



## Coventry CTC Committee Meeting 13/11/2025 7pm Brid Reeves' House

**1.0 Attendance:** Marina Friend, Dave Hearn, Nigel Hickman, Michael Jaye, Alan Jelley, Brid Reeves, George Riches, Bob Tinley

**2.0 Apologies:** Roy Bhakta, Shona Hudson, Vicky Palethorpe, Sak Wathanasin

**3.0 Minutes from Committee Meeting 21/05/2025:** Accepted

**4.0 Matters arising from the Minutes:** George raised 14.2 - The role of the Registration Officer. George has been doing many of the tasks relating to this role. Sak had been appointed Registration officer which he (Sak) wanted to link with that of Data Protection officer. Agreed that a Registration officer is a key role in the club, required by Cycling UK. A handover from George to Sak has not yet taken place. George commented that the registration Officer role needs to be defined. Bob suggested that George could present a job description for the role of Registration Officer at the next committee meeting for discussion. This would then be definitively defined at the AGM

### **5.0 Action Points from the last meeting:**

5.1 Brid has contacted Andrew Saffrey informing him of the club's decision not to participate in the Go Parks initiative.

5.2 Sak identified a suitable online account with Metro Bank to meet the club's needs. George has co-ordinated the opening of this account which is now operational.

5.3 ( George)

Coventry Building Society changes. Our address and signatories for withdrawals. The following are needed:

- Names, addresses and signatures of Keith, Brid, Bob and George on a form I have obtained
- Identification documentation for Brid. I will ask whether these can be submitted at Coventry Building Society's Kenilworth branch

5.4 Marina did not require to buy First Aid kits among the leaders/ back markers for the Tri-Vets event. ( They had their own ).

5.5 Secretary has updated the Committee What's App group. Pip Milton, Keith Jeacock and Mike Thomas were thanked for their contributions to the committee during their tenure and informed that their names would no longer be included in the Committee What's App. Alan Jelley was added to the group.

### **6.0 Secretary's Report:**

6.1 An audit of the club What's App groups was instigated after an observation by George that a number of people on our What's App groups are only identifiable by telephone no. ( This is likely how the member has set up their profile). This makes it difficult to check Cycling UK registration which is a requirement for Coventry CTC membership. Marina, Vicky and I met on Zoom to review the membership and the number of admins. It was agreed that only Committee members should be admins - now 7 We identified 2 groups to consider, those who have not ridden with us for some time and the 'nameless' members. We agreed to initially focus on the nameless members. We

identified 11 members. After a general Announcement of our intentions, 2 people exited the group and all 11 nameless members were contacted. 3/11 have replied giving their names and Cycling UK numbers. 8 have not replied nor read the message.

After discussion it was agreed to recontact those who have not replied informing them if they do not contact us their names will be removed from the group. **AP - BR**

6.2 It seems that members can alter their What's App profiles to not show their names.

Recommendation : It is much easier if people added to the list are identifiable by name.

## 7.0 Treasurer's report: ( George)

George has informed Cycling UK of the change to the name of our bank account.

Finance Report ( Written by George )

1. An account with the Metro Bank has been successfully opened:
  - A banking account which accepts direct debit instructions is a prerequisite for using the ride entrant card payment processing system employed by Riderhq (Stripe).
  - The Coventry Building Society does not allow new accounts to be opened of the same type as our existing account. I understand that means that the Coventry Building Society is unwilling to upgrade the that type of account to accommodate changes to the UK payments system.
  - A number of members have successfully transferred money to the Metro account. Cycling UK was also able to transfer money (annual subscription allocation) to the Metro account. They have encountered difficulties in the past when attempting to send money to our Coventry Building Society account.
  - I tried to send money from the Metro account on 12 November, but failed. I have emailed Metro bank and may try telephoning them.
  - I have yet to fully upgrade my procedures to accommodate the new account.
2. A procedure to create email acknowledgement messages to those who have transferred Air Ambulance donations to our Coventry Building Society account is now operational. An acknowledgement is not sent until the payment is reported on the banking service's statement. A similar procedure for transfers to our Metro account has yet to be written.
3. Quantitative reports for AGM. No work has been done on the procedures since production of the reports to the 2025 AGM.
4. Funds:

1.Date	1.2025 TriVets	1.Air Ambulance	1.2024 100km ride	1.Clubroom	1.General	1.Formal Dinners
1.2025-04-01	1.-£38.50	1.£1314.30	1.£742.59	1.£188.00	1.£4425.34	1.£0.00
1.2025-11-01	1.£370.62	1.£2163.80	1.£742.59	1.£53.00	1.£4683.18	1.£360.00

5. Accounts where the funds are held:

1.Date	1.Cov Bld Soc	1.Metro
1.2025-04-01	1.£6631.73	1.0
1.2025-11-01	1.£7714.19	1.£659.00

## 8.0 On the Bike:

### 8.1 Tours 2026:

Wiltshire On-Road / Off Road Combo 20- 25th April - Leader, Alan Jelley  
Croatia Bike and Boat Tour: 24th April - May 1st Leader Mike Thomas  
Way of the Roses: June 29th, Leader Martin Lee  
Possible Tour in April based in Hartington, Derbyshire - Leader Martin Lee

### 8.2 U-16s Policy:

A Request from a parent for their 12 year old to ride with us has given cause to think about our own policy for children and young people (C&YP).

Marina outlined Cycling UK policy which states all Under 13s be accompanied by a parent / responsible adult and written consent be obtained from a parent / guardian for 13-18's.

**DBS** ( Disclosure & Barring Service ) checks are only required when running events specifically for children and YP

**Agreed** that club policy would recommend all U-16s to be accompanied by an adult. Nigel of the opinion that a Ride Leader, if uncomfortable, should have the flexibility to say No to such a request.

**AP: Nigel & Marina to meet with Shona & Roy** ( Safeguarding) to agree wording on Club policy guidance on Children and Young people, to be distributed to ride leaders .

### 8.3 Leaders Group Review: ( Nigel)

Nigel aware a small number of leaders have not led a ride in the past year. he had contacted some asking if they still wanted to lead. Bob is keen to encourage younger leaders to lead fast rides. **AP: Agreed Nigel would once again make polite but firm nudges.**

### 8.4 100K 2026

A discussion arose around trying to engage sufficient Leader and Back marker support for the event before organising. Suggested it would be better to set a date, possibly September 6th or 13th to fit around any club tours. The selection of halls and the route go together. It might be possible to use only one hall in a 'figure of 8' route! The choice of starting point at WMP was also queried by Bob because of complex registration requirements there. Dave suggested a possible start at the Coventry Vision Hub in Earlsdon.

**APs: 1) Bob to research a possible route. ( ? but not necessarily a repeat route )**

**2) Dave to explore possibility of alternative starting point.**

**3) A small working party to be convened.**

## 9.0 Off the Bike Activities: ( Dave )

9.1 **Club Room:** Club room attendance excellent. Requires 15 to break even.

A full programme planned. 9.2 **Christmas Lunch 14/12/2025, Kingshill:** There are currently 21 bookings.

9.3 **Cycling UK Meriden Memorial Service:** To be held on Sunday 17/05/2026

Dave will contact vicar from Earlsdon who took last years service to rebook him.

Mike Jaye will be the named First Aider at the event.

## 10.0 Highways and Cycleways. ( Written report provided by George as follows )

- Humber Road Cycleway. This is being built on the west side of Humber Road from the "ASDA" roundabout. A few metres north of the railway bridge it will cross to the east side. At the Bollingbroke Road (signal controlled) junction it will cross to the east side, joining the Binley Road cycleway at the A444 roundabout. I commented about
  - Access to the Wheler Road business park.
  - The need to cross Humber Road 3 times in just over a mile will lead to some cyclist using the carriageway. Or the footway between the two Wheler Road junctions on Humber Road's east side.
  - The current crossing of Sunbeam Road is too far from Humber Road

- Shared use around the Bollingbroke road junction might have a significant negative impact on the pedestrian experience. Removal of the car parking on the west side of Humber Road would allow a wider area for active travel.
- Improved crossing of Fletchampstead Highway at Canley Ford. The pedestrian crossing applies separately to each carriageway while the cyclist crossing applies simultaneously to both carriageways. I commented that safety would be improved if there were "repeater" cyclist signals on the side of Fletchampstead Highway to which the cyclist was crossing. That would reduce the risk of a cyclist mistakenly interpreting the stopping of Fletchampstead Highway traffic on their right due to the pedestrian logic as meaning that both carriageways had red lights.
- On-site work has resumed on the Clifford Bridge Road section of the Binley cycleway. During the week before the work resumed, the WMCA cycle counters recorded 1880 passing cyclists at the Binley Road / Bulls Head Lane junction, but only 272 at the Clifford Bridge Road / Bridgeacre Gardens junction.
- The council has agreed to start the legal process to provide a cycleway on the west side of Warwick Road between Spencer Road and Grey Friars Green. Also on the east side between the Central 6 roundabout and the controlled crossing a few metres south of Michaelmas Road. Funding is assured.

## 11.0 Communications:

- 11.1 Currently the **Bulletin** team ( Bob and Sak) use Mailchimp to produce the weekly update. Mailchimp is planning to charge from January onwards which would be unaffordable. There are 500 mail addresses, half of which open the bulletin. Bob suggests changing the format to PDF

**AP: Bob to liaise with Sak to find a resolution**

- 11.2 **Club calendar:** Bob proposed to compile a calendar for easy reference to all club events, to be available on the website.

**AP: Alan volunteered to extend the calendar on the club website to include all club events.**

- 11.3 Vicky e mailed to say there is little to report. She offered to step down if the committee wishes but would be willing to help with the odd job.

Agreed that the club is happy for Vicky to continue in her role because of her valued experience and expertise.

## 12.00 Safeguarding: No report. See 8.2 Under 16s policy

## 13.00 Change of Club group name to Coventry CTC ( from old name CTC Coventry) ( Bob)

This proposal is to keep consistent naming with the website and the Metro Bank a/c.  
Agreed

## 14.0 Date for AGM: Agreed Friday 17th April, Friends Meeting House ( if available )

## 15.00 AOB:

- 15.1 **Building work at Friends Meeting House:** There may be some disruption due to planned building work at the Friends Meeting House in the early Spring. St. John's Hall could be an alternative venue. Dave will keep us updated on progress.

- 15.2 Keith Jeacock has messaged to say he is having Radiotherapy for Skin Cancer  
We wish him well.

- 15.3 Dave raised the point that Cycling UK has been criticised for not accepting trans women in nominations for its 100 Women in Cycling which is seen as exclusionary and has resulted in women declining to accept the award.

Meeting Closed 21.15

