

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

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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:**

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

**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 22<sup>nd</sup> 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:-**

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|--|--------------|
| <b>8 Chief Executive's Report – (Confidential)</b>   | <b>11.15</b> |
| 8.1 Business Plan Report   |              |
| <b>9 Subscriptions – (Confidential)</b>  | <b>11.30</b> |
| "The Board's proposal about Subscriptions for 2017/2018 to the Annual General Meeting as in the accompanying paper". – (paper attached – Matt Mallinder) |              |
| <b>10 Financial – (Confidential)</b>   | <b>11.45</b> |
| 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 1<sup>st</sup> 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 1<sup>st</sup> April – note date change from the 8<sup>th</sup> April

Saturday 13<sup>th</sup> May AGM

Saturday 22<sup>nd</sup> July

Saturday 21<sup>st</sup> October