

Minutes of Spokes Maps Group Meeting, via Zoom, 6 July 2026

ATTENDEES: Anne Douglas, Dave du Feu, Andy Follis, Ian Maxwell, Martin McDonnell, Celia MacIntyre, Robert Simpson, Katharine Taylor (chair), Charles Wallis

APOLOGIES: Eric Ingram, Cath Shearing, Alex Shen (interested in joining the group)

MEETING NOTES

Maps at Stations

We moved this to the top of the agenda to allow Charles Wallis, who is not a member of Maps Group, to leave the meeting after it had been discussed.

Charles established contact with Network Rail staff, who were very helpful, and he arranged with them to install a new Edinburgh map in one of the display boards at Waverley Station. Another board has now been made available. DdF suggested that the second map could be of Midlothian as the map boards are near the Borders/Midlothian platform.

Other possible locations for maps at other stations are to be identified.

It was suggested that we could add a note within each map board telling people where the map could be bought. (In Edinburgh this could say: 'Buy this map from local bike shops and bookshops; or order from Spokes on office@spokes.org.uk'. In smaller towns, perhaps the local retailer/s could be named, plus Spokes?)

Action: Charles to liaise with Andy and Ian on obtaining another flat Edinburgh or Midlothian map.

Action: Charles to investigate stations within Edinburgh initially, especially Haymarket.

Action: KT to contact Saartje Drijver, volunteer in North Berwick, to ask what possibilities she had found at stations in East Lothian.

Charles left the meeting.

1. Recent Administrative Changes – Bank Accounts

At our Finance Meeting on 25 February, we agreed to close the Maps bank account and put all map transactions through the main Spokes current account. To that end, IM has transferred £40K to the main account. Paul Ritchie (Treasurer) to move that money to a deposit account that will earn more interest. The 'old' Maps account in the Coop Bank has been kept open to allow for a transition period.

However, in discussion under Item 5, CM said that she does not yet have full access to the main Spokes account and has only been sent the bank statements by Paul Ritchie. Due to the large number of small transactions (eg membership fees) it is more difficult than anticipated to identify what payments are for maps. CM said that it was possible that 2 – 3 invoices had not been paid. In light of this, we decided to reverse our previous decision, retain the separate maps account and put map transactions through that so we can keep track of what orders have been paid for and chase those that have not.

Action: IM to inform PR we will continue to use the separate Maps account [DONE]

Action: IM to check on adding CM as a signatory to the Maps Account [DONE, in progress].

Action: BACS details on the invoices need to be changed back [DONE by Eric Ingram].

Action: IM to find out if a new deposit account has been opened for map funds.

2. Roles – who's doing what now that Peter has stepped down

Stocktaking – Andy, Anne and Celia reported all OK. This led on to discussion about **Map Storage (item 6)** and the suggestion to store the maps in the Spokes office rather than the Jenners store, which costs £100 per month. This would also reduce the time AD spends going from the office to the store. Key holders have to have a 'fob' to allow access to the office at St Martins at any time – each fob costs £40. We can't give access to all hustlers. DF suggested emailing members living locally to see if anyone was willing to meet hustlers who need to collect maps. However, IM offered that people could contact him in the first instance and he would let people in, or could pass on to other fob holders if he was not available. This arrangement can be revisited once the new store is set up.

We agreed to start the process of moving – giving notice to the Jenners store, preparing space in the office, moving shelving and stock.

Action: IM, AD, CM to start process and to request help from others as and when required.

KT had circulated for comment draft text for an email to be sent to map retailers reminding them how to order maps – through hustlers or maps@spokes.org.uk. Discussion about what email address to send it from.

Action: DdF to speak to Stuart Threlfall about making it possible to email from maps@spokes.org.uk using IONOS. [DONE – now set up so KT can send group emails and recipients see the Spokes email address, not her personal one. AF and IM will continue to be able to receive emails sent to the address.]

As Martin had to leave the meeting at 9pm, Item 7 was dealt with here.

7. Digital archive of Spokes maps

MMcD is keen that we should have digital copies of all the maps Spokes has produced, some of which go back to the 1980s. Need to create a digital archive. 2027 is the 50th Anniversary of the foundation of Spokes and we could use digital versions of historic maps as part of celebrations. DdF said that digital versions of the Favourite Rides booklets are already on the website.

Storage of the digital maps? MMcD said there may be some Google drives belonging to Spokes that have a lot of (unnecessary?) stuff on them. DdF said that it's possible that they could be stored on the Spokes website, but this will depend on the file sizes. It was agreed that the current version of any map should not be made available to the public online, only previous editions.

Action: MMcD to work with AD to list what digital versions we already have, the quality of the digitisation, and identify the digitisation process needed to do the rest. Report back on viability and costs.

MMcD to explore storage options.

4. Future production map timescales

AF is going to see how sales go, but Midlothian may need doing first as it is quite out of date (published 2020). It should not require a survey, but a small group should look at things. AF hoped the local authority would provide much of the information, but DdF felt that we could not rely on that and needed volunteer input. AF said that we also need to keep any eye on Edinburgh sales and may have to update/reprint that in 2028.

5. Process of reporting map sales to Paul Ritchie, treasurer

Main points of discussion noted under Item 1. AF asked if CM could let him know level of maps sales.

Ongoing action: CM to send list of maps sold through the office to AF

7. Promoting Maps

DdF suggested replicating scheme run in Linlithgow where vouchers printed in a local newspaper could be redeemed in a local bike shop to get a discount off the West Lothian map. This had resulted in higher than usual sales through the shop (although the owner had not counted all the vouchers, so the exact number was unknown). It was felt that, while this was a good idea, it was a lot of effort and would only work where there was a local newspaper, one local bike shop and someone willing to organise. It was suggested that perhaps we needed a more structured communications strategy; we could advertise for a volunteer to do comms, to bring in new ideas. No firm conclusion was reached.

AOB

Point of sale displays in shops

Had been discussed at a previous meeting.

Action: RS is to ask hustlers to check what shops currently do and whether they'd like us to provide display unit of some type. [DONE – email sent to hustlers.]

Promotion to Students – Last year we discussed promoting our maps to students at the beginning of the academic year.

Action: KT to identify and contact Active Travel Officers in some educational institutions to find out if they are doing any sustainable travel promotion or events.

Date of next meeting

Date to be arranged.

KT 25 July 2026