

Present:

Council Members

Richard Bates
Peter Brake
Philip Benstead
Colin Brown
Jim Brown
Martin Cockersole
Stephen Coe
Simon Connell
David Cox (Chair)

Roger Crosskey
Barry Flood
Janet Gregory
Peter Hayman
Dan Howard
Jaki Lowe
John Radford
Graham Smith
Arthur Spurr

HQ Staff

Gordon Seabright
Carol McKinley
Roger Geffen
Ian Richardson

Ordinary Business

1 Chair's Communications

David Cox welcomed Bernhard Ensink, from ECF who would be doing a presentation after lunch on the work of ECF.

2 Apologies for Absence

Tim Jackson, Welna Bowden, Julian James, Shivaji Shiva, Simon Connell, Sue Cherry, Jon Snow

3 Declarations of 'Conflicts of Interest'

None

4 Minutes of the previous meeting (Saturday 19th January, 2013)

Page 6 – Item 15 – 1 st paragraph	Replace unbalance with imbalance
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With the above amendment the Minutes were agreed as a correct record of the meeting.

4.1 Action points from previous meeting

AP3 – Equalities Action Plan and the Environmental Policy points in the traffic light table need to be separated. Still to be completed due to technical problem. All other action points have been completed.

Peter Brake asked about the delay regarding Gift aid, in response Barry Flood reported that it was due to an unacceptable delay from HMRC and a letter of complaint has been sent.

In relation to agenda Item 15 it was suggested that member groups visit Team CTC when they race in their area.

It was commented that one team member had had a serious accident at the first race. This was confirmed and in response to a question regarding insurance it was stated that the insurance is covered by the entry fee with BC.

5 Notification of Any Other Business

Barry Flood notified the Chair of one confidential item.

Wombourne CTC to become Formal Group.

Graham Smith's notes from the policy forum meeting he recently attended to be circulated.

6 Matters arising from the previous meeting

None were recorded

Reports:

7 Chief Executive's Report

Gordon Seabright stated that he would take the report as read. He then gave a verbal update on items since the report was written.

Ian Richardson is now on the Board of Belfast's Cycle hire scheme.

He stated that membership is a key issue and is now back up to 67,000 members.

Free Cycle is a part of Ride London Event. We are providing the volunteers for the event who will be carrying out the role of marshals and will also be doing a Dr Bike service. There will also be a number of displays at different sites. In response to a question on whether CTC's logo would be displayed Gordon replied that he is trying to get the logo used but as the main sponsor is Prudential it may be difficult.

Gordon reported that there will also be some involvement in the Women's Tour of Britain next year.

It was commented that the membership growth objective was not flagged up as a red on the CE report and wondered why this was so given the current number. Council need some confidence that the target figure will be attained and need to understand the impact on the income budget for this year. Don't get carried away with optimistic assumptions when doing the reforecasting. It was agreed that this objective should be a red.

Action Point 1: Amend the Membership Growth objective to red in the CE Report

There was then some discussion on the membership graphs and the data provided. Some of the main concerns being the migration of full members to reduced memberships and the spike in lapsed versus new.

David Cox concluded the discussion by saying that we need to summarise our action plan about membership issues and share with a new reference group, have a detailed 6 point plan to drive what we do over the next 3 months. It was agreed to have the working group to review and feedback on the action plan for membership.

Action Point 2: Council members who would like to be a part of the Membership Reference group to support the Executive, to let the Chair know by 3 May

Action Point 3: Gordon Seabright to produce a six point action plan to drive what action is taken over the next 3 months to address the membership issues. The Reference Group to then review and feedback on the action plan

Timed Presentations were taken next on the agenda.

8 Executive Committee

8.1 Meeting held on the 1st March, 2013

The paper was noted

8.2 AGM briefing

In the AGM Briefing paper change Lord Mayor to Mayor. The AGM briefing paper was noted.

Action Point 4: Send out the information going to delegates to Council as well as delegates booked

9 Operations Committee – matters arising

9.1 Meeting held on 20th March, 2013

Due to content of the minutes they are to be treated as confidential

9.2 Committee Membership

It was agreed for Welna Bowden to go back on Operations Committee.

9.3 Cycling Projects – **Confidential – Contents removed**

9.4 Holidays and Tours update

As above.

10 Strategy and Policy Committee – matters arising

10.1 Meeting held on 16th February, 2013

In the minutes Jaki Lowe's name needs correcting

11 Diversity and Equality – draft action plan

Jaki Lowe presented the paper with the updated diversity and equality action plan. She stressed that the plan can only be delivered with the help of Council members due to the amount of work to be done.

It was agreed to adopt the revised Diversity and Equality Action Plan.

Action Point 7: Council members to email the Chair, by 3 May, if they would like to be a champion in one of the Diversity and Equality areas

11.1 Council Diversity Survey

It was confirmed that the paper produced, at present, is just for internal use.

12 Council Governance Reports

12.1 Goals for Council

David Cox reported that he had updated the paper showing the goals set previously.

It was agreed that the reporting on Member Group AGM's objective should be amber.

It was agreed to carry on with this reporting method.

Action Point 8: Next report on Goals for Council will be due Jan 2014

12.2 Council Skills Audit

The findings of the Council Skills Audit was discussed and it was agreed that the gap in marketing and PR could be addressed by training.

It was noted that we advertise for specific skills when we recruit new Councillors.

It was commented that nothing we have done has been hampered by the results of the survey.

Timed Presentations:

13 CD/Affiliates – (by Ian Richardson Regional Cycling Development Manager)

Ian Richardson gave his presentation on cycling development and the affiliate offer. A copy of the full presentation will be circulated with the minutes.

Council thanked Ian for his presentation.

14 CTC Brand Refresh – Strictly Confidential – Contents removed

15 ECF – (by Dr Bernhard Ensink)

Dr Bernhard Ensink gave his presentation on the work of ECF and thanked CTC for being a member. A copy of the full presentation will be circulated with the minutes.

Council thanked Dr Bernhard Ensink for his presentation.

Resolutions:

16 Charitable Trust

16.1 CTC Charitable Trust – Annual General Meeting

16.1.1 Authority to sign Written Resolutions

Council agrees that Gordon Seabright as Company Secretary be authorised to sign Written Resolutions of CTC Charitable Trust as directed by Council.

16.1.2 Written Resolutions

Council agrees to Written Resolution 1 as set out in the paper circulated to Council.

Council agrees to Written Resolution 2 as set out in the paper circulated to Council.

All resolutions were agreed

16.2 Cyclists' Defence Fund – Annual General Meeting

16.2.1 Authority to sign Written Resolutions

Council agrees that Gordon Seabright as Company Secretary be authorised to sign Written Resolutions of The Cyclists' Defence Fund as directed by Council.

16.2.2 Written Resolutions

Council agrees to Written Resolution 1 as set out in the paper circulated to Council.

Council agrees to Written Resolution 2 as set out in the paper circulated to Council.

Council agrees to Written Resolution 3 as set out in the paper circulated to Council.

All resolutions were agreed

General Business:

17 Scotland, Wales Northern Ireland and English Regions

Scotland update – Peter Hayman outlined the updates in Scotland.

It was suggested to have a similar report for each region.

18 Any other Business

Wombourne CTC – It was reported that Wombourne CTC would like to form as a formal Member Group. They meet all of the requirements in the Member Group Handbook. Council agreed to Wombourne CTC becoming a Formal Group.

It was requested that the staff phone list is circulated electronically.

19 Review of meeting feed-back

Council members were asked to fill in the feedback forms.

20 Date of next meeting – Saturday 27th July, 2013 – at the Charity Centre

The meeting closed at 4.05pm.