

LONDON CYCLING CAMPAIGN

Board Meeting, 31st March January 2020

Held by videoconference

ACTIONS SUMMARY

Item	Who?	Description	Due Date
3.2	All	Confirm what liaison and/or training each can do with groups (rolled over)	Next meeting
3.3	Ashok	Circulate staff schedule of staff post that require DBS checks (rolled over)	Next meeting
3.4	Ashok	Circulate latest staff organogram	Next meeting
6.1	Terry & Christian	Convene HRC	Next meeting

MINUTES

Present: Pearl Ahrens, Aidan Chisholm, Simon Clark (Treasurer), Amy Foster (Vice-Chair), James Heath, Eilidh Murray, Terry Patterson (Chair), Megan Sharkey, Matt Sparkes, Sarah Strong, Christian Wolmar

Apologies: Stuart Kightley

In attendance: Ashok Sinha (CEO)

1. Conflict of Interests

- 1.1 No conflict of interests were reported.

2. Chair's Report & Actions

- 2.1 Terry thanked Amy for chairing the last meeting in her absence.
- 2.2 She reported that she had raised the issue of groups not keeping excess reserves at the recent Local Groups Forum.

3. Minutes of the 28th January 2020 Meeting (previously approved by email): Actions and Matters Arising

- 3.1 Pearl confirmed that the Policy Forum elections had taken place, but that there remains one unfilled seat (general membership category).
- 3.2 The revisions to the Complaints Procedure have not yet been made: rolled over.
- 3.3 The list of support trustees can give their allocated groups has not been created: rolled over.
- 3.3 Identification of which staff roles may require DBS checks: rolled over.
- 3.4 Circulation of Staff Organogram: rolled over.

4. Finances & Budget 2020-2021

- 4.1 Simon and Ashok reported on the end of year position and presented the final draft of the new budget for Board approval.
- 4.2 The also presented the contingency plan for managing any projected difficulties with cash that may cause if the adverse impact of Covid-19 is greater than expected.
- 4.3 Simon and Ashok thanked Dave Sellers (Senior Finance Officer) for assisting with the financial analysis and preparing good and clear paperwork.
- 4.4 Simon thanked staff for achieving a deficit this year of only £10k; while the 2019-2020 budget had set a surplus of £10k, and thus a negative variance of £20k is disappointing, this is a far better outcome than looked likely mid-year, i.e. when we were experiencing substantial problems with income. He reminded trustees that in the context of a turnover of £1.1 million this may not seem a big issue, but the problem is that our reserve – despite having been increased in recent years – remains too low for comfort: small deficits can have a big impact on the reserve while it remains low.
- 4.5 Simon and Ashok explained that new budget is intended to reflect a balanced view of how Covid-19 will affect the charity i.e. neither too pessimistic or too optimistic; and that a lot of work had gone into understanding the adverse impacts we will face due to the lockdown on each individual budget line (as well as potential income upsides), plus their phasings. It is a well-thought through budget that we have a good prospect of meeting.
- 4.6 Ashok reiterated that, most importantly, we have a clear and systematic process to provide early warnings if cash is likely to become a problem, and a schedule of contingencies to deal with any shortfalls in a timely but proportionate manner. Part of this process is a weekly cash report (one month look ahead) that both Simon and Ashok review.
- 4.7 The 2020-2021 Budget was approved.

5. CEO Annual Performance Review

- 5.1 Terry reported on the review she had conducted with Ashok of his performance against 2019-2020 objectives, and the new ones that she and he have determined for 2020-2021.
- 5.2 The Board congratulated Ashok and thanked Terry.

6. AOB

- 6.1 It was noted that the Human Resources Committee had still not met, with the Staff Salary Review (job grades and grade factors/criteria) and the Equality, Diversity and Inclusion Plan being outstanding matters.
- Action:** Terry and Christian to convene HRC
- 6.2 Groups' Annual Declarations: recognising the concern some groups have over completing the new Annual Declarations Form, Ashok and Terry have written a cover letter to provide guidance and reassurance, and staff have scheduled online help sessions for group officers. Link trustees are to be available to assist their allocated groups.
- 6.3 Megan reported that she and her family will imminently relocate to Australia, but she will remain available online to continue her trusteeship. The Board expressed its great appreciation for the fantastic work she has done to improve the effectiveness of LCC local groups and said that she will be sorely missed. It wished her well for the future.

The meeting was closed.