

Hythe Cycling Club Annual General Meeting 2023

20th April 2024, 4pm, Hythe & Saltwood Sailing Club

Committee members Present:

Justin Mills (JM) Chairman

Mark Brady (MB) Treasurer and Membership Secretary

Heidi Hammond (HH) Club Secretary

Phil Stone (PS)

Andre Stiffell (AS)

Other Attendees:

Charles Brown (CB), Trevor Hammond (TH), Graeme Sainter (GS), Ian Goldsmith (IG), Alistair Ling (AL), Richard Foster (RF), Andy Wickens (AW), Paul Elliman (PE), Chris Childs (CC), David Thompson (DT), Frank Ling (FL).

Apologies Received:

Colin Hart, Barry Balcanquall, Stewart King, Jane Hellier, Amanda and Rob Springate, Stuart Middleton, Mark Buckland, Sue Mills, Simon Page, Dawn Stroud, Andrew Register, Martin Bradley, Barrie Blackwell, Rick Roddy, AJ Lloenyosi, Matt Whittaker, Julian Claydon and Paul Taylor.

1	<p><u>Appoint a Chairman for the Meeting:</u> HH proposed JM be appointed Chairman of the meeting. Approved All</p>
2	<p><u>Welcome & Introduction by Chairman:</u> JM welcomed all attendees, introduced the agenda; ensured the meeting was Quorate (i.e 66% of committee and at least 5 ordinary members present); HH to be recorder for the meeting.</p>
3	<p><u>Apologies for Absence:</u> Colin Hart, Barry Balcanquall, Stewart King, Andy Wickens, Jane Hellier, Amanda and Rob Springate, Stuart Middleton, Mark Buckland, Sue Mills, Simon Page.</p>
4	<p><u>Approval of Minutes of 2022 AGM Held 25th March 2023</u> Proposer: CB Seconded IG , Approved: ALL</p>
5	<p><u>Chairman's Report:</u> JM provided an overview of the club activity in the past 12 months based on the written chairman's report. See appendix for full report</p>
6	<p><u>Treasurers Report:</u> MB provided an overview of the club accounts, income and expenditure in the past 12 months based on the written treasurer's report. See appendix for full details of the accounts for the year It was noted the accounts were audited by Paul Elliman in preparation for the AGM. The committee were grateful for Paul's help with this</p>
7	<p><u>Proposal to receive and approve the Annual Reports and audited Financial Statements for the year 1 January to 31 December 2023:</u> Proposer: GS Seconded AL , Approved: ALL</p>
8	<p><u>Election of Committee Members:</u> The existing Committee are prepared to be re-elected for 2024/5. The proposed members and roles as follows: Justin Mills as Chairman Mark Brady as Treasurer and membership Secretary Heidi Hammond as Club Secretary Andre Stiffell as Committee member and Kitman Proposed IG, Seconded DT, Approved ALL</p> <p>JM thanked PS for his contribution to the committee over the previous two years. It was noted that in 2025 as per the constitution, MB will be relinquishing his role as Treasurer. He is happy to remain as membership secretary. A replacement Treasurer is needed during this year in preparation for taking over the role from MB in April 2025.</p>

	<p>Note to all HCC members: do let the Committee know if you'd like to join the Committee to share your thoughts, ideas and assist with the running of the club. It's also not necessary to join the committee, you can help in other ways by letting the Committee know.</p> <p>Ian Goldsmith has volunteered to join the committee. Thank you Ian. Proposed by HH, Seconded by TH. Approved ALL</p>
9	<p><u>Proposal to authorise the committee to donate up to £250 to a local or cycling related charity:</u> <u>Notes:</u></p> <p>In 2023, the club donated £200 to the Canterbury Oast Trust</p> <p>Any donations for 2024 will be considered and decided upon at next Committee meeting</p> <p>Proposer: CB , Seconded: PE Approved: ALL</p>
10	<p><u>Proposal to authorise the committee to set the HCC subscription rates for 2025</u></p> <p>Proposer: IG Seconded: AW , Approved: ALL</p>
11	<p><u>AOB:</u></p> <p>Secure Storage Space HH had received correspondence from club member Paul Taylor prior to the AGM asking if there is any secure storage space at the Sailing Club that could be made available on a Sunday morning to HCC members. JM will make enquiries with the HSSC committee.</p> <p>Group Riding A discussion took place during the AOB about how we can promote safer riding on our club runs on a Sunday morning. PE noted that even the Pro Peloton is suffering with several serious crashes recently during the spring classics races. The UCI are investigating these accidents and the HCC committee agreed they will review the outcome from this investigation to understand if we can learn anything more.</p> <p>Several members present at the AGM (IG, AL, FL, AW) remarked on what riders should take into account to keep themselves and their fellow cyclists safe when riding in a group:</p> <ul style="list-style-type: none"> • Consider which group you sign up for each Sunday. Carefully and honestly thinking about your current ability and fitness levels. It was noted that fatigue can be a factor leading to unsafe riding. • The speeds of some groups when descending should be adjusted according to conditions and ability. Listen to your ride leader. • Riding with full control of your bike. Maybe take that photo of your group from the roadside rather than whilst riding in the group? • Don't fiddle with your bike computer while you are riding, stop or go to the back of the group to do so. • Call out the potholes and hazards loudly.

- Ride leaders are there to both guide the group around the advertised route for that ride, dictate the speed and make dynamic decisions if necessary. Respect the decision of the ride leader. They are trying to keep everyone safe.
- Finally JM reiterated the suggestions in his annual report. Look after one another.

Cycle Orienteering

CB spoke about organising an event that requires riders to plot a route through checkpoints with challenges along the way. He will prepare some ideas for this and use Spond to gauge interest.

Canterbury Bike Project / Cycle Circle Recycle Programme

GS, AS and HH noted the great work these charities do. Both take old bikes and refurbish them and give them a second life. If you have an old bike it can be donated at any time to either project. Some are sold to the local community and others are donated to overseas projects. Members can keep watch on Spond for the next Bike Sale.

<https://www.thecanterburybikeproject.co.uk/>

<https://cyclecircle.co.uk/>

Everyone thanked AS for the delicious flapjacks he'd made for the AGM!

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Meeting Close:

JM gave thanks to those attending the AGM and declared the 2023 Hythe Cycling Club AGM closed at 16:45hrs

Chairman's Report for 2023

2023 was the 8th full year of HCC existing as a cycling club, which means we'll be celebrating our 10 year anniversary this time next year. Still quite young in the grand scheme of things!

As I think back to last year to try and remember what happened, a number of both highlights and lowlights come to mind.

On the highlights side of things I'd include:

- Ian Goldsmiths Tour du Jardin de l'Angleterre. Building on James original idea the previous year, Ian developed the format to include different rides of varying length each month to many familiar and also unfamiliar corners of Kent and sometimes beyond, all interspersed with King of the Mountains and King of Speed sections creating a bit of healthy competition along the way. There was always a backstory to each month's route, with a particular favourite of mine being the 'Darling Buds of May' in May route that took us past the original Oast House where a lot of the filming took place, and down a lane through a spectacular woods full of bluebells with probably the best road surface in Kent. Huge thanks to Ian for the effort that went into planning and preparing all the routes, and the admin behind keeping track of who completed what across the different levels of ride groups

- Continued great use of the Spond app to organise the club rides, communicate and share things across the membership. It's a very easy tool to use that doesn't cost us anything and makes a good chunk of the club organisation really easy to do. One small request is to not leave it too late to sign up to rides – it helps the ride leaders know that there are folk intending to join the group and therefore it's worth putting the effort into creating routes etc. I'm a great believer in the earlier you sign-up for rides, the more people will see who's riding and are therefore more likely to sign-up for the ride themselves

- Being a welcoming club. With just over 80 members signed up by the end of last year, there were a good number of enquiries throughout the year from people that were new to the area or looking for a different club, and we were able to offer a range of options with the different ride groups, or an introduction via Heidi's Breeze rides, and eventually sign a few up as members

- More and more riders buying and wearing club kit. Thanks to Andre's efforts, there were 2-3 rounds of kit orders, and particularly when the sun's shining and we don't need to wear jackets or gilets, it's great to see the groups with the majority wearing club colours. Whether it be on club runs, or sportives with lots of other cyclists, the club kit does stand out and makes it easy to spot an oncoming fellow club member

So while there have been many highlights, there have been a couple of lowlights in the form of several serious crashes amongst some of our members resulting in significant injuries to some of those involved. As a committee we spend quite a bit of time reviewing and discussing each incident to see if there are any common themes, and if there's anything we can do to mitigate future incidents. One of the outcomes of this was a message sent to all members back in October last year about staying safe on club rides. I've included the message again at the end of this report for your reference, but as a reminder the main points were:

- Look after yourself and others
- Be mindful of your speed and hazards
- Be aware of your energy and concentration levels
- Useful tips from British Cycling on riding in groups

Please do take a moment to have a quick read of the message again to help us keep everybody safe and able to enjoy being out on the bike

As well as the message that went out last year, we're also working on an incident checklist and updated incident form to be used in the future. If you are involved in an incident and asked to complete a form or provide some details, please do so as it really helps the club understand what happened and consider possible further mitigations

On a lighter note I want to give my thanks in several areas:

- Thanks to the members of the committee that work with me to ensure the continued smooth running of the club, its finances, kit orders etc
- Thanks to the regular and occasional ride leaders that plan and lead the club runs (which Charlie continues to do so from his armchair, sending the Inters to all the roughest roads he can find on Google Streetview!). If anybody wants to give it a go, even if its just planning a route for somebody else to lead on the day then just have a chat with one of the regular ride leaders or committee members
- Thanks to Heidi for organising a great Christmas Lunch at the Etchinghill Golf Club as Mark was at other end of world in Australia
- And finally thanks to the members for taking part, enjoying the rides, enjoying the post ride refreshments, and making Sunday mornings a good time of the week to look forward to

To finish then, the club continues to be in good health as we approach our 10th anniversary, and here's hoping we get a warm summer, with light winds and a few of those pot holes get filled in!

Justin Mills

Chairman, Hythe Cycling Club

APPENDIX - STAYING SAFE ON CLUB RIDES

In light of several accidents this year resulting in lengthy hospital stays for three of our club members, and with the upcoming colder and wetter days as autumn approaches, the HCC Committee wanted to share a few thoughts with you about staying safe on club rides.

There were no discernible common themes to the recent accidents, so please bear in mind the following general points when heading out on what should be a safe and enjoyable activity for everybody.

Look after yourself and others:

When riding in a group, remember you have a responsibility for both yourself and everybody around you. That means keeping sufficient gaps, not making sudden movements or direction changes, calling out and pointing out hazards whether that be the many potholes we're unfortunately blessed with, parked cars, approaching traffic, junctions, narrowing roads, blind corners, gravel, other road users etc

Speed & Hazards:

Given the constantly varying types of roads that we use, keep the speed and whether you ride in single file or side-by-side appropriate to each specific section as you pass through it. As you approach junctions, slow-down sufficiently beforehand to avoid creating issues should you need to stop completely. If you have knowledge of upcoming hazards on a given section through your experience of riding regularly on our local roads, then share that with the group and the less experienced riders.

Energy & Concentration:

As you approach the end of the ride, be mindful that concentration levels start to drop and tiredness increases. Eating and drinking during the ride or on a short break can help, maintaining your alertness and reaction times throughout the ride.

For both those experienced in group riding and those that are new to it, British Cycling also have a Top 10 Tips that can be found here (<https://www.britishcycling.org.uk/knowledge/skills/get-started/article/izn20180503-Riding-in-a-group---Top-10-tips-0>)

Should an accident happen, here's some useful guidance from British Cycling on what to do: (<https://www.britishcycling.org.uk/knowledge/article/izn20150202-All-Cycling-Dealing-with-a-cycling-accident-0>)

With these pointers in mind, we can continue to enjoy getting together, heading out for a safe ride, and get home to do the Strava upload, drink coffee, eat cake, bore anybody that's nearby with how good the ride was!

Stay safe
HCC Committee

TREASURER'S REPORT ON THE 2023 FINANCIAL STATEMENTS

The Club had a surplus at the year-end as a result of Income exceeding Expenditure of £336.55. This led to the Club's cumulative net worth reaching a figure of £2043.62.

Total income for 2023 was £1815.00, slightly higher than 2022, and was largely made up of annual Membership Fees (see Income & Expenditure Report).

Subscriptions from members totaled £1115 in 2023 which was £272 more than 2022. Total membership numbers at the year-end 31/12/2023 were 81. This figure was up from 2022 when it was 79.

Current membership numbers for 2024 are at a level of 71, although we have not reached the peak time for new membership applications, (usually April onwards).

Most of the regular Club members have renewed their membership for 2024 already. Expenditure for 2023 was £1478.45 leading to the profit/surplus of £336.55.

The main item of expenditure was, as always, the payment to Hythe & Saltwood Sailing Club for the shared facilities. This amounted to £790.00 which equates to

£10.00 per head. Please note that H&SSC have increased their requirement for 2024. It has increased to £11.00 per head for the continued use of the facilities on a Sunday.

Other items of expenditure to note were Website Costs of £241.80. As a Committee we looked into alternative website suppliers but discovered that the costs would increase substantially so we decided to continue with Byte Design.

The Website Costs were once again defrayed by income derived from advertising on the Club's website. This income totaled £180.00 a small increase on 2022.

The Club's Christmas Lunch, held at Etchinghill Golf Club was once again successful and there was no effect on the income and expenditure as the two figures netted to zero.

We did make a charitable donation in 2023 as the accounts were showing a much-improved position thanks in the main to the increase in the annual subscription to £20.00.

The Committee decided to look at an alternative charity in 2023, rather than the local Air Ambulance. One of our members works for Canterbury Oast Trust which runs the Rare Breeds Centre at Woodchurch providing valuable work experience for up to 150 people with learning disabilities in Kent. The Club donated £200 to this charity. It is your Treasurer's recommendation that the Club donate to a local cycling-related charity in 2024. The Committee would welcome any suggestions from members. The amount is to be decided by the Committee but will likely be between £100.00 and £200.00.

Cash (float of £50.50) and Bank Account balance of £1993.12 totaled £2043.62 at the year end. This was less than 2021 by £73.45 and reflects the additional items of expenditure in 2023.

The Club's Net Worth at 31st December 2023 was £2043.62 which includes the Discretionary Reserve of £500.00.

The Club finances are in a healthy position and unless there is any unforeseen major expenditure, I would suggest that the annual subscription remain at £20.00 for 2025. This will be discussed at Committee later in the year.

I would like to pass on my thanks to Paul Elliman who audited the 2023 accounts and who has continued to offer valuable assistance.

I will be pleased to answer any questions relating to the financial position from members.

Mark Brady
Treasurer

Receipts & Payments to Year End December 2023

	2022	2023
Receipts		
Membership Fees 2022	843.00	
Membership Fees 2023	480.00	1155.00
Membership Fees 2024		100.00
Website Advertising Income	144.00	180.00
Christmas Lunch		0.00
Sundry	27.50	
TOTAL RECEIPTS	1,494.50	1435.00
Payments		
Affiliations	166.50	146.50
Website costs	193.50	241.80
Club Kit	70.00	50.00
Venue hire costs	142.00	0.00
Corporate Membership	860.00	790.00
Event entry fees and subsidies	30.00	31.99
Equipment	106.80	0.00
Courses and training		0.00
Christmas Lunch		0.00
Galley		0.00
Donations Paid		200.00
Other	27.50	48.16
TOTAL PAYMENTS	1,596.30	1508.45
Change in cash and bank deposits held	- 101.80	-73.45
Cash and bank deposits at start of year	2218.87	2117.07
Cheques on hand not banked at year end		
Cash and bank deposits at end of year	2117.07	2043.62
Change in cash and bank deposits held	-101.8	-73.45
Cash and bank deposits at year end		
Petty Cash (winter galley float)	50.50	50.50
Lloyds Bank	2066.57	1993.12
Cheque on hand not banked /debit card-other dues		
Due from BC		
Total	2117.07	2043.62

Income & Expenditure 2023					
				2022	2023
Income					
Advertising Income				144.00	180.00
Members subscriptions				1319.00	1635.00
Total net income				1463.00	1815.00
Expenditure					
Affiliations				-136.50	-116.50
Website costs				-193.50	-241.80
Club Kit				-70.00	-50.00
Venue hire costs				-142.00	0.00
Corporate Membership				-860.00	-790.00
Event entry fees and subsidies				-30.00	-31.99
Equipment				-106.80	0.00
Courses and training					0.00
Galley					0.00
Donations Paid					-200.00
Christmas Lunch					0.00
Sundry					-48.16
Total net expenditure				-1538.80	-1478.45
SURPLUS/DEFICIT FOR THE YEAR				-75.80	336.55
Club net worth at 31st December 2023					
				31-Dec-22	31-Dec-23
ASSETS					
Cash in hand and at bank				2117.07	2043.62
TOTAL NET ASSETS				2117.07	2043.62
REPRESENTED BY					
Discretionary Reserve b/f from previous year				500	500
Additions					
Discretionary Reserve c/f				500	500
Surplus/Deficit b/f from previous year				1316.87	1,241.07
Surplus/Deficit for the year				-75.8	336.55
Transfer to discretionary reserve					
Surplus/Deficit c/f				1,241.07	1577.62
Net provisions for deferred income and prepaid expenses				376.00	-34.00
CLUB NET WORTH				2117.07	2,043.62