

Present:

**Council Members**

Richard Bates  
Welna Bowden  
Colin Brown  
Jim Brown  
John Catt  
Martin Cockersole  
Simon Connell  
David Cox (Chair)  
Roger Crosskey

Barry Flood  
Peter Hayman  
Dan Howard  
Julian James  
John Radford  
David Robinson  
Graham Smith  
Arthur Spurr

**HQ Staff**

Gordon Seabright  
Carol McKinley  
Sue Cherry (Minutes Sec)  
Tejesh Mistry

**Ordinary Business:**

**1 Chairs Communications**

David Cox welcomed everyone to the meeting and thanked Councillors who attended the Cycle show in Birmingham and helped on the stand. The day went really well with lots of people asking about CTC and great interest was shown in the 'Cycletopia' banner backdrop. He also attended the Birthday Rides in August held at Ellesmere College, North Shropshire which was a great week and enjoyed by many. He confirmed Gordon has had his 'Appraisal' and thanked colleagues for their feedback, new personal objectives for the following year have now been set.

**2 Apologies for Absence**

Apologies for Absence were received from Jon Snow, Shivaji Shiva, Peter Brake and Stephen Coe.

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

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

**4 Notification of Any Other Business**

None received

**5 Minutes of the previous meeting** (Saturday 21<sup>st</sup> July, 2012)

Graham Smith was missed off the 'Apologies for Absence' list.

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

**6 Action Points from the previous meeting**

David Cox asked Councillors to send in their 'Volunteer of the Year' nominations and encouraged Councillors to complete the Equal Opportunities form that was circulated so we have 100% return.

Arthur Spurr highlighted Item 15.1 from the Minutes and asked for clarification that all is correct as Roger Crosskey was present.

***Action point 1: Sue Cherry to clarify***

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

Gordon Seabright referred to his circulated report and highlighted that there were now no red traffic lights on the Objectives summary. He confirmed last weekend was the official launch of Dalby Forest which went really well, over 1000 people attended and the event attracted excellent Press coverage. Last weekend was also the Cyclenation Conference held in Bristol which received good feedback, good Press and magazine coverage especially on 'Cycletopia'.

A discussion on the report followed and the points raised were:-

- Website – The new site is a considerable improvement on the old one but maintaining content is very important, it must be kept up to date (example – details about the 2011 AGM are still there with nothing about the 2012 AGM mentioned). It was understood that areas on the site would be missed but some form of routine checking should be implemented. Gordon mentioned there is a 'feedback' (big orange button) that appears on each page which sends reports back to the 'Webmaster'.
- Affiliated Clubs – There is a danger that people will just pay the affiliate rate to get the insurance and never pay full membership rate. Some full Members are getting very irritated by this. Gordon confirmed that he would be meeting with the most active affiliated groups to see what support can be given and how we can encourage more of their members them to pay full membership.
- Cycletopia – At the Cycle show it looked really good as a backdrop on the stand but didn't really say what it was, what CTC is about, or what we do. We need to be more proactive with our message.

The paper was noted.

## **8 Executive Committee – (Thursday 10<sup>th</sup> August, 2012)**

Barry Flood informed Council the Executive Minutes are circulated to the next relevant sub-committee for relevant discussions as well as to National Council.

The minutes were noted.

## **9 Council Appointments 2013**

### **9.1 Revised Councillors Guidelines and Code of Conduct**

Gordon Seabright reported the Charitable Status has triggered the improvement of Governance and over the next year or so the 'Councillors Guidelines' would be brought up to date. He also confirmed the 'Self Declaration Forms' circulated will be sent to all new Councillors from now on and blank forms will be put on the Councillors section on the website.

***Action point 2: Add documents to the website***

Concern was shown on:

- Page 1 bullet point 3 needs clarification

- Code of Conduct for Council – 5.4 suggested wording be 'on behalf of CTC'  
Council resolved that signing the 'Code of Conduct' forms is a requirement for Councillors.

***Action point 3: Need to take advice on wording***

The paper was agreed with the above action to be taken.

9.2 Returning Officer's Report

This paper was noted and agreed.

9.3 Appointment of Chair, Vice Chair and Committee Members for 2013 process and timetable.

Gordon Seabright advised, Councillors interested in standing for Chair and Vice Chair should send Sue Cherry a statement (1 side of A4) by the 1<sup>st</sup> week in January so they can be circulated with the papers for the January 19<sup>th</sup> meeting. Sue would also send out the 'Committee Interest' forms in early November asking for replies back in early December so the Executive Committee can meet to make the Committee decisions, these would be ratified at the January meeting.

***Action points 4: Sue Cherry to send out 'Committee Interest' forms***

9.4 CTC Cycling Holidays and Tours Ltd – Directors to be appointed for 1 year from 1/1/13.

Proposed names: Jim Maynard – Travel Industry Expert, Heather Evans – Tours coordinator, Shelia Simpson – Tour Leader, Pam Pilbeam – Tour Leader, Peter Mathison Ex- Councillor, Tim Jackson – Councillor, John Catt – Councillor, Gordon Seabright – Chief Executive.

Tim Jackson confirmed he would be standing down but after a discussion it was agreed he would remain a Director until his terms ends on 31/12/13.

John Catt confirmed that he would continue to be a Board member.

9.5 CTC Countryside Trust

The summary of changes made are the CTC Countryside Trust have changed their name to Cycling History and Educational Trust as of the 10/9/12 and the charity trustees now have the right to appoint their successors in place of CTC – the national cyclists' organisation which previously had that right. The trustees are obliged to inform CTC and CTC may nominate a trustee if it wishes.

This paper was noted.

## **10 Awards and Recruitment Committee**

10.1 Recommendations to Council – Honorary Posts and Membership

Gordon Seabright advised that the Awards Committee had reviewed the long list of recommendations from Councillors and if this paper is approved he would commence the task of approaching the names on the list.

A comment was made that there was no time limit mentioned against the 'Ambassador' term of office. It was agreed this should be 3 years.

It was confirmed that a 'Terms of Engagement' letter would be sent to anyone taking office.

***Action point 5: Length of office be added – 3 years and a Terms of Engagement letter be sent to anyone taking office***

Revised role description for President – Agreed

Revised role description for Vice President – Agreed

Ambassadors – Agreed

Honorary Membership - Agreed

This paper was agreed and noted.

10.2 Volunteer of the Year for 2013 for 2012

Sue Cherry referred to the 'Volunteer of the Year' nomination form circulated and encourage Councillors to talk about this at their AGM's and encourage groups to send in their nominations, she said it would be great to have a real variety of nominations.

**11 Operations Committee**

11.1 Meeting held on 9<sup>th</sup> October, 2012

Thanks went to Carol McKinley for producing the Minutes in time to be circulated for the meeting.

This paper was noted.

11.2 Editorial Committee – Terms of Reference

This paper was noted and agreed.

11.3 Budget 2012/13

Barry Flood expressed concern at two items concerning the budget for 2012/13.

First, although we were assured that the budget had been set on conservative and uniquely realistic assumptions, nevertheless it only "balanced" because from day 1 the usual £50,000 contingency had been used, leaving us going into the year with nothing in the budget to meet unforeseen costs. To help this situation Operations Committee had felt it necessary to add a £20,000 contingency fund from reserves, thus creating for the first time a contingency fund of £70,000 of which, most unusually, £50,000 had already been used.

There was also the expected fall in income from project recovery from £339,000 last year to an expected £91,000 this year, coupled with the change from a few large contracts to as many as 35 smaller, and financially riskier, projects countrywide. Barry noted that the project management and accounting controls required to give assurance to the trustees that these were, at the very least, self financing were still not fully in place so that the trustee's risk of losses in this area was not capable of precise quantification.

He asked that Council agree that he, Simon Connell or David Cox, their time permitting, visit Guildford and (a) obtain a detailed explanation of the assumptions contained in the budget, and (b) review the project accounting systems and report back to Council in January.

Council agreed and the budget was passed on that basis.

## **12 Strategy and Policy Committee – matters arising**

### 12.1 Meeting held on 29<sup>th</sup> September, 2012

This paper was noted.

### 12.2 Member Groups meeting held on 11<sup>th</sup> October, 2012

Jim Brown advised the meeting was attended by 22 people 7 of those were Staff which was great for a sub-committee and the whole meeting had a really positive feel. He flagged the issue of payments for events go to an individual which obviously raises risks and this needs addressing.

### 12.3 Member Groups Handbook

Gordon Seabright confirmed this was a live working document and if signed off it can be used at AGM's. Updates and amendments can be made as and when but mandatory rules must be kept to a minimum and easy to understand.

This paper was noted and approved.

## **13 Councillors Awayday**

Colin Brown reported that Chris Grant is a first class facilitator and hoped Council and Senior Staff enjoy the event. The main topics will be looking at CTC's purpose, image and identity and how to implement the strategy. He was pleased to see that nearly all Councillors confirmed their attendance.

### **General Business:**

## **14 CTC Strategy**

Gordon Seabright said the paper works around four main points, it charts a course of action for CTC to become a more unified professional organisation.

Points raised from the discussion:-

- The motion agreed from the Weymouth AGM regarding 'Removing Barriers' should be added to the document.
- Caution over reducing the size of Council. This is the best Board of Directors Council has had for years to reduce the size would lose really positive people.
- A new reporting framework will replace the CEO's report at Council meetings.
- Changing the name will need full, in depth debate.

Council felt this was a great document and a vast improvement from the past and they look forward to the implementation. Clear delivery and measurement plans must be followed.

This paper was noted and agreed.

Gordon thanked Council for giving him the time and space to work on the document and he thanked the senior Management team for their input.

## **15 Investment Policy**

Simon Connell confirmed investments are reviewed quarterly and should provide a relatively stable portfolio aimed at a steady progression. This will be reported to Council on an annual basis.

This paper was noted and agreed.

## **16 Bike Club Evaluation Report**

Tejesh Mistry, Regional Cycling Development Manager gave an excellent presentation on how Bike Club started and followed the work the Officers have done during the project funding. 308 Bike Clubs (up to May 2012) have been set up, engaging over 18,000 young people. This has been a huge learning curve for CTC and the story needs to be told the Toolkit – now called ‘Resource’ offers brilliant advice on how to set up a ‘Bike Club’ which has been developed by our Officers. David Cox thanked Tejesh for his presentation.

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

Scotland – Points highlighted from the paper circulated – Frank McAveety ex SG sports minister has been given the job of ‘getting Glasgow cycling’. SG have started consulting on the high cost of the A9 Dualling Perth to Inverness.

### ***Action point 6: This paper to be circulated to Dan Joyce and Julie Rand***

London – Members Groups have a low level of activity and should adopt a real programme of work or wind up and this will be mentioned at AGM’s this year.

Yorkshire and the Humber – Gordon confirmed he would bring a paper to the next Council meeting to close this group.

Wales – Gordon Seabright visited CTC Cymru who said they would follow CTC Scotland and will spend some of their money on producing a business plan on encouraging an increase in membership.

## **18 Any other Business**

Richard Bates advised the next Velocity will be held in Vienna in June 2013 and feels it is important that CTC participate in a meaningful way and promote ‘Cycletopia’. Gordon confirmed the deadline for submitting papers is next week – Roger Geffen, Chris Peck and Cherry Allan will be submitting papers.

## **19 Review of meeting feed-back – (please complete enclosed form and hand in)**

19.1 Feed-back from 21<sup>st</sup> July, 2012 meeting

CTC National Council

Minutes for the meeting held at 10.30am on Saturday 20<sup>th</sup> October, 2012 at the Charity Centre, 24 Stephenson Way, London NW1 2DP Tel No: 0207 209 1015

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David Cox referred to the feedback schedule and said that he is noting the comments and reacting to the issues highlighted. He asked for the forms to be completed for this meeting so any recommendations could be implemented where necessary.

**20 Date of next meeting – Saturday 19<sup>th</sup> January, 2013 – at the Charity Centre**

20.1 Calendar – for information

20.2 Telephone List – for information

The Meeting closed at 3.30.

David Cox thanked David Robinson and John Catt for all the hard work they have done for CTC during their time as CTC National Councillors as they both stand down at the end of the year and presented them both with a framed certificate. They will both be greatly missed from all Councillors and Staff.