

Present:

**Council Members**

Richard Bates  
Philip Benstead  
Welna Bowden  
Jim Brown  
Martin Cockersole  
Roger Crosskey  
David Cox (Chair)  
Barry Flood

Janet Gregory  
Dan Howard  
Julian James  
Jaki Lowe  
Chris Oliver  
Graham Smith  
Arthur Spurr

**HQ Staff**

Gordon Seabright  
Carol McKinley  
Sue Cherry (Minutes Sec)  
Roger Geffen

**Ordinary Business:**

**1 Chair's Communications**

The Chair opened the meeting by welcoming Chris Oliver to his first Council meeting. He then advised Council of the following:-

This is Gordon's last Council meeting, we all wish him well in his new post, and we have all enjoyed working with him. Gordon has raised the profile of CTC especially at Government offices in Scotland, Wales and Northern Ireland managing to open many doors i.e. hosting DfT meetings at the Guildford office. He has always been willing to pick up the phone to resolve any pending issues.

**2 Apologies for Absence**

Apologies for absence were received from Jon Snow, Shivaji Shiva, Simon Connell, Colin Brown, Gwenda Owen and Stephen Coe.

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

There were no 'Declarations of Conflicts of Interest' other than those already recorded.

**4 Minutes of the previous meeting held on Saturday 18<sup>th</sup> January, 2014**

Page 2 – Item 2.4 Group Events Forum former National Events Steering Group and Member Groups Steering Committee.	Add the following names to the Committee – Janet Gregory, Philip Benstead and Richard Bates.
Page 2 – Item 2.4	Add the Environment Champion - Martin Cockersole
Page 7 – Item 16	Delete the words ..... 'with the same content'.
Page 9 – Item 14	Change the word matric to matrix

With the above amendments the Minutes were agreed as a correct record of the meeting.

4.1 Action Points from the previous meeting.

**Agreed**

**5 Notification of Any Other Business**

Philip Benstead advised of an item regarding financial assistance to attend Birthday Rides. It was agreed this would be taken under Item 9.2.

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

None reported.

### **Reports:**

## **7 Chief Executive's Report**

Gordon gave a verbal update on additions since his report was written.

- He was pleased to announce that CTC now have significant influence in Government policy in all nations.
- There have been four hefty bits of Campaigning recently:
  1. Space for Cycling launched across the UK
  2. Road Justice – CTC has received an extension of funding for a debate event to be chaired by Jon Snow to look at sentences for driving offences to be held on 13<sup>th</sup> June, 2014.
  3. We are launching an offroad campaign to raise the banner for offroad cycling across England and Wales
  4. We have a campaign in the New Forest to open up gravel roads to cyclists and CTC have an anonymous donor to help with legal advice.
- The 'Leadership Team' had a two day facilitated event looking at the way they work together, the core values and mission for CTC. They agreed seven key priorities against the Strategy to focus on in the next 12 months and to give clear messages to Staff:-
  1. Communication – engaging more people.
  2. Thinking and acting like a charity.
  3. Grow membership through the existing market and commuters.
  4. Test ideas for families and offroad cyclists.
  5. Do more to support volunteering.
  6. Sort out our Training offer.
  7. Help staff contribute their best.

***Action Point 2: Gordon Seabright to circulate the 7 priorities.***

The CEO report was noted and a general discussion followed and the points highlighted were:-

- Membership Statistics – In the past there have been mistakes and over reporting on member numbers. Jaki Lowe asked that a statement be added to the report to make the error clear. It was also noted that the new lower priced packages will affect the overall yield.

***Action point 3: Matt Mallinder to note this on the next membership Report***

***Action point 4: Matt asked Council to inform him of any other detail they would like in the report.***

***Action point 5: This document to be noted as confidential as it is commercially sensitive.***

### 7.1 Complaints Report

Council felt this report was good, it shows that things are under control but asked if a further breakdown could be included giving more detail on reoccurring complaints.

***Action Point 6: Matt to amend the report to show reoccurring complaints.***

7.2 AGM Briefing

Carol McKinley reported having recently spoken to the Parliamentary Outreach person who has agreed to do the Influencing Parliament session that he will link campaigning at a local level. Concern was raised that the session was too long and the round table topics were not appropriate. Carol confirmed, as there was no feedback on topics at the Group Events Forum meeting we tried to give the morning an 'Influencing' theme. Several Councillors commented that the theme was relevant and worked well.

Gordon confirmed we had received confirmation that our guest speaker will be Alison Johnston MSP.

The paper was noted.

7.3 Campaigns Briefing

Roger Geffen said that the paper circulated for this agenda item had been written for Strategy & Policy Committee in Summer 2013, in response to concerns that CTC was at that time attracting significant criticism for our alleged hostility to high-quality cycle provision.

Since then, the criticism has largely abated, largely thanks to CTC's role in co-ordinating the national Space for Cycling campaign. However the last 3 pages of that report are still relevant.

As outlined in the CEO's report, CTC has since taken the following steps:

- Secured £40k of funding to co-ordinate the national Space for Cycling campaign (£30K from the Bicycle Association, £10K from an anonymous donor).
- Set up a joint working group to co-ordinate the national campaign, also involving the London Cycling Campaign (LCC, who had initiated the Space for Cycling campaign in London) and representatives of key city campaign groups (Bristol, Birmingham, Sheffield, Manchester, Leeds, Newcastle).
- Recruited a temporary Space for Cycling campaign co-ordinator, Robbie Gillett, who is doing an excellent job.
- Held a series of meetings both with the working group and with individual local campaign groups.
- Made a video to launch the campaign, narrated by Jon Snow, urging people to take part in the campaign.

The London campaign is being launched on Monday (7<sup>th</sup> April) with the national campaign following a week later (14<sup>th</sup> April).

Roger explained that the first phase of the campaign involves individuals contacting their Councillors (and in some places their election candidates) via the Space for Cycling campaign website ([www.space4cycling.org.uk](http://www.space4cycling.org.uk)), urging them to support high standards of cycle-friendly planning and design, and the funding needed to deliver these. Later in the year (late August or early September), CTC will re-mobilise our campaign supporters, urging them also to contact their MPs in support of these same two policy-calls. As well as strengthening local campaign groups and CTC's links with them (by giving them a 'hook' to secure cycle-friendly policy commitments from their local councillors / councils, and by boosting their membership numbers), it also aims to identify cycle-friendly councillors and MPs from the main political parties, who may help us secure cycle-friendly policy commitments from their respective parties' manifestos in the run-up to next Spring's general election.

As a side-effect of CTC's engagement with local campaign groups, the board of Cyclenation (CN, the local federation of local cycle campaign groups) is now considering its future. It has circulated a paper to its member groups, outlining 3 options. These can be summarised as follows:

- Option 1: merge Cyclenation in with CTC's local campaigners' network.
- Option 2: remain independent, with the LCC and other large city-based campaign groups taking a stronger role in steering Cyclenation.
- Option 3: do nothing. However the CN board's paper describes this as meaning that CN would in effect wither and die.

This options paper came as a surprise both to LCC and CTC – indeed neither organisation was entirely happy that the options were put forward without consulting us about them or the way they were presented. LCC has since indicated it has no real interest in Option 2 (although it would want a strong seat at the table in any future steering group for local campaigning). For our part, Roger said he would have preferred Option 1 to have been described differently, but he felt that something like it would be of real interest from CTC's perspective. He also felt it would attract support from the larger city groups, in the light of CTC's efforts to co-ordinate (and raise funds for) the national Space for Cycling campaign.

These options are to be discussed at CN's AGM on May 31<sup>st</sup>. However the aim of that discussion is not to reach a final decision, but to give the CN board a steer on which option to investigate further. A newly elected board would open discussions with partners about the way forward.

In the meantime, Roger suggested that he should be actioned to:

- Prepare a paper for discussion at the next S&P Committee (May 17<sup>th</sup>) outlining how CTC might engage with Cyclenation if it chooses to explore the option of some kind of merger between CN and CTC's local campaigner network; and
- To attend the next meeting of the Group Events Forum, with a view to encouraging more CTC member groups to engage with local campaigning as well.

After a brief discussion, the Committee agreed to these proposals.

***Action points 7 & 8: Roger Geffen to present a paper for S&P Committee on May 17<sup>th</sup> on strengthening local campaigning and the relationship with Cyclenation. Roger Geffen to attend the next Group Events Forum to talk about engaging member groups in CTC's local campaigning.***

#### 7.4 Vision and Mission Statements

Matt Mallinder confirmed this was a collective piece of work that these statements were post Charity and needed refreshing. A general debate followed and the following formal resolutions were raised:

Proposed by: Barry Flood

Seconded by: Dan Howard

To remove the two references that refer to the UK. In the Vision Statement – omit the words .... In the UK' and in the Mission Statement – omit the words ..... throughout the nations of the UK'

Vote: In favour = 12

Against = None

Abstentions = 2

A further resolution was raised:-

To add the word democratic.

Vote: In favour = 13

Against = None

Abstentions = 1

A final resolution was raised:-

That Matt Mallinder makes the necessary amends and circulates the document to the Executive Committee for final sign off

Vote: In favour = 14

Against = None

Abstentions = None

## 8 Executive Committee (Confidential)

### 8.1 Chief Executive Appointment

David Cox advised Council that 58 applications were received. 6 applicants were interviewed on the 4/4/14 and three applicants have been invited back for second interview on the 10/4/14. He referred to the Minutes circulated on the 14/2/14 and confirmed the relocation package should be removed from the Minutes.

The paper was noted.

## 9 Operations Committee – Matters arising

### 9.1 Meeting held on 19<sup>th</sup> March, 2014.

Barry Flood informed Council that he would be proposing at Operations Committee that all 'Funding Bids' go through Finance to ensure they are financially sound.

The Minutes of the meeting were noted.

***Action Point 9: All references to 'Big Society' to be removed from the Cycle Development packages.***

### 9.2 Holidays and Tours update.

Gordon reported the financial position was satisfactory, £40/£45K gift aided across. The succession planning has been a concern as the replacement for the MD recently withdrew his interest. There is a possibility that a member of the Board will step up as Chair. The Finance and Admin side of things is happening slowly. Gordon confirmed that he had written to the Board on behalf of Council showing concern over the failing to fulfil requirements of Tour Leaders having First Aid training. He said they were operating within the law but not good practice. He asked for a full report at the next Board meeting.

There was some discussion on the content and value of the Birthday Rides, that it is a CTC event and that there are guidelines in place for Holidays & Tours to deliver the event to.

In response to a question from Philip Benstead it was agreed that if he wanted to attend Birthday Rides as a Director of Holidays & Tours any expenses should be met by Holidays & Tours.

## 10 Strategy and Policy Committee – Matters arising

### 10.1 Meeting held on 15<sup>th</sup> February, 2014.

Arthur Spurr referred to the Minutes circulated and highlighted item 7.7 Member Group Policy approvals. There had been disagreement at Strategy & Policy Committee with regards to the updated policies and Gordon Seabright expressed his disappointment that the Executive were not able to give a clear directive on what the outcome should be. Welna Bowden offered to review the documents as they are work in progress.

## **11 Council Diversity Survey**

Gordon referred to the paper submitted saying he was disappointed in the level of response received and asked that more Councillors take part in the next survey later in the year.

The paper was noted.

## **12 CTC Brand Refresh**

Barry Flood said this was an enormously complex subject and is fundamental on how we do business. He would be attending a meeting with Forsters with Gordon next week to look at a way forward. This should be an issue that the new CEO should look at before more work is done and should be the subject for another awayday.

## **13 ECF**

Barry Flood gave a general update of ECF's activities in Europe having just attended a Board meeting. Our funding is the springboard for ECF and acts as a multiplier. The question was asked how much do CTC pay to be a member? It was stated that CTC pay £43K. It was then queried as to why the fee was so high. The general feeling from those present was there should be some good investment back for what we pay. It was explained there is an equity subscription structure that doesn't favour CTC in relation to other countries per capita. David Cox said that we should monitor this and make a decision on it in the future.

## **Resolutions:**

- 14 "Council agrees that, in the event that a Company Secretary is required to carry out that role for any registered company within the CTC Group during the period between the departure of Gordon Seabright and the arrival of a new Chief Executive, Carol McKinley will be appointed as Company Secretary for all registered companies within the CTC Group during that period"

***Agreed***

## **15 CTC Committee Structure**

A seconder was asked from the floor for the paper submitted by Philip Benstead.

Proposed by: Philip Benstead

Seconded by: Jaki Lowe

Jaki Lowe seconded this paper for discussion and debate on the paper not the proposal. She felt Governance and the way Council do business and operates needs looking at, how we make decisions, size of Council, reporting lines, we must get things right as Directors and Trustees. A general discussion followed where some important issues were raised. Martin Cockersole agreed to write a paper on how we interface between committees and asked Council to email him any comments they wished to raise. This paper would be submitted to the new CEO for information.

***Action Point 10: Martin Cockersole to submit a paper to the new CEO***

## **16 Charitable Trusts:**

### **16.1 CTC Charitable Trust – Annual General Meeting**

#### **16.1.1 Authority to sign Written Resolutions**

Council agrees that Gordon Seabright as Company Secretary be authorised to sign Written Resolutions of CTC Charitable Trust as directed by Council.

***Agreed***

16.1.2 Written Resolutions

Council agrees to Written Resolutions 1 as set out in the paper circulated to Council.  
Council agrees to Written Resolutions 2 as set out in the paper circulated to Council.

**Agreed**

**16.2 Cyclists' Defence Fund – Annual General Meeting**

16.2.1 Authority to sign Written Resolutions

Council agrees that Gordon Seabright as Company Secretary be authorised to sign Written Resolutions of The Cyclists' Defence Fund as directed by Council.

**Agreed**

16.2.2 Written Resolutions

Council agrees to Written Resolution 1 as set out in the paper circulated to Council.  
Council agrees to Written Resolution 2 as set out in the paper circulated to Council.  
Council agrees to Written Resolution 3 as set out in the paper circulated to Council.

**Agreed**

**General Business:**

**17 Scotland, Wales, Northern Ireland and English Regions**

South East – Graham Smith – Had the AGM's full support in the Campaigning World and the Secretary of CTC Oxfordshire formed Oxfordshire Cycling Network.

Scotland – Highlighted the Play on Pedals cycling funding recently given to CTC and Chris Hoy attend the Scottish Bike Show.

Wales – Gordon Seabright gave an update on the work in Wales on behalf of Gwenda Owen, which included reference to the Active travel plan, the Welsh Cycling Forum and the fact that CTC Cymru's website was improving.

***Action Point 11: The Chair asked Council to submit a paper on what is going on in their areas so they can be circulated to Council***

**18 Any other Business**

None recorded

**19 Dates of next meetings:**

Saturday 19<sup>th</sup> July, 2014

Saturday 18<sup>th</sup> October, 2014

Meeting closed at 2.50