

# Black Canon Collective

## Meeting Minutes and Action List

Prepared by Caroline Mackinlay

### 1. Meeting Info

**Meeting:** Sixth meeting – Black Canon Collective is Go!  
**Date:** 3 April 08  
**Time:** 20:00  
**Location:** The Rose and Crown, Warminster  
**Attendees:** Neil Cousins, Andy Denham, Will Hardy, Ben Irons, Rob Lewis, Alastair Mackinlay, Caroline Mackinlay, James Sinclair  
Late arrival – Tom Rickhuss  
Apology – Ian Crook

**Meeting Chaired by:** Andy Denham

### 2. Meeting Agenda

- a) Minutes from 27 March 08
- b) Outstanding Actions
- c) Review of final proposal received from Paul Grugeon
- d) Setting up the club
- e) Any Other Business
- f) Actions

### 3. Minutes

#### a) Minutes from 27 March 08

The minutes were accepted as an accurate record of the meeting

#### b) Outstanding Actions

AI is going to set up Google Docs for the committee. He hasn't yet redirected [longleatriderscollective.co.uk](http://longleatriderscollective.co.uk) and [blackcanoncollective.com](http://blackcanoncollective.com) to [blackcanoncollective.co.uk](http://blackcanoncollective.co.uk)

Andy has made revisions to the Rules and the Constitution (the Constitution in particular is now in CASC-friendly format) and these are ready for publication

Andy met with Paul Grugeon to review the draft licence proposal from Longleat (details below). He now has a final licence proposal from Longleat so we are ready to rock.

Andy also got confirmation that we can access the site via two fire roads, shown on a map (map to be published on Google Docs when possible) – the fire road at the top may only be used in low season i.e. when Longleat are not taking paying customers. We must walk bikes in. Paul Grugeon also stated to Andy that the rumoured toll road is unlikely to happen.

Paul Grugeon also confirmed to Andy that risk assessments can be done by us internally as long as we show due diligence.

Andy contacted Tim Matthews but has not had a reply.  
Andy still has to draft a document to use as a guideline when requesting donations.

Rob has finally had a response from Tom at Southerndownhill.com – SDH are unable to help currently.

James has familiarised himself with the H&S/Conservation role but still has to contact Darren.

### **c) Review of Meeting with Paul Grugeon from Longleat Estate**

Andy met with Paul Grugeon to go through our questions and concerns regarding the draft licence which were raised at the previous meeting.

Longleat will only licence us the land in the first year, but if we are very successful they would consider a three-year lease after the first year's operation. However there would still remain an option to terminate at short notice in the case of breach of terms of the lease.

Generally all our requests and changes were agreed. The key points:

- We will now be able to operate from 8am until 9pm (or dusk if earlier).
- There is to be a full ban on smoking at the site
- We will be given materials (fencing and barbed wire) to fence off the derelict building. It has a well shaft in the middle.
- Paul suggested a meeting with the lady who runs the horse riding club to discuss any potential conflict of interest
- Currently the licence states no building that is visible from the bridleway that runs up the edge of our area – quite a large area. Neil suggested organising a traffic count to determine how much use this bridleway sees, as we may be able to persuade Paul that not many people would see any building we did in this area if the traffic is low
- Paul doesn't like the idea of a Day Pass being sold in the local bike shop so we won't do this

Paul has offered to reduce the cost of the first year's licence from £750 to £500 to help us get going. Paul is also very keen on the idea of us running a rider development scheme.

### **d) Setting up the Club**

Now we have a final licence proposal that is acceptable to both us and Longleat, we can go ahead and form the club.

We reviewed the finances for the first year and calculated that given a membership estimate of thirty full members, we need to set the membership fee at £35, as we want the basic cost of running the club to be met by subscriptions. Ben will publish a cost breakdown.

We then discussed half-membership options – we agreed that it's best if a half-membership offers unlimited riding, but none of the rest of the benefits of being in the club, i.e. discounts, access to club events, voting rights etc.

The cost of a half-membership was agreed to be £23 a year.

Can everyone who wants to become a member please make someone on the committee aware as we need an idea of numbers. There is a thread on the Longleat forum on SDH where people can sign up. Also, if you know anyone who may be interested in joining the club, please let them know where information is available.

Andy informed us that we have a potential donor already – this donor is very keen on the rider development concept too. Donor money will be used for “club extras” such as rider development, Freelaps system, tools, club race days etc.

Rob's dad's company also may be able to help us. Rob gave Andy contact information. This would most likely take the form of a “you raise, we match” donation.

If anyone else has any potential donor leads, please make the committee aware.

There are three things which now must be done to formally set the club up – we have to apply for CASC status, register with British Cycling as a club, and open the bank account.

#### **e) Any Other Business**

Al raised the concept of the club Logo again – it needs to be simple and easy to replicate. The thread on the southerndownhill forum will be cleaned up – thinking/designing caps on, everyone.

Membership cards were discussed briefly – they will be issued new each year, with a different colour card for full and half-members. The information on the card will be, as a minimum, a photo ID, rider name, a serial number, and the club logo.

## 4. Actions

(in alphabetical order)

Al – Redirect [www.longleatriderscollective.com](http://www.longleatriderscollective.com) and [www.blackcanoncollective.com](http://www.blackcanoncollective.com) to [www.blackcanoncollective.co.uk](http://www.blackcanoncollective.co.uk).

Set up Google Docs for the committee, pending membership list

Put up a holding page at [www.blackcanoncollective.co.uk](http://www.blackcanoncollective.co.uk)

Clean up Logo thread on SDH forum

Andy – Modify the Definition statement in the Rules so that “the land” isn’t used twice  
Publish the Rules and the Constitution for review when Google Docs is set up  
Draft a document to use as a guideline when requesting money from companies etc, covering what we are asking. Suggestion to include a percentage of all donations going on rider development.  
Fill in the CASC application  
Forward profit/loss spreadsheet to Ben

Ben - Fill in bank account form (by Saturday)  
Issue cost breakdown for the first year, to justify the membership cost  
Familiarise yourself with Andy's spreadsheet

Caroline – Write up membership benefits document, and post for review

Andy, Ben and Neil – open bank account at Lloyds TSB, Trowbridge, on Saturday

Ian Fill in the British Cycling Clubs application

James – Contact Darren to see if he'd done anything regarding the H&S role

Neil - Organise a traffic count up the bridleway used by horses, to determine how heavily it's used

Rob – Look at Freelaps cost and consider alternatives to Freelaps  
Contact William at Chain Reaction and see if we can get a decent price (freebie, trade price, etc) on a Freelaps system

## 5. Next Meeting

The next meeting will be held in the Rose and Crown, Warminster, on Thursday 10 April, at 7.45pm for a prompt 8pm start.

Draft Agenda for meeting:

- Review minutes from meeting of 3 April (these minutes)
- Review Actions
- AOB
- Agree next meeting