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|  | **WEST DC Date Fixing and Annual General Meeting** **Held on Sunday 27th September 2015****At Maisemore Village Hall****Date Fixing: 12.50 – 13.30****AGM 13.30 – 14.50** |

**Present:** Andy Cook (Chippenham & Dist Whs), David Summers (Bath CC), Nick Lowe (Cotswold Veldrijden), Jonathan Arnold (VC Walcot), Mike and Sheila Edwards (Chippenham & Dist Wheelers), Gerry McGarr (Gloucester City CC), Dean Robson (Somerset RC) John Thompson (Tricycle Association SW), Peter Georgi (Giant CC Halo Films), David Bradley (Bristol South CC), Harry Walton (Cheltenham & County CC), Glyn Griffiths (Arctic Tacx RT), Sammy Mondell and Clare Broady (Velo Vitesse)

**Apologies:** Tom Cox (Northover Vets),Charles Zanettacci (Leisure Lakes RT), Paul Winchcombe (Chippenham & District Wheelers), Chris Lowe (Swindon RC), Jeff Coast (Bristol Cycling Development Squad), Bridget and Ian Boon (Severn RC), Mary Jane Hutchinson (WTTA) and Robert Hutchinson (Bristol South CC), Peter Rogers (Team Tor 2000), Malcolm Grainger (Gloucester City CC), Tony Thorn (Bath CC), Steuart Saunders (Linda Saunders Estate Agents RT)

**Not Present:** Charles Zanettacci(Leisure Lakes)

**Draft Copy: 14/10/15**

**Updates:**

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| **Minute Ref** | **Minute** | **Action by** |
| **15.1** | **Apologies**: Noted as above | ***Complete*** |
| **15.2** | **2014 Minutes**: Due to a number of issues copies of 2014 AGM Minutes were not available but knowing the content of them it was agreed to take an ‘in principle’ vote. There were no matters arising and the minutes were agreed by all present. | ***Complete*** |
| **15.3** | **Secretaries Report**First the negative pointsA difficult year with the impact of domestic (children) issuesIt was noticeable, and although we have failed at times, that some clubs do not take renewing their affiliation seriously. This has created delays and issues and these haven’t been helped by the transfer of the CTT web site and the loss of access for District Officials – this has now been resolved.On the up side there has been increase in the number of clubs/teams in the district 65 last year up to 71 this year (based on the information I have).The District also hosted the National 10 for Women and Junior’s this year and this was also supported by an Open 10.There were a total 145 entries across the three events – unfortunately a number of high profile riders were DNS due to one thing or another.Last year’s organiser mentioned it’s not like an open, a National almost becomes a job – I agree.On the day I was there 12 hours but it was very rewarding even allowing for a couple of hiccups on the day. As always it seems the following year is looking like being even more of a challenge – next year I would predict that courses and events are going to have to be a focus for the West DC.Moving forward I am willing to re-stand for election and will endeavour to lift the role and the profile of the West DC.  |  |
| **15.4** | **Treasurers Report**The West DC was in receipt of £20,676.00 for leviesThe breakdown was club events £15904 and open events £4744.In the financial year to April 2014 to 31st March 2015 total receipts were £25016 including affiliation fees of £4470It was noted that January, February and March were 3 of the top 4 months in terms of affiliations. Note by Secretary – there may be payments pending from clubs still to run events after the AGM date. The West DC account opened with a balance of £964.16. After payment for the continued hosting of the web site the balance is at £848.00. It was discussed that income for districts is minimal and that there could be a scenario where a district may be unable to operate. Committee members do not claim expenses, web site hosting has to be paid for and potential costs of administration – postage/etc. |  |
| **15.5** | **Other Officers Reports****Open Events Secretaries Report**Although the number of open events in 2015 was comparable to recent years, the summer months seemed quieter than usual. Perhaps it was just due to several events being cancelled in this period.Four events (to my knowledge were cancelled):• Frome and District U46 – lack of entries• Corinum U47 – accident in organisers family meant could not continue• Yeovil U30 – heavy rain forecast for the morning deemed not suitable on the A303• Cotswold Veldrijden triple Hill Climb – work took the organiser away for the date of the eventNow where events have to be cancelled at the last moment, there is little that can be done, if your event is on roads where weather can cause cancellation – are there any suitable back up courses, or could one be devised? If so it makes sense to when notifying the police of the main event, to also send in notice of the backup course – then in case the original event can't be run, a switch can be made to the back up.Where there is advanced notice of an event having problems, ensure both club and district are involved. Can another organiser be found, either in the club, or from another club?Other trends seen in the last year, internet entry continues to grow in popularity – with typical events having ~80% of entries via internet entry. The message is clear - to maximize the entry for an event it is important to allow internet entry. I wouldn't be surprised if this became the default in years to come, although currently you still have to allow paper entries.On a national front, I was asked to take part in the national working group looking at points series and related concepts (such as rider identification). This involved both officials from interested districts and also national officials, we the group met approximately every 6 weeks for the first half of the year. Whilst the conclusions of the group can't be made public (we as a group report to the national committee) the group is hopeful of a positive outcome.Looking forward to next year’s events, 2016 is a year where ISO weeks become later in the year. As I tie the calendar to ISO weeks – I am looking this year for a general drift to events being later. So if this year I put additional pressure on organisers to move the dates of their events, then this is why.**Club Events Secretaries Report**No report submitted **Risk Assessment Secretaries Report****Courses**This has been a quieter year from my point of view as not so many people have been looking and running new events or developing new courses. The Courses in the west seem to be going through decline and I feel over the next 12 months we need to be proactive in looking for viable courses. I have had some enquiries from Tri Clubs who run Tri events and want to turn the cycle leg into an CTT approved course, the committee have been great in their feedback on the courses and we did have to turn one down which was the right decision but a shame all the same.**Risk Assessments** The RA side is running smoothly and all open events run this year have up to date RA, the club RA are different and I don’t tend to get so many of them I would say 50% update their RAs every year. A lot of clubs run their events on open courses which is easy and updated each year, it’s the courses that are just ‘UC’ courses that is my concern as I know there are a lot that don’t do this. I know Nick has always reminded they need to do it. We need to find a way of making the clubs understand the need to do this yearly??**Traffic Counts**I do get most of the traffic counts through from open events, we have noticed the increase in traffic on course over the past few years and have had some marginal scores we need to keep an eye one in future, I think organisers need to really think about other events going on at the same time and I know in a lot of cases this will not be possibly as they have no visibly of them but on certain roads this needs to be a factor for start time etc. |  |
| **15.6** | **Proposals/Motions**No proposals or motions were submitted prior to the meeting | ***Complete*** |
| **15.7** | **Election of Officers and Committee:**Andy Cook thanked the Committee for their work over the previous year – emphasising that we undertake these duties on a voluntary basis All District Officers submitted themselves for re-election except Andy Shaplanda) Chairman – Andy Cook (re-standing)b) Secretary – Nick Lowe (re-standing)c) Treasurer – Jonathan Arnold (re-standing)d) Open Events – David Summers (re-standing)e) Club Events –Paul Winchcombe – (re-standing)f) Risk Assessment – Andy Shapland (resigning)g) General Committee - Committee of eightRe-standing: Pete Rogers, Chris Lowe, Charles Zanettacci, Gerry McGarr, Bridget Boon, Ian Boon, Tom Cox, Dean Robson It should be noted: Thanks to Andy Shapland for his contributions and input to the West District CTT regarding Traffic Counts and Risk AssessmentsAll committee positions were proposed, seconded and agreed upon. Action: Contact details for all committee members are required to be forwarded to CTT National | ***Complete*** |
| **15.8** | **West DC Delegates for National Council** It was discussed and agreed that the following committee members should attend:Nick Lowe, Dave Summers, Jonathan ArnoldPete Rogers to be approached as he is standing for National ***Action: Details to be forwarded to National*** | Nick Lowe |
| **15.9** | **National Committee’s proposed changes to the CTT Articles**The secretary read through the proposal and it was agreed that the proposal should be accepted and supported. This will be discussed further and voted upon at the National Agenda review | ***Complete*** |
| **15.10** | **The John Galway Trophy**It hasn’t been awarded for several years so we need to nominate and vote. Dave Summers nominated Mary Jane Hutchinson for what she has done over the years keeping the WTTA going. Gerry McGarr nominated Andy Shapland for his hard work in the district regards Course Risk Assessments, Traffic Counts and working with the clubs to meet those requirements The committee voted with the result being an even split. It was decided to award the Trophy jointly and it was proposed to present it at the Chippenham Wheelers & District hard riders event in March 2016***Action: Locate the trophy from the previous winner*** |  |
| **15.11** | **Any Other Business**1. The treasurer highlighted with reference to his report that it would be good for National to look at online affiliations. Some clubs do not have a cheque book and a handful of clubs paid their affiliations via online banking. The treasurer will word a proposal for ‘Automated Renewal/Affiliation’. Part of the proposal is based on the fact the district collects and deposit the funds on behalf of National and yet gain nothing from the process. An automated system could in time link into the Entry On- Line system.

***Action: Wording of a Proposal***1. Joining the two proposals (1 & 3) is looking at a District Fund that is funded by a rebate from National.

***Action: Consider as a proposal and its wording***1. It was discussed and decided to submit a proposal regarding income for districts. It was proposed that districts should be allowed to nominate one event per year as a charity event. No levies would be due from this event and therefore income could be split between a charity and a district to ensure a district remains ‘solvent’.

Gerry will need to define how a proposal will be worded The basis of the regulation is that it’s National Committee that sets the level of levies. E.g. can't put forward a proposal to change the regulationThere are two options:1) Propose a regulation change that removes the right of National Committee to set the levy. Now the levy is the only method the committee has of altering CTT income. So such a change would be strongly argued against by National Council. It would hard to get a change through.2) Appeal to National Committee for the change you want but National Committee don't have to listen to the appeal ***Action: Wording of a Proposal*** | Jonathan ArnoldJonathanArnoldGerry McGarr |
|  | **The Meeting was closed with no further business at 15.20** |  |

**Additional Notes**

Club subscriptions for 2016 are due on 1st October 2015.

Please forward in good time to the West DC Treasurer, the fee remains at £30 plus a further £50 if your club is sponsored or carries the name of a business.

Renewing after 31st December 2015 incurs an additional charge of £20.

**2015 National Council Meeting - checklist**

• Notice of Motion: by Saturday 24 October 2015

• List of National Council Delegates: by Saturday 24 October 2015

• List of District Council Officials: by Saturday 24 October 2015

• List of Amendments to Motions, and Questions: by Wednesday 2 December 2015

**2016 Handbook production schedule**

• Course Details (Courses to be used in 2016): by Wednesday 14 October 2015

• Dates List: by Wednesday 14 October 2015

• District Series Listings: by Wednesday 21 October 2015

**Appendix 1**

**District Officers Contact Details**

**Chairman:** Andy Cook

13 Lords Mead, Chippenham, Wiltshire, SN14 0LJ

Tel: 01249 653845

**Secretary:** Nick Lowe

2 Stonefield Close,Eastleaze, Swindon, Wilts, SN5 7EH

Tel: 07899 950595

**Treasurer:** Jonathan Arnold

18 Hargreaves Road, Trowbridge, Wilts, BA14 7UP

Tel: 07733 276291

**Open Events Secretary:** David Summers

‘Brookdene’, Lyncombe Vale Road, Bath, BA2 4LS

Tel: 01225 317014

**Club Events Secretary:** Paul Winchcombe

4 Farmhouse Court, Melksham, SN12 6FG

Tel: 01225 706176

Mobile: 07792 372309

**Risk Assessment and Courses Secretary:** vacant

**Committee Contact Details**

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