

CTC Oxfordshire Annual General Meeting
held at 11:00am on Saturday 14 November 2015
at the Village Hall, Hinton Waldrist, Oxfordshire, SN7 8RN

Draft Minutes

1. Opening and Minutes of 2014 AGM

- Notice calling the meeting – A notice was sent by email to CTC Members in Oxfordshire and nearby. Also a notice was published by CTC on their website.
- 16 Members were present. Steve Swanton, Martin Casey, Ian Murray, Cliff Bellis, David Townsend, Richard Carter, Monica Mehers, Christine Ellis, Andy Ellis, Robin Tucker, Paul Thompson, Ros Hollowell, Peter Hollowell, James Dawton, Stephen Lee, Richard Preece
- A Minute Taker was appointed – Martin Casey. He was thanked by the Chairman.
- Apologies for absence were received from:
 - Graham Smith, Lorna Swanton, Patrick Hardiman, Alison Smart, Neil Tigwell, Neil Warner, Lucy Wright
- Minutes of the 2014 AGM were approved:
 - Proposed: Rick Carter
 - Seconded: Ian Wright
- Matters Arising: Changes in the Oxfordshire Committee during the year.
 - Robin related that the post of Welfare Officer had become vacant because of the sad death of Phil Wray. The meeting recognized his good service and contribution in the execution of his role. It was noted that Paul Thompson had volunteered to take up this post.
 - The meeting was informed that the following Informal Member Group Coordinators had assumed their roles:
 - Neil Tigwell for the Witney
 - Alison Smart for Wallingford
 - Monica Mehers for Bicester

2. Annual Reports

- Steve Swanton presented the Chairman and Rides Report
 - See attached Report.However one issue that was challenged by Andy Ellis was that of the role of the Oxfordshire committee given the withdrawal of representatives from Oxford City and Wantage. It was agreed that relationship between the Oxfordshire Committee and the Oxfordshire CTC Groups be explored as part of the Strategy Group.
- Robin Tucker presented the Secretary and Publicity Officer's Report.
 - see attached Report.
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- Peter Hollowell presented the Treasurer's Report
 - Further to the attached Report Peter confirmed that the accounts had been audited without issue by Stephen Lee. There was some debate as to the best use of the uncommitted funds with Peter stressing we had adequate but by no means excessive funds for any additional promotional activities.

- Welfare Officer. At his stage of the meeting Paul Thompson introduced himself as the new Welfare Officer. It was explained that Paul's activities as a Senior Shop Steward at BMW provided a very relevant skillset for the role. Paul reported that since his accession to the role there had been no issues to deal with.
- The Registrar's Report was provided by Andy Ellis.
There was some discussion regarding the difference between the number of members and those Andy could gain email addresses for. It was thought that due to the varying reasons for joining CTC some members may actually not supply email addresses.
- See attached Report
- James Dawton presented the Right to Ride an Planning Report.
James was congratulated on his Cyclox activities. It was also stated that the key to effective future influence was the moving up our access and input to higher and earlier levels of planning within the Local Council.
There was some debate as to whether direct action in clearing cycle paths/ways was both desirable and possible. Andy Ellis volunteered to investigate the legal implications of any such action.
- See attached Report
- Ian Murray presented the Training Report.
Cliff Bellis who had attended one of the Ride Leader Courses stated that it was very helpful and allowed potential problems to be explored and resolved in a safe environment. It was also suggested that thought could be given to the possibility of an Off-road Leaders course and a Bike Maintenance course.
James Dawton raised the importance of additional guidance for those new to route planning and recommended that the output from any online applications should be sense checked by local knowledge or OS Map cross checking.
A question was raised about whether our Rides Guidelines were on the website [I can confirm they are on the 'About us' page – Robin].
- See attached Report

Acceptance of Reports:

Proposed: Monica Mehers

Seconded: Ros Hallowell

3. Member Group Reports

3a Informal Member Groups

- The Bicester Report was presented by Monica Mehers
- See attached Report
- The Wallingford Report was presented by Cliff Bellis
- See attached Report
- The Witney Report was supplied by Neil Tigwell and Read by Robin Tucker

Acceptance of Informal Member Group Reports:

Proposed: Ian Murray

Seconded: Richard Preece

3b Member Group Reports

- CTC Oxford City report was presented by James Dawton
 - See attached
- Isis Cyclists report was compiled by Ellen Lee and Lucy Wright presented by the Secretary
 - See attached
- CTC Oxfordshire Midweek report was presented by Martin Casey.
 - See attached
- CTC Wantage report was compiled by and presented by the Secretary
 - See attached

3c Other Reports

- A personal report by Graham Smith, outgoing CTC Councillor, was presented by the Secretary
 - See attached

4. Election of Committee Members

- Chairman
 - Steve Swanton re-elected unopposed
 - Proposed: Ros Hallowell
 - Seconded: Monica Mehers
- Secretary
 - Robin Tucker re-elected unopposed
 - Proposed: James Dawton
 - Seconded: Cliff Bellis
- Treasurer
 - Peter Hallowell re-elected unopposed
 - Proposed: Robin Tucker
 - Seconded: Andy Ellis
- Registrar
 - Andy Ellis re-elected unopposed
 - Proposed: Christine Ellis
 - Seconded: Richard Preece
- Welfare Officer
 - Paul Thompson elected unopposed
 - Proposed: Steve Swanton
 - Seconded: Monica Mehers
- Publicity Officer
 - Robin Tucker re-elected unopposed
 - Proposed: Richard Preece
 - Seconded: Ian Murray

- Right to Ride and Planning Officer
James Dawton re-elected unopposed
Proposed: Andy Ellis
Seconded: Robin Tucker
- Webmaster (Not Elected Post)
Paul Thomson volunteered to accept this role with the initial support of his son. The committee agreed. Robin Tucker will introduce Paul to Jo Munt. Paul will develop a simple website for CTC Bicester first, and then move on to the Oxfordshire website.
- Other Committee Members

Ian Murray was re-elected unopposed to carry on his Training Role
Proposed: Martin Casey
Seconded: James Dawton

Neil Warner had informed the Committee of his desire to be re-elected to the Committee, with a particular interest in improving our social media. He was re-elected unopposed.
Proposed: Steve Swanton
Seconded: Richard Preece

4A Ratification of Informal Member Groups and election of their Coordinators to the Committee.

- Bicester – Monica Mehers
Proposed: Robin Tucker
Seconded: Martin Casey
- Wallingford – Alison Smart
Proposed: Ian Murray
Seconded: Monica Mehers
- Witney – Neil Tigwell
Proposed: James Dawton
Seconded: Richard Preece

4B Member Group Representatives

- Oxford City – did not propose a representative
- Isis Cyclists – Lucy Wright
- Oxfordshire Midweek – Martin Casey
- Wantage – did not propose a representative

Proposed for all Groups: Ian Murray
Seconded for all Groups: Richard Preece

4C Ratification of Volunteers

Robin Tucker noted the importance of volunteers to the CTC, both Ride Leaders and Event Organisers. It is essential to register volunteers with CTC HQ for insurance purposes. A list of current volunteers was available to view.

Proposed: Monica Mehers
Seconded: Paul Thompson

5. Motions to the AGM

Appointment of Auditor

- Stephen Lee re-elected unopposed
Proposed: Robin Tucker
Seconded: Rick Carter

6. Programme for Next Year

- An open discussion of the following items occurred:
 - Triennial Veterans Century Ride
 - 'Open' Century ride
 - 200 Mile Ride around the Oxford Borders
 - Possible Audax Event
 - Summer Social Events: Pot Luck Supper, Picnic, Social Event after Century.
 - Bike Maintenance Training
 - First Aid Training
- The following actions were recorded:
 - Triennial Vets Century Ride
A Co-Ordination Team was agreed: Lead Co-Ordinator: Peter Hallowell.
Assistant Coordinators: Andy Ellis; Ellen Lee (route); Eileen Johnson (refreshment stops)
 - "Audax Style" Ride
Midweek Group to consider the possibility of organizing a ride based on the principles of an Audax. Probably 100km in the Cotswolds.
 - Summer Social Event
A Picnic was preferred. Standlake Village Hall was suggested as a good location having grass, a hall, and being central.
 - Bike Maintenance and First Aid Training
To be considered at the next Committee meeting

7. Any Other Business

Ian Murray suggested that some of the currently available funds be used to purchase some promotional event items such as stands and banners.

It was agreed that this should be considered at the next committee meeting

It was suggested that the role of Welfare Officer could be more widely publicised. It was agreed to do this on the website.

Meeting formally closed by Steve Swanton at 1:57pm.