

Present:

Board Members

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

Rachel Kirkwood
Mark Smith
Melanie Carroll
Sam Marshall
Ben Packer

Staff

Sarah Mitchell
Matt Mallinder
James Scott
Phil Hall
Charlie Keep
Katherine Fairfax (mins)

1. Chair introduction – JA

- JA welcomed Ben Packer, newly appointed co-opted trustee, and Charlie Keep, Dir. of Income Generation. Richard May has been appointed as Independent Member of A&G.

2. Apologies for Absence - JA

- None received.

3. Declaration of Conflicts of Interest - JA

- None declared.

4. Notification of Any Other Business - JA

- None.

5. Minutes of 20 July Meeting - JA

- Minutes were agreed as an accurate record of the meeting on 20 July 2021.
- No further comments on action log.

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

- None.

7. CEO Report – SMi

- Presentation of CEO Report: Business Planning, development of automated KPIs, upcoming opportunities and funding pipelines, membership acquisition, and staff NPS.

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

8. Holidays and Tours - SMi / JS / PH

- Discussion on subsidiaries oversight, safeguarding compliance, future organisational risks, and proposed recommendations.
- Smith & Williamson appointed as H&T liquidator. H&T directors and liquidators to swear statement of solvency and extraordinary board meeting to be held to agree resolution to commence the Members Voluntary Liquidation of H&T.

9. Membership Review Project - SMi/CK

- Discussion on the importance of members to the organisation and reciprocal nature of relationship, engagement of beneficiaries, campaigning engagement, product development and review of evidence base.

10. Comms Review - MM

- Presentation of the Comms Review and outline of phases: assessment of current comms (Phase 1), future requirements (Phase 2) and delivering the business plan (Phase 3).

11. Cyclists Defence Fund – sign off process - MM

- Presentation of proposed administrative and governance CDF sign-off process. Approved by A&G and ratified by the board.

12. Finance update and Management Accounts – PH

- Presentation of management accounts to the end of August 2021. Audit retender to commence Jan 2022.
- Presentation of finance strategy and organisational planning with discussion on restricted vs. unrestricted income, emerging risks, and reserves policy.

13. Insurance re-tender – CK

- Insurance re-tender approved by F&P and ratified by the board.

14. Committee Reports - Committee Chairs

- People & Culture Committee 28.09.21 minutes presented and approved.
- Audit & Governance Committee 06.10.21 minutes presented and approved.
- Finance & Performance Committee 07.10.21 minutes presented and approved.

15. Board matters - JA / SMi / PH

- Board reflected on the AGM held on 10 September 2021.
- Voting for 2021 trustee elections open and formal (re)appointments to be approved at December board for 1 January 2022.

16. AOB - All

- 2022 Governance Calendar confirmed.

Below the line paper for info

- BTL Paper 1.0 – Member resolution process
- BTL Paper 2.0 – 2022 Governance Calendar
- BTL Paper 3.0 – BBR Report (Exec Summary)
- BTL Paper 4.0 – Volunteer Management Process

Dates of future meetings

- Thursday 16 December 2021
- Thursday 31 March 2022
- Thursday 28 July 2022
- Thursday 20 October 2022
- Thursday 15 December 2022