

Circulation:

**Council Members**

Richard Bates  
Philip Benstead  
Martyn Bolt  
Jim Brown (part)  
Martin Cockersole  
Stephen Coe  
David Cox (Chair)  
Barry Flood  
Kristian Gregory

Janet Gregory  
Dan Howard  
Julian James  
Jaki Lowe  
Gwenda Owen  
Lizzie Reather  
Shivaji Shiva  
Graham Smith

**HQ Staff**

Paul Tuohy  
Carol McKinley  
Matt Mallinder  
Sue Cherry (Minutes Sec)  
David Murray

**Ordinary Business:**

**1 Chair's Communications**

David Cox welcomed everyone to the meeting, the last of the year. He reminded Councillors of the busy AGM period ahead. The recent elections result have been announced and we have three new Councillors joining in January 2016.

**2 Apologies for Absence**

Apologies of absence were received from Jon Snow, Simon Connell and Welna Bowden.

**3 Declarations of 'Conflicts of Interest'**

Other than those declarations of 'Conflicts of Interest' already recorded no other declarations were received.

**4 Notification of 'Any Other Business'**

- Heart of England Member Group – David Cox
- AGM Communications to Member Groups – Martyn Bolt
- New Councillors Induction process – Stephen Coe

**5 Minutes of the previous meeting held on Saturday 18<sup>th</sup> July, 2015**

Page 1 – Item 3	Add 'ed' on confirm
Page 4 – 3 <sup>rd</sup> paragraph	Change the word 'authorise' to 'not acting on behalf of CTC'
Page 4 – 10 <sup>th</sup> paragraph	Delete the line starting with the words 'Stephen Coe'

**5.1 Action Points from the previous meeting**

Barry Flood asked if the 'Resolutions in Force' be brought to the January meeting and should be an action point. Carol McKinley confirmed the work had been completed on this issue and it would be an Agenda item.

Jaki Lowe referred to page 2 item 7 the Cycling Development post in Scotland should have been discussed at Operations Committee so should have been an action point.

Barry Flood referred to page 2 paragraph 7 and asked that the updating/review of the 'Councillors Guidelines' be an action point.

Philip Benstead had a question on helmets. He thought our policy was 'it is up to the person riding if they wanted to wear a helmet or not'. Recently some events that CTC have been involved in have insisted helmets are worn. Matt Mallinder confirmed that when CTC run events we have the say, the Great Tour was not our event.

Jim Brown brought up The Safeguarding Policy again saying that he didn't feel the action point had been completed. Carol McKinley responded saying the member groups' officer had been on a training course and had updated the policy which meets current legislation. We worked alongside the Sport Alliance and BC to produce the policy. It was agreed the current policy would be sent to Jim Brown and he would report back to the Chair of S&P.

Martyn Bolt raised the issue that the Awards Committee Minutes had not been circulated and remain confidential. He was advised the 'Terms of Reference' state the Awards Committee is a Confidential Committee. Again the Councillors Guidelines were brought into question and it was agreed they would be reviewed in line with the outcome of the Governance review. Shivaji Shiva suggested that Martyn Bolt raise any concerns he has directly with him outside of the meeting.

Dan Howard asked when the work on the Membership Monitoring figures would be complete. Matt Mallinder confirmed the work was now complete but it was too late for the meeting. He also confirmed he could produce a graph showing the predicted growth.

## **6 Matters arising from the previous meeting not covered on the Agenda**

Nothing noted.

## **The following Agenda items are for discussion and/or decisions:-**

### **Reports:**

## **7 Re-Brand**

Paul Handley from Campfire thanked everyone for taking part in the workshops and/or questionnaires and he confirmed that just over 2000 people had been consulted. Paul then gave an excellent presentation and a few responses have been noted below.

- Absolutely amazing piece of work, I'm so proud, perfect, superb.
- Part of the way we do our campaigning – it is not who we are at the moment it is who we need to be moving on.
- The essence is absolutely right but it is hard to get campaigners on board. Maybe we should consider a sub-brand when presenting at campaigning events.
- Much more positive experience than in the past. Some words may need tweaking but a good process overall. Just need to be mindful of the images to be used.
- The presentation pulled everything together and it is what I'd like my young daughter to be involved in.
- Enjoyed the presentation very much, really powerful.
- The words 'protecting the joy of cycling' works really well.
- The words 'freedom of our roads' maybe should say 'freedom to ride' rather than excluding people that ride off road.

After the presentation Paul Tuohy thanked everyone for their feed-back and reminded Council that agreement was needed that Campfire have captured the 'essence'. That is the important point. Councillors agreed unanimously that Campfire had captured the 'essence'.

The next stage is for Campfire to develop the creative brief and present back to the Leadership team.

Jim Brown left the meeting as pre-agreed with the Chair.

## **8 Chief Executive's Report**

Paul Tuohy referred to his circulated report. He felt that the end of year result was very good and the charitable spend had gone up and from a governance point of view you should be proud of what has been achieved. Since the report, he had a good meeting with Sport England. We gave a presentation to position ourselves and interestingly although they didn't really know who CTC were they were fascinated by what we do.

He then opened the floor to questions:

Gwenda Owen referred to the Sport England meeting and asked if it was worth considering having the same conversations with Scotland, Wales and Northern Ireland. To which he totally agreed.

Stephen Coe asked if the proportion of charitable spend be highlighted and sent to Councillors as it would be useful information to have.

### ***Action point 1: Paul Tuohy to email Charitable spend to Councillors***

In response to a question from Jaki Lowe on silo working, and how the impact of campaigns and cycling development is capitalised. Matt Mallinder responded by saying all departments are now working together. He is now working more closely with the Cycle Development Managers and you will start to see more evidence that the culture change is happening. Jaki commented that this discipline should start to show within the reports.

David Cox asked if the email data from recent successful events had been captured and evaluated. Matt Mallinder confirmed there had been a delay as the data process system had been difficult to implement but was now happening.

Richard Bates asked what became of the recent consultation relating to the Right to Ride structure and Space for Cycling. Gwenda Owen confirmed that this was part of the recent review of campaigns and would be discussed at the next Strategy and Policy meeting in early November and be reported back to Council in January 2016.

### ***Action point 2: Gwenda Owen to report back to January Council on the discussion of the Campaigns review***

In respond to a question from Martin Cockersole, Paul Tuohy said that how the 'CWIS' would be implemented was still being discussed.

Martyn Bolt referred to 'Group Support' – saying that at the recent Sheffield AGM members felt they had been notified too late to register for the advertised training places as all the places were full. Matt Mallinder said that Sheffield had in fact received a grant for some bespoke training so they'd actually received far more training than any other group but he will look into the communications issue. Matt also made the point this training was not only for groups it was open to all members. Janet Gregory confirmed the information did go out in Cycleclips but it wasn't sent to group secretaries directly.

## **9 Governance (confidential)**

A substantial discussion took place on the Governance proposals all of which remain confidential.

## **10 AGM 2016**

Paul Tuohy referred to his circulated paper confirming the 2016 AGM will take place after the Council meeting in May 2016 as normal business and suggested this would take place in London. This would be followed by a Members Conference later in the year which would move around the country and would also include the prize presentation awards. A discussion followed on whether the Council/AGM should be held in London. The following went to a vote:

- The suggested date of Saturday 7/5/15 – In favour = 11 – agreed.
- Venue to be outside London – In favour = 12 – agreed.

## **11 Councillors Awayday**

David Cox explained the 'Awayday' really depends on how the vote goes in January. No date had been agreed but would be in the early part of 2016. He has a few agenda items already – the Branding strategy, Equalities and the way we present ourselves are but a few.

## **12 Committees for 2016**

Carol McKinley advised that the Standing Committee forms would be sent out shortly and Councillors should highlight which Committee they would like to be on. The Executive Committee, together with the Chief Executive, shall discuss who shall serve on which committee or committees, taking into account as far as possible the preferences expressed. Councillors will be approached before the January meeting.

## **13 Returning Officers Report**

Carol McKinley confirmed the results of the recent election where 3 new Councillors have been elected onto Council from 1/1/16. Philip Benstead, Richard Bates and Graham Smith were not re-elected and Janet Gregory will stand down at the end of the year. Carol confirmed that the Single Transferable Vote system was used and the count was carried out twice. Philip Benstead asked for the results to be read out. This was done. There was some further debate on whether the votes should be published before appearing as usual in 'Cycle' and this went to a vote. The result will be published as usual in 'Cycle'.

Those in favour of publishing the results – In favour = 2 Against = 8 Lost

David Cox felt that it was not in best interest for the Charity to advertise the current vacancies for Councillors in various regions at this time. He felt it would be better to do this after the Governance vote. Some Councillors said they would be keen to have representation in all regions. It was agreed to re-look at the situation after the January meeting.

***Action point 3: Re-look at the vacancies on Council after the January Council meeting***

## **14 Holidays and Tours**

CTC Cycling Holidays and Tours Ltd – Directors to be appointed for 1 year from 1<sup>st</sup> January, 2016.

<b>Proposed Names:</b>	
Jim Maynard – Travel Industry expert	Sheila Simpson – Tour Leader
Pam Pilbeam – Tour Leader	Lyndon Bracewell – Tour Leader
Peter Mathison – Ex-Councillor	Julian James – CTC Councillor – TBC
Philip Benstead – CTC Councillors – TBC	Paul Tuohy – Company Secretary

As Philip Benstead was not re-elected there is now a vacancy to be filled and Councillors were asked if anyone would like to be nominated:-

- Stephen Coe come forward – Agreed.
- Julian James confirmed he would like to re-stand – Agreed.

### **The following Agenda items are for note:-**

#### **15 Executive Committee – 27<sup>th</sup> August, 2015**

The circulated Minutes were noted.

#### **16 Operations Committee – 30<sup>th</sup> September, 2015**

- Management Accounts – The Accounts were noted.

Barry Flood advised that the circulated Minutes were only 'draft'. He highlighted 2 changes which were noted and will be amended by the Operations Director.

David Cox referred to the concerns regarding Hargreaves Lansdown noted in the minutes. Carol McKinley explained the admin in setting up the account was less than satisfactory. She had raised a complaint with the recommended company 3 weeks ago and to date had not had a response. The situation to date is the Bonds had been moved to the new company but the cash still remains with existing company as the wrong paperwork had been sent. Barry Flood said our funds are in no danger.

#### **17 Awards and Recruitment Committee**

##### **17.1 Recommendations to Council – Honorary Posts – noted.**

Graham Smith suggested after seeing his comedy sketch that we should invite James Corden to be an honorary member. David Cox asked that he provide a briefing note to the committee for consideration.

##### ***Action point 4: Graham Smith to provide a briefing note***

David Cox reported that a gift of Life Membership had been given to Chris Juden. Earlier this year the Awards Committee had considered this but rejected the idea as it was considered not the right time. Following discussions with the other Committee members they all agreed this should go now ahead.

#### **18 Scotland, Wales, Northern Ireland and English Regions**

The submitted reports were noted.

#### **19 Any other Business**

Martyn Bolt – Felt the Group AGM's should continue to be published in the magazine. Matt Mallinder advised they are available on the website and in paper form.

Stephen Coe – Asked about new Councillors induction. It was confirmed this would happen as usual in December, a date to be confirmed. The induction agenda will be sent out to all Councillors.

***Action Point 5: Induction Agenda be sent out to all Councillors***

David Cox – Advised the Heart of England member group who cover a very large area are ceasing to be a member group which leaves a gap as they run the Meriden Church service each year. It would be a shame if this tradition is not continued. David confirmed he would be speaking to local members to try to keep it going.

**20 Dates for 2016 Council meetings:**

Council are invited to note the dates for the 2016 Council meetings and AGM

Saturday 23<sup>rd</sup> January

Saturday 7<sup>th</sup> May AGM also

Saturday 23<sup>rd</sup> July

Saturday 22<sup>nd</sup> October

The above dates were noted.

Meeting closed at 2.00.

David Cox gave special thanks to Janet Gregory, Graham Smith, Richard Bates and Philip Benstead who are the Councillors standing down at the end of the year as this is their last Council meeting. He thanked them all for their outstanding contribution during their time on Council and presented them with Certificates.