

**West Berkshire SPOKES**  
**Annual General Meeting - Minutes**  
**2:15pm on Sunday 11 June 2017**  
Café at Banjo Cycles, Newbury



**Present.**

Don Carter, Ed Cooper, Ted Graham, Graham Hunt, Josh Kerry, Alan Lane, Caroline Lane, Gordon Oliver

**1. Apologies.**

Andrea Parker, William Pitt, Andrew & Eleanor Russell, Neil Taylor, Martha Vickers, Tony Vickers

**2. Minutes of 2017 AGM.**

Approved.

**3. Matters Arising from Minutes.**

None.

**4. Reports from Officers**

**Chair – Caroline Lane**

Spokes have continued to carry out the cycle count for West Berkshire Council and figures are slowly on the increase with the biggest growth in the proportion of children cycling. We also carried out an audit of cycling facilities in key areas of West Berkshire which the Council is using to improve and join up existing facilities and create new ones. Spokes has also taken on the admin of the WB Cycle Forum and is continuing to work with the Council on promoting and improving cycling in West Berkshire.

**Vice Chair – William Pitt**

No specific report, but has provided support as required.

**Secretary / Membership Secretary - Graham Hunt**

[As secretary] During the year, due to time constraints, I executed the absolute minimum necessary of the Secretary Job Description. This basically consisted of sharing information as relevant (and time allowed) and administering the AGM. A more proactive secretary is required as the informal nature of the monthly meetings means there is a great danger of the good progress not being effectively recorded.

[As membership] As at 31 March 2017, Spokes membership stood at 171. A net decrease of 4 from last year. (4 new / 8 left). During the year, due to time constraints, I executed the absolute minimum necessary of the Membership Secretary Job Description. MailChimp is now the main method of communication. Statistics show that at least 35% of members open the e-mails sent. (3 cycle counts, Christmas meal and AGM calling notice). There is a need for more proactive communication, reporting on what we do, to encourage greater engagement with / from the full membership. There is also a need for a posted mailshot to every member (perhaps to provide a new membership card) to properly verify the current membership database. I will assist any new membership secretary in that task as part of any handover.

**Treasurer – Josh Kerry**

The following is a summary of all transactions in the period to 31 May 2017. More details are available in the Treasurer's files. Net assets at start of year: £6,493.72. Final balance at end of year: £9,538.52. Banking arrangements and use of funds was discussed under motions below. It was agreed that membership fees will continue to be free for life for new and existing members.

**Publicity Officer - Caroline Lane**

Nothing specific to report.

**Web site Editor – Gordon Oliver**

The www.westberkshirespokes.org domain is registered until 28/04/2018 and the website is hosted until 13/12/2017, both through iPage (www.ipage.com). iPage is currently delivering 99.84% uptime (as of 31/05/17), which is slightly up on last year. However, both uptime and page load time are some way below the best performers, so it is recommended to do a market comparison before next renewal. The website uses the Wordpress content management system, which is easy for non-technical users to learn and administer. Login details for iPage and Wordpress have been circulated to the Secretary and Vice Chair. The Vice Chair has been designated as a Wordpress administrator. The website is backed up automatically each day by iPage, with a separate automated weekly backup of the Wordpress content to a cloud storage site. The website is protected from hackers / spammers by iPage's own security systems, and by various Wordpress plugins. The website uses a 'responsive' theme, which ensures that content is properly displayed on smart phones and tablets, as well as on desktop computers. Content has been regularly updated throughout the year, with events promoted using a Wordpress plugin. All posts / events have buttons to allow users to share content via various social media sites. There are buttons on the home page providing links to the Spokes social media sites and RSS feed and to the membership application form. A simple contact form is provided with a 'captcha' challenge question to prevent spam. All web links are regularly checked and updated to ensure that they are still correct and any dead links have been removed. The website has been subjected to a cookie audit, and a suitable Wordpress plugin with explanatory text ensures compliance with the EU Cookie Law. All Spokes committee roles have their own email addresses with a separate 'info' address created for general correspondence. Email addresses are registered and hosted through iPage. Committee members have their own login details and incoming emails are forwarded to their nominated personal email accounts. Spokes helps run the West Berkshire Cycle Forum and a Groupspaces website has been set up to encourage consultation and exchange of ideas between meetings (<http://groupspaces.com/WestBerkshireCycleForum/>). The Web Editor is responsible for approving new members and granting access rights.

**Highways Officer – Tony Vickers**

No specific report received, but Tony has progressed various initiatives and responses to consultations during the year. Josh Kerry and Alan Langley have also executed significant work in this area.

**Cycle Count Co-Ordinator – William Pitt**

Successfully executed three more counts, with June 2017 imminent. Josh reported that the results are being used by West Berkshire Council. William is seeking a volunteer to take over the co-ordination.

**Event / Stall Manager – William Pitt**

Nothing executed this year beyond the fortnightly cycle rides. There has been one Dr Bike event and one is being progressed in support of Newbury Town Council.

**General Campaigners - Ed Cooper / Angela McMahon / Gustav Clark / Mike Butler**

Ed reported on the progress of the Hermitage / Hampstead Norreys bike route.

**Training Officer - Caroline Lane**

Bikeability instruction continues using Spokes funded trainers. Further Cytech training has recently been approved.

**5. Review of Constitution.**

Agreed that no updates are needed.

**6. Confirmation of Required Officers and Roles of Officers.**

Agreed to remain as in Version 10 of the Constitution.

## **7. Election of Management committee.**

All re-elected as follows, though Graham and William are both actively seeking replacements for their Secretary / Cycle Count roles.

Chair:	Caroline Lane
Vice-Chair:	William Pitt
Secretary / Membership Secretary:	Graham Hunt
Treasurer:	Josh Kerry
Publicity Officer:	Caroline Lane (plus photographs from Stan Green)
Web Site Editor:	Gordon Oliver
Highways Officer:	Tony Vickers
Cycle Count Co-Ordinator:	William Pitt
Event / Stall Manager:	William Pitt
Training Officer:	Caroline Lane
General Campaigners:	Ed Cooper / Angela McMahon / Gustav Clark / Mike Butler
President:	Richard Benyon – assumed to continue.

## **8. Motions for Debate**

### **a) Wind up the group?**

The passion of some of the management committee has diminished. The social aspects are appreciated, and there is still quiet progress, but on the whole the group is reactive rather than proactive. It was agreed that the group should continue to exist, so that it can take on actions as required. It still administers the Cycle Forum. The A4 project needs supporting. We need to get more people (and more of the membership) more involved.

### **b) Change banks?**

The latest status of the Co-Op bank, the lack of a local branch and the onerous requirements for changes to signatories is causing concern. It was agreed that the treasurer is free to open a new account with Metro Bank if he wishes. Funds could then be transferred from the Co-Op and the Co-Op account closed.

### **c) Confirm Co-Op resolutions if sticking with Co-Op**

The Co-Op Terms of Conditions were approved, in the event that we remain banking with the Co-Op.

### **d) 2017/18 priorities / Spending of funds**

Agreed that the two go hand in hand. Various projects were mentioned as priorities. In particular it was agreed that Caroline / Josh will try and engage with Kevin Bushell / Tony Vickers on a media campaign relating to the A4 project. Separately it was agreed that Graham will draft a letter to the membership, covering the wider points of this AGM.

## **9. Date of Next AGM.**

Agreed to be first Sunday of Bike Week – as long as not Father's Day.

## **10. A.O.B.**

Don – most of his cycling is now on three wheels so he emphasised the need for cycling facilities not to be width restricted.

Ted – Continued issues with cyclists using Bartholomew Street north in wrong direction. While WBC do not consider it feasible to create a cycling contra-flow, it is a police issue to resolve.

Don – Mentioned the local discussions underway re the potential for Queen's Road to be closed to traffic. If so, cycling should still be allowed.

Ted – a change in parking charging policy at the race course from August may impact on local roads.

Josh – reported that Basingstoke & Deane were close to returning £219k of s106 cycling/walking money. Various suggestions on ideas for who could advise on its spending were made for Josh to take forward.

**Meeting closed at 3:10pm**