

Eden Valley Group of Cycling UK Committee meeting 3rd November 2025

1. Apologies: None

2. Minutes of meeting on 29 September 2025

The minutes of the previous meeting on the 29th of September were reviewed and approved, and no corrections were required.

3. Matters arising (from both the AGM and the last committee meeting)

a. Accidents/guidance on website to group cycling, Generic risk assessment, Rider Etiquette. These three separate items on the agenda were grouped together and discussed as a single item.

b. **Guidance/Etiquette:** The new documents do not take into account people using E-Bikes riding at differing paces. We tend not to ride as a single group on the road, sometimes run at different speeds and re-group at appropriate junctions or the top of climbs etc.

-We don't believe there is a need for the ride leader to lead from the front. Their position in the group will vary.

-It states in the documents that each rider is responsible for their own safety, but perhaps we should be more explicit and state that the ride leader is not responsible for anyone's safety.

- Tony S will reissue the guidance in a further draft, and Nigel L look at wording re E-bikes in particular, so that final docs can be approved.

c. **-Risk assessment:** Cycling UK requires us to have a formal generic risk assessment for the club. This is needed especially if we are to have self-led rides. *Tony S provided a draft for this: to be reissued for final consideration, and Nigel L to include a preface to ensure its purpose and use are understood.*

d. **-Conducting a ride: guidance, ICE details and Signing in**

-We also need to review/update our documentation to better cover what is expected of a rider who joins us on a group ride, and what is expected of a ride leader leading a group ride.

-Tony presented a useful and simple bullet point aide memoire for possible use by ride leaders at the start of the ride.

-ICE details: The ride leader should always carry a member ICE list, either an electronic version or a paper copy. But we need to be careful of data

protection(destroy any paper records after ride, current electronic version is password protected)

-Use of Sign in/out sheet: Cycling UK requires the use of a sign in sign out sheet, which the club does not currently do (CUK have provided a suggested form). CJ's runs participants list is produced after the event and is not classed as sufficient.

It was decided we would not make a written ride register mandatory. As a rule, we all know each other and know who is present on each ride. We deem that a mental note of all participants would often be sufficient. If there are too many riders to easily remember, the ride leader should keep a note on paper or electronically/ on their phone of all riders, but we will not specify the format.

- We will continue to use the guest registration form (Tony has provided an updated version for comment), so we have ICE details for guests. On completion of the ride, the guest form must be destroyed. Ride participation for stats will still be recorded afterwards.

e. -Deviation from Standard Cycling UK documents

-Some concern was expressed about deviating from CUK standard forms.

-When we have completed these documents to everyone's satisfaction, we will forward them to Cycling UK for their approval before rolling them out on the club's website.

f. How do we make sure people read any guidance and use them

-A mandatory chat by the ride leader was suggested at the start of a ride to make sure everyone knows the basics of riding in a group, and what to expect on that day's ride. Tony has provided a small bullet point list for comment, which the ride leaders could make use of. If everyone on the ride is a regular rider and a club member, then is this always necessary?

g. Next Actions needed to complete the documentation:

1. Tony has provided some very good documents, but they need to be reviewed to take care of the points brought up in the committee meeting. Tony to resend all documents to the committee for further review and comment.
2. Nigel L will also draft a simple preface for each document, so that the purpose of the documents and their appropriate use is easily

understood. Maybe one preface may suit all. It is not our intention to make the club experience or leading rides feel onerous. The led rides should be an enjoyable experience for everyone taking part.

3. Simplification: We have all the various documents listed on our web site now, but we need to collate/simplify the key documentation for managing rides to make them easier to find/follow.
4. Once reviewed and approved, the new set of documents and methodology for running rides will be passed by CUK.
5. The 4 key documents are
 - Guest rider registration
 - Ride Leader basic guidance
 - Ride Leader briefing bullet points at the start of the ride
 - Club Guide of Conduct/Rode Etiquette

Committee to try to finalise all these documents before the next meeting.

4. Website: what are we going to do, Web master replacement

a. Web site switch over:

-We have a draft new website, which will not appear in any web search until a switch over from the old one is agreed.

-In early January, the hosting for our current website will be gone, so the new one (WordPress-based) MUST be up and running/adopted by then.

It can be improved thereafter.

- ##### **b. Primary Domain name to be decided upon :**
- We currently have .org in use publicly and .Co.uk in use only for the draft new website. Both domain names can be used for a period of time *but we need to decide which is to be the primary name/domain for club use on documentation/flags, etc and for web site management.*

We will keep the .org for at least another year and on entering .org you can be redirected to the new site. The .co.uk has been purchased for the next 4 years, and after that we can review or continue to pay.

- ##### **c. File management:**
- On the existing site we have many minutes of meetings etc. stretching back several years. The suggestion is, we just keep the last 2 years and scrap the rest. These and any other key documents can be kept on a hard drive or cloud platform, rather than on the web site; only the most

current minutes and essential files are then available making the new website more manageable and the files secure.

- d. **Web Master role:** Tony and Adella have volunteered to take over the running and development of the new site from Geoff. There will be a handover period for them all. Bill has contact with a professional web designer who can cast an eye over it and provide comments.
- e. **Face book:** We discussed the use of a Facebook page to better advertise the existence of the club. Currently many of us take photographs and share experiences of the various rides on our WhatsApp group, but no one outside the club has visibility of these; they provide a good demonstration of what the club is all about. *David F will create a draft Facebook group and once approved, this can be made public.*

5. Runs list – grade 2 rides – self led rides. Runs coordinator replacement.

- a. We have put the idea of self-led rides on a temporary hold until the new risk assessment and other documents are approved.
- b. We expect this will be before January, so Mike B is planning to have 4 or 5 rides ready to go on the 1st quarter rides list in January. He is aiming as far as possible to align these with the cafe stops. Possibly a greater variety of cafe stops slightly further afield than the current selection, potentially with some Wednesday and some Sunday rides just to gauge popularity.
- c. Mike is also considering altering the runs list to drop the need for the 2 and 3 rides. There might just be one expandable section for each date which ride leaders can fill in. Multiple rides can be entered in the box including the self-led rides. This should make the list look less empty.
- d. Currently there are no volunteers for the role of runs-coordinator. This position does not need to be a committee role. Mike B is willing to work with anyone interested in the role to make for an easier handover.

6. Shall we order a flag

- a. Tony presented new possible versions of the flag and a banner. Generally approved by the committee *but need to agree the .co versus .org use before placing any order.* However, we don't need them until the next challenge ride. Delivery is currently around 2 weeks.

7. Bank Signatories

- a. Alison and Geoff are to be removed from the signatory duties, and NigelP and DavidF added. This was agreed by the committee, *Tony provided the appropriate paperwork to make this happen, which needs to be signed by all parties, we are going through the process and should have it sorted within the next couple of weeks*
8. **Officer's reports:** Skipped as we ran out of time.
9. **Any other business**
 - a. **Holiday:** Cote Ghyll Mill, Osmertherley Friday 4th to Monday 7th Sept 2026.
See the blog for details.
 - b. **Christmas party**

Alison has provisionally made a booking for Roundthorn Country House Hotel on the 17th of Jan, 12:30 for 1:00pm serving, 3 courses will be £32pp including coffee, 2 courses will be £29pp including coffee. See the blog for details and menu. If you are planning to attend, please contact NigelP.
 - c. **Challenge ride 2026:** Plans differed until the next meeting.
 - d. **2026 Finance Audit:** Gill Sharpe has kindly agreed to carry out our 2026 audit.
10. **Date of next meeting:** Thursday 8th January 10:00 to 12:00 Daffodils Penrith. Time and location to be confirmed!