

The key steps to setting up our car club were:

- Having a core group of 3 or 4 people. Three of our 4 committee members are also users of the car club. The fourth person lives too far out and needs her own vehicle.
- Use of one car to start with
- Booking system. We use a Google Calendar, its free and works well enough.
- Somewhere to store the key. Always have at least one set of keys. We use a key box which has four digit code lock.
- Insurance, fully comprehensive with home start breakdown cover
- Somewhere convenient to park the car
- Simple and fair charging system. We charge 35p/mile and review it every 3 months.
- Some one who is willing to act as treasurer and work out the members bills every month. This is the most time consuming job.
- User agreements. One for the insurance and one for becoming a member. We also ask for a copy of the paper part of their driving licence to make sure that they are legally allowed to drive. We also have an agreement for those who are loaning a vehicle to the club.
- Bank account, which needs two signatories and have at least 3 people who can sign.
- A log book in the car to record peoples mileages and to contain general notes pertaining to the car. It also can contain phone numbers of who to contact in case of emergency and or need to book the car for longer hours whilst away. People also put fuel and any other spending receipts in the back of the book. These are collected by the treasurer each month and credited to the appropriate accounts.
- Rota or some system for checking the tyres, waters and oil each month. We say that the last person to use the vehicle each month does these checks.
- Members. We put up leaflets around the town and have had articles in the local paper, as long as the club is sustainable you can wait for word of mouth and increasing fuel prices to do the work for you.

A constitution might be necessary depending on what type of bank account you want. We opened a fee free one with the co-op which is aimed at community based organisations. We need to have a written constitution, we chose the simplest one, an unincorporated association, which is fine providing you do not have any assets. This can be changed at a later date, if we actually start to own any vehicles.

Website, useful to promote the club and to store general documentation that perspective members can download.

You can download our constitution and various agreements from www.llanicarclub.co.uk