

**Present:**

**Board Members**

Janet Atherton (chair)  
Christine Gibbons  
Fiona Abbott  
Andy Macnae  
Paul Baker  
Robin Tucker

Melanie Carroll  
Rachel Kirkwood  
Sam Marshall  
Mark Smith  
Jacqueline Hills

**Staff**

Sarah Mitchell  
Matt Mallinder  
James Scott  
Phil Hall  
Jason Cater

**Ordinary Business**

**1. Chair's Communication - JA**

**2. Apologies**

- No apologies for absence received. Mark Smith would join the meeting later.

**3. Declaration of Interests**

- CG declared Conflict of Interest for the Trustee Membership Committee paper as appointed Chair of Audit & Governance and being considered for position of Vice Chair.

**4. AOB**

- Nothing added.

**5. Minutes of 17 October 202 Meeting**

- Minutes were agreed as an accurate record of the meeting on 17<sup>th</sup> October 2020.

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

- Nothing else to be raised.

**7. CEO Report – SM**

- Presentation of CEO Report: Membership Transformation, CRM, People Strategy, Diversity & Inclusion, Business and Project Planning, Affiliate Groups Review, Insurance Review, Subsidiaries Review.

**The following Agenda items are for Approval (A) Discussion (D) or Information (I)**

**8. Holidays and Tours Options (A) – SM / JH**

- Current situation of H&T and key considerations discussed.
- Fixed-term Task & Finish group to be established for Holidays & Tours to further understand current situation and future options.

**9. Behaviour Change Programme (D) – JS**

- Presentation on Cycling UK Intervention Design.

**10. Key Performance Indicators (I) – SM / PH**

- Presentation of interim KPIs and discussion on performance monitoring and critical dependencies for forward planning.

**11. Brand Update (I) – MM**

- Update on Cycling UK brand guidelines and toolkit.

**12. Strategic Risk Register (D) – PH**

- Strategic Risk Register presented and A&G Committee to consider how to build discussions around risk appetite into Strategy Refresh.

**13. Finance update and Management Accounts (I) – PH**

- Presentation of the management accounts to the end of November 2020 including: restricted vs. unrestricted funding risks, reserves position, investment performance, deficit level, membership and legacy income.

**14. Whistleblowing Policy (A) – CG / PH**

- Whistleblowing Policy approved by Audit & Governance and the board subject to the issue of anonymity being resolved.

**15. Conflict of Interest Policy (A) – JA**

- Conflict of Interest Policy and form annual review agreed by Audit & Governance and the board.

**16. Trustee Committee Membership (A) – Committee Chairs**

- 2021 Trustee Committee membership agreed by the board.
- CG elected Vice Chair - recommended by JA and seconded PB and trustees voted in favour by a majority.

**17. Committee Reports (I) – All**

- Audit & Governance Committee 17.12.20 minutes and Membership T&Cs presented and approved.
- Finance & Performance Committee 09.12.20 minutes presented and approved.

**18. AOB**

- Membership T&Cs – covered under A&G Committee Report (Item 17).

**Dates of future meetings**

- Thursday 22nd April 2021; 13:30 – 17:00
- Tuesday 20<sup>th</sup> July 2021; 13:30 – 17:00
- Thursday 21<sup>st</sup> October 2021; 13:30 – 17:00
- Thursday 16<sup>th</sup> December; 13:30 – 17:00