

Cycling UK Board of Trustees meeting
Agenda for the meeting to be held at 10.30am on Saturday 21st January, 2017 at the Wesley, 81/103 Euston Street, London NW1 2EZ

Circulation:

Board Members

All Cycling UK Board of Trustees

HQ Staff

Paul Tuohy
Carol McKinley
Sue Cherry (Minutes Sec)
Matt Mallinder
Roger Geffen

Board Organisation:

1 Election of Cycling UK Board for 2017	10.30
1.1 Chair	
1.2 Vice Chair	
1.3 Chair's Welcome	
2 Board Committees 2017 – (paper attached)	10.40

Ordinary Business: **11.00**

3 Apologies for Absence	
4 Declarations of 'Conflicts of Interest'	
5 Notification of Any Other Business	
6 Minutes of the previous meeting held on Saturday 22nd October, 2016 – (attached)	
6.1 Action Points from the previous meeting – (attached)	
7 Matters arising from the previous meeting not covered on the Agenda	

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

8 Chief Executive's Report – (Confidential)	11.15
8.1 Business Plan Report	
9 Subscriptions – (Confidential)	11.30
"The Board's proposal about Subscriptions for 2017/2018 to the Annual General Meeting as in the accompanying paper". – (paper attached – Matt Mallinder)	
10 Financial – (Confidential)	11.45
10.1 Management Accounts (paper DKB)	
10.2 Audit Update	
(a) Audit Timetable	
(b) Audit information required	
(c) Account figures for Audit	
(i) Cyclists' Touring Club	

- (ii) Cyclists' Touring Club Central
- (iii) CTC Holidays & Tours Ltd
- (iv) The Cyclists' Defence Fund
- (d) Trustees Annual Report for 2016/17
- (e) Annual Report & Accounts for 2015/2016 (Confidential)
 "The Board are invited to confirm the process by which the Annual Report and Accounts are to be signed off".
- (f) "The Board recommends to the Annual General Meeting the appointment of Buzzacott LLP as the Club's Auditors and to seek the meeting's approval for the Board to fix the Auditor's remuneration". – (Confidential)
- (g) Investments Report

11 Governance – (Confidential) 12.10

- 11.1 Risk Management (paper – Carol McKinley)
- 11.2 Complaint investigation Findings (Confidential)

1.00 LUNCH

12 Review of Updated Memorandum and Articles – (Confidential paper attached) 1.30

13 Updated Rules – (Confidential paper attached) 2.00

14 Marketing Plan Update – (Confidential paper attached) 2.30

15 Holidays & Tours 2.45

Cycling UK Holidays & Tours Ltd – Directors to be appointed for 1 year for the 1st January, 2017

Proposed Names:	
Jim Maynard – Travel Industry Expert	Sheila Simpson – Tour Leader
Pam Pilbeam – Tour leader	Lyndon Bracewell – Tour Leader
Peter Mathison – Ex-Councillor	Paul Tuohy – Company Secretary
To be elected from the Board	To be elected from the Board

16 Cycling History and Educational Trust (272792) 2.50

To re-appoint Dr Andrew Millward as a Trustee to the Cycling History and Educational Trust.

17 Cyclist's Defence Fund – Appointment of Trustees – (paper – Shivaji Shiva)

The following Agenda items are for note:-

18 Any other Business 2.55

19 Dates for 2017 Board meetings: 3.00

The Board are invited to note the dates for the 2017 Board meetings and AGM.

Saturday 1st April – note date change from the 8th April

Saturday 13th May AGM

Saturday 22nd July

Saturday 21st October