

Present:

Council Members

Richard Bates
Peter Brake
Colin Brown
Jim Brown
John Catt
Martin Cockersole
Simon Connell
David Cox (Chair)

Roger Crosskey
Peter Hayman
Dan Howard
John Radford
Julian James
Arthur Spurr

HQ Staff

Gordon Seabright
Carol McKinley
Sue Cherry (Minutes Sec)
Steve Bailey

Ordinary Business:

1 Chairs Communications

David Cox opened the meeting by welcoming Councillors and Steve Bailey CTC's Regional Cycling Development Manger for the Midlands, Yorkshire and North-East team to the meeting. He mentioned there had been lots of activity since our last meeting. CTC Sheffield hosted an excellent AGM and National Dinner in May. Despite the weather York Rally was a success and thanks must go to the organising committee.

2 Apologies for Absence (Club and Trust)

Apologies for absence were received from Welna Bowden, Stephen Coe, Barry Flood, David Robinson, Jon Snow and Shivaji Shiva.

3 Declarations of 'Conflicts of Interest' (Club and Trust)

David Cox declared he was involved in two Birmingham City Council projects. No other declarations were highlighted other than those previously declared.

4 Notification of Any Other Business (Club and Trust)

Roger Crosskey asked for an item to be raised under Item 24.

5 Minutes of the previous meeting (Saturday 24th March, 2012 – attached) – (Club and Trust)

The Minutes were agreed as a true and accurate record of the meeting.

6 Matters arising from the previous meeting (Club and Trust) – (paper attached)

Action Point 3 – President and Vice President Job Descriptions: It was agreed this will be an Agenda Item in October.

There were no other matters arising.

7 Chief Executive's Report – (paper attached) – (Club and Trust)

Gordon Seabright gave an update to the three red items on the report circulated – the Equality Action Plan new approach to delivery is in hand, as are the Senior Management Team objectives. The HR reports will be implemented and will report to the Operations Committee.

Since writing this report there has been a delay in proceedings for the LSTF funding announcement as there will now be another tendering process which is in hand.

A Website Steering Group was now in place and Gordon encouraged Councillors to send in their updated photos and biographies so they can be added to the new website.

Gordon mentioned that CTC had received a number of complaints from members who's membership renewal money had been taken late from their bank accounts. Gordon explained, CTC use a third party company (TNS) to collect payments for membership renewals. It transpires that although we were receiving correct reports from TNS it appears that membership money had not been taken from accounts over a certain period. CTC received 12 complaints from members where this had caused them financial problems. TNS have confirmed the data problem had been fixed. Gordon rang all 12 members to explain the situation and one member was given a years' free membership. Council felt this was great response to dealing with the complaint.

Following a general discussion the report was noted by Council and it was confirmed a redacted version would be made available on the website.

8 Executive Committee (Club and Trust)

Nothing to report as no meeting had been held.

9 AGM Feed-back – (Club) – (paper – Sue Cherry)

The contents of the paper were noted and Councillors agreed with the ideas put forward.

10 Awards and Recruitment Committee

10.1 Recommendations to Council

10.1.1 Propose President – Jon Snow

10.1.2 Propose Vice Presidents Josie Dew and Lord Tony Berkeley

10.1.3 Propose Financial Advisor or Council – Simon Connell

10.1.4 Propose Honorary Consulting Solicitor – Shivaji Shiva

All the above items were agreed by Council.

10.2 Volunteer of the Year for 2013

Sue Cherry reminded Council that nominations will be required for next year. She will circulate the nomination form nearer the time.

Action: Sue Cherry to circulate Nomination form

11 Management Committee – matters arising (Club and Trust)

11.1 Meeting held on 27th June, 2012 – (minutes attached)

The minutes circulated were noted by Council.

David Cox referred to the circulated Management Accounts. He liked the new format as it was much easier to read and asked that any comments be directed to Carol McKinley.

11.2 Bank Mandates – (paper – Carol McKinley)

This paper was noted and agreed. Along with agreement that David Cox and Martin Cockersole be added as signatories as advised by our Auditors.

12 Way Forward Committee – matters arising (Club and Trust)

12.1 Meeting held on 9th June, 2012 – (minutes attached)

The Minutes were noted by Council. There was a brief discussion regarding 'Membership Categories', Gordon confirmed the Operations Committee were working on decreasing the Category types. Some Councillors were confused as to what categories are currently being used. Therefore, Gordon agreed to email the current list to Council.

Action: Gordon Seabright to email current category list to Council

12.2 Member Groups meeting held on 3rd July, 2012 – (verbal – Gordon Seabright)

Gordon Seabright reported on the recent meeting. The feed back received from the Group was that it was a positive meeting with good support from National Office and all papers went out on time. It was agreed as the Minutes are now complete they would be circulated to Council.

Action: Member Group minutes to be circulated to Council

13 Councillors Awayday – Colin Brown - for discussion

Colin Brown summarised the arrangements made so far. He confirmed the event would be a facilitated discussion time for Councillors on the important issues i.e. relevant milestones, strategy, mirror – how are we making a difference, what our skills are – what is needed etc. Chris Grant would be the facilitator who Colin has worked with before. The time would be very structured and would be an opportunity to pick up data. This would be held in Manchester on the 6th and 7th November starting lunchtime of the 6th finish mid afternoon on the 7th. It was also suggested that Chris Oliver be invited.

Action: Chris Oliver from CTC Scotland to be invited

14 Dates for 2012/13 (Club and Trust)

Council are invited to note the attached calendar for 2012/13 and agree the date for the 2012 Awayday and 2013 AGM

The paper was noted and agreed.

15 Cyclists' Defence Fund – Extraordinary General Meeting

15.1 Apologises of Absence

Apologises for Absence were received from all Trustees.

15.2 Election of Executive Committee

Council agreed this item. Gordon Seabright confirmed that Chris Field would be Chair of the Committee.

Motions for Council:

16 Council are asked to agree the Terms of Reference for standing Committees and Scheme of Delegation (paper – Gordon Seabright) – for decision

Appendix 1 – Terms of Reference, Operations Committee – Paper noted and agreed by Council.

Appendix 2 – Terms of Reference, Strategy and Policy Committee – Paper noted and agreed by Council.

Appendix 3 – Scheme of Delegations – Paper noted and agreed by Council with the following amendments to be made to the paper:-

- Volunteer Policy to be added to page 11 – delivery delegated to Strategy and Policy Committee.
- Change Equal Opportunities Policy from Management Committee to Strategy and Policy Committee.

General Business:

17 Initial Draft Strategy (paper – Gordon Seabright) – for discussion

Gordon Seabright introduced the paper and explained the work so far that had been done with Staff and will bring the strategy and delivery plan to the October Council meeting. It was agreed to create a private section on the website to allow discussion on this paper. Gordon will produce a précis of the paper for Councillors to use at their AGM's.

Action: Gordon Seabright to produce a précis version of the document

18 Budgets for 2013 (paper – Carol McKinley) – for decision

Carol McKinley reported this was a draft budget for next year as not all figures had been submitted in time. The Finance team will now run through the accounts line by line and build in the now known figures to produce a balanced budget for 2012/13 ready for the October Council meeting.

19 Check list for due diligence in advance of merging the two organisations (paper – Carol McKinley) – for information

Carol McKinley referred to the paper circulated and highlighted two of items that have to be completed by the end of the financial year. The 'Deeds' of the National Office building need to be transferred to the Club, and all Staff will need to be 'Tuped over' from Trust to Club.

The paper was noted by Council.

20 Big Lottery (presentation – Steve Bailey) – for information

Steve Bailey gave an inspirational presentation giving Council a summary of the past four years work carried out by the Champions lottery funded project. Big Lottery Wellbeing fund awarded Active Travel Consortium £24 million and CTC formed part of that partnership. This enabled CTC to recruit 13 Cycle Champions across the UK. The project started in December 2008 to December 2011 there was an extension to all projects from January to June 2012 with the Sheffield project being extended March 2013. During this time the Champions have worked with a wide variety of people, groups and organisations, working in Schools, Colleges, Universities, Youth Clubs and many other diverse groups. The overall target was to encourage 34,705 beneficiaries, actually achieved 57,242 giving an overall % of 165%. Further funding is being sought to carry on these projects.

Steve was thanked by Council for his interesting presentation and it was suggested his presentation be used in Velocity in Vienna next year.

21 Ratification of the Investment Committee Mandate (paper – Simon Connell) – for decision

Simon Connell referred to the circulated paper and after a short debate it was agreed that with the following amendments made the paper was noted and agreed by Council.

6. To provide ad-hoc advice and guidance to CTC Councillors on investment and pay matters.
7. To review, no less than annually, the CTC's investment policy and report to Council on whether it is fit for purpose.

22 Forestry Commission Strategic Partnership (paper – Ian Richardson) – for information

Gordon Seabright confirmed that this paper was for information only and to give a reminder of the current position. He confirmed that he would be meeting with the Forestry Commission CEO to discuss revised wording of the partnership agreement.

The paper was noted by Council.

23 Clarify the status of a 'Veteran' in CTC events (paper – Peter Brake)

A short discussion followed on this paper and it was agreed that one becomes a 'Veteran' at the age of 50 and that any pedal powered bike can be ridden in a 'Veterans' event.

24 Velocity Report (paper – Richard Bates)

The paper Richard Bates circulated was discussed and the points he raised were considered.

- The full delegate fee be paid – this would be taken into the budget process and be reported back
- Progress 2/3 cycle related themes prior to future Velocities – need to agree if this fits into CTC's future strategy
- Sign up to the 'Declaration for Children to be able to ride a bike to be presented to the UN - Roger Crosskey asked if children with disabilities were included, Richard confirm he would double check this.

25 Scotland, Wales Northern Ireland and English Regions

Scotland – Peter Hayman circulated a paper on current activities happening in Scotland and apologised for the lateness. The paper was noted by Council.

26 Any other Business (Club and Trust)

Roger Crosskey mentioned that he does a lot of work for the visually impaired and asked if anyone could spare any time to help out could they contact him. Also Wheels for Wellbeing are challenging 'Trikes on Trains' being disallowed under the equalities act.

27 Review of meeting feed-back – (please complete enclosed form and hand in)

27.1 Feed-back from 24th March, 2012 meeting

28 Equal Opportunities Monitoring Form – (please complete enclosed form and hand in)

This form is for our records so please complete and hand in.

Action: Sue Cherry to email out to Councillors

29 Date of next meeting – Saturday 20th October, 2012 – at the Charity Centre

Meeting closed at 2.55