

MONTHLY COMMITTEE MEETING

Minutes of Meeting Held on 03 Apr. 2007

Attendees	Apologies
David Russell Dave Lewis Richard Barton Brian Simm Niall Thomson Angela [REDACTED] Jamie [REDACTED] Martin Steele Kevin Wilson	Andy Edwards Rab Young
Additional Distribution	
group@carronvalley.org.uk	

Agenda Items

- 1. Previous minutes, update on actions**
 - 2. PID**
 - 3. Funding**
 - 4. Construction (JW Meeting with JT)**
 - 5. Post election strategy**
 - 6. Launch – un-claimed actions and progress on other items**
 - 7. Review of Equal Ops and Environmental policies**
 - 8. AOB**
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1. Previous minutes and actions

With no issues other than those on the agenda to discuss, the meeting was started.

2. **PID**

- This is rumoured to be submitted to the FCS board on 12 Apr 07, **JW** will attempt to confirm this as soon as possible.

3. **Funding.**

AW confirmed that £35K had been awarded by WREN.

A further source of funding may be the 'Environmental Justice Fund' (EJF). This will mean working closely with community councils in areas such as Kilsyth. Mary Travers (CSFT) may be able to help with this as it may be easier to apply using CSFT.

The project may also be eligible for a grant from the 'Biffa Fund', again, with the help of CSFT as they are an Enrolled Environmental Body. It was decided to begin the process of claiming a 'Flagship' grant and as such will have to pass 'pre-application'.

4. **Construction (JW Meeting with JT)**

JW gave a full brief to the committee on his meeting with JT and Mark Smilie (CSFT). This has already been the subject of a separate set of minutes by JW but the main points are:

- CSFT and JT are happy with **JW** to be the main focus for construction contracts.
- The payment of contract admin/management costs is still undecided.
- **JW** stated that as far as CSFT are concerned the VAT situation will not be an issue for CVDG.
- CSFT has asked for a draft 'Trail Consultant Brief' for use as part of future contracts, **JW** has this in hand with it pending approval by FCS/CSFT.
- **JW** explained how the above will affect lead times for future contracts.
- H&S – this will be dealt with by CSFT from 'in-house' resources.
- **JW** stated that MS is keen that the next construction phase 'be out to tender' by July 07.
- **JW, RB** and **DR** are to attend a meeting with Karl Bartlett to discuss the inclusion of the new grading system in future contracts.
- **All committee** members must ensure that they are aware of and adhere to the correct procedure with regard to contact with consultants/contractors during the next and subsequent phases of construction.

5. **Post Election Strategy.**

It was decided to use existing e-mail trails as evidence of support from current incumbents should it be needed after the elections to begin relationships with new post holders. It was also decided that it may be in the groups best interest to pre-empt the election results by contacting existing support staff immediately prior to the election.

- **NT** to follow up on letter to Jim Hislop

6. **Launch:** un-claimed actions and progress on other items.

The following have confirmed attendance, with any requirements as noted:

- Scottoiler – Raffle prizes and stall (easy-up and Van)
 - Alpine Bikes – Raffle prizes and stall with a bike mechanic TBC. (2 x Vans and easy-up)
 - Stirling Bike Club – Kiddies activities details TBC
 - Sizzling Piggy – pre-paid. (van only TBC)
 - Endura – raffle prizes and stall. (Van and easy-up)
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- Chilli Video – Raffle prizes and movies to show. (No attendance)
- Red Bull – rider energy station - drinks to sell, 'Spider' tent.
- Scottish Water – will confirm attendance on 10 Apr.
- NLC – display (TBC) – providing a 40'x20' marquee, self build/dismantle.
- CSFT – display (TBC) – offered a 4m x 4m tent – possible video location – **BS** to check suitability etc.
- SCC – easy-up and display.
- Clif Bars – samples and stall.
- Tryst Brewery – beer at cost.

The following prices were decided for food/drinks on the day:

- Red Bull, Coke other soft drinks – 50p
- Beer/wine - £1.00
- Sizzled Piggy - £3.00
- Veggie option - £2.00 – **BS** to investigate prices etc for veggie food.

The following items were discussed/decided with regard to publicity.

- The need for the new brochure to be ready in time for the day.
- The above and the poster for the day to include all sponsors/funders logos.
- The advertising needs to mention that anyone attending needs to bring money.
- The event is now to be known as the 'Carron valley Bike Fest'.
- **DR** is to speak to Central FM
- **NT** is to amend the previous launch VIP list and use it as a basis for an invitation list for VIP to attend the day once approved.
- **MS** is dealing with the presentation on the new additions/future plans for CV.

A number of items were still unresolved, these are:

- The source of a PA system for use to announce the raffle – this will take place throughout the day, building up to the larger prizes at the end.
- The sourcing of a suitable means to show the films supplied by Chilli Video and a suitable covered area in which to show them.

7. Review of Equal Ops/Environmental Policies.

- These were reviewed and agreed with no changes.

8. AOB

There being no other business, the meeting was closed with the location and time for the next meeting to be confirmed.

Details for Next Meeting

Date	Time	Location
01/05/07	1830	[REDACTED]