

**Shropshire and Powys Advanced Riders**  
**Minutes of Committee meeting 21<sup>st</sup> February 2018**

	Item	Minutes	Actions
1	Attendance	Glyn Jones, Ken Swinton, Tina Kelly, Helen Parker, Bill Croxon, Kevin Fletcher, Mike Kinna, Robin Padgett, Stuart McMillan.	
2	Apologies	Sally McMillan, David Rogers, Michelle Jennings, Nigel Davies.	
3	Minutes of previous meeting / matters arising	<ol style="list-style-type: none"> <li>1. RE: meeting room. Stuart &amp; Sally to look at The Cock, Hanwood. Nigel Davies (apologies) to investigate Ambulance Station, Shrewsbury. Robin to investigate Birch Meadow centre, Broseley.</li> <li>2. Bill has made Initial contact with Richard Howes, Regional Coordinator for RoSPA HQ.</li> <li>3. Robin will 'acid test' the Risk Assessment form at Wistanstow and feedback.</li> <li>4. Stuart to send feedback to Geoff Wilks (Powys Council) on the BikerDown course. Stuart discussed BikerDown course at Tutor Training meeting on 30<sup>th</sup> January. Bill had received an invitation from NW Police for members to have a free (Gov funded) accredited FBOS course. Unfortunately the Welsh Government have since pulled the funding. Bill replied to NWP asking for confirmation if this was permanent, what cost if charged and suggested</li> </ol>	<p><b>Stuart/Sally check The Cock, Hanwood.</b>  <b>Nigel check Ambulance Station</b>  <b>Robin check Birch Meadow</b>            See chairman's report</p> <p><b>Robin to feedback next meeting.</b></p> <p><b>Stuart to send.</b>  <b>Bill to update on any response from NWP</b></p>

		NWP contacted RoSPA to enquire about subsidised courses for RoSPA members. Committee agreed all tutors should have some form of current Basic First Aid training.	
4	Chairman	<ol style="list-style-type: none"> <li>1. Bill asked again that all committee members look at the new RoSPA Facebook page and join; Glyn if he could link it in to our Facebook page and Sally to put a reference to it in the Newsletter. Kevin asked Glyn and Ken if a link can be made between our website and the new RoSPA Facebook page.</li> <li>2. Bill updated the committee on the communications with Richard Howes, Regional Coordinator. He has introduced himself and the group with an outline of our activities this year: Wistanstow, Bike4Life, Montford Bridge Assessment Day and Forden and extended an invitation for Richard to attend the Montford Bridge Assessment Day. He has also informed Richard that our committee meetings are on the third Wednesday; socials on the fourth Wednesday and monthly rideouts on the 1<sup>st</sup> Sunday of the month. Richard has confirmed his attendance at the Montford Bridge Assessment Day and is hoping to obtain some support from RoSPA for this event.</li> <li>3. Bill emailed Richard the joint SAPAR, SAMM and SRP folder for RoSPA HQ approval for use of the RoSPA brand logo. <i>Subsequent reply from Richard (March 2<sup>nd</sup>) was that RoSPA HQ will not permit their logo to be used alongside a non RoSPA Group (SAMM). Bill has replied to Richard and notified SAMM and SRP with the regrettable outcome.</i></li> <li>4. Bill informed the committee that Richard has been sending out monthly newsletters (dates irregular) to Chairman and Secretary of his Regional Groups. The Committee discussed whether the newsletter should be forwarded to all members, committee members or only full members. It was agreed initially to forward the newsletters to committee members.</li> </ol>	<p><b>All committee members to look at joining RoSPA Facebook page</b></p> <p><b>Glyn, Ken and Sally to action</b></p> <p><b>Bill to keep committee updated</b></p> <p><b>Bill to forward newsletters from Richard to committee members</b></p>

		<p>5. Bill informed the committee that he has a meeting with Barrie Walters, Raven Riders, on Saturday 24<sup>th</sup> Feb to discuss their taking on the parking for Bike4Life this year. <i>Meeting held with Barrie and discussed what the real situation is: the need for MAA to involve Barrie at the planning stage, obtain written confirmation of insurance cover for Raven Riders, obtain a completed risk assessment, request 150/200 cones and tape to put up the night before, our parking plan for last year, request radios and suggested his members have some form of recording device on hand. Also suggested Raven Riders consider joining the BMF to obtain group insurance for their activities which, to date, they don't have PL or PI cover as they are not a formal group! Bill also discussed each group's calendar on the basis that we may share information on our sites.</i></p> <p>6. Bill discussed the invitation to the Llangollen Bike Show on 30 June/1<sup>st</sup> July. Committee agreed that, as it's held on our rideout weekend, we will not be able to attend.</p> <p>7. Bill said we need to look at our availability for Wistanstow and Bike4Life. Robin said he would keep an eye out for when the August Motorcycle Show is on in August.</p> <p>8. Bill had printed off the East Midlands Group's Data Protection Policy as a result of a thread on the RoSPA Facebook page which he read out. The data we hold was discussed and a discussion took place on whether we would be contravening the Data Protection Act (current and/or new) by holding any data on previous members. Tina stated this was kept in case they returned to the group at a later date. It was suggested that we remove personal data but retain statistical data anonymously. Under the new rules members have to actively consent to their data being held and used which can be set up for new members but we are unsure how this affects existing members. Robin will look at the ICO website again for more information along with the BMF website for any guidance. Bill suggested that RoSPA should provide guidelines to RoSPA groups. It was agreed that each committee member would look at the information previously provided by Robin and that this would be a specific Agenda item for the March meeting.</p>	<p><b>Bill to send email</b></p> <p><b>All to confirm diaries with the calendar on our website</b></p> <p><b>All to read previous document from Robin.</b></p> <p><b>Robin to check ICO &amp; BMF websites</b></p> <p><b>Bill to check RoSPA website</b></p> <p><b>Sally to put on March Agenda</b></p>
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5	Secretary	1. Apologies – nothing forwarded.	
6	RoSPA / Accreditation Scheme	<p>1. Bill stated he had reviewed our constitution, RoSPA's model constitution, Tutor Handbook, Advanced Tutor Handbook and Accreditation Application Form. He said our constitution goes into too much detail and, as agreed by the committee, he will amend and match it further to RoSPA's model which will make it more likely to be approved.</p> <p>2. Bill asked Stuart to review the Tutor and Advanced Tutor Handbooks in the same way to a) cut down on Stuart's workload and b) hopefully obtain approval from RoSPA if they closely match RoSPA's model documents.</p> <p>3. Bill went through the Group Scheme Accreditation Application Form which, once the above documents have been approved by the membership, should be able to be sent by the April deadline.</p>	<p><b>Bill to send to committee</b></p> <p><b>Stuart to send to committee</b></p> <p><b>Sally to add to March Agenda</b></p>
7	Publicity	<p>1. Bill said we need to look at our availability for Wistanstow and Bike4Life.</p> <p>2. Kevin said he had sufficient numbers (around 8) for Wistanstow and an interest from Alan Fowles to display 2/3 of his bikes on our pitch. Kevin said we will need to be there between 9am and 9.15am. Bill gave his apologies due to work commitments.</p> <p>3. Stuart said he would take the trailer. Bill thanked Stuart for doing this, again.</p> <p>4. Robin will keep an eye out for the date of the Broseley Motorcycle Show in August.</p> <p>5. the question was raised as to how are we going to record the names of prospective members at events and what are we going to do if all the tutors are busy. It was agreed that this needs further discussion and it was agreed to put this on the March Agenda.  <b><i>FOR WISTANSTOW can I suggest we give leaflets and business cards and refer potential members to our website for both arranging a free assessed ride and/or</i></b></p>	<p><b>All to do</b></p> <p><b>Kevin to liaise with members who've volunteered</b></p> <p><b>Stuart trailer duties.</b></p> <p><b>Robin to confirm date.</b></p> <p><b>Sally to add to March Agenda along with Bike4Life</b></p>

		<p><b><i>joining SAPAR. Not ideal BUT historically, taking names and contact details proved very time consuming with very limited final commitment. By referring them to the website it gives them time to consider rather than just give us details to then disappear into the abyss!</i></b></p> <p>6. Everyone was reminded that any photographs of ride outs, events etc to be passed to Glyn and Ken for the website and Facebook.</p>	<b>All to do.</b>
8	Training Officer	<p>Associates in training – 17  Associates awaiting allocation – 3  Holding list – 7  Active Tutors – 12 (Richard Bailey – Stuart to confirm)  Non active Tutors – 2 (Glyn and Stuart Wall).</p> <ol style="list-style-type: none"> <li>1. Tutor meeting planned for 30th January 2018 at the Four Crosses was successful with most tutors attending. It was agreed that tutors would do some form of first aid training annually whether BikerDown, FBOS or in-house.</li> <li>2. Stuart proposed that the group purchase the latest version (subject to checking on any pending updates) of Roadcraft for each tutor as there are a variety of editions currently being used. The committee agreed to this with an approximate cost of £200.</li> <li>3. At the tutor meeting a tutor rideout day was agreed to take place on 24<sup>th</sup> March. As last year, this is to enable tutors to assess each other's riding and observations to ensure all tutors are demonstrating and working to the same standards. Details to be confirmed.</li> <li>4. Robin, Rob and Jon need progressing as potential Tutors.</li> <li>5. Stuart and Bill reminded tutors at the meeting of the importance of keeping the tutoring calendar on the website up to date.</li> </ol>	<p><b>Stuart to deal.</b></p> <p><b>Stuart to deal.</b></p> <p><b>Stuart to confirm arrangements.</b></p> <p><b>Stuart to update.</b></p> <p><b>Tutors to update.</b></p>

9	Treasurer	<p>Apologies from David.</p> <ol style="list-style-type: none"> <li>David had sent the monthly update and an additional email to the committee highlighting the fact that, as Mike now has the Hi Viz jacket sent from Deco-Stitch, we incur a delivery charge of £3 per Hi Viz. This means each Hi Viz incurs a loss to the group of £0.60. This can be offset from the member who does not take the test and therefore does not receive a Hi Viz which is included in their initial membership. The committee agreed to leave the status quo until Mike has obtained current cost prices and we will need to discuss branding and logos based on our successful application to RoSPA HQ.</li> <li>Accounts are on the web page, no questions raised.</li> </ol>	<p><b>Mike to obtain current cost breakdown from Deco-Stitch.</b></p> <p><b>Sally add to March agenda if Mike has obtained details</b></p>
10	Membership Secretary	<p>93 members in total.  52 – Full  25 – Associate  1 – on hold  10 – Pillion  5 – Honorary  1 – pending</p> <ol style="list-style-type: none"> <li>We have lost 2 members in the month.</li> <li>Approximately 80% of membership is now by DD</li> <li>2 overdue renewal fees – Tina to chase.</li> </ol>	<p><b>Tina to deal with</b></p>
11	Social events	<ol style="list-style-type: none"> <li>Tina has arranged a curry night on February 28<sup>th</sup> with 13 confirmed attending to date. Tina was thanked for arranging the event.</li> <li>Due to the number of activities taking place in March, the committee agreed not to arrange a social for March.</li> </ol>	

12	Monthly ride outs	<ol style="list-style-type: none"> <li>1. Ken stated that there was still no one to lead the first ride out of the year on 4<sup>th</sup> March. Due to the pending weather conditions it was agreed to not hold the ride out on 4<sup>th</sup> March. Website, Facebook to be updated and Sally to put in newsletter.</li> </ol>	<b>Ken, Glyn, Sally to action.</b>
13	Social media	<ol style="list-style-type: none"> <li>1. Bill stated there was nothing specific in the constitution about reverting to associate member if a member fails to take a retest. However the website 'implies' that if not a full member then the renewal fee goes back to an associate membership at £50. He said we need the website to make this clear.</li> <li>2. The committee agreed the fee should be £50 for an associate member who has not and does not intend to take the RoSPA retest at the point of their SAPAR membership renewal. It was agreed that Sally should make this point in the February newsletter.</li> <li>3. Glyn said Facebook is still very quiet at the moment, he needs more material.</li> </ol>	<p><b>Ken to look at the wording on the website.</b></p> <p><b>Sally to include in Feb newsletter</b></p>
14	Clothing	Mike had nothing additional to the points raised in 9.1 in respect of Hi Viz and costings.	
15	AOB	None	

Meeting closed at 21.15hrs.

Next meeting **7.30pm 21<sup>st</sup> March 2018, Four Crosses, Holyhead Road, Bicton, Shrewsbury.**

Signed.....

Date: .....

Bill Croxon, Chairman.