Present:

**Board Members**
- Fiona Abbott
- Janet Atherton
- Paul Baker
- Melanie Carroll
- Christine Gibbons
- Jacqueline Hills

**Staff**
- Dan Howard (Chair)
- Andy Key
- Andy Macnae
- Mark Smith
- 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.
Cycling UK Board Minutes - 10.30am on Thursday 23 January 2020
CAN Mezzanine, 7-14 Great Dover Street, London, SE1 4YR

- 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**
    - 13.2 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.