

Circulation:

Council Members

All CTC National Council

Trust Trustees

All Trustees

HQ Staff

Kevin Mayne
Carol McKinley
Sue Cherry (Minutes Sec)

Observers:

Peter Jackson
Philip Benstead
Adrian Williams

Reminder: Meetings of Council Committees will take place during the lunch interval to appoint Chairs and to agree first meeting dates and locations.

COUNCIL ORGANISATION 2012

1 Election of CTC Council Officers for 2012 (Club)

1.1 Chair

1.2 Vice Chair

1.3 Chair's Welcome

2 Council Elections 2012 (Club)

2.1 Report of Returning Officer for Election to Council Representation 2012 – paper attached

2.2 Transferable Votes

Proposed by: J. Brown

Seconded by: R. Bates

In future Single Transferable Votes elections for CTC Council that a “whole number” transfer method is adopted.

3 Proposal to form an Executive Committee – paper attached

4 Council and Trust Committees 2012 (Club and Trust)

Notes:

The standing orders of CTC Council and past resolutions by Council set out the procedures governing Committees. The members are elected annually by Council. The proposals below have been recommended by the Agenda Committee from the expressions of the interest received.

The Chair of Council is an ex-officio voting member of all Committees.

The Chief Executive or his representative attends all Committees.

Co-opted member of Council may vote at Committees and fall into the specified number of Councillors on each Committee.

Committees may also co-opt a number of specialist members from outside the Council at a future point, approval of the co-optees is not required by full Council

4.1 Cost of Council (Club)

4.2 Awards and Recruitment Committee

Proposed by the Agenda Committee; Council members appointed to the Awards and Recruitment Committee for 2012 to consist of the following:

Chair of Council Julian James

4.3 Management Committee

Proposed by the Agenda Committee; Council members appointed to the Management Committee for 2012 to consist of the following:

Barry Flood Martin Cockersole Stephen Coe
John Catt Colin Brown Tim Jackson
Welna Bowden

4.4 Way Forward Committee

Proposed by the Agenda Committee; Council members appointed to the Way Forward Committee for 2012 to consist of the following:

Arthur Spurr Peter Hayman Jim Brown
Richard Bates Graham Smith John Radford
Roger Crosskey Dan Howard

5 Appointment of Directors and Trustees to subsidiary Companies and Charities (Club and Trust)

5.1 Director and Trustees to be appointed to Subsidiary Companies and Charities

CTC Sales Ltd	Management Councillors	Committee	Appointed after 4.3 assed
CTC Cycle Racing	Management Councillors	Committee	Appointed after 4.3 assed
CTC Central Ltd (Events and Activities)	Management Councillors	Committee	Appointed after 4.3 assed
Member Group Companies (Holding Structure for member Groups Accounts)	Management Councillors	Committee	Appointed after 4.3 assed

5.2 Company Secretary

Kevin Mayne is currently Company Secretary to all CTC Companies and the recommendation is that this be changed when new Chief Executive is appointed.

5.3 Returning Officer

Carol McKinley CTC Operations Director to be appointed as Returning Officer for all CTC Votes and Elections.

ORDINARY BUSINESS:

6 Apologies for Absence (Club and Trust)

- 7 **Declarations of 'Conflicts of Interest' (Club and Trust)**
- 8 **Minutes of the previous meeting held on Saturday 22nd October, 2011 – paper attached – (Club and Trust)**
- 9 **Notification of Any Other Business (Club and Trust)**
- 10 **Matters arising from the previous meeting not covered on Agenda (Club and Trust)**

MOTIONS FOR COUNCIL

11 **Annual Report & Accounts for 2010/2011**

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

12 **Motion:**

Proposed by: Management 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”

13 **Motion:**

“Council’s proposal about Subscriptions for 2012/2013 to the Annual General Meeting will be as in the accompanying paper”

14 **Motion:**

“Council adopts the 2012 Goals for Council” – (paper attached)

15 **Motion:**

“Council adopts the revised Risk Assessment for CTC” – (paper attached)

16 **Motion:**

“Council adopts the revised ‘Scheme of Delegation’ for CTC” – (paper attached)

17 **Motion proposed by Peter Brake**

“That the Minutes of the Agenda Committee and the procedure for election of Committee members be made public”

18 **Motion proposed by Peter Brake**

“That CTC Magazine be called the magazine of the Cyclists’ Touring Club”

PRESENTATIONS:

Timed Business:

Presentation 1 – Regional Managers

Presentation 2 – Risk Management for Trustees

REPORTS:

- 19 **Update on the progress of the Chief Executive recruitment – Confidential Item**
- 20 **Update on the progress of the Charity Registration – Confidential Item**
- 21 **Chief Executive’s Report**

22 Management Committee (Club and Trust)

Matters arising from the meeting held on 3rd December, 2011.

23 Way Forward Committee (Club and Trust)

Matters arising from the meeting held on 12th November, 2011.

24 Awards and Recruitment Committee (Club)

Volunteer of the Year 2012 for 2011.

25 Regions and Devolved Countries (Club and Trust)

26 Relations with other organisations (Club and Trust)

GENERAL:

27 Review of meeting (Club and Trust)

28 Any other Business (Club and Trust)

29 Dates of next meetings:

21/4/12

12/5/12 – AGM - Sheffield

21/7/12

20/10/12

19/1/13