



Carlisle Reivers Cycling Club Minutes of Committee Meeting

Held at the Near Boot on 15th January 2026 commencing at 19:20

1. **Welcome.** Chair Neil welcomed everyone to the first Committee Meeting of 2026. A special welcome was extended to Paul and Phil as new members of the Committee.

2. **Those Attending**

- Chair Neil Irwin
- Vice Chair Paul Wooding
- Treasurer Nigel Dickinson
- Welfare Officer Angela Irwin
- Ride Organiser Jack Sanderson Bailey
- Member without Portfolio Jacky Brennan
- Member without Portfolio Mally Armstrong
- Member without Portfolio Phil Jobson
- Secretary George Cairns

3. **Apologies for Absence**

There were no apologies as every Committee Member was in attendance.

4. **Approval of Minutes**

The Minutes of the 5th September 2025 Committee Meeting were approved as a true and accurate record of the proceedings.

5. **Actions Arising**

Action	On	Requirement	Conclusion
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.	5/9/25/1
5/9/25/2	Babs	To contact the Rugby Club and book Wednesday 19 th November for the AGM, if it is available.	5/9/25/2

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.	5/9/25/3
5/9/25/4	Barry	To take the lead in running the awards nomination procedure outlined at Para 8.1.	5/9/25/4
5/9/25/5	Babs	To collect trophies from current holders and arrange to have them engraved with the names of the 2025 recipients.	5/9/25/5
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.	Action complete
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.	Action complete
5/9/25/8	Babs	To liaise with the Rugby Club on the night of the AGM.	Action complete
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.	Action complete
5/9/25/10	George	To produce an Agenda for the 2025 AGM.	Action complete
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 All' option, so that everyone is aware of the responses from all other addressees.	Action complete
5/9/25/12	Babs	Produce a questionnaire to present to members asking for their kit requirements and sizes.	Action complete

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

6. Membership and Budget Statement

6.1 Since the previous meeting in September, membership is up 5.6% from 141 to 149.

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

Income:	£3578.37
Expenditure:	£1988.93
Current Balance:	£1589.44

New Action 15/1/26/1: George to provide invoices for the purchase of AGM related stationery items and for the British Cycling Club Affiliated Membership fee.

New Action 15/1/26/2: Ang to provide an invoice for items purchased in relation to the AGM.

6.3 Nigel said that he has a spreadsheet showing the stock of clothing held by Mike at Back Street Bicycles. There was a short discussion over a concern raised by Mike towards the end of last year regarding payment for an item of clothing given to a member on trust. It was decided that a stock take was required to correlate the spreadsheet and current stock holdings.

New Action 15/1/26/3: Nigel to liaise with Mike and carryout a stocktake of club kit held by Backstreet Bicycles. Nigel will also discuss the missing item with Mike to ensure the facts are known before any discussion on further action, if required.

7. Business Arising

7.1 Update on handover of Bank of Scotland account access to new Treasurer. Nigel said that he now has access to the Club Account as an 'Authorised Signatory'. He also said that Barry will remove his own name as an account holder now that the handover is complete.

7.2 Discuss the 'Group Leader Course' run by Cycling UK. George summarised the situation stating that there had been discussion at the AGM regarding Ride Leader qualifications. It had been agreed at the time to investigate whether the 'Group Leader Course' run by Cycling UK would provide a suitable qualification. He also said that there is a pre-course E-Learning program that must be completed before being eligible to attend the practical element of the course on 27th April. The advantages of this course are:

- It is a one-day course run at various locations across the country, including locally in Harraby on 27th April 2026.
- It is Free of Charge.
- Successful participants are given a nationally recognised 'Group Leader' qualification.

Note: See Annex A for a summary of the E-Learning and Practical Learning topics.

Ang asked whether our current Ride Leaders would still be eligible to perform the role if they are unavailable to participate in this 'Group Leader Course'. It was discussed and agreed that if unable to attend the 27th April Group Leader course, it will not preclude our experienced Ride Leaders from continuing to perform the tasks they currently perform on the basis of qualification by experience. However, it would be advantageous for the club to get as many Ride Leaders qualified as possible.

Course details and sign up: <https://www.eventbrite.co.uk/e/free-cycle-group-leader-course-by-cycling-uk-tickets-1667262750769>

New Action 15/1/26/4: Neil to advertise the Group Leader Course to the members and compile a list of those intending to attend.

7.3 Discussion of any new initiatives to encourage Green Riders to participate in Club activities. Neil summarised the situation and the steps taken last year to encourage Green Riders to increase their participation. Although response from members had been less than expected, it was agreed that we should continue to include 'Green' routes on Club Rides and, when possible, to offer 'Green only' rides on a day other than Sunday, Tuesday or Wednesday.

Jack suggested that we recommence this initiative at the start of the new season. I.E., when the clocks go forward.

It was also stated that, as part of this initiative, the Carlisle Cycle Circuit could be offered as a venue for Green riders preparing to ride on the road with the club. It was agreed that this option could be extended to non-members, with a view to attracting them to join the club.

New Action 15/1/26/5: Neil to post an article on the CRCC Facebook page outlining the Green rider initiative, as well as posting an article on the CRCC open Facebook page stating that the club will offer guidance to non-members on the Carlisle Cycle Circuit, with a view to encouraging them to join the Club.

8. New Business

8.1 2026 Reliability Ride. There was general discussion on what the Reliability Ride is and why it is considered to be a worthwhile event that should be continued. We then discussed, in general terms, the logistics and control aspects. Although Babs and Barry ran the ride over the past few

years, it is not a Vice Chair responsibility per se. However, Paul kindly volunteered to take the lead when planning the ride this year. Paul also said that Rockcliffe was potentially a suitable venue for the start and finish of the event. Jack then said that he was considering changing the routes for the ride. It was proposed and agreed that 19th April would be suitable date for the event.

New Action 15/1/26/6: Paul and Jack to liaise and correlate the routes and venue for the start and finish of the 2026 Reliability Ride.

- 8.2 Consideration of routes for the 2026 season. Jack said that he was considering reversing some of the routes this year to ring the changes. I.E., 9 routes ridden as at present with the following 9 routes ridden in the reverse direction.

Phil said that the Mungrisdale route can be difficult to complete before dusk, when carried out on a Wednesday evening towards the end of the season. Jack said that he would schedule the second Mungrisdale ride earlier than previous, to avoid this situation.

- 8.3 Consider whether to have an annual charity fundraiser, based on the success of the 2025 event. It was agreed by all that this was a worthwhile initiative. Nigel suggested that we support a local charity, such as Eden Valley Hospice. Phil's suggestion of calling it the 'CRCC Charity Challenge' was well received. George made the point that the charity we choose to support must have the capability of enabling cash free donations, as we do not want to become embroiled in money collection and the associated administration. It was assumed that most big charities enable collection through their websites, but this needs to be confirmed before deciding which charity to support.

New Action 15/1/26/7 Committee Members to forward names, to George, of local charities they would like to support. On completion, the Committee will review the list and decide which one to support for the 2026 CRCC Charity Challenge.

- 8.4 Consider whether the club should become a Limited Liability Company. George opened the discussion by summarising a conversation initiated by George Clark during one of the café stops, regarding the possible advantages of becoming a Limited Liability Company. Prior to the meeting (Secretary) George had said that this topic was on the Agenda; therefore, to pre-empt lengthy discussion and to allow Committee Members to avail themselves of the facts, he had sent everyone details of the British Cycling insurance policy for Affiliated Clubs. In response to this, Phil is to be complimented for producing a comprehensive account of the implications and potential costs of incorporating the club. See Annex B for details. After discussion it was agreed that the £20M Third Party Liability indemnity cover provided through British Cycling was more than adequate for our needs and as such, bearing in mind the pros and cons summarised by Phil at Annex B it was decided that we should remain as we are and that no further action is required regarding incorporation of the club.

9 Any Other Competent Business

9.1 Phil raised the issue of ride cancellation in the event of poor weather, stating that it must be difficult for the Ride Leaders who may feel obliged to go to the starting point in case some riders did not get the cancellation message. It was discussed and agreed that a final decision on the viability of a ride should be made no later than one hour prior to the start time, as some riders can take an hour to travel in from home.

9.2 Paul showed a mini electric pump which is being sold by Watchtree for £40. It was agreed that this was a good price for this item of equipment.

9.3 Ang asked if we should include sting relief cream in the 'Ouch Pouches'. Paul then suggested that we should also consider including space blankets. It was discussed and agreed that although space is limited, these items would be worthwhile additions.

New Action 15/1/26/8 Ang to investigate the cost and feasibility of adding sting relief cream and a space blanket to each Ouch Pouch.

10 Date of Next Meeting The next Committee Meeting is scheduled for Friday 27th March, commencing at 19:00 in the Near Boot.

Action Summary Table:

Action	On	Requirement
15/1/26/1	George	George to provide invoices for the purchase of AGM related stationery items and for the British Cycling Club Affiliated Membership fee.
15/1/26/2	Ang	To provide an invoice for items purchased in relation to the AGM.
15/1/26/3	Nigel	To liaise with Mike and carryout a stocktake of club kit held by Backstreet Bicycles. Nigel will also discuss the missing item with Mike to ensure the facts are known before any discussion on further action, if required.
15/1/26/4	Neil	To advertise the Group Leader Course to the members and compile a list of those intending to attend.
15/1/26/5	Neil	To post an article on the CRCC Facebook page outlining the Green rider initiative, as well as posting an article on the CRCC open Facebook page stating that the club will offer guidance to non-members on the Carlisle Cycle Circuit, with a view to encouraging them to join the Club.
15/1/26/6	Paul & Jack	Paul and Jack to liaise and correlate the routes and venue for the start and finish of the 2026 Reliability Ride.
15/1/26/7	All Committee Members	To forward names, to George, of local charities they would like to support. On completion, the Committee will review the list and decide which one to support for the 2026 CRCC Charity Challenge.
15/1/26/8	Ang	To investigate the cost and feasibility of adding sting relief cream and a space blanket to each Ouch Pouch.

George A Cairns
Secretary

(See Annexes A and B below.)

E-Learning and Practical Learning Topics covered in the Group Leader Course

E-Learning Topics

- Course aims and objectives
- Leadership
- Operating procedures
- Route Planning
- Risk Management / Risk Assessment
- Group Management Techniques (Snaking)
- Ride Promotion

Note: E-Learning must be completed prior to Practical Training and Assessment.

Practical Training and Assessment

- Pre-ride paperwork
- Checking bikes and other equipment
- Helmet fitting
- Adjustment, repairs and bike fitting
- How to assess a rider's ability
- Positioning during rides
- Group management techniques (Snaking)
- Incident management
- Ending a ride
- Gaining feedback and reviewing performance
- Safeguarding – forms of abuse, potential situations in cycling

(See Annex B below.)

Implications and potential costs of incorporating the club, by Phil Jobson

British Cycling (BC) provides up to £20million insurance cover for, as far as I can tell, all activities that CRCC would normally take part in. And that for an annual 2026 BC Club Affiliation Fee of £110 (less £25 early renewal discount). This also covers Club Officials 'carrying out instructions of the Club Committee', as long as those activities are within the (reasonable IMO) parameters of normal cycling activity as deemed by BC.

Essential insurance cover needed is 1. Public Liability Insurance 2. Officers' Liability Insurance. Optional additional cover might include 1. Individual Member Personal Accident Insurance (BC members have this) 2. Event Insurance (this can be added per event) 3. Professional Indemnity Insurance (perhaps necessary for Neil W for some activities at the Circuit?)

If we were to incorporate, that's a whole new ballgame, and I think that there must be substantial benefits in pursuing that route.

The obvious route would be to become a Community Amateur Sports Club (CASC) as defined by HMRC, as otherwise we would be subject to Tax unless we could defer surpluses. As I see it, the potential benefits of CASC might include a) Tax Relief b) Gift Aid for Donations c) Business Rates Relief. I don't see any of those being appropriate for CRCC.

The disadvantages of CASC include not being able to subsequently become a Reg. Charity (well you never know!) and HMRC/Govt has much more say over what we can and cannot do, so we'd need to consider that each time we put on a different kind of event. If in the future, for example, we decided to run a public cycle event for profit for club funds, then that may fall outside the definition of CASC.

Apart from the initial costs of producing Articles of Association and Company Formation, Registered Companies must file annual accounts, so these would have to be independently audited (not necessarily, but most transparently) by an Accountant. With the consequential annual cost. Company information must also be filed with Companies House – not onerous but another £13/year – and now each Director must prove to Govt who he/she is etc. etc.

As a Limited Company we would have to find all insurances outside of BC; on the open market with no track record – excuse the pun.

There may be Risks within the current set up or benefits to becoming incorporated, that I'm not aware of. However, unless I'm convinced otherwise my opinion would be to leave things as they are, whilst maybe review practices and current procedures and communication to ensure we remain within the BC guidelines.

Phil Jobson

Committee Member