

Shropshire and Powys Advanced Riders

Minutes of Committee meeting 20th March 2024 by Zoom

	Item	Minutes	Actions
1	Attendance	Ken Swinton, Steve Clarke, Nigel Bright, Simon Plevin, Kevin Fletcher, Bill Croxon, Robin Padgett	
2	Apologies	David Rogers, Tina Kelly,	
3	Minutes of previous meeting and matters arising.	No actions from the previous meeting	
4	Chairman	Rob - Not available	
5	Secretary	Nigel Bright has taken on the secretary role for the foreseeable future.	
6	Clothing	Ken - Nothing to report	
7	Training Officer	Current tutor stats are: 9 Full Tutors 6 of those are currently training 3 are currently inactive 4 Trainee tutors 3 associates in training 22 members not training	

		<p>14 on the holding list</p> <p>8 on the waiting list</p> <p>10 test passes this current year (1st May to 30th April)</p> <p>Has arranged assessment rides for all tutors and trainee tutors.</p>	
9	Publicity	No committee member	
10	Treasurer	Not available	
11	Membership secretary	<p>Report from Tina:</p> <p>46 Full Members</p> <p>25 Associates</p> <p>3 Honorary</p> <p>4 Pillion</p> <p>78 Total</p> <p>This year 13 leavers 8 joiners</p> <p>0 payments are pending.</p>	
12	Monthly ride outs	Nigel is up to date with the next ride and will publish the route ASAP	
13	Website	Ken, nothing major to report just that routine updates and tidying have been carried out.	
14	Social events	Nothing planned	

15	AOB	<p>Robin will organise the Bike 4Life and needs 6 volunteers to assemble the gazebo</p> <p>Nigel raised possibility of using arm bands for riders. The committee decided that the benefits did not outweigh the advantages given the difficulty in distributing and collecting the bands. It was thought that the original method of employing TEC where he slows down and signals the marker to pull out where safe to do so was the best and established method.</p> <p>Bill Croxon raised the following points:</p> <p>In respect of what the Committee consists of, page 5 of the Group Constitution:</p> <p>7.2 The Committee shall consist of a Chairman, Secretary and Treasurer and not fewer than two other Members. The Chairman and the Secretary are the main contact points between The Group, The Group's Regional Coordinator and RoSPA HQ and are responsible for keeping RoSPA up to date with the details of the Chairman, Secretary, and Group Tutors.</p> <p>In respect of the quorum for Committee meetings, page 7 of the group Constitution:</p> <p><i>8.3 The quorum for Committee meetings shall be no less than 3 Members, of which one must be the Chairman, Secretary or Treasurer.</i></p> <p>It was stated at the start of the meeting that there was no secretary and, as the chairman and treasurer had sent their apologies, there were insufficient members to hold the committee meeting. When this was raised, Nigel stated that Rob had asked him to take on the role which he had accepted. The documentation and records on the SaPAR website do not reflect this.</p> <p>Not raised during this meeting but also identified and raised on previous meetings that minutes were missing on the SaPAR website, page 7 of the Group Constitution:</p> <p>[Minutes not received for addition on web]</p> <p>8.6 The Secretary shall ensure that minutes of Committee meetings are taken and circulated to each Committee member and any group member who requests a copy. Copies of the minutes and other relevant documents must be kept by The Group and copies provided to RoSPA HQ on request.</p> <p>[Nigel Bright is standing in as secretary – Website has been updated]</p> <p>Kevin stated that while Advanced Tutor and Group Tutor assessment days were scheduled, he was happy for tutors to self-assess in order to commence tutoring. I queried whether this was correct or acceptable to</p>	<p>Ken to send message to members for volunteers to man and assemble gazebo.</p> <p>7.2 Nigel Bright has agreed to act as secretary in the interim.</p> <p>8.3 See above</p> <p>Minutes not received by webmaster due to lack of a permanent secretary.</p> <p>8.6 Meeting minutes are distributed when available and are posted on the web.</p>
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		<p>the Group Constitution and/or Group Tutors & Advanced Tutors Training Guide. While not explicit the Tutor Training guide states on page 5:</p> <p>The Group will conduct regular assessments of knowledge and ability, either by written test, tasking sessions, or practical assessment sessions to maintain and refresh their Group Tutors knowledge and skills.</p> <p>RoSPA also recommends that Groups provide training courses and a form of practical and theory testing on a yearly basis for their Group Tutors.</p> <p>Failure to do this could invalidate the RoSPA Tutor insurance for an individual Tutor or the whole group.</p>	<p>Kevin explained that tutors assessments although slightly later this year have been planned and will go ahead in April.</p>
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Meeting closed at 19:50 hours

Next meeting is on 15th May 2024 **at 7pm by Zoom**

Signed.....CHAIRMAN.

Date: