

# Minutes



## Committee meeting

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Thursday 7<sup>th</sup> September 2023, 7.30pm at Winchester Rugby Club

### 1. Attendees and apologies

**Chair** Sue Coles (SC)

**Secretary** Sarah Lee (SL)

**Present** Steve Cherry (SCh), Stephen Harrison (SH), Paul Howard (PH),  
Jeremy Mortimer (JM), Tim Stannard (TS), Tessa Valentine (TV),

**Apologies** Kate Criswick (KC), Andy Key (AK), Vicky Smith (VS), Tim Porter (TP)

### 2. Minutes of last meeting

Accuracy agreed.

### 3. Matters arising from minutes

#### 3.1. Banner (AK)

Note that Banner item not yet actioned as AK heavily burdened with work commitments. Chair suggested this to fall under publicity remit.

**Action: VS**

### 4. Future events

#### 4.1. Late Season 50

Report circulated, activities in hand.

**Action: SC**

#### 4.2. Christmas Social (SL)

Discussions re venue and dates. Agree Winchester RFC, for liaison re dates (possibly early December) and menus.

**Action: SL**

#### 4.3. Watership Down

Date confirmed 14 Jan 2024. Already in Audax UK calendar and 10 entries received. To monitor the condition of roads and risk assess. Tea/coffee to be included in fees.

**Action: TS**

### 5. Group activities:

#### 5.1. *Ride reports* and survey info from co-ordinators

All reports circulated.

KC. Tuesday/Friday/Saturday: distances for Easy rides increasing, for Easy+ decreasing slightly. Agree review in 3 months and 6 months to check trends. Tuesday numbers increasing. Survey helpful, also used data from Ride Winchester. Thought report formats used may be

useful for other co-ordinators.

SH. Groups have split to Medium and Medium+, numbers vary 5 to 13. Some new riders and 2 new leaders signed up with 3rd sign up imminent. Ride survey now closed (62 replies), data awaiting processing. To send to the Secretary.

**Action: TV**

Faster rides, 23 responses. Awaiting processing of data.

Agree sub groups to analyse survey information and report back: SL, KC, SC, TS, SH, SCh plus co-option of Ann Clausen, Elaine Rust for Mediums, SH, AK,TP for Fast

**Action: SH**

#### 5.2. Rides for newcomers

SL has discussed with some keen members progressing this, with responsibility passed on from AK with his agreement. 2 members now co-opted to committee (see item 6.1).

**Action: VS**

#### 5.3. Leader training

Workshops Tues 17th and Thurs 26th October 7pm South Downs Social. In addition to the standard workshop format, they will follow up recent experiences from incidents. (see Action Point 6)

**Action: SC**

#### 5.4. First aid training

Discussions about priorities following recent incident. Agreed defer as more important to train Ride Leaders on incident response, including summoning emergency services; and Cycling UK cost for a session over £1000 for 12 participants. Also noted that providers require regular refresher training and costs not known at present and that a lot of first aid training geared to remote locations (e.g. for mountain bikers) away from prompt emergency service response. (see Action Point 7)

## 6. Officers and committee reports

### 6.1. Committee

Agree changes to 2 roles: Cafe list update - Lydia Dutton and Publicity/New Riders - Vicky Smith. These ladies have also agreed to look at support for newcomers.

**Action: SL**

### 6.2. Treasurer (KC)

Report circulated. Funding has previously been agreed for training and the publicity items, including banners.

### 6.3. Welfare Officer (PH)

Report circulated for issues arising from the recent incident on a CTC ride and with some suggested Action Points (attached) suggested by the riders. Agreed to record thanks to Piers Armstrong (Ride Leader) for handling the incident and to convey best wishes to Martyn Wilson (injured rider).

**Action: SC**

Action Points from the incident report were agreed to be addressed by Leader and Rider Notes and Checklists in most instances (see Action Points 1&3). It was agreed these were in need of revisions and some information repeated Cycling UK website materials, so better to include links/references rather than reproduce. (Action Point 4). Also important to stress the requirement to phone 999 for incidents, even if injuries seemed only minor at the time, so a police report could be completed (as required by insurers and the Cycling UK legal incident line

for example) and to be wary of any implied blame. (see Action Point 8). Agreed to set up small group (SL/AK/PH) to review Rider Guidance, Leader Notes and Checklist.

**Action: PH, AK, SL**

During the recent incident the Ride Leader had a paper copy of the Cycling UK Incident Form, which has an online version and is downloadable to print out. The latter has pale blue fields that printed badly on black and white (e.g. laser) printers. A paper form was valuable at the incident as an aide memoire or saved offline on phone. Agreed to contact Cycling UK to amend their form to be printer friendly. (see Action Point 2)

**Action: SL**

The injured rider's membership number had not been recognised by the Cycling UK online form, despite being copied from the current membership card. This highlighted 2 needs: members should carry their cards on rides (or store on phones) and Cycling UK need to be aware of faults in their system.

**Action: SL**

Winchester CTC promotes use of ICE (in case of emergency) tags on rides in case of incidents and has arranged for a reduced cost to members. This information is included in Ride Winchester generated emails.

Many do not have these ICE tags, so it would be sensible to carry easily accessible information in other ways (e.g. on mobile phone lock pages, Parkrun bands etc.). A suggestion had been made requiring ICE on Winchester rides. Agreed to further promote the need for riders to bring easily accessible ICE information in the newsletter, Leader / Rider Notes and in communications re-rides. (see Action Point 3)

**Action: PH, AK, SL, SC (for Newsletter)**

The Chair thanked PH for a detailed report and analysis and requested that thanks be recorded. JM had information on how to set up ICE information on lockscreens and would provide this to PH.

**Action: JM, PH**

#### 6.4. Ride Winchester

Report circulated. Help videos available on SCh's personal YouTube® account. Agreed to publicise additionally in the newsletter.

**Action: SCh, SC**

GDPR considerations were discussed regarding information being available and agreed to be complex. Sharing contact information on the day of a ride is currently within Leader Notes (e.g. for back markers) SCh also pointed out that not every ride makes use of Ride Winchester for bookings etc. It was agreed that if riders were engaging at other than the start point, it will be their responsibility to provide the Ride Leader with contact details in case of any changes. (Action Point 5)

**Action: All**

#### 6.5. Website

No changes at present.

#### 6.6. Registration/Membership Officer

Numbers felt to be consistent but Cycling UK data contained anomalies.

#### 6.7. Clothing Officer

Nothing to report

## 6.8. Strava

Discussion re non member users. Agreed 'clean down' and liaise with the Membership Officer.

**Action: TV, JM, TS**

## 7. Campaigning update

Attention drawn to Cycle Winchester website and Winchester Mass Ride on 30 September.

## 8. WhatsApp

Use of WhatsApp for different pace groups deferred as KC not present.

## 9. Date of next meeting

Agreed to be confirmed before Xmas function and avoid Wednesday evenings as some rides continue.

**Action: SL**

## 10. Any Other Business

### 10.1. Bike repairers list

Martyn Wilson had looked at the Southampton CTC list. Discussion on whether this would be useful for other than main bike shops in Winchester and on complications of implied endorsements and maintenance of website information. Agreed to thank Martyn for his efforts but felt to not progress this at present.

**Action: SL**

### 10.2. Ride Winchester

Discussion about riders being able to see who is on a rider other than the Leader. Agreed if an experiment carried out re feasibility, riders would need to be made aware their names would be visible. For discussion with riders and communication via newsletter.

**Action: SCh, SC**

### 10.3. Ride start points

Discussion on starting rides at differing locations. Winchester is busy during weekdays, so it is sensible to avoid traffic congestion. Not such a problem for Sunday rides. There has been a culture of fixed start points but several rides now have additional points for riders to join and some start away from the city centre (e.g. rides to east starting in Springvale). Agreed look at varying start points and start times depending on where rides are going; needs to be discussed with riders. Website calendar must be kept updated to keep accurate information about start points and times.

**Action: All ride co-ordinators**

## List of Action points in incident report

Action Point	Item in minutes
<p><b>Action point 1:</b> The Rider Leader checklist requires</p> <p>a). checking / amendment of checklist to confirm match to other published items on the Winchester CTC website            b). checking / amendment to confirm to match other published items on the Cycling UK website.</p>	Item 6.3
<p><b>Action point 2:</b> revise current incident forms for a Winchester CTC specific version</p> <p>a) confirm route of submission            b) printer friendly format            c) easy download            d) include fields useful for Police reports</p>	Item 6.3
<p><b>Action point 3:</b> remind Winchester CTC riders to</p> <p>a) share contact information with Ride Leader            b) bring mobile phone            c) have ICE and medical information available in case of incidents</p>	Item 6.3
<p><b>Action point 4:</b> contacting help</p> <p>a) include website links to the Cycling UK incident line            b) add this information to Riders Notes and Ride Leaders Notes</p>	Item 6.3
<p><b>Action point 5:</b> GDPR and personal data</p> <p>a). what are the implications for ride booking and data custodianship?            b). what information does a Ride Leader need that is not covered by current Ride Leader and Rider Notes?</p>	Item 6.4.
<p><b>Action point 6:</b> regarding current advice</p> <p>a). does this Rider incident advice need updating?            b). what training to be provided on management of incidents?</p>	Item 5.3
<p><b>Action point 7:</b> does first aid / first responder training need updating and to what level of competence?</p>	Item 5.4
<p><b>Action point 8:</b> incident reporting and helmets</p> <p>a). Riders / Ride Leaders to be encourage to report all incidents and seek advice through the Cycling UK Incident Line            b). in all cases where another road user is involved in an incident or causes injury to a Rider, the emergency services must be summoned            c) care must be taken in all correspondences, website info etc. to ensure that whilst helmet wearing may bring benefits, it is a personal choice and does not supersede responsibilities for /other road users from the Highway Code nor is it a specific policy locally or nationally</p>	Item 6.3