

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

|   | Item  | Minutes  | Actions  |
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| 1 | Attendance                                      | Bill Croxon, Stuart McMillan, Sally McMillan, Glyn Jones, Helen Parker, Mike Kinna, Kevin Fletcher, David Rogers, Tina Kelly, Robin Padgett.   |  |
| 2 | Apologies                                       | Michelle Jennings, non attendance – Nigel Davies   |  |
| 3 | Minutes of previous meeting and matters arising | <ol style="list-style-type: none"> <li>1. The Cock Inn at Hanwood looked at as a possible venue for meetings, cost would be £25.00 per evening.</li> <li>2. Birch Meadow Centre Broseley, not looked at by Robin.</li> <li>3. Ambulance station, Nigel not at meeting to report.</li> <li>4. Wistanstow show was cancelled due to weather report</li> <li>5. Stuart has sent the feedback on the Biker Down session to Geoff at Powys Council.</li> <li>6. Bill stated that North Wales Police no longer have funding for free places on their First Bike on Scene courses.</li> <li>7. RoSPA Facebook page, Bill asked who on the committee had looked at it. Tina and Ken had done so. Ken has put a link on our web page to the RoSPA Facebook page.</li> <li>8. No Newsletter was sent out in February, any items will be included in March newsletter</li> <li>9. Bill updated that RoSPA Head Office have declined permission for the RoSPA logo to be used on the leaflet being produced by SaPAR, SAMM and the Safer Roads Partnerships.</li> <li>10. Bill asked had we got enough leaflets for Bike4Life and a thousand will be needed to go</li> </ol> | <p><b>Rest of committee to look at this.</b></p> <p><b>Place comment re RoSPA Facebook page in newsletter.</b></p> |

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|   |          | <p>in the above mentioned folders. Stuart said he thought we had sufficient.</p> <ol style="list-style-type: none"> <li>11. Bill has forwarded the latest newsletter from the Regional Co-ordinator to the committee for their information.</li> <li>12. Bill has not yet sent the e-mail to Llangollen bike show but is aware of the need to do so.</li> <li>13. Bill asked for all committee members to check the on line calendar (on the SaPAR website) for events and their availability.</li> <li>14. We have received no guidance from RoSPA re the updates to the Data Protection Legislation. Robin to update meeting on his progress under appropriate item.</li> <li>15. Bill thanked committee members who had given him feedback on the proposed group constitution.</li> <li>16. Stuart has made on tutor document out of the existing two. These have been sent to Richard Howes (Co-ordinator) who has literally forwarded the documents to Amy.</li> <li>17. Bike4Live on 22<sup>nd</sup> April is our next event.</li> <li>18. Robin will keep looking for the date for the Broseley motorcycle show. Details to be passed on as soon as available.</li> <li>19. Stuart said the Tutor meeting had been held.</li> <li>20. Mike has obtained revised prices for group garments but did not have them with him.</li> <li>21. There are two overdue renewals, Craig Radcliffe has now paid by cheque, Dave Hunt has not paid.</li> <li>22. The March ride out was cancelled due to inclement weather.</li> <li>23. Ken has dealt with the wording on the web site relating to membership fees.</li> <li>24. Bill wanted his thanks recording to Helen for taking the minutes at the last meeting and producing them promptly.</li> <li>25. Subtle reminder to committee members re sending a profile to Ken for inclusion in the Members area of the web site.</li> </ol> | <p><b>Bill to send.</b></p> <p><b>Stuart to contact Dave Hunt.</b></p> <p><b>Sally to put in newsletter</b></p> <p><b>All to deal as appropriate.</b></p> |
| 4 | Chairman | <p>Constitution update.</p> <p>Bill has forwarded the Constitution he had prepared and the Tutor document prepared by Stuart to Richard Howes (Regional Co-Ordinator) for his attention as he had suggested. Some time later Bill sent a further e-mail to which he received a response but nothing re the Constitution etc. Bill then asked him for his comments and Richard said he had forwarded the documents to Amy</p>  |   |

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|   |           | <p>for her consideration.</p> <p>Both East Midlands (Cathy) and Gloucester (Nigel) groups have had their constitutions and therefore their accreditation refused apparently on the point of what happens to remaining funds of any group who disband. They appear to have both worded this section in accordance with comments made by Errol Taylor at Head Office during one of the consultation meetings. Nigel would like a meeting of Chairman with Richard and also a meeting with Errol at Head Office. Bill asked the meeting if they want him to agree with Nigel at this moment in time re the above meetings. A discussion took place and it was agreed that he should wait until we see what happens with our accreditation application.</p> <p>Name of group.</p> <p>Bill has done a lot of research on the RoSPA Facebook page and produced printed copies of other groups official RoSPA flyer / poster. Some groups e.g. Manchester have dropped the word 'Advanced' from their name, on the other hand some e.g. Cornwall have retained it. A discussion took place regarding the contentious point of all assets of disbanded groups going to RoSPA. It was agreed that paragraph 12.4 in our submitted constitution would remain and all remaining assets would be dealt with in line with this paragraph.</p> <p>Bill stated that he would send an e-mail to Nigel stating that we have submitted our application for accreditation. If we obtain the accreditation it lasts for three years. If after the three years re-accreditation was refused, and we had adopted the name Shropshire and Powys Riders, the group name would belong to RoSPA and they could set up a new group using that identity. Bill's research has shown there is a distinct split between those groups who have accepted the name proposed by RoSPA Head Office and those who have retained their identity.</p> <p>Thanks recorded to Bill for all his work on the constitution and research and also to Stuart for his work on the Tutor / Advanced Tutor document.</p> |  |
| 5 | Secretary | <p>Sally said she had made enquiries at the Cock Inn, Hanwood re the function room. The cost would be £25.00 per evening, the Four Crosses costs us £15.00 per evening, Fast Track have</p>   |  |

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|   |                            | offered the use of their training room at £15.00 per evening. It was agreed that at present we will remain at the Four Crosses.   |  |
| 6 | RoSPA accreditation scheme | It was agreed Bill would complete the form and submit to Head Office.   |  |
| 7 | Data Protection            | <p>Robin has researched the changes to the Date Protection Act coming into force on 25<sup>th</sup> May 2018. There are 12 steps to take which Robin read through and most of them we already comply with. The main change is that members will have to actively opt in to their details being kept by the group and being used for mailing lists etc. Consequently, our application form will need to be updated to include this option. An e-mail will need to be sent to all existing members for them to confirm their agreement with the retention and use of their details.</p> <p>It was agreed that Robin would continue to research and Ken would put an entry on the web site.</p>  | <p><b>Item for newsletter (Sally)</b></p> <p><b>E-mail to be sent (Robin)</b></p> <p><b>Application form to be amended (Ken and Tina)</b></p> <p><b>Web site entry (Ken)</b></p> |
| 8 | Publicity                  | <p>Kevin stated that Wistanstow was cancelled due to the inclement weather and he had received and e-mail confirming that fact. It was also on local radio.</p> <p>A discussion took place regarding what we are going to do at events and shows to obtain the details of new / potential new members. Discussion included lists and spreadsheets, availability of web site so they could use the online application, credit card machine for payment, paper forms and cash or cheques.</p> <p>For Bike4Life (22<sup>nd</sup> April 2018) Sally suggested we could have a paper list with time slots allocated with so many for Meole Brace and so many for Cosford. When Meole Brace closes the list from there could be taken to Cosford. The list is for our Meet and Greet on Sunday 13<sup>th</sup> May at Montford Bridge picnic area in conjunction with IAM and Safer Roads Partnership.</p> <p>Bill stated he would like to see a greater presence at Cosford this year as we are not doing the parking at Meole Brace, at least six bikes (preferably Tutor bikes) on the stand so that we have a better presence. We need to set up at Cosford on the Saturday afternoon with the large gazebo which will require at least six people to set up. Volunteers were: Robin and Cheryl, Kevin, Tina, Stuart and Sally.</p> | <p><b>David said he would look at card machines.</b></p>   |

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|  |  | <p>The small gazebo to be set up at Meole Brace on the Sunday morning. Registration opens at 8am so this will need to be set up prior to this. Suggested meeting time 7.30am to have this set up before riders arrive. Committee members who have stated they are not available for Bike4Life are: David, Shelly, Mike and Helen.</p> <p>A suggestion was put forward to get people to join the Group on the day should we consider a show offer of a reduced membership fee, £5.00 was suggested. It was also suggested that we could make use of a 4G signal on a mobile phone to connect a computer to the Internet so that people could join by completing the on line application form. We could also have some printed application forms for anyone who wanted to join and pay cash on the day. We do not want to appear pushy, merely have the facility available.</p> <p>People who volunteered to staff the stand on the Sunday were: Robin, Stuart, Kevin, Ken and Glyn. That left Sally, Tina and Bill to deal with Meole Brace.</p> <p>It was agreed that Robin would be the contact point for Cosford.</p> <p>Sally to put an entry in the Newsletter asking for members to assist at Cosford with replies to Sally.</p> <p>Stuart to draw up a sheet for booking of assessed rides.</p> <p>Vehicle passes will be needed for the six bikes.</p> <p>Bill will speak to Paul Collier re Blood Bikes and what they have been told.</p> <p>Stuart to e-mail Tutors regarding availability for the Meet and Greet on 13<sup>th</sup> May as we will need to know who is available so that a list can be created and times allocated.</p> <p><i>** Further to the above re Bike4Life. Following the meeting and a conversation between Sally and Bill, Bill sent an e-mail to all committee members asking if it was considered worth our while staffing a stand at Meole Brace. The reasoning behind this being that a number of the regular helpers are not available and it was agreed at the meeting that anyone showing an interest in an assessed ride or joining the group, should be referred to the stand at Cosford. Bill asked for replies indicating a Yes or No for having a stand at Meole Brace. Replies were received from all but one committee member and all of those indicated a No vote. Therefore the decision has</i></p> | <p><b>Discount to be discussed at next meeting.</b></p> <p><b>Robin to maintain contact with organisers</b></p> <p><b>Sally to place in newsletter</b></p> <p><b>Stuart to deal</b></p> <p><b>Robin to confirm</b></p> <p><b>Bill speak to Paul</b></p> <p><b>Stuart to deal</b></p> |
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|    |           | <i>been made that we will not have a stand at Meole Brace for Bike4Life 2018. This will enable us to condolidate our efforts at Cosford and have a greater presence.**</i>   |   |
| 9  | Training  | <p>Numbers:</p> <p>Associates in training-15</p> <p>Associate waiting – 4</p> <p>Holding list – 6</p> <p>Active Tutors – 12</p> <p>Robin, Jon and Rob need to complete shadowing re potential tutor training. Robin is with Ken, Jon with David Lawson and Rob with Stuart.</p> <p>David Hunt’s membership has lapsed. Stuart to e-mail him.</p> <p>Roadcraft books – David can obtain them for £9.99 each if at least ten are purchased. On the RoSPA site they are £12.99 and £14.99 on the IAM site. Stuart asked David to confirm if they are the latest version. Around 15 will be required for Tutors.</p> <p>The Tutor run for Saturday 24<sup>th</sup> has been cancelled. A new date of the 14<sup>th</sup> or 28<sup>th</sup> April will be proposed.</p> <p>Biker Down style first aid course for Tutors. Stuart proposed that we consider an in house course run by Nigel Davies, Rob Hall and himself. This was agreed and Stuart will confirm with Nigel and Rob that they are still happy to do this.</p> | <p><b>Stuart e-mail Dave Hunt. Done 24/03, positive response.</b></p> <p><b>David to check version</b></p> <p><b>Stuart to deal</b></p> <p><b>E-mail sent 21/03. Both in agreement.</b></p> |
| 10 | Treasurer | <p>Accounts sent out prior to meeting.</p> <p>£5000.00 in account at the start of the year and we should end up with about the same.</p> <p>David asked if the £500.00 sponsorship from Safer Roads Partnership was coming. It was mentioned that we believe the money is going to fund the joint leaflet with the IAM. Bill to confirm with Vicki.</p>  | <p><b>Bill to deal.</b></p>   |

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| 11 | Membership        | <p>94 members</p> <p>Geoff Goode and Dave Hunt have not paid up, Gareth Evans and Harry. Stuart to chase to Dave Hunt and Gareth.</p> <p>Dave Ryan is not re-joining as he is emigrating to America.</p>  | <b>Stuart to deal.</b>               |
| 12 | Social events     | <p>February's curry night was a success, thanks to Tina.</p> <p>No social event organised for March.</p>  |                                      |
| 13 | Monthly ride outs | <p>The March ride out was cancelled due to the weather.</p> <p>A ride leader is required for July, November and December.</p> <p>April ride out is on 8<sup>th</sup> April which is the second Sunday due to Easter being the first Sunday.</p>       | <b>Sally to place in newsletter.</b> |
| 14 | Social media      | <p>Ken reported that the Rob Mitchell problem with e-mail lists has been sorted. It was a software problem and has been sorted by the web hosts.</p> <p>Ken has put a new contact form on the committee page.</p> <p>Glyn said Facebook is quiet.</p> |                                      |
| 15 | Clothing          | <p>Mike said it was too late to start this subject and as he is not at the April meeting it will be carried forward to May.</p>   | <b>Sally place on May agenda.</b>    |
| 16 | AOB               | None  |                                      |

Meeting closed at 22.05hrs.

Next meeting **18<sup>th</sup> April 2018, Four Crosses, Holyhead Road, Bicton, Shrewsbury.**

Signed.....

Date: .....

Bill Croxon, Chairman.