

Circulation:

**Board Members**  
All Cycling UK Trustees

**HQ Staff**  
Paul Tuohy  
Carol McKinley  
Matt Mallinder  
Sue Cherry (Minutes Sec)

**Consultant**  
Carole Claridge

1. **Chair's Communications**
2. **Apologies for Absence**
3. **Declarations of 'Conflicts of Interest'**
4. **Governance Transition Plan**
  - (a) **Sub committee's Terms of Reference:**
    - i) Nominations Committee
    - ii) Audit Committee
    - iii) Finance and Performance Committee
    - iv) Remunerations Committee
  - (b) **Trustee Job Descriptions:**
    - i) Chair of the Board
    - ii) Vice Chair
    - iii) Trustee
    - iv) Senior Independent Trustee
  - (c) **Board Appraisal Process**
  - (d) **Trustee Application Pack**
  - (e) **Governance Transition and Monitoring sheet**
  - (f) **Nominations Committee Membership**
  - (g) **Recruitment Timetable**
  - (h) **Draft Calendar**

**5. Dates for 2016 Board of Trustees meetings:**

The Board are invited to note the dates for the next meetings.

Saturday 23<sup>rd</sup> July

Saturday 22<sup>nd</sup> October

**Finish at approximately 1.00pm followed by lunch and the final Strategy & Policy Committee meeting at 2.00pm.**