

Present:

Board Members

Fiona Abbott
Janet Atherton
Paul Baker
Melanie Carroll
Christine Gibbons
Jacqueline Hills

Dan Howard (Chair)
Andy Key
Andy Macnae
Mark Smith

Staff

Paul Tuohy
Matt Mallinder
James Scott
Nicola Marshall
Richard Walker
Sue Cherry (Mins Sec)

Election of Chair and Vice-Chair

- Dan Howard as Chair and Janet Atherton as Vice Chair duly elected for 2020.

Ordinary Business

1. Chair's Communication - DH

2. Apologies for Absence

- Apologies for absence were received from Carl Pearse and Rachel Kirkwood.

3. Declaration of Conflicts of Interest

- AK declared Conflict of Interest of running a Holiday Touring company and board agreed could comment on items relating to Holidays and Tours but had no vote.

4. Notification of Any Other Business

- CTC Charitable Trust to be taken under 'Any other Business' (Item 16).

5. Minutes of the previous meeting held on 19 October 2019

- With amendment to the H&T Company Secretary, minutes agreed as an accurate record of the meeting on 19 October 2019.
- Action log update: Financial Control document to be circulated.

6. Matters Arising from the previous meeting not covered on the agenda

- There were no matters arising reported.

7. Elections and selections

- Sub-Committee chairs and members presented and agreed by board.
- Election of Legal & Financial Advisor for period of one year or until adoption of new Articles presented and agreed by board.

8. Committee reports

- Nominations Committee 28.11.19 minutes presented and approved.
- Finance and Performance Committee 09.10.19 minutes presented and approved.
- Audit Committee 09.10.19 minutes presented and approved and update from 14.01.20 meeting.

- People and Culture Committee 13.12.19 minutes presented and approved.

9. CEO and SMT Update

- Update on Walking & Cycling Alliance, 'Yellow Jersey' campaign, Bike Week partnerships, launch of 'World's Biggest Bike Ride'.

10. External Positioning – Cycling UK's vision, mission and values

- Update on external positioning and finished Vision, Mission and Values to be presented at April board.

11. Membership Transformation Project

- Presentation on Membership Transformation Project and discussion of establishing small working group to work on AGM resolution and core messaging.

12. Strategy and Business Planning for Cycling UK

- 12.1 Business Plan and Budget for 2019-20 presented and agreed.
- 12.2 Key Performance Indicators update and board agreement on layout proposed.
- 12.3 Digital Strategy update and board happy with progress.
- 12.4 Pay and Reward Strategy update and board to approve via email.

13. Finance

- 13.1 Presentation of Management Accounts to end of November 2019.
- 13.2 Presentation of updated Reserves Policy.
- 13.3 Board formally approved the Accounts for year ended 30 September 2019. The physical signing of the Accounts will take place at the March 2020 Audit meeting.

14. Governance

- 14.1 CTC Holidays and Tours update and discussion on branding and flying statement.
- 14.2 Scheme of Delegation and Policy schedules update.
- 14.3 Revision of Cycling UK's Articles of Association and requests for comments and/or agreement.
- 14.4 Board/Sub-Committee meetings annual schedule discussed.
- 14.5 Revision of Safeguarding Policy presented and to be electronically sign-off by the board.

15. Dates of future meetings

- Saturday 25 April 2020
- Wednesday 29 July 2020
- Saturday 17 October 2020

16. Any other Business

- Changes to Directors for CTC Charitable Trust confirmed.