

TS Council meeting 24th October

Present: Martin Whitesdie (Director), Adrian Oldman (Director), Caroline Pankhurst (Director), Shalize Nicholas (Director), Isabel Clark (Director), John Tierney (Pedal Power E-Bikes Coordinator), Chris Carnegie (finance), Jess Farr (admin)

## **Agenda**

- Roles
- Introducing John Tierney, our new E-bike Coordinator plus e-bikes update
- Invoicing and Financial Arrangements
- Finances
- Annual Report, review and sign off, plus AGM plans
- AOBs

## **Next steps**

- Jess to send newsletter item about e-bikes to Kerri.
- John to share slides and email address with meeting attendees.
- Adrian to write thank you notes to Martin and Nigel for their service as directors.
- Jess to create a poll for Christmas party venue suggestions.
- Jess to send out AGM reminder with report and request for attendance confirmation.
- Adrian to bring biscuits and tea for AGM refreshments.
- Caroline to bring milk for AGM refreshments.
- Jess to send out a Doodle poll for the next TS Council meeting date.
- Jess to set up a meeting with the climate emergency center network representative to discuss meanwhile spaces.
- Adrian to speak with Catherine, leader of the Council, about business rate relief for meanwhile spaces.

## **Introducing the New E-Bike Coordinator**

Adrian introduced John Tierney, the new E-bike Coordinator, and discussed the promotion of cycling in less favorable months. John mentioned that he is working on a new website for the e-bike scheme and plans to improve it over time. Caroline and Jess discussed the potential for a presence at Stroud Goodwill and the need for volunteers for crowd control. John also mentioned the possibility of a joint presence at Stroud Goodwill with Transition. Adrian praised John's dedication to the project and his ability to manage both the e-bike and cargo bike schemes.

### **Pedal Power E-Bikes Scheme Update**

John provided an update on the "Pedal Power - E-bikes for everyone" scheme. He has prepared the e-bikes, created a website and social media presence, and coordinated with volunteers and stakeholders. While some logistics are still being finalised, the scheme is essentially ready for a soft launch. John plans to do promotional activities like a press release, improving the website and social media content, distributing leaflets, and visiting local employers and community events with the e-bikes. Adrian mentioned they may need temporary storage for some e-bikes before their permanent location is ready.

John discussed his progress on various initiatives, including social media management and community events. Shalize offered to assist with social media tasks. Adrian and John clarified that bike servicing could be covered by the scheme's vouchers.

### **Invoicing and Financial Arrangements**

Adrian discussed the possibility of John, who runs his own business called Step Outside, invoicing through his company. Chris advised that the legal relationship should be between Transition Stroud and the company, and that John should invoice through the company to keep his invoicing and tax under one roof. The TS Council agreed to this arrangement, with Caroline emphasizing the need to maintain the scheme's branding as Transition Stroud.

Chris also provided a financial update, stating that they had brought in about £17,000 into the organization in grants and donations, and had spent about £14,000, leaving them with about £3,000 in surplus. He predicted that they would still have about £2,500 left by the end of the year. Adrian mentioned that the total funding for the first year for the GCC E-bike scheme is £10,000, paid over three installments, and that they aim to maintain a 20% core cost recovery. Chris clarified that the money from the Gloucestershire County Council e-bike scheme is considered part of their core income.

### **MoU Status and Annual Reports**

Adrian, Chris, and Jess discussed the status of the Memorandum of Understanding (MoU) with Stroud District Council with regard to the proposed core Service Level Agreement for April 2025, agreeing to send an email to ask for progress on this.

The Annual Report was also discussed, with Chris praising Adrian's work on it and for his

recommendation of Nigel Price, the external examiner..

The TS Council agreed to approve the 2024 Annual Report, and send it, alongside the external examiner's report, to the members ahead of the AGM. Adrian mentioned that Martin Whiteside and Nigel Westaway, who have been Directors for several years, have offered to step down. Adrian agreed to write a thank you note to both of them.

### **Upcoming AGM and Attendance Reminder**

Jess discussed the upcoming AGM, including the venue, timing, and the need for a quorum. Caroline and Adrian suggested sending a reminder email to ensure attendance. Jess agreed to send out a reminder email the next day, including the report and a request for RSVPs. Adrian offered to bring refreshments, and Caroline offered to bring milk. Jess also planned to bring printed copies of the reports for the meeting. Chris clarified that a quorum requires 50% of the members to be present, which would be 8 out of 15 members in this case.

The TS Council discussed the AGM's agenda, which will primarily focus on business matters. Adrian was tasked with asking TS member Fred Barker, who is attending the AGM, to say a few words about Martin Whiteside's contributions.

### **Planning Christmas Party**

Caroline suggested a Christmas party or gathering, to which Adrian agreed, emphasizing the need to recognize and celebrate people's efforts. The TS Council discussed potential venues for the event, with Caroline suggesting the Ale House and the Stroud Hotel, and Adrian proposing the creative sustainability shop. They decided to set up a poll to gather suggestions for venues and possibly tie the event to an existing activity. Adrian also suggested having a December meeting to further discuss these plans.

### **Further Transition Projects and Strategy**

Adrian and Jess discussed the progress of a new Transition project, in collaboration with Severn Wye Energy Agency (SWEA) and Stroud Area Community Energy Network (SACEN) which involves pre-feasibility studies across three sites in Stroud districts. The project, costing around £40,000, will be managed by a specialist charity SWEA and Transition Stroud, with the latter contributing to

community engagement. The project aims to understand the feasibility of community energy projects from a technical perspective and to engage with the communities involved.

The Directors also discussed the need for a strategic meeting to define the group's aims and how projects fit into their long-term goals. Adrian and Jess also acknowledged the support of Sally Thorpe, the secretary for the SACEN group, and the potential for additional support from Izzy for fundraising in the future.

### **Meanwhile Space and Community Engagement**

The Directors discussed various ongoing projects and initiatives, including the potential for a meanwhile space in Stroud, with several other Stroud based groups also having expressed an interest. Jess mentioned a Whatsapp group set up to connect interested parties. Adrian shared his efforts to engage with a landlord who might be interested in a meanwhile lease. The Directors also discussed the possibility of using the Climate Emergency Centre Network for support.

Adrian suggested reaching out to Catherine, the leader of the Council, to discuss potential relief on business rates. All agreed to set up a meeting with a representative from the Climate Emergency Centre Network to discuss their experience in negotiating similar arrangements. The conversation ended with plans to include more community groups in the meanwhile space initiative.