

CAMCYCLE



AGENDA PACK

ANNUAL GENERAL MEETING 2019

19 JANUARY, 10.30AM

CLAY FARM CENTRE, TRUMPINGTON

HOBSON SQUARE, CAMBRIDGE CB2 9FN

(Easy to access from the Southern Busway Cycleway)



AGENDA

Chairperson: Robin Heydon

Minutes: Tim Burford

Before the meeting

Doors open at 10.30 am for check-in, refreshments, and the opportunity to purchase Camcycle merchandise

11.00 Discussion panel with guest speakers:

Faye Holland, expert communicator and influencer

Sally Hinchcliffe, serial cycling campaigner

Lily Macfadyen Tomson, champion for student campaigners

12.00 Campaigning and volunteering workshop

Buy some lunch from the Café or bring your own and participate in informal volunteering and campaigning round tables. Learn from experienced volunteers and share your ideas for our activities in 2019

12.50 Formal AGM business

Apologies for absences

Approval of the 2017 AGM Minutes

Chair's report (Robin Heydon)

Annual accounts (Roxanne De Beaux for Chris Howell)

Approval of the 2018 accounts

Camcycle Awards

2018 highlights (Roxanne De Beaux & Anna Williams)

Election of Trustees

2.00 Close

Next Camcycle meeting:
Tuesday, 5 February. 7.30 pm, Friends
Meeting House

Next Camcycle social:
Tuesday, 12 March. Evening

Proposed date of next AGM:
Saturday, 18 January 2020



ANNUAL GENERAL MEETING 2017 MINUTES (DRAFT)

5 December, 2017. Friends Meeting House, Jesus Lane, Cambridge

Minutes prepared by Wookey

Start 9:10pm, after Carlton Reid talk on 1930s cycleways

Apologies: Jim Chisholm (hip op), Hester (poorly), Sarah (editing)

Chair's report - Robin Heydon

- City Deal renamed to Greater Cambridgeshire Partnership - much going on.
- Some good stuff: Eddington segregated routes.
- Matt Danish has done excellent work. Led on Milton Rd, Hurst Park residents. Still lots happening: Northstowe is starting, Waterbeach is getting going. That's 18,000-25,000 houses within cycling distance of employment.
- Kicked off this year: Vision in manifesto
- Campaigns: Absolute bollards. Started by Hester, with much help from others. Collected where issues are. Many things have been fixed already (e.g. 2 bollards->1 in various places).
- Chisholm Trail is going to be built. Not a dual carriageway as in the 1930s plans, but a lovely high-quality route through nature.
- Freshers leaflet, cycle lighting poster and city centre cycling map updated earlier in the year renewed and distributed. Basic rules info really help newbies.
- 7 episodes of the podcast done. Idea of Al and Hester.
- Still have lots to deal with: fund raising is needed. £5,000 from Big Give campaign is good. New data protection legislation requires contacting everyone by letter to check it's OK to use their data. Simple volunteering opportunity - please help.
- Bimonthly magazine is important. Sarah has been doing a fantastic job. And we really need someone to help. We'll have to pay a couple of grand a month if no volunteer editor.
- Roxanne has done a brilliant job, well beyond contracted hours. Time to think about 2nd employee.
- This campaign exists for its members. Even if only doing the Reach Ride to show the route. It's volunteers that count and enable us to do things (as mentioned above).
- Questions: Willa says thank Roxanne for enabling everything.<applause>

Treasurer's report - Chris Howell

- Took over 12 months ago. Long-standing member
- Money given for 2 years to get an employee. That money has been spent. We have an office now. Spent more on campaigning. Now working on more sources of income. More members has helped. Now looking at how to cover expenditure without major donor money. Down about £12,000 over the year. Still healthy amount left for whilst we sort out new sources.
- Accounts still with independent reviewer, on pages 27,28,29.

Martin Lucas-Smith: Please suggest newsletter people. Idea to reduce load is to separate out jobs.

Tim Burford: We should approve last year's minutes, noting 3 typos.

- Show of hands approvals: lots Show of hands not approved: none. Approved.

Edward Leigh: (Smarter Cambridge Transport) has got hold of Sven Topel, CEO of Brookgate.

Persuaded to come and look at issues of Station Square area. Meeting next week.

AOB:

Kate Heydon: Is it known that Cambridge North routes are not signposted from southern side?

Al: Money in highways improvement fund to fix that. Yes, known, there is a plan.

Monica: Achievement: cycle barometer is close to counting millionth cyclist 10 days earlier.

Roxanne: Please write a press release about that. Got media last year, can work from last year's PR.

James: Can we be more active to get potholes and sunken metalwork fixed more quickly?

ACCOUNTS 01/10/2017 TO 30/09/2018

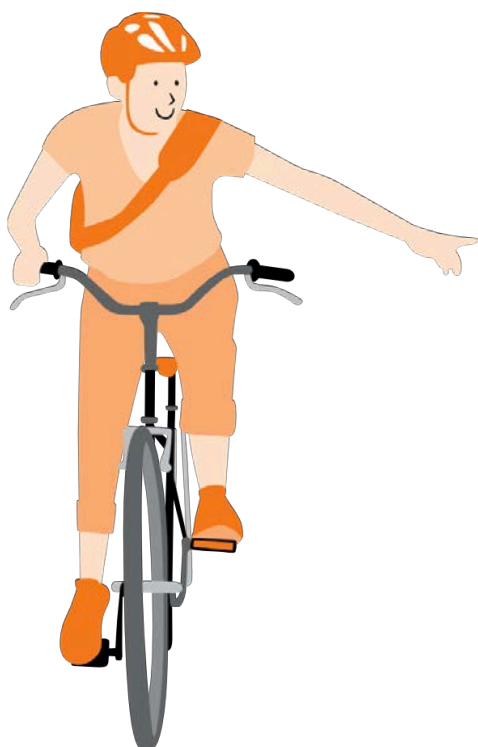
Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Advertising	2,600	-	-	2,600	405
Donations	4,058	47,757	-	51,815	7,566
Event Income	285	-	-	285	-
Gift Aid	2,949	-	-	2,949	3,040
Grants	5,600	9,145	-	14,745	12,814
Interest	196	-	-	196	344
Merchandise	466	-	-	466	986
Subscriptions	17,936	-	-	17,936	16,289
Sub total (Gross income for AR)	34,092	56,902	-	90,994	41,444
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	34,092	56,902	-	90,994	41,444
A3 Payments					
Employee Costs	13,536	34,780	-	48,316	35,741
Recruitment Costs	314	247	-	561	-
Office Costs	5,385	-	-	5,385	4,690
Events and Campaigning	723	5,082	-	5,806	4,712
Membership Servicing	376	-	-	376	185
Newsletter	5,787	-	-	5,787	5,390
Affiliation, Training & Conferences	1,283	1,916	-	3,199	1,471
Other Overheads	2,081	-	-	2,081	798
Stock Purchase	90	4,059	-	4,149	820
	-	-	-	-	-
Sub total	29,575	46,085	-	75,660	53,807
A4 Asset and investment purchases, (see table)					
Asset Purchases	2,203	7,638	-	9,840	-
	-	-	-	-	-
Sub total	2,203	7,638	-	9,840	-
Total payments	31,778	53,723	-	85,500	53,807
Net of receipts/(payments)	2,314	3,179	-	5,493	- 12,363
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	34,619	33,179	-	67,798	80,161
Cash funds this year end	36,933	36,358	-	73,291	67,798

ACCOUNTS 01/10/2017 TO 30/09/2018

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank and Cash	36,933	20,757	-
	Deposit Account	-	15,601	-
	Total cash funds	36,933	36,358	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	None	-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Office Furniture	Unrestricted Funds	1,940	-
	Stall Bikes	Unrestricted Funds	6,007	-
	Projector	Unrestricted Funds	381	-
	Laptops and Accessories	Unrestricted Funds	3,085	-
	Mobile Phone	Unrestricted Funds	972	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	None		-	



TRUSTEE POSITIONS FOR ELECTION IN 2019

Chair

The Chair acts as the 'figurehead' of the Campaign. Their role is to drive forward our strategy, both in terms of campaigning and our structures. Working with the other trustees and our Executive Director, the Chair will make sure that the Campaign puts forward the best possible approach for improving cycling in Cambridge and ensure that we have the organisational capability to deliver this.

Secretary (Vice-Chair)

The Secretary is responsible for ensuring we meet our legal obligations such as reporting to the Charity Commission, including preparation and submission of our annual report. They also work on our organisational policies (as opposed to campaigning policies) to ensure we are compliant with various requirements. It's also part of the Secretary's role to reach out to new constituencies and build alliances, ensure that subgroups work effectively, seek to increase the involvement of members in our campaigning, and maintain the non-party political status of the Campaign.

Treasurer

The Treasurer is responsible for monitoring and reporting on our finances and ensuring they are properly managed. The role also entails some bookkeeping work and raising invoices as well as tasks related to the Campaign's charitable status, such as liaising with HMRC to reclaim Gift Aid, completing a tax return and contributing a financial statement to the Trustees' annual report to the Charity Commission. We have worked hard in 2018 to continue to rationalise the tasks required of the Treasurer and to create a finance team to help with the work including payroll, invoicing and transaction reconciliation. The Treasurer works closely with our Executive Director to ensure our growth remains financially sustainable.

We now use the cloud-based accounting software Xero which integrates with our custom-built cloud-based membership management system, Cameo.

Trustees

A Trustee is responsible for ensuring that the charity carries out its purposes for the public benefit, that we act in the charity's best interests, and that we manage the charity's resources responsibly. We are especially keen for people with skills in legal, human resources, people management, and fundraising (particularly corporate and relationship fundraising) to join the Trustee Board.

VOTING INSTRUCTIONS

There are four separate trustee elections. These are, in order of procedure:

- Charity Chair election
- Charity Secretary election
- Charity Treasurer election
- Trustee election

If a candidate is selected for a role through an election, then they will be automatically removed from subsequent elections. There is a "none of the above" option on each ballot. If that is the winner, then the post remains unfilled. The election will be counted according to the Single Transferable Vote rules published by the Electoral Reform Society, available online at:

<https://www.camcycle.org.uk/jumpto/stv>

Please rank each candidate in the order that you would consider them suitable for the position. If a candidate whom you have scored highly has already been elected to a different post, then your vote for this post will be transferred to your next highest candidate, until all positions are filled or the none-of-the-above candidate wins. All candidates are listed in alphabetical order by family name and first name. You do not have to give rankings to every candidate.

If there are vacant positions, trustees will have the power to co-opt additional trustees throughout the year.

NOMINEES FOR ELECTION



Candidate for Chair: Robin Heydon

I have lived in the Cambridge area for the last 18 years. I regularly cycle six miles to and from work. Having cycled in many other countries around the world, I have seen both great and not-so-great cycle infrastructure. Cambridge is still a long way from being a world class city that I think it deserves to be. There are three things that we need to achieve to make Cambridge and its surrounding rural villages the best place to cycle in the world.

First, we need high quality cycle infrastructure in the places where people want to cycle. We need to make the case for a comprehensive primary network of cycle routes, segregated cycleways mainly along the main roads that link where we live to where we need to be. Second, we need to create policies that foster these aspirations including details sometimes forgotten such as cycle parking standards and wayfinding. And lastly, I intend to chair this charity to create a sustainable and strong future for this organisation that will become a respected and trustworthy critical friend to the councils, developers, and residents.



Candidate for Secretary: Willa McDonald

I would like to stand as secretary to the trustee board of Camcycle. I have been a trustee for two years and believe that I now have enough experience to take an extra step to contribute to the work of this organisation. As secretary of Camcycle I would hope to take on an organisational role and ensure good governance of the board is maintained. I would aim to work closely with the chair and executive director to make trustee meetings effective and productive. I have been a volunteer for Camcycle for a number of years and have been involved in many stall bike events which I enjoy very much and have helped to organise the Reach Ride



Candidate for Treasurer: Chris Howell

I am re-standing for election having been treasurer of Camcycle for the last two years. I have lived and cycled here for more than 25 years and been a member of Cambridge Cycling Campaign for nearly 20 years. I am a chartered accountant, who works in finance for a software company in central Cambridge, and previously have served as a Cambridge City Councillor.

The Campaign has grown significantly over the last few years, in terms of its resources, reach and influence at a time when there is ever more need for our input whilst planning the rapidly growing area we live in. I hope to be able to use my skills and experience to help the organisation grow sustainable to meet the challenges ahead. For cycle campaigning, my main interests are new high-quality cycle routes, cycle parking, and the day-to-day issues for cyclists in my own neighbourhood of East Chesterton.



Candidate for Trustee: Sue Edwards

I've been a Camcycle trustee and membership secretary for the last 4 years, since David Earl stepped down so that he could have time to write us a super new membership organising system which he's continuing to enhance to help us in more areas so we have interesting discussions about that. I'd been helping to deliver newsletters for a long time, since not long after I joined the campaign, and then last autumn became responsible for coordinating distribution of the printed copies as well. I enjoy being able to contribute to supporting the organisation of the campaign in the background like that, and would be happy to continue doing so.



Candidate for Trustee: Matthew Danish

Our streets are major parts of our shared public space heritage and I believe they should be both safe and pleasant places for human beings of all ages and abilities. The transportation uses of streets can and should be balanced between the different modes and the other roles that streets serve. I believe we should put the needs of people above those of machines, and so we should prioritise walking and cycling above motor traffic. I also believe a pleasant and livable city is one where everyone feels safe and respected when they choose to walk or cycle around, without being overwhelmed or harmed by motor traffic. The classic, compact, verdant and historic form of Cambridge is incompatible with heavy usage of automobiles. Walking and cycling will always be the best, most convenient, and healthiest way of navigating this city. I came to Cambridge from Boston, MA in 2015. When I moved here I joined Camcycle because I believe it is an organisation that shares my values. Since then I have been helping out with various efforts to campaign for better streets and facilities, such as helping organise strong responses to Milton Road, Histon Road, and Greenways as well as examining numerous planning applications.



Candidate for Trustee: Martin Lucas-Smith

I am restanding as a Trustee, having been Liaison Officer for several years and other posts before that. I am a long-standing member, having seen and helped the Campaign grow over many years. I co-wrote Making Space for Cycling and have been involved in many campaigns. I am a web developer, working in Cambridge, and am one of the developers of the not-for-profit social enterprise CycleStreets which also runs Cyclescape. As such, I bring skills related to technology, and those relating to running a business.

The Campaign is going through a period of change and growth, with more and more changes in Cambridge affecting cycling conditions. The City Deal has brought large amounts of funding which is arguably not always well-channelled; there is major housing growth which will affect travel patterns for decades if done badly; and new traffic schemes continue to affect our streets. There is much to do.

I believe strongly that the Campaign must continue to be member-led, and that member involvement, supported by staff, is critical to our success. I am particularly keen to focus this year on completing our project to publish a clear set of policies, as well as the overhaul of the website.



Candidate for Trustee: Tom McKeown

I have been riding bikes nearly all my life, though you'd have been most likely to see me out on the woodland trails where I grew up. Utility riding really clicked ten years ago when I moved to Cambridge for a 'Silicon Fen' tech job. Since then I have become parent to two young children. Riding with them has dramatically demonstrated the difference in routes I'm comfortable to ride on my own, compared to with them on my bike, or riding alongside on their own. This started my interest in cycle advocacy. Initially through my @CyclingDadUK twitter account, then as a volunteer and for the last five years trustee for Camcycle. I see safe, protected space for cycling to be crucial for getting families like mine, and other not-yet-cyclists, out on bikes. I believe cycling is hugely important for the physical health and mental well-being of all children; connecting them to their community and environment, and providing them with independence as they grow.