

LONDON CYCLING CAMPAIGN

Board Meeting, 28th January 2020

LCC Office, Metropolitan Wharf, London E1W 3SS

ACTIONS SUMMARY

Item	Who?	Description	Due Date
4.3	All	Encourage suitable candidates to stand in the Policy Forum election	Fri. 31 st Jan.
6.1	All	Send Terry proposed revision to the Members' Complaints Procedure	Next meeting
7.2	All	Confirm what liaison and/or training each can do with groups	Next meeting
7.3	Ashok	Circulate staff schedule of staff post that require DBS checks	Next meeting
7.5	Megan	Circulate the Climate Safe Street group activism plan	Next meeting
9.2	Ashok	Circulate staff organogram	Next meeting

MINUTES

Present: Pearl Ahrens, Aidan Chisholm, Simon Clark (Treasurer), Amy Foster (Vice-Chair), Stuart Kightley, Eilidh Murray, Megan Sharkey, Sarah Strong, Christian Wolmar

Apologies: James Heath, Terry Patterson (Chair), Matt Sparkes

In attendance: Ashok Sinha (CEO)

1. Chairing the meeting & Conflict of Interests

- 1.1 Amy took the chair in Terry's absence.
- 1.2 No conflict of interests were reported.

2. Chair's Report

- 2.1 Held over in Terry's absence.

3. Minutes of the 4th November 2019 Meeting (previously approved by email): Actions and Matters Arising

- 3.1 All actions are on track and there were no matters arising not already present on the agenda.

4. Subcommittee Chairs' Reports

- 4.1 The report of the Business Committee was noted, as was the fact that Simon has and will be chairing the committee during James' period of absence.
- 4.2 There were no reports from C&AM, the Policy Forum and HRC, which hadn't met since the last Board.

- 4.3 Pearl informed the Board that the election to the Policy Forum is underway.

Action: All to encourage suitable candidates to stand.

5. Draft 2020-2021 Budget

- 5.1 Simon and Ashok summarised the budget approval process, noting that the Business Committee had received the first, rough budget from staff and given its views.
- 5.2 In describing the context, Simon noted that staff are currently forecasting a small surplus for the current financial year (as compared to the significant deficit that looked likely a few months ago), and that we had hit our surplus targets for that last two years.
- 5.3 Simon reminded trustees that we need to continue to build our reserve, and that he is intending to draft a new reserve policy for consideration by the Board.

6. Complaints Procedure (Members)

- 6.1 Terry informed trustees that HRC will be reviewing the procedure for members to raise complaints against other members.

Action: All to send Terry comments on the existing procedure.

7. Board Awayday: Actions Tracking

- 7.1 Campaigners' Conference: to be discussed at the upcoming C&AM. The timing and content will depend on what is needed by way of mobilising groups ahead of the mayoral election (versus holding it afterwards to take into account the result of that election).
- 7.2 Activist/Training Network: to be picked up at C&AM
Action: All to email Terry to confirm what liaison and/or training they can do with groups.
- 7.3 DBS checks: Stewart Dring (staff/safeguarding lead) and Ashok to produce schedule of posts that require a DBS check for ratification at the next Board.
Action: Ashok to circulate.
- 7.4 Charity Commission: all to confirm that they have read the Commission's safeguarding guidance.
- 7.5 Climate Safe Streets: local group activism plan to be picked up at C&AM
Action: Megan to circulate the plan she and Fran Graham (staff) have been working on.

8. Appointment of Auditors

- 8.1 The Business Committee's recommendation to appoint UHY Hacker Young as auditors for the financial year 2010-2020 was approved.

9. AOB

- 9.1 It was agreed that the Policy Forum should take the lead on the forthcoming government consultation on e-scooters, given its existing strand of work on this subject.
- 9.2 **Action:** Ashok to circulate a staff organogram

The meeting was closed.