



## Minutes of Annual General Meeting of South Manchester Cyclists' Touring Club (SMCTC)

on Thursday 8th April at 8.00 held remotely by Zoom

### Attendees

Harry Burton HB, Paul Thomson PT, Roger Hubbard RH, Eric Gill EG, David Goatman DG, Brian Carter BC, Peter Vickerman PV, David Street DS, Mike Waite MiW, Marie Waite MaW, Peter Gorst PG, Bora Oktas BO, Alan Ashton AA, John Palfrey JP, Caroline Palfrey CP, Claire Ridgeway CR, Peter Dyson PD, Albert Smith AS, Robert Reader RR, Deborah Jackson DJ, Sara Fagg SF, Bill Bolton BB, Larry Heywood LH, Paul Woods PW, Steve Owens SO, Gwynedd Miller GM, Mike Phillips MP, Rob Sharpe RS. (28 members)

**1** There were no apologies.

**2** The minutes of the last AGM held on 7th November 2019 were approved, having been proposed by HB and seconded by EG.

**3** HB presented a written Secretary's report (Appendix A). The gist of it being that all regular club activities were halted at the beginning of the pandemic and continue to be so. It was proposed for acceptance by JP and seconded by CP.

**4** DG explained that he had not prepared a Chairman's report because nothing had happened during 20/21 that affected the strategic direction of the club.

**5** PT presented the Treasurer's report in the form of a narrative (Appendix B). There is an end of year surplus because there has been limited clubroom expenditure and we received a flat rate grant of £200 from CUK. This was proposed for acceptance by CP and seconded by AS.

**6** DG presented a written Membership report (Appendix C) and explained the operation of Cycling UK's database. Affiliated cycling groups are listed in the database. It may be possible for their members to ride with SMCTC and be covered for insurance purposes. This needs to be checked with CUK HQ. The report was proposed for acceptance by AS and seconded by PD.

**7** RH presented a verbal report on the SMCTC website. He explained that the software for the website was no longer on his own computer. It is on our web server's site [GoDaddy] and we now pay an annual subscription to them for both the web space and the authoring software. The website can now be edited by anyone who has the password.

DG asked RH whether he was prepared to carry on being the backup signatory if the treasurer is unavailable and an urgent bank transaction is required. RH confirmed acceptance.

The report on the website was proposed for acceptance by CP and seconded by PT.

**8** EG reported that runs have continued in a limited way in accordance with the latest government guidance in small informal groups.

**9** Election of officers

Prior to concluding this part of the business, a discussion was held on general issues affecting the committee's roles and responsibilities.

Initially all current officers were prepared to stand again.

All members attending on the night were asked to consider whether they would be willing to shadow committee members in their roles. This would assist in succession planning.

CP explained that she will be unable to continue as auditor because the timing of the duties conflicts with similar work which she does for the RSF. A new auditor needs to be appointed by the time next year's accounts are to be prepared. RH explained that the call for a new auditor was already on the website.

PT wished it to be recorded that he had reservations about continuing with the role of Treasurer and had found this challenging. He felt that there could be someone more suitable to take on this role. EG proposed that all positions should be ghosted. It was agreed that this proposal should go on the website. Committee members to agree the wording for this.

Following the discussion, all current committee members re-confirmed their willingness to stand again, in PT's case with his reservations registered. They were proposed as a group by PD and seconded by JP

#### **10 Any Other Business**

JP proposed a vote of thanks to RH, who has looked after the website during the past year, updating it on an ongoing basis to reflect Cycling UK's guidance.

RH suggested that the club could consider donating to its elderly laptops to a deserving charity. Current accounting procedures now make them almost worthless to us as an asset. PT made the point that all data should be deleted from them first.

PT who was reporting for the first time as treasurer has had no formal training on how to use a spreadsheet. In order to improve management of the finances in 21/22 PT would like some training and/or mentoring as regards the use of spreadsheets. As a start this may involve taking out a yearly subscription for the Microsoft Office Suite or upgrading an existing members subscription to allow more people to access the latest version of Excel. Alternatively, we could use the free Libre Office spreadsheet. Further reflection is required. Also, EG offered to mentor PT concerning the use of spreadsheets.

As there were no other points raised, the meeting ended after two Zoom sessions.

## **Appendix A: Secretary's Report**

2020/2021 has been like nothing that any of us can ever recall, it started off ok holding our Annual Christmas Dinner on 8<sup>th</sup> December 2019, with 53 in attendance at The Royal Hotel in Hayfield.

New Year saw twelve of us rendezvous in the Forest of Dean again staying at Edale House, Parkend, Gloucestershire. We dined out each evening at the two most convenient hostelrys in the area, returning home on 31<sup>st</sup> December.

The first three months of 2020 saw all three groups, that is A, B, C, continuing their runs, as per programme, but by the end of March the first strain of this new virus called Covid-19, 'which originated from China' arrived, and the government then imposed a national lockdown.

The advice given was to ride in a group of no more than six, informally socially distanced, until November, when we had then to ride with one other person, which is still continuing into 2021.

Of course, it has meant the cancelling of our Christmas dinner in Hayfield and our New Year away in Edmundbyers.

Mike Philips and I managed to fit in a five day "Tour of the Roses" from the 21<sup>st</sup> of September until 26<sup>th</sup> stopping at Morecambe, Settle, Ripon, Pocklington and Bridlington.

To finish I would like to wish you all very happy and safe cycling 2021.

Harry Burton  
23<sup>rd</sup> February 2021

## **Appendix B: Treasurer's Report**

Our financial year normally begins on the first day of October and ends on the last day of September of each year in time for the AGM in the following November. However, because Cycling UK needs to standardise the timing and presentation of accounts in accordance with the requirements of the Charity Commission our financial year this time has been extended to **31st. March**. In future the financial year will parallel that used for HMRC returns, beginning on **6/04** of each year and ending, for practical purposes on **31/03** of each year. This will no doubt alter the date of submission of the audited accounts to Cycling UK which is currently early December. For these 2019-2021 accounts this has been extended to **15<sup>th</sup>. May**. This enables Cycling UK to collate the accounts from all Member Groups and present them for audit, normally in early January but no doubt rescheduled. Sometimes we have to submit our full accounts for them to carry out their own audit.

You may have noticed that over the years we tend to fluctuate from having a small surplus one year to a small loss the next. As you can appreciate, certain expenses do not follow a repetitive pattern.

This year the accounts show a surplus of **£215.03**. Items that have contributed to this include generous donations from members (estimated at **£78.00**) which were included in the income for the Christmas dinner along with the Christmas raffle which brought in **£255**, an increase of **£70**. The club room donations added **£60** also included. The balance of **£2162.23** is at a comfortable level considering possible future expenditure. We are in receipt of a Grant from Cycling UK HQ, which is at the flat rate of **£200**, and for which we are grateful. Half of this grant went on the upgrade of the website costing **£100.66**. This will become an annual fee of about **£130** plus **£10** per annum for the domain name. The suspension of club nights, saving an estimated **£132** and the reduction in clerical and administrative costs because of the lockdowns has also contributed to the surplus. It should be noted that the Secretary has waived the submission of expenses for this period.

You will see that without the donations, or the raffle money, there would be insufficient funds to meet our routine expenses like the clubroom, website, and clerical and administrative responsibilities.

Our Website, as you are all well aware, is being very well managed, and has proved an essential tool in attracting new riders to our Group and new members to Cycling UK. It also allows members to be kept informed about what is going on in the club and provides valuable information on a number of topics such as use of GPX files, rules of the road and identification to be carried by members.

The costs for using this clubroom remain good value but we need to note that the charge has increased to **£10.00** per hour since the previous financial year and might rise again. The facilities have been improved and continue to provide a very suitable venue.

Towards the end of the previous financial year, a new bank account was opened with Lloyds Bank replacing the one held with Nationwide which was to be closed without a suitable alternative being offered. The new account is structured specifically for clubs and societies, free of charge for everyday banking (so long as it remains in credit), and can be operated on-line. So far, the new account is working well.

A summary of the financial situation is given below:

Balance brought forward at <b>1.10.19</b>	£1,947.20	
Income for the year 2019/21		£1,624.69
Expenditure for the year 2019/21		£1,409.66
Balance at Lloyds Bank on <b>31.3.21</b>	£2,162.23	
Giving a surplus for the year of	£215.03	£215.03

The spread sheet itemising every receipt and payment is available for all to see at the AGM or you can request a copy from me. At the 31st. March 2021 the total money in the Lloyds Bank Account is **£2162.23.**

Certified the accounts have been audited and found to be correct as above.

Treasurer:             Paul Thomson             Signed                             Date .....

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Auditor:                Caroline Palfrey             Signed                             Date .....

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## **Appendix C: Membership Registrar's report**

The membership database is updated centrally by Cycling UK . This report is based on the latest information I could access on 21st February 2021.

The current membership is 1454. Last year it was 1174 an increase of 280 or 24% (quite a change!).

There is a facility on the central database to update it locally. I have added the active riders who are included on Harry's database. There are currently 89. Some from our own register are missing from the main database because they are lapsed members or they live outside the allotted post code areas. I have asked Cycling UK to correct these postcode anomalies.

This year I have undertaken a detailed analysis of members by our 29 post code areas.

Postcode	Area	Active Members	All Members	% Active
CW4	Holmes Chapel/Goostrey	2	36	5.6%
CW8	Hartford/Sandiway	2	2	100.0%
CW9	Leftwich/Lostock Green	2	44	4.5%
M12	Ardwick/Longsight	0	1	0.0%
M13	Longsight/Chorlton on Medlock	0	3	0.0%
M14	Fallowfield	1	27	3.7%
M19	Levenshulme	1	31	3.2%
M20	Didsbury	10	95	10.5%
M21	Chorlton cum Hardy	0	89	0.0%
M22	Wythenshawe	0	13	0.0%
M23	Baguley/Brooklands	0	17	0.0%
M43	Droylsden	1	1	100.0%
SK1	Stockport	1	11	9.1%
SK10	Macclesfield (N)	2	139	1.4%
SK11	Macclesfield (S)	1	134	0.7%
SK12	Disley/Poynton	3	63	4.8%
SK17	Buxton	1	91	1.1%
SK2	Offerton	3	30	10.0%
SK22	Highpeak	2	38	5.3%
SK23	Highpeak/Chapel en le Frith	1	56	1.8%
SK3	Davenport/Edgeley	2	27	7.4%
SK4	Heaton Moor	8	78	10.3%
SK5	Brinnington Reddish	4	15	26.7%
SK6	Bredbury/Romiley	10	102	9.8%
SK7	Bramhall/Hazel Grove	11	47	23.4%
SK8	Cheadle/Cheadle Hulme	9	103	8.7%
SK9	Alderley Edge	7	98	7.1%
WA15	Altrincham/Hale/Timperley	2	2	100.0%
WA16	Knutsford/Mobberley	3	61	4.9%
	Totals	89	1454	

100% denotes out of post code area with active riders.

As we have entered the names of active riders onto the database we can now contact those who have given CUK an email address via a group email. This was used to send out a preliminary notice of the AGM.

Of interest there are 208 riders with senior status allocated in all the postcode areas. Of these 31 are also on the active rider list. It means that there is a higher percentage of senior active riders when compared to the overall population of all senior members.

This is 35% as against 14%.

Possibly indicates the type of rider the club attracts.

19 cycling groups are affiliated to CUK. These are:

Cheshire Roads Club, Macclesfield Wheelers, Westmead Team 88, Second Chance Cycling, UM BUG, Cycle Wilmslow, Team Glow, Buxton Cycling Club, Cera Cycloan, Whaley Bridge Cycling, Stockport Community Cycling, The Sk6 Spinners Cc, Manchester University, Northwich Running Club (AKA Northwich Cycling Club, Dukinfield Cc, The Bike Hive, Transformation Trust Tower to Tower, Tatton Velo, Cheshire Mavericks Cycling Club.

176 members are recorded as new members in the last month, last 12 months or new to area.

If we can start activities again, I think there may be an initial surge of interest in joining our rides that will have to be managed carefully.

David Goatman  
8<sup>th</sup> March 2021