

Circulation:

### **Council Member**

Richard Bates  
Philip Benstead  
Martyn Bolt  
Welna Bowden  
Jim Brown  
Martin Cockersole  
Stephen Coe  
David Cox

Barry Flood  
Janet Gregory  
Kristian Gregory  
Dan Howard  
Julian James  
Lizzie Reather  
Graham Smith

### **HQ Staff**

Paul Tuohy  
Carol Mckinley  
Matt Mallinder  
Sue Cherry (Minute Sec)

**Observers:**  
Chris Jeggo  
Jon Crosby

Paul Tuohy opened the meeting and welcomed all Councillors and Observers to the first meeting of the year.

### **Council Organisation:**

#### **1 Election of CTC Council Officers for 2015**

##### **1.1 Chair**

A nomination had been received from David Cox for this post which was circulated with the Agenda papers. Any further nominations were asked from the floor, none came forward therefore David Cox was duly elected Chair for 2015.

**Agreed**

##### **1.2 Vice Chair**

A nomination had been receive from Dan Howard for this post and his statement was circulated with the Agenda papers. Any further nominations were asked from the floor, none came forward therefore Dan Howard was duly elected Vice Chair for 2015.

**Agreed**

##### **1.3 Chair's Welcome**

David Cox welcomed all Councillors and Observers to the first meeting of the year with a special welcome to Kristian Gregory our new Councillor for London, Lizzie Reather and Martyn Bolt our new Councillors for Yorkshire and the Humber. The new Councillors introduced themselves.

David asked that we pay tribute to John Radford our former Councillor who passed away in November 2014. John was a keen cyclist who was sadly hit by a dangerous driver whilst out on a bike ride. He was a great Councillor, always very thoughtful, did a lot for his local area and will be missed by all. David will write to John's wife giving CTC's support once the court case has concluded.

#### **2 Council Committees 2015**

##### **2.1 Appointment of Chairs of the Standing Committees**

A debate followed where Councillors felt the committee members should be agreed first, before the Chairs are decided, a motion followed:-

To agree committee members before the Chairs are agreed.

Proposed by: Martyn Bolt

Seconded by: Welna Bowden

**Agreed**

## **2.2 Awards and recruitment Committee**

Council agreed to appoint David Cox as Chair with Julian James and Welna Bowden as committee members.

**Agreed**

## **2.3 Operations Committee**

Council agreed to appoint Barry Flood, Stephen Coe, Welna Bowden, Martin Cockersole and Simon Connell as committee members.

**Agreed**

It was agreed Barry Flood would Chair the Operations Committee.

**Agreed**

## **2.4 Strategy and Policy Committee**

After a vote Council agreed to appoint Dan Howard, Jim Brown, Gwenda Owen, Lizzie Reather, Kristian Gregory, Janet Gregory and Martyn Bolt as committee members.

**Agreed**

After a vote Gwenda Owen was appointed Chair of Strategy and Policy Committee.

**Agreed**

## **3 Appointment of Directors to subsidiary Companies**

CTC Sales Ltd (formerly Shop/ Insurance)	Operations Committee Councillors	Appointed after 2.3 passed
CTC Cycle Racing	Operations Committee Councillors	Appointed after 2.3 passed
CTC Central Ltd (Events and Activities)	Operations Committee Councillors	Appointed after 2.3 passed
Member Group Companies (Holding Structure for member Groups Accounts)	Operations Committee Councillors	Appointed after 2.3 passed

**Agreed**

## **Ordinary Business:**

### **4 Apologies for Absence**

Apologies of absence were received from Jon Snow, Shivaji Shiva, Simon Connell, Gwenda Owen, Jaki Lowe and Chris Oliver.

### **5 Declarations of 'Conflicts of Interest'**

There were no 'Declarations of Conflict of Interest' other than those already recorded. It was agreed that should a conflict occur during the meeting then Councillors should say and it would be minuted.

## **6 Minutes of the previous meeting held on Saturday 18<sup>th</sup> October, 2014**

The Minutes were agreed as a correct record of the meeting.

### **6.1 Action Points from the previous meeting**

Action point 2 – 'Radcliffe' should be 'Radford'.

## **7 Matters arising from the previous meeting not covered on the Agenda**

There was a discussion regarding the AGM date. Barry Flood confirmed this was an Executive Committee agenda item and it was confirmed it would be on the 18<sup>th</sup> July.

## **8 Notification of Any Other Business**

Martyn Bolt asked what CTC's role is in relation to York Rally. It was agreed he should talk to Matt Mallinder outside of the meeting.

## **CONFIDENTIAL ITEMS:**

The observers re-joined the room.

## **The following Agenda items are for discussion and/or decisions:-**

### **Reports:**

## **9 Chief Executive's Report**

Paul Tuohy referred to his circulated report and pulled out some of the highlights:-

- In the last twelve months more than 30,000 people have experienced cycling directly through our Community Cycling Development Projects across the UK.
- Our Cycling Development projects held over 450 outreach events and delivered more than 1,500 Cycling activities through Cycling Development projects in the last year.
- More than 5,000 people have received formal training through the Cycling Development projects including volunteers, Community Club leaders, parents and cycle trainers.
- With more than 850 Volunteers contributing over 10,000 hours of time to support our community Cycling Development projects as ride leaders, events assistants, mechanics and Community Club leaders.

This information is giving such a positive message, the impact is really important and will be highlighted in Feb/March issue of 'Cycle' along with further Campaigning news. There has been great success with 703 local Councillors signing up for 'Space for Cycling'. There will be a debate in Parliament on 26/1/15 on the Cycling and Walking investment strategy where CTC are lobbying for cyclists.

The Big Bike Revival (BBR) pilot, reported on at the October meeting, has reached over 1200 people, and we have been able to produce a very good impact report. We are now requesting further funding from DfT to get more people cycling and a wider part of work would be to link this to membership and Groups. Barry Flood commented that while he accepted that many of the new and larger funding initiatives appeared to apply to England only, and National Office resources were understandably directed to that goal at the moment, it is apparent that there is a mismatch between campaigning resources directed towards purely English initiatives and those directed at promoting similar initiatives in Scotland, Wales and Northern Ireland which are left largely to local volunteers. He added that he was sure that his fellow Councillors from the devolved nations would want to return to this topic at future meetings.

A Strategy planning workshop has been held and Directors are working with their teams to produce their objectives. These will be shared at the 'Awayday' so they can be critiqued, then finalised into the new strategic plan, ready for the next Council meeting, for sign off. This will then be communicated to our Members.

Moving onto the Membership report. Matt Mallinder advised Membership was still going up, social media, Facebook and twitter activity is also on the increase.

The recent restructure is now complete, 5 people were put at risk and 3 people were made redundant. We have received member feedback saying we are dropping Technical and Touring information on the web and in 'Cycle', which is not the case. We have made this clear in our membership communications. The resources released have enabled us to employ a full time Communications manager who starts in March.

To help us with our Member Groups we have put together a support team – Julie Rand, Mark Slater and Ben Rowley. They are working on an analysis of groups around the UK to understand how we can support them further. A draft strategy will be written on the findings, Jim Brown and Janet Gregory will be part of the steering group.

Looking at the IT database, we are in the process of investigating new 'bolt on' software to help us tailor specific communications with individual messages to members.

Website navigation has been improved and the post code section is now on the Web front page. Comments about the Website being slow are being addressed as Drupal will be upgraded shortly.

## **10 Governance – Awayday Content.**

Paul Tuohy reported there had been one Governance review meeting with the second one scheduled for early February. Full details will be shared once complete.

Details for the 'Awayday' have been circulated.

## **11 ECF**

Barry Flood advised there was nothing new to report.

## **12 Data Protection Policy**

Philip Benstead referred to his circulated paper and highlighted the main problem is that the 'Right to Ride' data is not available to Councillors upon request and asked (a) Is the Secretaries data all in one place and (b) What is the problem with the data.

Carol McKinley advised (a) yes it is all in a central place and (b) the data base needs to be cleansed. We need to write to ask if the data we hold is correct. This is an area the new Communications manager will be looking into and the proper process must be followed.

David Cox thanked Philip for his paper.

### **Motions for Council:**

#### **13 Confidential**

#### **14 Motion:**

Proposed by: Operations Committee

"Council recommends to the Annual General Meeting the appointment of Buzzacott LLP as the Club's Auditors and to seek the meeting's approval for Council to fix the Auditor's remuneration"

Proposed by: Barry Flood

Seconded by: Lizzie Reather

**Agreed**

#### **15 Confidential**

### **The following Agenda items are for note:-**

#### **16 Executive Committee**

The papers were noted.

#### **17 Operations Committee**

The papers were noted.

#### **18 Strategy and Policy Committee**

Jim Brown asked about the time frame and process on the updating the 'Safeguarding policy'. Carol McKinley said the policy is not out of date. Recently Julie Rand attended a training course and will make any necessary updates in the future.

#### **19 Awards and Recruitment Committee**

##### **19.1 Volunteer of the Year for 2015**

Jim Brown asked that Groups be added to the second paragraph. This will be done and re-circulated.

#### **20 2014 AGM report on topics raised**

Matt Mallinder referred to the paper circulated highlighting the points for noting. It was felt the feedback from AGM's is really useful and it would help if the reports were circulated as they were completed. Also a request was made that a template to be circulated to Councillors for them to use.

***Action point 1: Matt to produce a template and circulate***

The proposed Post Code and name changes as highlighted in Section Two were approved by Council.

**Agreed**

**21 Scotland, Wales, Northern Ireland and English Regions**

David Cox referred to Gwenda Owen report of Wales that she circulated and reminded Council to send in their regional reports for future meetings.

**22 Any other Business**

There was no any other business to be discussed

**23 Review of meeting feed-back**

All Councillors were encouraged to complete the circulated forms.

**24 Dates for 2015 Council meetings:**

Council are invited to note the dates for the 2015 Council meetings and AGM

Saturday 18<sup>th</sup> April

Saturday 18<sup>th</sup> July AGM also

Saturday 17<sup>th</sup> October

The meeting closed at 1.00pm