Cycling UK Oxfordshire Annual General Meeting 2018
held at 11:00am on Saturday 3rd November 2018
at the Kings Head & Bell, Abingdon, Oxfordshire, OX14 5EA

Draft Minutes

1. Opening and Minutes of 2017 AGM

- 15 Members signed in, making the AGM Quorate (Quorum is 10).
  Andy Key, a Trustee of Cycling UK was visiting us for the AGM.
- Robin Tucker agreed to take the Minutes

- Apologies for absence were received from Martin Casey, Pauline Casey, Sarah Edwards, Christine Ellis, Patrick Hardiman, David Hibberd, Simon Hunt, Monica Mehers, Catherine Roberts, Mike Roberts and Paul Thompson.
- Note: a number of these people expressed a desire for a proxy vote. However, the Cycling UK Policy Handbook only makes provision for Members attending the meeting being able to vote, and the Chairman and Secretary agreed before the meeting that this is for good reason. Therefore, these voting intentions, for and against the motion, were not included.

- Minutes of the 2017 AGM. The Minutes were Proposed by Neil Warner, Seconded by Andy Ellis and Approved *nem con.*
- Matters arising from previous Minutes – None.

2. Annual Reports for the year to September 2018

All the reports are in a separate document, available from the Secretary.
- Chairman's report – Which included Steve saying that he would stand down from the Chairman's role
- Secretary's report
- Treasurer's report – Our Auditor, Stephen Lee confirmed that he had reviewed the accounts and approved them. Peter also noted we had agreed a £200 for Windrush Bike Project to produce new West Oxfordshire Cycling Maps and will consider a wider request for financial support.
- Registrar's report
- Welfare Officer's report
- Campaigning report

The Officer's Reports were Proposed by Ian Murray, Seconded by Lorna Swanton and Approved *nem con.*

3. Informal Member Group Annual Reports

All the reports are in a separate document, available from the Secretary.
- Bicester – No report from the Group as there is no active Group and no Co-ordinator. Robin gave a brief overview of the Bicester Group history and situation in preparation for item 4a below.
- Wallingford – Peter Wood gave a report. CTC Wallingford has had a full year of rides, including adding some mid-week rides. However the average number of

people per ride has reduced slightly partly because some regular riders have moved out of the area. The group plans some extra publicity next year. Neil suggested a contact with RAF Benson.
- Witney – Kevin Arnold reported that CTC Witney remained active with 5-6 riders most weekends, a slight increase on last year. Some of the rides had happened mid-week when the weekend weather was poor, and the group had had an away trip to Spain.

The Officer's Reports were Proposed by Robin Tucker, Seconded by David Bridge and Approved *nem con.*

4. Annual Business: Informal Groups, Volunteers and Auditor

4a. Decision on the continuation or closure of Cycling UK Bicester
This decision is necessary because there is no active Co-ordinator for Cycling UK Bicester and no active rides programme. By or at the AGM no-one had come forward to be Coordinator of the Bicester Informal Group. Robin Tucker proposed that the Group should be closed and is was Seconded by Andy Ellis and Approved *nem con.*

4b. Ratification of Informal Member Groups, and election of their Co-ordinators to the Committee
- Wallingford – Patrick Hardiman
- Witney – Kevin Arnold

Proposed Andy Ellis, Seconded James Dawton, Approved *nem con.*

4c. Ratification of Cycling UK Oxfordshire volunteers
Volunteer Ride Leaders and Event Organisers play a crucial role in the Group and the Chairman noted thanks for their help. The list was available for review, but no changes were made on the day.
Proposed Steve Swanton, Seconded James Dawton, Approved *nem con.*

4d. Appointment of Auditor
Stephen Lee was happy to fulfil this important role for a further year.
Proposed Ian Murray, Seconded Peter Wood, Approved *nem con.*

5. Motions to the AGM

Motion 1: That a Special General Meeting is called at the earliest available opportunity to dissolve the Cycling UK Oxfordshire Formal Member Group and that dissolution, if passed at the SGM, is completed no later than 31st January 2019.
- Proposer: Andy Ellis, Seconder: David Townsend

Andy Ellis introduced the Motion and the reasons for it (included on the Agenda). He said that the widest consultation available in a Special General Meeting (SGM) seems the best approach. Before that a document explaining the impacts of closure should be prepared.

David Townsend (Seconder) asked for clarification of the Motion's effect. Would it lead directly to closure, or to a vote on closure at the SGM. Steve confirmed that it was the latter.

Robin noted the impacts would be most significant for the Riding activities. The Informal Groups would either have to find new 'parents' or become independent. Campaigning activities could continue under the Oxfordshire Cycling Network banner with only minor changes such as a new website location.

Andy Key mentioned South Hampshire CTC which had also been a DA and was now not a 'Group', but just a title for the coordinated activities organised by the Secretaries/Chairs of the local Groups.

Steve Swanton passed out a sheet of 'Options for the future of Cycling UK Oxfordshire', which we discussed (inserted below). It included options where a Formal Member Group continues but on a less intensive basis, and options where the Formal Member Group closes.

Formal member group continues:	Formal member group closes:

• Merge common functions with Midweek Group (e.g. Membership – we share same area of ops)
• Focus on specific objectives (e.g.)
    o Campaigning
    o Informal groups
    o County-wide communication
• Requirements
    o Willing officers for roles of Chair, Secretary, Treasurer
    o An AGM held and Annual Report submitted to Cycling UK each year
    o Buy-in from membership county-wide
	• Form an informal group under another member group (e.g. Midweek) to keep name and some functions alive
	• Requirements
	    o Co-ordinator & at least 3 members to maintain some level of activity
	    o Needs support of the Formal Member Group
	
	• Form an organising committee to run one-off county-wide events
	• Requirement
	    o Buy-in from City, Wantage and Midweek member groups who would be represented on committee

Peter Hallowell spoke against the Motion. He was against the 'restrictive timescale'. He talked about the history of the Group. He considered that there were no advantages in closing the Group, and that it could be run on a much lower effort basis, and that there were advantages in keeping it. He asked people to oppose the Motion.

James asked about timing – would the Motion timescale be possible. James also noted that the Committee is large compared to what is necessary.

Andy agreed that the timing was tight, but said he was impatient to improve the process.

Someone asked if the Group continued, who would be Chairman. Andy said that if the Motion passed, he would stand for the role to guide the Group through the process. Peter said that if the Motion was defeated, he would stand for the role and work to restructure the Group in a lower administration form. Robin said he was happy to continue as Secretary in either case.

The vote was held, and there were 6 votes For the Motion and 7 votes Against the Motion. The Motion was not Approved.

6. Election of Committee Members
- Chair – Peter Hallowell, Nominated by Ian Murray, Seconded by Neil Warner
- Secretary – Robin Tucker, Nominated by Peter Wood, Seconded by David Townsend
- Treasurer – Neil Warner, Nominated by Peter Hallowell, Seconded by James Dawton

- Registrar – Peter Hallowell, Nominated by Ian Murray, Seconded by Neil Warner
- Welfare Officer – Paul Thompson
- Publicity or Promotions Officer – Robin Tucker

- Campaigns Officer – James Dawton
- Other Committee Members – None

These other Committee roles were Proposed by Neil Warner and Seconded by Ian Murray

7. Any Other Business
- There was a request to sort out the ad-ware infesting the website. Robin Tucker said he would be looking into this and if he could not fix it easily would ask our Webmaster.

8. Close of Formal AGM
The formal meeting closed at 12:52

Most of us stayed on for a drink and a meal, and to continue talking about how the Group could develop in 2019 and all aspects of cycling.

New Committee and their roles

Position	Current Member	Role description
Chair	Peter Hallowell	Presides over and facilitates committee meetings and General Meetings.
Secretary	Robin Tucker	Organises committee meetings, General Meetings and the Annual Report and Returns to Cycling UK National Office. The official point of contact for the Group.
Treasurer	Neil Warner	Holds and accounts for the Group's funds.
Registrar	Peter Hallowell	Receives information about Cycling UK Members who live in the Group's area of operation, sends out welcome letters/emails. Oversees the Group's email distribution list.
Welfare Officer	Paul Thompson	Helps members to address issues and complaints.
Publicity Officer	Robin Tucker	Promotes Cycling UK and the activities of the Group. Prepares emails that are distributed to members.
Campaigns Officer	James Dawton	Campaigns for cycling and represents the Group and cyclists to bodies making planning decisions concerning transport and the built environment that affect cyclists.
Other Committee Members		Can range from informal input to organising specific activities for the Group. (e.g. Ride Leader Training, Social Media)
Member Group Co-ordinators		
Wallingford	Patrick Hardiman	Points of contact and representatives for these Informal Member Groups that operate within Cycling UK Oxfordshire
Witney	Kevin Arnold	

The position of Webmaster is co-opted by the Committee, and is currently Chris Thompson. The position of Auditor is approved at the AGM, and is currently Stephen Lee.