

Shropshire and Powys Advanced Riders
Minutes of Committee meeting 17th August 2022 by Zoom

	Item	Minutes	Actions
1	Attendance	Ken Swinton, Helen Parker, David Rogers, Robert Hall, Robin Padgett Kevin Fletcher, Simon Plevin, Tina Kelly, Bill Croxon	
2	Apologies	Charles Bridgman, Bryan Murphy	
3	Minutes of previous meeting and matters arising.	<p>Highway codes need distributing to active Tutors.</p> <p>Kevin said that as Robin is leaving at the end of this year he will be willing to take on both the roles of officer and co-ordinator. He will speak to Robin.</p> <p>With regard to the theory test it has been difficult to get people to come to the test so Ken and Kevin are sorting out an online test so all future ones will be done on line.</p> <p>We will need advertising, papers, radio, bikers venues, website, facebook etc. Rob and Kevin to get together to look at it.</p> <p>Tina has three sets of books left and these are old and cannot be distributed. Tina to let David know the quantities to order Roadcraft and highway codes for Tina to send to new members</p>	<p>Done</p> <p>Done</p> <p>Ken and Kevin to sort an online theory test In hand</p> <p>To do</p> <p>Done and ordered</p>
4	Chairman	<p>Rob</p> <p>Frustrated with Rospa, about to advertise new level 3 courses. Rospa Rob to do a level 2 course and he queried this. There seems to be some confusion on these courses.</p>	

5	Secretary	Helen Nothing to report	
6	Clothing	Ken Nothing sold other than one hi viz jacket. It was suggested to bring clothing to the AGM.	
7	Training Co-Ordinator	<p>Robin</p> <p>10 Tutors 8 available</p> <p>8 Tutors Active (One is Phil Noble and he is in Hereford)</p> <p>13 associates in training</p> <p>6 Waiting</p> <p>13 on hold</p> <p>One test pass advised, which was a retake</p> <p>Tests outstanding 17</p> <p>There are difficulties with associates as many cannot do weekdays. Robin keeping in contact with them and trying to put associates with tutors.</p> <p>Robin is worried we are signing people up who we cannot train until next year. He said we should tell them that they cannot be trained yet. Kevin said we need to train those who are ready and willing, if associates are messing about then put them on holding list and train another associate.</p> <p>Robin said that tutors must tell us if the associate is messing about. Kevin said he will keep reminding tutors.</p> <p>Rob said has to be down to the tutor as if he is happy with an associate who wants several weeks then the tutor can take on an additional associate if he wishes to fill in the time. This was agreed.</p> <p>Membership start was discussed. Members pay when they sign up and it is worrying that they are paying when we cannot train them. They pay initially but if the training is delayed the renewal is delayed accordingly to compensate.</p>	

		<p>The holding list was discussed as it has grown. Rob, Kevin and Bill volunteered to go through the list and call them individually.</p> <p>Kevin is going to email out to remind members that we can do a pre retest assessment</p>	<p>Rob Kevin and Bill to call holding list</p> <p>Kevin to email members</p>
8	Training Officer	<p>Kevin</p> <p>Kevin emailed tutors to be more proactive with the calendar and more tutors have started to train. It had been a slow start.</p> <p>Kevin took three interested people out and they have all joined.</p> <p>Kevin had a request for more observed ride reports. Nobody can remember where we bought them from.</p> <p>Kevin to ask Stuart where they were printed and will also speak to his own printers.</p> <p>Martin Powell is wanting to be a tutor and is waiting to pass his level 3. It was agreed that he would go for an assessment ride and then can be a tutor as soon as he passes level 3.</p> <p>For den show, Kevin has booked a pitch and we have a new gazebo. We need three or four people.</p>	<p>Kevin to ask Stuart where the reports were printed</p>
9	Publicity	<p>No committee member</p>	
10	Treasurer	<p>£8800 in bank now. Paid £1000 for gazebo and £500 for stock but had money in for memberships. Year end accounts have gone to the accountants but are not back yet</p> <p>Committee approved the accounts</p> <p>We get £500 from PCC for sponsorship but have had nothing this year.</p>	
11	Membership secretary	<p>Tina:</p> <p>48 Full Members</p> <p>33 Associates</p> <p>3 Honorary</p> <p>7 Pillion</p>	

		<p>Total 92</p> <p>7 Joiners 4 leavers</p> <p>1 payment pending</p>	
12	Monthly ride outs	<p>Charles absent</p> <p>Ken</p> <p>Rideouts fairly well attended,</p> <p>September Phil Noble leading, TEC Hugh Trevor-Jones</p> <p>October leader Sean Pyne, TEC Dave Johnson, still need leaders and TEC for November</p> <p>There was a mess up last ride where another bike with a red jacket was mistaken for our TEC and a group of ours went in the wrong direction. It was discussed that we use jackets with SAPAR on the back and the marker waits until TEC passes and checks it is SAPAR, he then passes TEC after.</p> <p>We therefore need to ensure that there are jackets available at the rides, we will need to buy some in different sizes. It was agreed Ken would purchase some like our normal ones but in orange.</p> <p>The list at the start of a ride is not being completed with rider and emergency contact number. This will be reinstated and made the ride leaders responsibility.</p>	<p>Ken to order orange jackets</p>
13	Website	<p>Ken</p> <p>Nothing reported</p>	
14	Social events	<p>Charles absent</p>	
15	AOB	<p>Ken said we have the gazebo, it took a while but it has now been delivered. We need a practice run putting it up before the first event. Ken spoke to Charles and he is happy to do this at his place. Robin, Simon, Kevin, Bill and Rob volunteered to help.</p>	<p>Test run to be done with the gazebo. Ken to call Charles to arrange a date and liaise with helpers</p>

		<p>Ken has done some instructions for the gazebo and made a folder with application forms. It was suggested we need the risk assessment forms in there and keep this folder with the gazebo.</p> <p>AGM, It was agreed to have the AGM by Zoom in October on 19 October At 7pm</p>	<p>Ken to put risk assessment forms in the folder</p>
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Meeting closed at 21.10 hours

Next meeting is the AGM on 19 October 022 **at 7pm by Zoom**

Signed.....CHAIRMAN.

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