

CTC National Council

Minutes of the meeting held at 10.30am on Saturday 19th January, 2013 at the Excel London, 1 Western Gateway, Royal Victoria Dock, London, E16 1XL – North Gallery Rooms 16 and 17.

Present:

Council Members

Richard Bates	Janet Gregory
Philip Benstead	Peter Hayman
Welna Bowden	Dan Howard
Colin Brown	Tim Jackson
Jim Brown	Jaki Lowe
Martin Cockersole	John Radford
Stephen Coe	Shivaji Shivia
Simon Connell	Graham Smith
David Cox (Chair)	Arthur Spurr
Roger Crosskey	

HQ Staff

Gordon Seabright
Carol McKinley
Sue Cherry (Minutes Sec)
John Storms

Council Organisation:

1 Election of CTC Council Officers for 2013

1.1 Chair

A nomination had been received by David Cox for this post and his statement was circulated with the Agenda papers. Further nominations were asked from the floor none came forward therefore David Cox was duly elected Chair for 2013.

Agreed

1.2 Vice Chair

A nomination had been received by Martin Cockersole for this post and his statement was circulated with the Agenda papers. Further nominations were asked from the floor none came forward therefore Martin Cockersole was duly elected Vice Chair for 2013.

Agreed

1.3 Appointment of Chairs of the Standing Committees

Nominations were asked from the floor for the following Committee Chairs:-

Strategy and Policy Committee – Arthur Spurr

Proposed by: Dan Howard Seconded by: John Radford **Agreed**

Operations Committee – Barry Flood

Proposed by: Tim Jackson Seconded by: Peter Hayman **Agreed**

Awards and Recruitment Committee – Julian James

Proposed by: Arthur Spurr Seconded by: Welna Bowden

Abstention: Philip Benstead **Agreed**

1.4 Chair's Welcome

David Cox welcomed the new Councillors Jaki Lowe, Janet Gregory and Philip Benstead.

2 Report of Returning Officer for Election to Council Representation 2013

Carol McKinley referred to the paper circulated and reminded Council 'Representation' is reviewed every January and there would be no changes to the number of Councillors in each region at present. However, it was noted that it is in the Strategy to review Council Representation in the future.

3 Council and Trust Committees 2013

David Cox reminded Council there is a standing rule of having a maximum of 7 on each committee for economic reasons. He referred Council to the paper circulated and highlighted that Right to Ride and Member Groups should be under Strategy and Policy not Operations Committee.

It was mentioned that Committees should think about using video and phone conferencing facilities for meetings.

3.1 Awards and Recruitment Committee

The following members are appointed to this Committee for 2013:-

Chair of Council	Julian James	Welna Bowden
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Agreed

3.2 Operations Committee

The Following members are appointed to this Committee for 2013:-

Barry Flood	Martin Cockersole	Stephen Coe
Colin Brown	Jaki Lowe	Tim Jackson
Simon Connell		

Agreed

3.3 Strategy and Policy Committee

After discussion it was agreed the appointment of Committee members should go to a ballot and Council were asked to write down 7 Councillors they would like on this Committee plus Arthur as Chair. The result of the ballot is as follows:-

Arthur Spurr	Jim Brown	Roger Crosskey
Peter Hayman	Janet Gregory	Dan Howard
Graham Smith	John Radford	

Agreed

3.4 Trust

Arthur Spurr highlighted that until the Trust is closed down with Companies House Trustees should be appointed. Therefore it was agreed the following members would continue as Trustees:-

Arthur Spurr	Tim Jackson	Jim Brown
Martin Cockersole		

Agreed

3.5 Sub Committees and Task Groups

Editorial Committee	Arthur Spurr, Tim Jackson, Dan Howard
National Events Steering Group	Jim Brown, Tim Jackson, Janet Gregory, John Radford
Right to Ride Steering Group	Graham Smith, Peter Hayman, Richard Bates, Roger Crosskey, Janet Gregory, Philip Benstead
Investment Committee	Colin Brown, Simon Connell, Martin Cockersole
Equality Champion	Jaki Lowe
Member Groups	Jim Brown, Roger Crosskey, Richard Bates, Stephen Coe, John Radford
Environment Champion	Arthur Spurr

Agreed

4 Appointment of Directors to subsidiary Companies

CTC Sales Ltd (formerly Shop/ Insurance)	Operations Committee Councillors	Appointed after 3.2 passed
CTC Cycle Racing	Operations Committee Councillors	Appointed after 3.2 passed
CTC Central Ltd (Events and Activities)	Operations Committee Councillors	Appointed after 3.2 passed
Member Group Companies (Holding Structure for member Groups Accounts)	Operations Committee Councillors	Appointed after 3.2 passed

Agreed

Ordinary Business:

5 Apologies for Absence

Apologies for absence were received from Jon Snow, Peter Brake, Julian James and Barry Flood.

6 Declarations of 'Conflicts of Interest'

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

7 Minutes of the previous meeting held on Saturday 20th October, 2012

Page 6 Item 17	Scotland - The initials SG means Scottish Government. Delete the words 'if the' in the last line.
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	London – Change ‘Members Groups’ to ‘Member Group’.
Page 7 Last paragraph	Last line – change the word ‘from’ to ‘by’.

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

8 Action Points from the previous meeting

Paper noted

9 Notification of Any Other Business

Richards Bates – The winding up of South Kent and the name change for Right to Ride Steering Group.

It was agreed this would be taken under ‘Any other Business’.

10 Matters arising from the previous meeting not covered on Agenda

None were noted

Motions for Council:

11 Annual Report & Accounts for 2011/2012

“Council is invited to confirm the process by which the Annual Report and Accounts are to be signed off”.

Agreed

Carol McKinley reported the papers circulated were draft and the Trustee narrative had gone to Operations Committee. Once the Club and Trust accounts were complete a consolidation will be done so all figures are on one balance sheet. The final version will be circulated by email.

Action point 1: Carol McKinley to circulate final version via email when complete

12 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”

Agreed

Carol McKinley felt the recent audit was very complex and robust. The Auditors were very helpful, approachable and they had a good working relationship with CTC. Once the full report is received there would be a Senior Management team meeting to go over the report so we all fully understand any points highlighted.

Action Point 2: Senior Management Team meeting to be arranged when report received

13 Motion:

“Council’s proposal about Subscriptions for 2013/2014 to the Annual General Meeting as in the accompanying paper”

A debate followed and points raised were:-

- Present income is not enough to cover the running of CTC therefore we should make the increase which would mean not dipping into reserves.
- CTC’s application for ‘Gift Aid’ has not been confirmed yet. If we get the go ahead this would bring extra cash flow.
- Income for legacies may increase now we are a Charity
- Need to be imaginative about bringing further money

As a result of the discussion it was agreed to put this to a vote for not increasing the Subscriptions.

Motion proposed by: Martin Cockersole

Seconded by: John Radford

In favour – 10

Against – 1

Abstentions – None

Motion Agreed

Presentation:

Review of Membership Products – John Storms – Membership Manager

John Storms gave a short review of Membership products presentation highlighting that we need to be more forward thinking. Our overall membership growth needs to improve and suggested some target areas to consider.

- Student and Schools not to age restrict
- Get a Cycle Champion at each University possibly make it commission based
- Get a relationship with a ‘Bike Parking’ manufacturer for them to give CTC details of who their buyers are so we could offer membership deals
- Get big employers on line
- Affiliated Clubs, make it easier for them to renew
- Use the strapline and the new logo. It should be everywhere – on desktops, phones etc. we should drive to Inspire, Promote and Protect.

Council thanked John for his interesting presentation.

Reports:

14 Chief Executives Report

Gordon Seabright asked for feed back on the layout of the report.

Since writing the report the deputy Prime Minister will be making an announcement in April relating to ‘Get Britain Cycling’. Over the next 6 weeks Parliament will hold weekly workshops to collate evidence which will go to full Parliament linking into the April announcement. Roger Geffen will be a panel member on the weekly sessions along with BC, Roadpeace and MP’s. This all ties into the work Rhia Weston is doing with ‘It’s no accident’ (name change from SMIDSY). Trying to influence the Police to investigate

cyclists deaths properly from gathering evidence correctly, to the CPS giving the right charge and the courts applying the law properly by giving the right sentence.

A general discussion followed and overall the new layout of the report was welcomed. It was asked if the Equalities Action Plan and Environmental Policy points in the table circulated be separated. This was agreed. It was asked how the re-branding project was going. Gordon confirmed that he would report on work so far at the April meeting where he hopes to submit a proposal.

Action Points 3 and 4: Traffic light table to be amended for the April meeting and a re-branding report to be submitted to the April meeting by Gordon Seabright

15 Women's Racing Team

Gordon Seabright reminded Council it was flagged in the Strategy to encourage more diverse women's groups into cycling. After the success of cycling at the Olympics both Lizzie Armistead and Bradley Wiggins have made statements that there is an unbalance in funding in women's cycling teams so what better timing to be making this exciting announcement today at the Bike Show?

CTC has a history of raising the profile of women in 1899 CTC campaigned for the rights of women to wear what they wanted. With women's sport in the news it was decided to put together a CTC Team. In response to a question it was confirmed that Steve Bailey was to be the team manager as he has had previous experience in racing. CTC have managed to get funding by co-supporters Butterworth Spangler and Green Energy and Steve has secured free cycling kit and new bikes for the Team.

A press release was sent out on Monday and we received a great response. Lizzie Armistead sent a congratulations tweet, CTC now have 100 new followers within minutes of the tweet. The team plans to do 30+ races this year some being televised.

It is hoped the Team will visit Member groups, go on rides and generally get involved with the work CTC is doing across the UK. Council are encouraged to attend events and a full calendar will be circulated. Some Councillors raised some concerns over the timing of the launch and felt that they needed more detailed information about the project overall.

Action Point 5: Gordon Seabright to circulate race date calendar and take full project information to Operations Committee

16 Yorkshire and the Humber region

Council noted and agreed the paper.

17 ECF

David Cox referred Council to the paper he circulated and highlighted that he was not now looking for a decision at this meeting as this issue will be moved to the Operations Committee for further discussion and decision. However he welcomed a debate to get Council feedback. He highlighted there is no contingency in the budget this year, although this subscription has been in the budget previously, we have been paying this since 2008. A debate followed and the issues raised were:-

- Interested to see how it fits into our Strategy
- Is it value for money – what do we get out of it?
- Second time we are dipping into our reserves what value is it to CTC?
- Do we have to pay this on CTC's full membership? Could it not just be on Council membership or affiliated?
- Should make more of our membership. Should find out how we can do this?
- Could we not go in with another organisation as a joint membership?
- Hard to make a decision without the full details.
- We've had the invoice for a while now so it would not be good practice to not pay now.

David Cox thanked Council for their views. He confirmed a full report would be written and discussed further at Operations Committee. A conversation would be had with ECF to see if different payment terms could be arranged.

Action Point 6: Full report to next Operations Committee

18 2012 AGM report from Councillors on topics raised

David Cox mentioned that his AGM report in the paper was the wrong one referring to his 2011 visits, this would be rectified. It was agreed this paper should be referred to Member Groups Steering Group for the important issues raised to be dealt with.

Action Point 7: Paper to be referred to MESG

Gordon Seabright gave congratulations to Carol McKinley and her Team for getting 100% of the Member Groups returns back. This has never happened before – well done.

19 Executive Committee

Matters arising from the meeting held on 4th January, 2013

The Minutes of this meeting were noted.

20 Operations Committee

As Barry Flood was unable to make the meeting due to the bad weather, Simon Connell gave a brief summary of the visit he and Barry made to National Office as promised from the Council meeting in October 2012.

Simon confirmed that he was satisfied that a Performance Management process was in place. The Project Accounting had been hampered by the implementation of Sage. Project reports are to be produced by Regional Managers in future. A full report of their findings would be taken to the next Operations Committee.

Action point 8: Barry Flood to give a full report at the next Operations Committee

Matters arising from the meeting held on 21st November, 2012

The Minutes of this meeting were noted.

21 Strategy and Policy Committee

Matters arising from the meeting held on 8th December, 2012

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The Minutes of this meeting were noted.

22 Awards and Recruitment Committee

Volunteer of the Year 2013 for 2012

Council were encouraged to send in their nominations by the deadline of the 15/2/13.

23 Scotland, Wales and Northern Ireland

The paper circulated from Scotland was noted.

24 Review of meeting feed-back

Feed-back from 19th October, 2012 meeting. The paper circulated was noted.

25 Any other business

Richard Bates asked for clarification on the procedure for closing down South Kent CTC. It was confirmed that the closing of groups procedure would be raised at the next Strategy and Policy meeting.

Action Point 9: Agenda Item for the next Strategy and Policy meeting

Richard Bates asked what the procedure is for changing the name of a Committee – i.e. changing the Right to Ride Steering Group to the Cycle Campaign Advisory Group. It was confirmed that a resolution should go the next Strategy and Policy Committee for ratification.

Action Point 10: Agenda item for the next Strategy and Policy meeting

David Cox confirmed that the 'Goals for Council' would be reviewed at the next Council meeting in April.

Action Point 11: Agenda item for April Council meeting

26 Dates of next meetings:

The next National Council meeting will be Saturday 20th April, 2013 in London. Please note this meeting date has changed from the 27th April, 2013.

The attachments listed below were welcomed by all.

- Updated meeting date Calendar
- National Office Telephone List
- National Council Contact List
- CTC Structure January 2013

The meeting closed at 3.40