

## Committee Meeting

### 30 March 2023 at Pugneys

### Notes of Meeting

**Present:** Meg Andrews (Chair), Neville Andrews, Mark Beswick, Sandi Kinkead, David Leigh, David Keighley, Isabelle Leigh

**Apologies** Andy Beecroft

Item	Subject	Issues	Action by
1	Minutes of previous meeting	The minutes of the previous meeting (23 February) were approved subject to the action in relation to highlighting the lack of contact from WMDC following meetings with them and acknowledging that Margaret French has now got a Forum bike on long term loan.	Meg
2	2023 Rides Programme	<p>The Eastmoor ride will commence on 8 April. There will then be a second ride on 21 April and in subsequent months the Eastmoor rides will be on the second Saturday and the third Friday.</p> <p>As far as the year so far, we had seen 66 individuals participate, 25 (38%) of whom were female. Overall riders were 274 averaging 9 per ride. 14 of these were new participants including one junior rider. So far, no individual has participated in more than three rides without becoming a member.</p> <p>Leading Ride Leaders were: Neville, Carl, Sandy, Sandi and Meg.</p> <p>9 new Forum Members were recruited.</p>	All
3	Leaflet for 2023 Rides Programme	<p>10,000 have been printed. The use of the WMDC Library distribution service has been confirmed.</p> <p>1 box will go to Wakefield One, 2 boxes to Mark and 1 box to David L, with the remainder going to Neville.</p>	Neville Mark David L

4	Treasurers Report	David L reported that the current balance stood at £82,588.68. Since the last meeting there has been expenditure of £96 for Workday equipment, £85 for clothing and £295 for the insurance premium. WMDC have not yet been invoiced for the DBS checks.	David L
5	Newsletter	The next is due in June. David L has updated the sheet of data editing and has found that of our total membership of around 1200 only 375 individuals read the March Newsletter using the link he sends out. This will give an idea of the core of interested members for future mailings.	Meg
6	Workdays and workday equipment	<p>Andy had indicated that the next priorities for the workdays will be:</p> <p>Repair shed at Nostell, clean off and repaint the side of the container at Nostell, fitting parts and renumbering the bike stock, clearing branches on the new path at Nostell and edging work on the TpT along the Barnsley Canal.</p> <p>Andy reported that the Canal and River Trust have no plans for any immediate improvements on the Calder and Hebble canals other than routine maintenance.</p> <p>It was reported that storage of our equipment at Pugneys can continue in the short term.</p>	Andy
7	Quotes for work in Nostell Priory grounds (adjacent to A638)	<p>Two quotes have been received to create an additional section of off-road path to move the place where Forum rides have to cross the A638 to return to Nostell Priory. This aims to make the crossing safer.</p> <p>Quote 1 Major work undertaken/material supplied by Bedford House Estates with the surface laid by WDCF volunteers. (£2450 +vat)</p> <p>Quote 2 All work undertaken by Bedford Estates apart from initial cutting back of vegetation. (£4450 +vat)</p>	

		<p>It was agreed that Quote 2 be accepted. It was pointed out that there may be a solicitor's fee to create a new bridleway.</p> <p>In any event a workday will probably be required</p>	<p>Meg David K Andy</p>
8	Grant application submitted to WYCA (City Connect).	<p>Meg/Neville have submitted an application for a £4500 grant from City Connect. This is to cover purchase of tool boxes and deliver Ride Leader training.</p>	<p>Meg Neville</p>
9	Ride Leader Training	<p>We are in significant need of additional ride leaders.</p> <p>Currently we have offers from British Cycling to train up to 12 people for £1200 and from Cycling UK for up to 8 people for £877.</p> <p>We will endeavour to get a course arranged. In addition to WDCF members, Louise Galloway (WMDC) and riders from Altofts Community Centre could participate.</p> <p>The WMDC Service Level Agreement requires all ride leaders to have:</p> <ul style="list-style-type: none"> <li>- A Ride Leader's Certificate</li> <li>- A current First Aid Certificate</li> <li>- A current CRB Check</li> </ul> <p>In addition, there is concern that our on-road procedures are not of the standard that they should be. This could be an issue in the event of an accident. Additionally, there is an urgent need to arrange a First aid Course and WMDC will be contacted to progress this.</p> <p>It is clear that we need to revive Ride Leader Meetings and that these need to be face to face.</p> <p>It was agreed that a Ride Leaders' Meeting would be held at Rycroft Leisure Centre on Sunday 16 April at 12.30.</p>	<p>All</p>

10	James Wray's accident	<p>This occurred in Bottom Boat Road on the Pontefract Steady ride. He braked suddenly and fell off. He managed to chip a bone in his elbow joint. He completed the ride and later went A &amp; E. He was treated and advised to stay off his bike for 3 or 4 weeks. He accepts that the accident was entirely his fault.</p> <p>An incident report was completed in accordance with procedure.</p> <p>Incident report form will be sent to all ride leaders</p>	<p>David L</p> <p>Neville</p>
11	A cycle missing link opportunity in Normanton	<p>Details of this have been provided to WMDC by David K.</p> <p>An item on cycle missing links will be requested to go on the agenda for both the 17 and 24 April meetings with WMDC</p>	<p>David K</p> <p>Mark</p>
12	Any other business	<p><u>Purchase of flowers to promote Agbrigg Ride:</u> The Forum will provide some planting in the tubs adjacent to the cycle storage facility, along with posters promoting the ride.</p> <p><u>Pontefract Steady Ride:</u> This will move from a start time of 10.00 to one at 18.00 from May until September inclusive.</p> <p><u>Bike Doctor Sessions:</u> It has been decided not to take the idea of Cycle Technology delivering these. There is a possibility that these could be delivered by staff at Altofts Community Centre but this is dependent upon the manager, David Norris, being qualified to do this. Alternatively, Forum members could deliver these courses subject obtaining a suitable qualification.</p> <p><u>Wakefield District Partnership to Net Zero Summit Thematic Workshop – Transport:</u> This is being held in the Town Hall on 10 May. The Forum will be represented.</p> <p><u>Wonders of Wakefield Ride:</u> This will be arranged on the first Sunday of the month. Start points will vary according to the Ride Leader's preference.</p>	<p>Sandi</p> <p>David L</p> <p>Neville</p> <p>All</p> <p>All</p>

# Wakefield District Cycle Forum

13	Venue, date and time of next meetings	<p>Committee Meeting: Thursday 20 April at 10.00. Venue Pugneys.</p> <p>Ride Leaders' Meeting: Sunday 16 April at 12.30. Venue Rycroft Sports Centre, Havercroft.</p>	All
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MTWB WDCF 5.4.23