

LONDON CYCLING CAMPAIGN

Board Meeting, 26th July 2021

By videoconference

MINUTES (Actions highlighted) - DRAFT

Present: Pearl Ahrens, Aidan Chisholm, Simon Clark, James Heath, Eilidh Murray, Terry Patterson, Kris Sangani (from item 7.3), Sarah Strong,

Apologies: Sylvia Gauthereau, Stuart Kightley, Christian Wolmar

In attendance: Ashok Sinha (CEO)

1. Welcome from the Chair

1.1 The Chair ran through the agenda and asked if there were any items for AOB.

2. Declarations of Interests

2.1 None.

3. Minutes of the 22nd June Meeting (previously agreed by email) – Actions Tracking

3.1 The Business Committee review of the income generation, projects and membership sections of the 2021-2024 was rolled over to its next meeting.

3.2 KPIs: the changes requested we made, apart from the additional metric on digital reach and engagement. Staff are investigating what industry standard/platform to use.

3.3 The first meeting of the new D&I Working Group was postponed due to unforeseen circumstances and will now be held on 3rd August.

4. Chair's Report

4.1 No Chair's Actions had been taken and there were no other matters to report.

4.2 Noting that Terry had, at the last meeting, informed the Board of her intention to step down as a trustee at the AGM, the Board reiterated its great appreciation of the excellent job Terry had done as Chair; Terry thanked Board members for being wonderful to work with.

5. Staff Report

5.1 Ashok answered some points of clarification. The Board congratulated Simon Munk on being promoted to Campaigns Manager. He will reintroduce a R-A-G classification in the new campaigns matrix.

6. Reports from Committee Chairs

6.1 Reports from committee chairs were noted.

7. Audit

7.1 The Treasurer, Simon, ran through the audit, saying:

- The financial year 2020-2021 was a year of great success, during which we had coped well with the impact of Covid-19, and expanded our income and campaigning capacity.
- The financial results were very satisfactory.
- The auditors gave LCC a clean bill of health, and the audit process itself went smoothly.
- The Business Committee and auditors agree that LCC remains a going concern; that said, we still need to keep making a small annual surplus to reach our target reserves.
- The cash position has been stressed tested and there is good process in place to spot future problems and trigger contingencies in a controlled fashion.
- There were only a few minor matters in the audit report to resolve.

7.2 In response to a question about LCC's pensions provider, Ashok confirmed that this is AEGON, which offers both ethically-screened and non-screen products tailored to the voluntary sector; and that AEGON had some time ago agreed to no longer invest in fossil fuels, in response to letters sent by a range of NGOs including LCC.

7.3 The Chair of the Business Committee, James, stated that we have enough controls to prevent management over-ride, e.g. good monthly management accounts, frequent direct liaison between Treasurer and the Senior Finance Officer, and a regular review of the risk register by the Business Committee. The committee is confident that good controls are in place.

7.4 After noting Simon's paper the Board agreed that the charity remains a going concern.

7.5 Ashok confirmed that all the statements in the Letter of Representation remain correct to the best of his knowledge.

7.6 The Board agreed that the Chair, Terry, should sign the Letter of Representation.

7.7 The Board agreed that the Accounts 202-2021 and Trustees' Report are a true and fair view, and also agreed that any two trustees (Terry and Simon in the first instance) may sign them, and that any trustee (Terry in the first instance) may sign the Report.

7.8 Simon ran through the "housekeeping" matters raised in the audit report.

7.9 James reminded the Board that the Business Committee has been charged with maintaining the charity's risk register, and will bring items of particular concern to the attention of the full Board.

7.10 The Board expressed its thanks to Simon for his oversight of the audit, to Dave Sellers (Senior Finance Officer) and Jim Bush (Book-keeper), about whom the auditors were very complimentary, and to Ashok for drafting an excellent Trustees' Report.

7.11 Terry took this opportunity to repeat the thanks she had given to Ashok in her Chair's Report for his service and achievements, and to all those who serve on subcommittees for the important and effective work that they do.

8. Diversity & Inclusion (D&I)

8.1 Terry noted that when the question of D&I came up a few years ago, Ashok advised that progress on gender could be made faster and to greater effect than on BAME matters, and that the former should be the first matter to be addressed (which it was, through the work of first the Board and then the Women & Cycling Working Group). However, until prompted into action by Black Lives Matter we had

not taken the next step of addressing BAME representation. Terry added that it was high time that this is rectified, which is why the new D&I Plan being developed is so important.

- 8.2 The Board had a wide-ranging discussion on the question of co-opting two BAME activists to the Board, noting the danger of tokenism, and agreed that this matter should be explicitly discussed as part of the set of priority measure in the draft D&I Plan at the forthcoming D&I Working Group. The latter will also consider the draft new D&I Vision statement.
- 8.3 The Board in particular agreed that the working group should identify the best timescale for these co-options, seek advice on who to approach, and discuss how best to contextualise the co-options.

Action: Kris to report back at the September Board.

9. AGM

- 9.1 The Board discussed the pros and cons of hold a physical or a virtual AGM this year, and the importance of proper Covid-19 risk management in the case of a physical event.
- 9.2 Trustees agreed that a physical meeting was preferable, and Ashok said he would ask Cathy Alexander (Office Administrator) to check venues for their availability and to confirm their risk management protocols, with a view to making a booking (depending on the cost of any non-refundable deposit). This could be cancelled and the meeting reverted to a virtual one if needed.

Action: Ashok to progress this.

10. Banking

- 10.1 The Board agreed to add Simon (as Treasurer) and James (as Business Committee Chair) to the list of approved "users" on the Unity Bank e-payment system, to give greater flexibility. (The current users are the CEO and Senior Finance Officer.)
- 10.2 So as to spread risk and take best account of the Government's deposit guarantee scheme, the Board agreed that the charity should open as second account with Starling Bank. James noted that this Bank had been selected as the one with the best combination of ethical stance and suitability.

Action: Ashok to ask the finance team to progress this.

11. AOB

- 11.1 Ashok explained the status of different Better Streets and Healthy Streets groups, viz-a-vis being part of the charity.
- 11.2 Terry asked that the listing of Board minutes on the new website be pushed up the snagging list.

The meeting was closed.

DONM: Monday 27th September.