

# Black Canon Collective

## Meeting Minutes and Action List

Prepared by Caroline Mackinlay

### 1. Meeting Info

**Meeting:** Fourth meeting – selecting club name (again) and reviewing draft constitution, code of conduct and rules  
**Date:** 20 March 08  
**Time:** 20:00  
**Location:** The Rose and Crown, Warminster  
**Attendees:** Ash Brown, Neil Carpenter, Neil Cousins, Ian Crook, Andy Denham, Will Hardy, Ben Irons, Robin Liquorice, Alastair Mackinlay, Caroline Mackinlay, Tom Rickhuss,

**Meeting Chaired by:** Andy Denham

### 2. Meeting Agenda

- a) Minutes from 13 March 08
- b) Outstanding Actions
- c) Selection of club name (again)
- d) Review of draft Constitution and Rules
- e) Any Other Business
- f) Actions

### 3. Minutes

#### a) Minutes from 13 March 08

The minutes were accepted as an accurate record of the meeting

#### b) Outstanding Actions

Andy – Andy talked to Paul Grugeon. Paul is going to send Andy a proposal from the Longleat Estate by post, hopefully within the next week. Andy and Paul hope to have another meeting in the next couple of weeks, date to be decided. Andy has informed Paul that we want to be up and running by 1 April.

Andy also posted drafts of the club constitution and rules online for review; the code of conduct will be drafted by the committee

Ben – Ben has done some background research on the role of club treasurer, and has reviewed the available bank accounts. He has selected Lloyds TSB as the most suitable.

Al – bought longleatriderscollective.co.uk but then we found out we couldn't use that name!

Tom – brought a copy of the Longleat horse riders permit to the meeting and pointed out that the horse riders have the right to ride through the middle of our proposed area

Caroline – spoke to Redlands Trails about crossing bridleways. Trails have to be designed to kill riders' speed completely and also to cross bridleways in such a way that users of the

bridleways have a clear view of incoming riders (joining from an angle is a favoured approach).

#### *Sponsorship:*

Ben spoke to Batchelors who have offered club members a 10% discount, and will sell day passes from both Trowbridge and Warminster shops on our behalf for free. They haven't asked for anything in return.

Neil Cousins is still waiting for a response from Wharnccliffe (hopefully this week).

Rob is waiting for a response from his southerndownhill.com partner Tom Phillips about what they can do to help. He is also going to approach ChainReactionCycles who sponsor SDH.

Ian has tried to speak to his contact at CentreParcs but has had no reply yet.

### **c) Club Name**

Ian had a list of all the names proposed via the Longleat forum board and the list was reviewed and a vote taken.

It was agreed that the club's new "official" name is to be Black Canon Collective with Safari Sogoodi remaining the secondary name.

### **d) Review of draft Club Constitution and Rules**

Andy had drafted a Club Constitution based on guidance from Sport Scotland and a template from UWE. The document was reviewed.

#### *Membership*

Andy proposed two types of membership – a full membership and a part membership which would be aimed at less frequent users and/or people who do not live locally. There was some discussion about how part membership would be "policed" as there is a risk that people would join as part members and then just use the place as often as they want.

Ben suggested adding day membership to the list.

The types of membership are to be defined but it was accepted that this isn't part of the constitution.

#### *General Meetings*

It was agreed that an EGM (Extraordinary General Meeting) must be called if ten club members request one.

#### *Finances and Accounts*

Ian said that there should be a requirement to audit the club's accounts produced annually by the treasurer.

It was suggested by Ian and agreed that all cheques must be countersigned.

Neil Carpenter had some information on charity status which he gave to Ben; we can become a charity as we are promoting sport in the local community and we are not making a profit.

#### *Dissolution*

There was some confusion about the conflicting statements regarding members being jointly and severally liable for club debts, and each member only being liable for £1.

After discussion, the wording will be changed to state that members are jointly but not severally liable, meaning (we believe) that all members are responsible for club debt but any one person cannot be pursued for the whole debt.

It was stated by Andy that if club members are operating within the club rules or with the agreement of the committee, then all members will be jointly liable for any result; but if a

club member is operating individually without agreement of the committee, they will be individually liable for any result.

The draft Rules document was also reviewed and some changes were made to specific items.

Item 4: the term “the woods” requires clarification but this will be part of our agreement with the Longleat Estate.

Item 7: Caroline was unclear about the term “recognised and authorised” organisation. Andy meant that organisations must be given approval by the Longleat Estate.

Item 10: No glass at all will be permitted as there is no need for it to be brought to woods. A ban on cans was also suggested but it was agreed that cans will be allowed, however they must be taken away again.

Item 12: The derelict building must be out of bounds as it is not a safe structure. There was some discussion about whether it could be pulled down.

Item 14: Initially it was proposed that “no fires” would include “no smoking”. However Longleat don't have a smoking policy and after some discussion it was agreed that we will not institute a smoking ban but will review a possible requirement in a month or so, after we see how much of an issue there actually is.

Disciplinary Procedures: It was agreed to add a timeframe of four weeks between a member being suspended and their disciplinary hearing.

There was some discussion regarding a minimum age for membership, and a requirement for younger members to be accompanied by a parent or guardian when using the woods.

It was agreed that full members must be over the age of 14. Members under the age of 14 must be accompanied by a parent/guardian who must also be a club member.

Ian pointed out that people under the age of 16 need a parental countersignature on their membership application.

## **e) Any Other Business**

### *Budget / Finances*

Andy presented some outline prices for signs from Mirage Signs

A 3' x 2' sign would cost £50; four signs would cost £160.

A 2' x 2' sign would cost £40; four signs would cost £120.

These prices do not include mounting and fixing but this should be cheap.

A reasonable estimate for signage would be £200, less than previously thought.

Types of membership cards were discussed; a laminated pass like the British Cycling Race Licence was rejected as although cheap, it can't be hole-punched to be put on a lanyard. Andy proposed a soft plastic membership card which can be punched, and can be obtained for around £88 per 100. This price is within the initial budget estimate.

To keep the cost of membership packs down, Andy proposed that the pack would not include paper copies of documents like the club constitution and rules; these will be available online. This was agreed.

### *Trail Marking*

Ian raised the issue of how we mark out trails. Longleat will not allow physical marking of our area, or the use of tape except for events. For now we will use wood as has been done previously, unless anyone has a better solution.

### *Meeting Minutes*

Al requested that club members print and bring their own copy of the meeting minutes if they want them at the meeting, otherwise a lot of wasted paper is generated.

### *Next Steps*

The next steps for the club have been agreed as

- Form the club
- Get the verbal OK from Longleat to go ahead
- Open bank account (after verbal OK)
- Affiliate to British Cycling (after verbal OK)

We do not want to incur any costs until we have agreement from Longleat to proceed.

## **4. Actions**

(in alphabetical order)

Al – Consider locations for storing documents online, and determine the best way for club members to access them

Andy – Write up amended Constitution and Rules

Ben – Fill out bank account application form but do not submit yet  
Draft budget for review at next meeting

## **5. Next Meeting**

The next meeting will be held in the Rose and Crown, Warminster, on Thursday 27 March, at 7.45pm for a prompt 8pm start. It should be a short meeting as we are now waiting for the Longleat Estate's proposal

Draft Agenda for meeting:

- Review minutes from meeting of 20 March (these minutes)
- Review Actions
- Review proposal from Paul Grugeon (if received in time)
- Approve changes to Constitution and Rules
- Budget Breakdown
- AOB
- Agree next meeting