

# LONDON CYCLING CAMPAIGN

## Board Meeting, 11<sup>th</sup> November 2014 – DRAFT

LCC Office, 2 Newhams Row, London SE1 3UZ

### ACTIONS SUMMARY

Item	Who?	Item	Date
1.2	Mustafa/Rachel	Draft a paper on improving the process of responding to consultations (was draft new/revised TOR for CPEC, 17 <sup>th</sup> March)	22 <sup>nd</sup> Sept.
3.2	All	Submit items for the Awayday to Ann/Ashok	new
3.2	Committee Chairs	Present items from their committees' areas of work at the awayday	new

### MINUTES

**Present:** Rachel Aldred, Daniel Barnes, Mustafa Arif (by phone), George Coulouris (from item 2.2), Alex Dillistone, Ann Kenrick (Chair), Tony Levene (Treasurer) Hannah Roberts, Gareth Redmond, Oliver Schick

**Apologies:** None

**In attendance:** Ashok Sinha

#### 1. Minutes of the 16<sup>th</sup> October Meeting (Accuracy and Matters Arising)

- 1.1 The minutes were corrected to show that Oliver had wished to join the new IT Working Group.
- 1.2 Work is underway to clarify and improve the process for responding to consultations.

#### 2. Financial Contingency Planning

- 2.1 Tony recapped the nature of the financial difficulties LCC is facing. In particular he noted that he has received information that HMRC is at the moment paying particular attention to Gift Aid claims by membership organisations.
- 2.2 He confirmed that staff had engaged an accountant to assist with the challenge to HMRC's ruling on LCC's claim of Gift Aid on membership fees, and that the CEO had submitted a letter to HMRC.
- 2.3 Ashok went through the schedule of cutbacks identified, noting the phasing of each and the criteria for triggering them.
- 2.4 He also explained the various options for offering standalone 3<sup>rd</sup> party cycling insurance on the open marketplace in case the challenge to HRMC's ruling is not successful.
- 2.5 Mustafa registered that he felt that not entering the insurance market in any case was a conservative and risk-averse option. Ashok noted that he felt waiting for the final HMRC response was nonetheless the better option given the uncertainty as to the degree to which exercising this option might 'cannibalise' the full membership, and that the membership model may be wholly revised within 12 months anyway as a result of the Membership Review.
- 2.4 In response to a question from George, Ashok explained that a large proportion of the TfL grant that LCC has historically secured for its community work has now been put to various tenders due to a reorganisation of this area of work by TfL. LCC shall be competing for the new work.

**3. Strategic Plan 2014-2018**

- 3.1 The Board agreed that the status of this plan needed confirming, and that in any case elements of it are in need of updating.
- 3.2 The Board agreed that this would be an important item for the January awayday, and that the Board would re-issue the plan for activist comment in the first quarter of 2015.
- 3.2 It was agreed that other items on the agenda should include London and national elections between now and 2018, the Membership Review (depending on progress) and improving the internal workings of the organisation (for example, but not necessarily limited to, the interrelationships between the Board, office, committees, and activist groups).

**Actions:**

- All trustees to submit agenda items for the awayday to Ann and Ashok.
- Committee Chairs to prepare to lead discussion items from their areas of work on the day.

**4. IT Working Group: Objective & Timelines**

- 4.1 George informed the Board that a good and productive first meeting of the ITWG. He ran through the tabled Objectives & Timelines paper.
- 4.2 Mustafa added that we have suffered from a staff capacity deficit for this area of work (and that we had been lucky to pull off Space for Cycling); and, recognising the difficulties faced in addressing this so far, he stated that it would be important in future that we do so. Ashok agree, adding that having developed new income streams over the past few years to address the drop-off in major grant funding, it was a stated priority to use these growing sources to fund new IT capacity. (This may be delayed if the outcome with HMRC – see Item 2 – is disappointing.)
- 4.3 George agreed that the ITWG would be able to give a measure of support to the substantial developments to LCC’s digital platforms that staff are planning over the coming 12 months (should sufficient funds be raised); and that it should be possible to mesh this with the longer term strategic work of the group. He agreed with Ashok that flexibility should be built into planning for the 2016 and 2018 election campaigns, such that the tech development properly met the strategy (as yet to be determined) for those campaigns.

**5. AOB**

- 5.1 Dan noted that IRG members had reviewed the draft submission to the potential external funder identified to support the upcoming Membership Review (i.e. the market research and data analysis); and that IRG members had begun investigating potential contractors.

**PAPERS NOTED**

- a. Staff Report, November
- b. Management Accounts, August (revised according to current reforecasts)

Signed as a true and accurate record by:

(Chair).....

On.....