

SPOKES MAPS MEETING – on ZOOM – 26 November 2025

Attendees: Anne Douglas, Dave du Feu, Andy Follis, Celia MacIntyre, Ian Maxwell, Robert Simpson, Katharine Taylor

Purpose: To agree how to deal with map orders, delivery, invoicing and finances while Peter Hawkins is unwell.

Map Ordering

We agreed that map orders are placed in three ways:

1. **Orders from retailers to maps@spokes.org.uk** – Katharine and Andy receive emails to this group as well as Peter. It was agreed that KT will forward orders received to the hustlers email group - map-hustlers@googlegroups.com . When KT is unavailable for any length of time, she will advise AF and he will forward any orders. The appropriate hustler will then deliver the maps to the shop and email map-hustlers@googlegroups.com to request that an invoice is raised, using an agreed header, such as HUSTLING + DATE. Robert is to check with Martin that he (RS) is on the hustlers group email.
POST MEETING UPDATE: The notes reflect that the email address that hustlers should use to request invoices has been changed since the meeting from maps@spokes.org.uk to map-hustlers@googlegroups.com .
2. **Orders from retailers to hustlers**, usually when they visit the shop. The hustler should deliver the maps and email map-hustlers@googlegroups.com to request that an invoice is raised.
3. **Orders direct to the office from individuals** (or possibly retailers?). Celia will post or arrange delivery of maps and raise the invoice, as currently.

Collecting Maps from the Jenners Store

Peter is normally the first port of call when hustlers need to collect more maps from the store. Andy and Ian both have keys. Robert will ask the hustlers to contact Andy Follis as he lives closest to the store. When Andy is unavailable for any length of time, he will advise Ian and the hustlers group, and Ian will arrange to meet people at the store.

NOTE: Ian has one extra key to the store if anyone else is able to be a contact.

Invoicing

Currently, Peter, Eric Ingram in West Lothian and the Office are all issuing invoices. No invoice numbers are used. We agreed that it would be better if the invoices were issued by only one person and were numbered to make it easier to keep track of them.

Andy volunteered to amend the Google spreadsheet form developed by Eric Ingram and to put it onto Excel or Open Docs, which most people present preferred to Google. Andy, Anne and Celia will finalise the form. (*Eric has since incorporated input from the others into a form.*) The invoice form must require a number, the details of the customer, the number of each map ordered, the total cost, whether they have been delivered and any other relevant information, such as the name of the person the invoice should be sent to in a larger retailer.

Peter's name and address is currently given as the contact for Spokes and new contact details should be given.

It was agreed that all invoices will be issued by Celia, using an invoice number (eg, 25-001, 25-002 and so on).

Banking

Peter is a signatory on the Maps Account. Ian thought that he may also be one, but it is a long time since he has had to access the account – he will check and will try to speak to Peter about it tomorrow. We need at least two and preferably three signatories.

Andy said that the Coop Bank had information online about how to add signatories.

Monitoring stock

Katharine will draft a form to record the number of maps taken from the store and who has taken them. This will be kept in the store and must be filled out when maps are removed.

Each hustler must keep a personal record of how many maps they get from the store and how many they sell to retailers.

There are other maps already in the 'system' and we agreed that we should do a stock check of those, starting now.

- Robert to ask all hustlers to let him know how many maps they have.
- Celia to check stock in the office.
- Anne to check how many maps are held by the organisers of Spokes stalls.
- Ian to do a stock take in the store, after checking with Peter on when he last conducted one.

(Need to decide who will hold the total stock-take figures – Celia, Katharine ???)

Katharine said that there were two requests for invoices to be raised from a hustler that had come in through maps@spokes.org.uk. She will forward them to Celia. DONE

Katharine undertook to email Peter to let him know that the group had met and agreed how to cover in his absence and that he was not to worry! DONE

Additional Notes

Ian said that he and Dave have had discussions with EDI Bikes re setting up an online ordering system and are pursuing this idea, although there is no timescale for implementation.

Ian has also been doing work on setting up Spokes as a SCIO. To do this, Trustees are required and it was important to have representatives from all the different groups. Noone present immediately volunteered to represent the Maps Group! Ian said that the next Spokes AGM will probably be at the Spring meeting and it would be good to have Trustees in place then. Katharine asked when the last AGM was held and Dave said that it was about 10 years ago, when the idea of setting up a SCIO was first proposed.

If anyone from Maps Group would like to volunteer to be a trustee on the Spokes board, please contact Ian Maxwell.

KT

27/11/2025

Updated 11/12/2025