

SPOKES MAPS (FINANCE) MEETING – 25 February, 2026

Mayfield Road, Edinburgh

Attendees: Anne Douglas, Andy Follis, Celia MacIntyre, Ian Maxwell, Paul Ritchie (Spokes treasurer), Katharine Taylor

Apologies: Dave du Feu

Purpose: To agree changes to the financial arrangements and processes necessary as Peter Hawkins has had to stand down due to ill-health.

1. Constitution

It was agreed that the 'Constitution of Spokes (Maps)', drawn up in 2002, is no longer required. It was drawn up in response to a specific set of financial circumstances and DdF had advised by email that no other group in Spokes is governed by such a document. The remit for the Maps Group can be found on the Spokes website.

<https://www.spokes.org.uk/documents/internal-documents/maps-group/> under documents - internal - maps group.

IM said that he is currently drawing together a document, a central source showing how all parts of Spokes work. For the record: Spokes is currently an Unincorporated Association.

Action: IM, DdF and Peter Hawkins to sign a document to state that the Constitution is ended and that the Maps Group is part of Spokes as a whole.

2. Bank Account

The meeting agreed to close the maps account and have one main Spokes bank account. This will be easier to administer. PR and CM assured that it will be simple to identify income and expenditure relating to maps.

Action: IM to transfer bulk of map funds into the existing Spokes main current account at Bank of Scotland. Maps account to be kept open for 6 months or so to allow for transition.

Action: PR and IM to identify a suitable higher interest savings account. Part of the map funds not required in the immediate future to be moved into this new account. PR will move funds between accounts as required / depending on plans.

Action: PR will arrange for CM to have access to the Spokes current account so she can monitor payments received for map sales.

Action: IM has arranged for statements for the existing Maps account to be sent to him as a signatory for the account and will prepare the accounts for 2025/26. Thereafter, PR will prepare the accounts for maps.

[We did not discuss if we need a signatory or signatories on the main Spokes account to represent Maps Group. Views?]

3. VAT Registration

VAT returns involve quite a lot of work and we only recover around £200 per year. IM recommended dropping our VAT registration. It can easily be reinstated if our VAT payments increase in the future. The meeting agreed to follow IM's recommendation. (For the record, VAT threshold is £90K.)

Action: IM to close VAT registration.

4. Roles and Responsibilities

We agreed who will take on various tasks previously done by Peter Hawkins.

Accepting map deliveries to the Jenners Store – AF, with assistance from AD

Stocktaking – Andy will be responsible for checking the stock in the store. AF, IM, AD and Mies also have keys.

AD and CM will check stock in the office.

AF will chase other people who have stocks of maps, eg, hustlers, resources group for stalls.

AF undertook to carry out a proper stock check at the end of March 2026 and to keep an eye on stocks and sales during the year – and, hopefully, to do the same in future years!

Supplying maps to hustlers – IM will liaise with Robert Simpson on how best to manage this. In addition to hustler visits, IM suggested sending out a fairly regular email to stockists, say every 2 – 3 months, to remind them of Spokes maps and how to order them. RS holds a list of all stockists supplied by hustlers.

Action: KT to contact RS and ask his opinion of contacting suppliers. If all agreeable, then KT will take on task of emailing the stockists, at least initially.

Orders received through maps@spokes.org.uk – It was agreed at a previous meeting that KT will forward any orders received from retailers on maps@spokes.org.uk to the hustlers email group - map-hustlers@googlegroups.com and people in that group will arrange delivery.

How to get more people involved in Maps Group? It appears that although people may tick the Maps box when joining or renewing their membership, they are not automatically introduced to the Maps group. This is something that we can look at for future, especially if we can offer specific tasks.

5. Financial issues relating to maps sales and invoicing

CM had raised several administrative queries:

- Recording of map payments and invoices – CM will be able to check these online when she has access to the bank account
- Review of outstanding payments – CM will send payment reminders to late payers
- Process of checking payments in a timely way – this process is evolving!
- Access to hustler and shop details – more use will be made of Dropbox for sharing files
- Creating invoices using costs which are not included in the formula on the spreadsheet – agreed that a Word document should be used to create invoices for non-standard orders.
- CM asked that the instructions given to hustlers emphasis very clearly that they must show in their email headings when an invoice is required to be raised and sent to a customer.

6. AOCB

The potential for Spokes to produce digital maps was discussed. Although paper map sales generally are falling, it was agreed that Spokes maps satisfy a particular need and allow people to plan trips across geographical areas. Other suppliers already provide good digital mapping. Spokes does not need or want to go into competition with them.

For reasons of security and resilience, AD will send AF a link to the Spokes Dropbox so that AF can upload all map files to it for backup.

KT 03/03/2026