

## Shropshire and Powys Advanced Riders

### Minutes of Committee meeting 21st February 2017

	Item	Minutes	Actions
1	Attendance	Helen Parker, Robin Padgett, Kevin Fletcher, Bob Hayes, Tina Kelly, Ken Swinton, Bill Croxon, Stuart McMillan, Sally McMillan	
2	Apologises	David Rogers, Michelle Jennings, Mike Kinna, Simon Laithwaite, Glyn Jones	
3	Minutes of previous meeting / matters arising	<p>a) Sally attended the meeting Bike4Life meeting on 14<sup>th</sup> February at Cosford. Update in Secretary's section.</p> <p>b) Bill has had not much of an update as yet from Paul Collier re the cost of advertising on the Blood Bikes web site.</p> <p>c) Stuart has a meeting arranged with Geoff Wilkes for the 7<sup>th</sup> March.</p> <p>d) Stuart has liaised with Micheal Downes (NWAD) re RoSPA insurance. Michael has not had any response yet from RoSPA but he believes that we are not covered unless the person being tutored or assessed is a group member. Stuart has also spoken to Stephen Wilkinson-Carr from the Gloucester group re insurance cover for slow riding events that they have held. Stephen stated that they thought they were covered for slow riding as they have interpreted 'off road' as meaning off tarmac. They will hold on further events until I have updated them with reply from RoSPA.</p> <p>e) Bill has copied Tina into the e-mails regarding membership and Tina is now able to respond. The assessment ride arranged for the 19<sup>th</sup> (on Steven Coburn) was conducted by Stuart and Steven is now a member.</p> <p>f) Bill has communicated with Amy at RoSPA re the proposed corporate marketing leaflet asking that we use our name (Shropshire and Powys Advanced Riders), use the e-mail contact of <a href="mailto:chairman@saparweb.com">chairman@saparweb.com</a>, and if we can use the blank rear of the leaflet to advertise our own group. Bill is still awaiting a reply.</p> <p>g) Bill has not contacted the Safer Roads Partnership as yet re the Meet and Greet as we are still waiting on the insurance situation. Steve Clarke (IAM / Blod Bikes) has taken the date (21<sup>st</sup> May) to their committee.</p> <p>h) Consideration of alternative meeting venues. This was discussed and agreed by all present</p>	<p><b>Bill to contact Amy re insurance cover ASAP.</b></p> <p><b>Bill has now received a reply saying that we can use our name and e-mail as requested but cannot put anything on the rear.</b></p>

		<p>that we would stay put for the time being.</p> <p>i) Publicity re events. E-mail to be sent to all members by Kevin for help, Kevin to collate names in advance. Robin stated that he would not be able to provide any details of the Italian auto event in Bridgnorth until May as the organiser is arranging something else at the moment. Simon states there is no update re the Shawbury Riders events.</p> <p>j) Stuart, Bill and Howard still need to sort out dates re mass tutoring in a given location. Stuart and Bill do not have any compatible dates in the near future so this needs more looking at.</p> <p>k) Bill proposed that Howard be included in the Committee e-mail list as a 'sleeping member' so that he is kept in the loop as he is a Senior Tutor. All voted in favour of this action.</p> <p>l) Ken updated that there had been a meeting between Ken, Tina and Stuart re the proposed membership database and David had submitted an number of areas he wished considered. Matter being progressed. Bill asked Ken to do a presentation to the committee at the next meeting.</p> <p>m) Ken has removed the reference to a membership card from the web site. This may be revisited if we have a need for one in the future.</p> <p>n) Montford Bridge meet and greet, Bill still dealing update at next meeting.</p> <p>o) Christmas meal. Bill proposed that only members should receive a subsidy on the cost of this event. This was discussed and voted on with all being in favour.</p> <p>p) Shelly has sent an e-mail out re the Italian meal on Friday 24<sup>th</sup> and currently has 11 people booked to attend.</p> <p>q) Glyn has had to withdraw from doing 'Tail end Charlie' (TEC) on the ride outs for the foreseeable future due to health issues. Bob said he will do this with the exception of the first ride which he is leading! Ken has agreed to do TEC on that occasion.</p> <p>r) E-mail issues. Ken is still dealing with some issues regarding group e-mail.</p> <p>s) Bill asked for his e-mail address to be altered and Stuart asked for his 'Yahoo' e-mail address to be removed leaving his 'Gmail' address. Stuart also asked Ken to include Sally's e-mail address to be included in the committee list so she can send e-mails to the committee without them being held for approval.</p>	<p><b>Kevin to send e-mail.</b></p> <p><b>Ken to add Howard to committee e-mail list.</b></p> <p><b>Sally to place on agenda.</b></p> <p><b>Bill to update.</b></p> <p><b>Ken to amend e-mails and Stuart to provide Sally's e-mail to Ken.</b></p>
4	Trike and Quad bike testing	<p>At this point Bill said he would like to take things out of order due to the time we are likely to spend on the RoSPA constitution etc. All agreed.</p> <p>Bill said he had been contacted by Mike Jones (one of our members). Mike had said that due to health issues he is no longer able to ride a two wheeled motorcycle and was thinking of obtaining a trike or a quad. He wanted to know our views on him remaining a member with a trike or quad. Bill had spoken to Stuart who had said in his view so long as the vehicle met the definition of a motorcycle as stated in the Construction and Use Regulations 1986 he could not see an issue. The definition reads as follows, '<i>motor cycle – a mechanically propelled vehicle, not being an</i></p>	

		<p><i>invalid carriage, having less than four wheels and the weight of which unladen does not exceed 410 kg.</i> This was generally agreed as a good term of reference and that this would therefore exclude quad bikes.</p> <p>Bill has contacted Amy at RoSPA who stated that RoSPA does not recognise trikes or quads and there is no advanced test available for riders of these machines. Any advanced test would have to be taken using a car, motorcycle, LGV or PCV. Bill read out the e-mail he had sent to Amy and her reply. Bill has informed Mike of the reply from RoSPA and Mike asked for the matter to be brought before the committee.</p> <p>A lengthy discussion followed during which it was pointed out that we should not be seen to discriminate against a person on the grounds of disability. Hence the reason the above definition was acknowledged as it defines the situation in relation to the vehicle used, SAPAR being an Advanced Motorcycle training group, and not the person using it. A vote was taken on whether as a committee we would be happy with a person using a trike, provided it met the above definition, being a member of the group and attending ride outs. A vote was taken with eight being in favour of allowing this and one against.</p> <p>Stuart asked the one person who voted against if they were against the vehicle or was it to do with the individual's health? It was stated that it was concerns re the individual's health and the safety of others around them if they were riding as part of the group. It was agreed that the individual's health and any safety issues that this may present would have to be a matter for consideration on an individual basis.</p> <p>Bill and Stuart agreed that if a member presented with such a vehicle we could offer tuition but they would have to take up with RoSPA Head Office the situation that there is no test available.</p> <p>This situation may not arise in actuality as at present we are informed that Mike's licence has been suspended due to his ill health.</p> <p>For confidentiality and out of respect to Mike this matter is not to be discussed out of committee.</p>	
5	Bike4Life	<p>Sally attended the meeting on 14<sup>th</sup> February at Cosford and gave a copy of Bill's questions to which he requires a written reply to Jo Bailey together with his request to see the risk assessment for Meole Brace.</p>	

		<p>A meeting has been proposed between Jo and Angela Watkins with Stuart and Bill at Meole Brace to discuss the requirements and issues.</p> <p>Sally was again asked if SaPAR would assist with the parking at Cosford and she firmly stated no (again).</p> <p>We will need names of volunteers for the parking at Meole Brace and staffing the stand at Cosford in advance. The Cosford stand can be erected on the Saturday and any motorcycles we wish to have on the stand need to be in there prior to 9am.</p> <p>Bike4Life is still going ahead on the bank holiday weekend, 30<sup>th</sup> April, with over 1200 people already pre-booked at the time of the meeting.</p> <p>It was acknowledged that some members may be willing to volunteer but would also like to go on the ride out. We would however need some members to remain at Meole Brace to assist with packing away.</p> <p>Bike4life would like us to control the manner in which the riders leave the car park, letting them go in segments. This to be discussed at the site meeting due to concerns over safety issues this may create if riders are not prepared to wait.</p> <p>No date was set for another meeting.</p>	<p><b>Sally to place in newsletter</b></p>
6	Powys Ride on Days	<p>Stuart has liaised with Geoff at Powys and there are no riders currently booked on for March 26<sup>th</sup> 2017. Geoff has said that it is 'early days' and he is going to add the information to other web sites etc. Stuart has arranged a meeting with Geoff for 7<sup>th</sup> March.</p>	<p><b>Stuart to e-mail Tutors for provisional availability.</b></p>
7	Social events	<p>Marion gave a very enjoyable and informative talk on her Royal Enfield mounted ride in India. Unfortunately this was very poorly attended with eight members and two visitors. This level of attendance represents poor value for the group in relation to numbers attending and the cost of the room hire as well as presenting a poor image of the group to any visitors.</p> <p>Bill proposed that we cease holding monthly social events that are going to cost the group money. Only holding those that are cost neutral, i.e. Wednesday evening rides, meals, pub meets etc (those that do not involve the cost of room hire). It was put to the vote and all voted in favour.</p>	
8	Tutor cameras	<p>Stuart Wall has kindly gone through all the old camera stock and sorted those that are functional. Bill proposed that we put an ad out to members that these items will be for sale on an as seen basis with a proposed cost of £5.00 for the mark one and £10.00 for the mark two versions.</p>	<p><b>To be placed in newsletter when all information available</b></p>

9	North Wales Advanced Drivers (NWAD) Roadcraft quiz invitation	An invitation has been received from NWAD to attend a quiz on 22 <sup>nd</sup> March. Bill will provide details to Sally for the newsletter in case any members wish to form a team and attend.	<b>Bill to provide details and Sally to place in newsletter.</b>
10	Secretary	Sally had received two e-mails from Amy one regarding a recent Royal visit to RoSPA Head Office and the other stating that BBC Radio 4 are doing a series called 'Digital Human' including an episode on road rage and how people are managing it. They would like to hear from anyone who has suffered from road rage and their experiences of recovery.	
11	Publicity	Kevin said the advertising for the meet and greet needs to be firmed up, however we cannot take it forward while we are awaiting Amy's reply on the insurance. If we do not get his soon we will have to go direct to BlueFin for their views.  Montford Bridge picnic area are very happy to host us.  Will be still be going ahead with a meet and greet even if we cannot do assessment rides? This will impact on the advertising.  SaPAR's 10 <sup>th</sup> anniversary article went out and other magazines and papers will run the article free of charge but we will not have control of the editorial.	<b>Meet and greet to be put into newsletter.</b>
12	Training Officer	Figures circulated prior to meeting. These have changed as Helen is now going to start tutoring with Kevin.  Bill is going to deal with the Potential Tutor theory test for Jon Hepburn and Stuart will contact Bob Hall to see what his availability is now like.	
13	Treasurer	Treasurers report circulated prior to meeting. Bill said he had a question regarding the income from the PEMC training day and will speak to David for clarification.  Kevin has an invoice to submit for the adverts as he had paid them and it is more than he expected as we had a good deal on the first advert. Bill asked Kevin to submit it as soon as possible so it is in this financial year.	<b>Bill to speak to David.</b>  <b>Kevin to submit invoice.</b>
14	Membership Secretary	Figures circulated prior to meeting.	

		Direct Debit method of payment needs pushing to get members to set it up ASAP.	<b>Sally to put in newsletter</b>	
15	Monthly ride outs	Bob said he does not have Kevin or Ken down to lead a ride and asked both if they would be prepared to do so.	<b>Bob to liaise with Kevin and Ken.</b>	
16	Social media	The web site is doing okay. Facebook is also doing okay.		
17	Clothing	No update.		
18	RoSPA Draft Constitution documents	Bill started with 'Model Group Constitution'. Observations and comments made were:	<b>Bill to clarify with Amy ASAP.</b>	
		3a, 3c and 4.1		Stuart said that this should read 'and / or' rather than just and as some groups only do one or the other not both
		5.5, 5.6 and 5.7		Thought these conflicted with each other. This appears to be going in the opposite direction to IAM. RoSPA always had to re-test to remain a member where with IAM this was not required. RoSPA appear to lose members due to requirement for re-test where with IAM it is for life. Robin said he thought from the wording that 5.5 could be deleted. 5.7, our additional categories would be 'Honorary' and 'Pillion'.
		5.8		This states that any person who has not passed a RoSPA test or is not preparing for the RoSPA test would not be covered by the RoSPA insurance. This would cause an issue with our Pillion members who assist at promotional events.
		6.1		Stuart said he did not think this read well as it appeared to imply that an Examiner etc could appoint an Advanced Tutor even if they were not a member of the group.
		6.2		'Groups must seek to maintain a sufficient number of Tutors to meet demands from members.' A good aim but we cannot know the demand from month to month. If

		we ensure sufficient Tutors to meet highest demand then there could be significant periods where they do not have an Associate risking skill fade in their tutoring ability.	<b>Bill to clarify with Amy.</b>
	6.6	Stuart wanted the word 'other' deleted as this appeared to imply the original group had no say in someone tutoring for another group as well.	
	6.7	'This states that groups must not provide training for any organisations except where the organisation has encouraged its staff to join the group ...' Does that exclude Powys? Powys is for members of the public, not employees and is a road safety initiative.	
	7	<p>Group code of conduct.</p> <p>Do we need all the different categories / situations? Is this a little over the top whilst still leaving holes for people to fall into.</p> <p>Stuart's main objection was to the comment that a member should not criticise another trainer, examiner or road safety organisation. Stuart's comment was what if they are wrong in what they are saying? Bill said you could refer to the appropriate publication, Stuart still said what if they are blatantly wrong in the advice they are giving?</p> <p>Robin said the first bullet point covers all situations 'Behave professionally at all times and treat others with respect and consideration.'</p> <p>The final bullet point states that there should be no charge for tutoring. Where does this leave a motorcycle Tutor whose group asks for a contribution to the Tutors costs?</p>	
	8	Draft constitution makes no reference to a length of membership before a person can take a place on a group committee. Our constitution requires a period of membership before a committee position can be taken, unless exceptional circumstances.	
	8.8	What if the group unaffiliates from RoSPA? Setting up on its own or moving to IAM. Normal procedure if a club dissolves would be for the assets and funds to be	

			shared equally between the remaining members. Why should they automatically be acquired by RoSPA?	<b>Bill to speak to David.</b>
		9.6	Minutes of committee meetings are currently circulated to committee members only. As with other organisations. Minutes can contain sensitive information that is not considered appropriate for wider knowledge. The requirement to circulate to all members was strongly disagreed with.	
		11.4	'At least two committee members must have access to the groups bank account.' This is not the situation with us at this time, Bill will speak with David re this item.	
		12.3	Expulsion of a member from a group must remain a matter for the group committee, not RoSPA Head Office.	
		13.4	Why the money to RoSPA? As per 8.8.	
		Group Accreditation Scheme		
		2a	Again mentions access on a non-commercial basis. Does this preclude Powys Ride on Days?	
		3b	Again mentions having sufficient Tutors to meet demand. We do not know what the demand will be and is it saying that a waiting list is not allowed?	
		3d	This states that accredited groups can use the RoSPA logo in line with the brand guidelines. Does this still exclude us using our own group logo?	
		4e	This appears to contradict the draft constitution. This section requires notification, the draft constitution states notification on request from RoSPA.	
		4g	Group web site. This section makes reference to the 'RoADAR' web site, does this	



			still exist? In the recent re-branding it has now become RoSPA Advanced Drivers and Riders.	
		4h	This states that groups are required to abide by RoSPA's brand guidelines in all marketing materials, social media and general day to day operations. Is this a guideline or rule? Does it again preclude use of our own logo?	
		9	Removal of groups from scheme. Paragraph 2: This includes a comment about expelling people who are considered to have been difficult to RoSPA staff. What is considered to be difficult? Paragraph 3: Why is the refused applicant not allowed to make written representation is they are refused membership?	
		Group Scheme Accreditation form		
		Tutoring section	Needs a box for RoSPA Advanced Motorcycle Instruction Diploma Holders.	
		It was decided that the documents relating to Tutors and Advanced Tutors should be discussed by the Tutors.		<b>Stuart to circulate documents to Tutors who are not committee members and arrange a meeting.</b>
19	AOB	None		
16	Date of next meeting	Tuesday 21 <sup>st</sup> March 7.30pm at The Four Crosses, Holyhead Road, Bicton, Shrewsbury.		

The meeting concluded at 22.15 hrs.

Signed.....

Date: .....

Bill Croxon, Chairman.