

LOCAL SPOKES GROUPS

Spokes welcomes local-area cycle campaign groups within Edinburgh /Lothians, whether or not they wish to be a Spokes local group. Contact spokes@spokes.org.uk if interested in setting up a local Spokes group.

A. The criteria for being a local Spokes group are...

1. All regular attendees (including the local Committee if any) should be individual Spokes members
2. To avoid inconsistency and/or duplication, the group should have a specific contact in Spokes Planning Group. Ideally this person will also be a member of the local group or, if not, will be familiar with the area. This person will attend group meetings as and when they can, but should in any case be liaised with over projects by the group, in particular where the group intends to contact politicians or council officers. If a proposed project is not infrastructure-related a contact with Spokes Resources Group may be needed also.
3. If the group produces minutes, reports etc they should be copied to spokes
4. As and when Spokes holds a general members meeting which includes group reports, a short local report should be provided.
5. If the local group wishes to have a bank account and/or to raise its own funds, this should be discussed with the Spokes treasurer, but normally this would be separate from the main Spokes account.

B. We also suggest that...

1. If in Edinburgh, the group makes contact with its Council Locality transport manager, and arranges occasional meetings. There are 4 Localities – NE/NW/SE/SW. Locality details are on the Spokes website in [Links – Council Links](#).
2. If in the Lothians, similar contact is made with the transport officer responsible for active travel policies.
3. The group should check out the [Documents – Advice](#) pages on the Spokes website, to become familiar with info and leaflets available from Spokes, and to ensure reasonable compatibility with the Spokes approach to the issues covered.

C. Spokes centrally can help local groups (with some restrictions)...

1. We may be able to help with **costs**. Small sums can be ok'd by the treasurer; larger amounts, e.g. for a local project, would also need agreed by Resources and/or Planning groups or their conveners, depending on nature and scale of costs.
2. **Insurance** – although Spokes has an insurance policy, this is unlikely to apply to local groups
3. We can include local group material in **Spokes communications**. NB: communications are normally geared around informing members of opportunities for action - e.g. consultations, events, etc, rather than being purely a report of what 'Spokes' has done.
 - We send email circulars to all members when needed, roughly monthly on average
 - Space in the 3-a-year printed Bulletin is always at a premium, but we can include some local group coverage, particularly where readers can take some action
 - Reports from the local group can go on a reference page on the Spokes website, which also means there is a link from which they can be referenced, tweeted, etc.
 - We can occasionally email all members in the local group's area, for example if the local group is organising a special event, though routine internal local-group communications would of course be organised by the group itself.