report.
5/9/25/7	Babs	To liaise with the Rugby Club Staff and Club members in all matters regarding food / allergies / special dietary requirements Etc.
5/9/25/8	Babs	To liaise with the Rugby Club on the night of the AGM.
5/9/25/9	George	George to put a note on the Club FB page stating which Committee Members are standing down at the AGM and which will continue for the following year. Nominations (by Email to the Secretary) will be requested for all Committee posts up for election.
5/9/25/10	George	To produce an Agenda for the 2025 AGM.

5/9/25/11	All Committee Members	When a Committee Member sends an Email that requires a response from other Committee Members, replies must be made using the ‘Reply to all’ option, so that everyone is aware of the responses from all other addressees.
5/9/25/12	Babs	Produce a questionnaire to present to members asking for their kit requirements and sizes.
5/9/25/13	George	To investigate the various BC Ride Leader qualifications and report back to the Committee.
5/9/25/14	All Committee Members	To review Version 2 of the Safety and Risk Assessment Policy and propose any amends in the form of: delete: X …. insert: Y.
5/9/25/15	Neil	To contact Tommy and see if he is happy to take on the role of Cycle Circuit organiser from Vicky and Steve. If so, Neil will ask Tommy to contact Vicky and / or Steve to discuss handover details.

George A Cairns

Secretary

(See Annex A below for a statement of account).

CRCC Accounts 1/4/25 – 5/9/25

Money In

Date	From	For	Bank
01 April 2025	Balance Brought Forward		£874.92
02 April 2025	British Cycling	Membership Fees	£243.00
23 April 2025	British Cycling	Membership Fees	£534.00
25 April 2025	Adam Charlton	Club Kit	£182.00
25 April 2025	Tony Robinson	Club Kit	£92.00
28 April 2025	John Carr	Club Kit	£83.00
30 April 2025	British Cycling	Membership Fees	£60.00
07 May 2025	British Cycling	Membership Fees	£135.00
21 May 2025	British Cycling	Membership Fees	£120.00
28 May 2025	British Cycling	Membership Fees	£24.00
14 April 2025	Members	Reliability Ride fees	£357.35
25 June 2025	British Cycling	Membership Fees	£12.00
09 July 2025	British Cycling	Membership Fees	£90.00
10 July 2025	Callum McClintock	Club Kit	£90.00
23 July 2025	British Cycling	Membership Fees	£30.00
30 July 2025	British Cycling	Membership Fees	£15.00
2 August 2025	Robert Bird	Club Kit	£43.00
11 August 2025	Paul Dalton	Club Kit	£40.00
21 August 2025	Phil Cook	Club Kit	£52.00
27 August 2025	British Cycling	Membership Fees	£57.00
03 September 2025	Richard Mattinson	Club Kit	£92.00
Totals	Incoming		£3,226.27
	Outgoing		£903.89
	Total		£2,322.38
	Balance	**£2,322.38**	

Money Out

Date	To	For	Bank
	Bank of Scotlan	Monthly fees	£21.25
13 April 2025	Wetheral Hall	Reliability Ride hall hire	£42.87
13 April 2025	Capon Tree Caf	Reliability Ride buffet	£382.50
13 April 2025	Sainsburys	Reliability Ride drinks & cups	£50.80
14 April 2025	Ang Irwin	Membership renewal	£12.00
19 May 2025	Ang Irwin	1st aid tutor (thank you flowers)	£18.00
15 July 2025	George Cairns	Flowers	£24.48
31 July 2025	Integrity Office	Website hosting	£252.00
15 August 2025	Iain Atkinson	Strava account	£99.99
		Total	£903.89