

# Spaces to Breathe

**AGM 2021**

Saturday 23 January, 2-5pm



## PROPOSED CALENDAR OF EVENTS 2021

Owing to the pandemic, our normal calendar of events is currently suspended. We continue to host monthly meetings online via our Facebook page on the first Tuesday of each month - dates as follows:

Tuesday 2 February - Sarah Berry, Low Traffic Neighborhood campaigner.

Tuesday 2 March

Tuesday 6 April

Tuesday 4 May

Tuesday 1 June

Tuesday 6 July

Tuesday 3 August

Tuesday 7 September

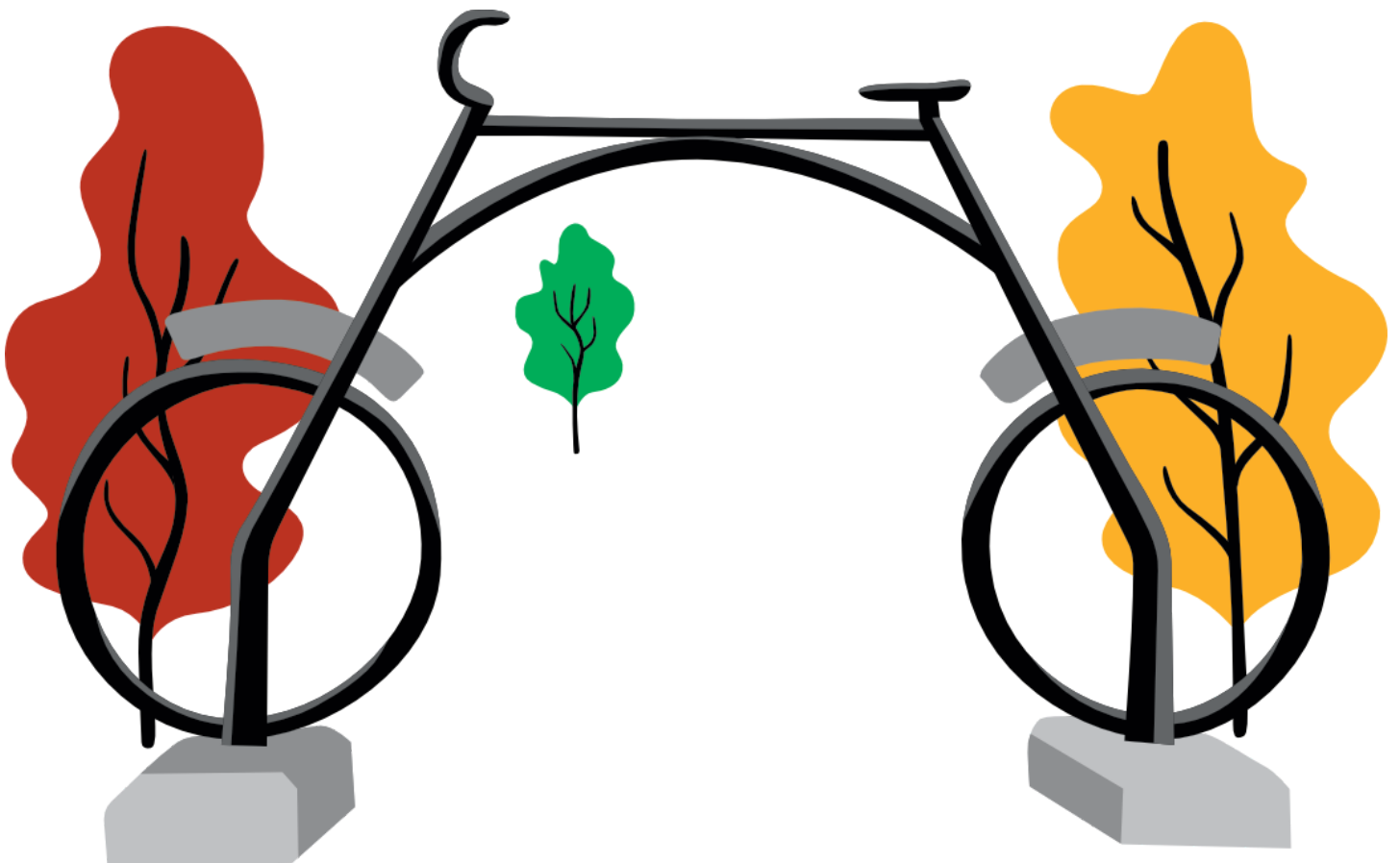
Tuesday 5 October

Tuesday 2 November

Tuesday 7 December

For more information see [www.camcycle.org.uk/events](http://www.camcycle.org.uk/events)

We hope to be able to arrange in-person meetings before the end of 2021. Until we receive notice that it is safe to do so, all our events will be online.



# AGENDA

**Chairperson:** Robin Heydon

**Minutes:** Tim Burford

## **Before the meeting**

All individuals registered for the online event will receive an email a day before the event. Included will be an online link to register attendance and join the meeting. Registered Camcycle members will also receive an email to enable them to vote for trustees and proposed motion(s). The online meeting will begin at 2.00 pm but you can register your attendance and join the meeting from 1.00 pm. Should you encounter any technical problems, please email [contact@camcycle.org.uk](mailto:contact@camcycle.org.uk) or telephone 01223 690718. This helpline will be staffed on Friday 22 January and from 1.00 pm on Saturday 23 January until the end of the AGM.

## **2.00 AGM opens**

### **2.15 Introduction**

### **2.30 Formal AGM business**

Apologies for absences

Approval of the 2020 AGM Minutes

Chair's report

(Robin Heydon)

Treasurer's report

(Chris Howell)

Approval of the 2020 accounts

Incorporation of the charity

(Robin Heydon)

Camcycle 2021

(Roxanne De Beaux)

Election of Trustees

### **3.30 Break**

### **3.45 Melissa Bruntlett, author of *Building the Cycling City***

### **4.25 Questions**

### **4.45 Camcycle Awards**

(Roxanne De Beaux)

### **5.00 Close of AGM and closing of voting**

# ANNUAL GENERAL MEETING 2020 MINUTES (DRAFT)

20 January 2020. Clay Farm Centre, Cambridge

Minutes prepared by Tim Burford

**Apologies** Alec Seaman (candidate for trustee) was unable to be present.

## **Guest speaker**

Rachel Aldred, reader in transport at the University of Westminster, spoke on Cycling for All, our campaigning theme for 2020, looking at which groups in society cycle more and which are deterred from cycling. Looking mainly at census data, she showed that far more men than women cycle in the UK and cycling levels fall with age - the opposite of the Netherlands, where older women are in fact the group most likely to cycle. The talk was followed by questions to a panel of Rachel, our trustee Matthew Danish, and Mark Philpots, known online as The Ranty Highwayman.

*The minutes of the January 2019 AGM were approved unopposed.*

## **Chair's report**

Robin began by calling for applause for Roxanne and Anna for their exceptional efforts over another year. This had been (another) transitional year, with many 'exciting' but vital policies agreed, on complaints, financial reserves and major donors (quite a few are now giving £600 or more per year, and transparency requires us to disclose the figures). The Local Plan was only agreed last year (after three years sitting on the inspector's desk) but consultation is beginning for the next one - it's vital to push for higher levels of cycle parking, and for direct cycle routes within new developments. Cambridge South station is also a big opportunity - as no space has been left alongside the tracks for buildings or car parks, the station will be built over the tracks and we can push for long canopies with cycle parking above the platforms (unlike Cambridge North, where it's hard not to get wet when it rains).

Responding to questions, Robin said that we were still actively involved with the central station, where it was particularly hard to make the case for removing car parking, and even the twenty minutes free parking for drivers to pop into Sainsburys. Roxanne added that she has been working hard for five years on cycle theft at both stations and it was endlessly frustrating, with multiple bodies all short of resources, but fundamentally there just wasn't respect for cycling as a mode of transport, even in Cambridge. Asked whether stressing the economic impact of cycle theft might be helpful, Roxanne said it would be hard as most thefts were not reported, or not recorded by the police. Matt Danish added that he'd succeeded in having nuts and bolts on the cycle stands replaced with shear nuts, but that these couldn't resist brute force so theft was continuing.

Asked about co-mobility (eg car-sharing, transport hubs etc), Robin said that we had no stated policy, but noted that car-sharing in Castle ward had led to an increase in cycling. Roxanne added that there were 49 policies waiting to be written up.

## **Accounts for 2019/2020 – Treasurer's report**

Chris Howell thanked Sue Edwards and Richard Burgess for their help, as well as Roxanne and Anna, and noted substantial growth in income, activity and impact. Donations from one very generous long-term member had been transformative, but we needed to diversify our income sources for long-term stability - members' subs (with over 1400 members), the Big Give Christmas Challenge, sponsorship of events, and advertising in the magazine had all grown, and a payment from Govia Thameslink for Mill Road Summer was our first income for providing a service of that sort. Outgoings were mainly staff costs, with Anna's first full year of employment plus growing the reserves to allow for a third staff member. Answering questions, Chris said that we might move from a receipts and payment model to accrual accounting, which would be more work but probably unavoidable in the long run; under R&P accounting we have no liabilities, but that would also probably change. We were probably safe from VAT as donations are excluded.

The accounts were approved without objection.

### **Camcycle awards**

Robin presented awards for Partner of the Year (Tees Law, for the Camcycle Quest), Officer of the Year (Mike Davies), Photo of the Year (Lucinda Price), Article of the Year (Daniel Thomas, for New Ideas for Safer Streets), Campaign of the Year (Martin Lucas-Smith, for the Vision for Mill Road), Newcomer of the Year (Alan Ackroyd, who spoke briefly about how important his involvement was in his recovery from cancer), Campaigner of the Year (Bev Nicolson), Lifetime Achievement Award (David Earl, who noted that it was a shame we still existed, 25 years since he'd co-founded the campaign) and Volunteer of the Year (Sue Edwards).

### **Plans for 2020**

Anna and Roxanne stressed that our vision is for all kinds of people to use all kinds of bikes, also benefiting those who do not actually cycle. We have to tell our decision-makers to be bold, as in Oxford, York, Birmingham and Paris, which are all taking steps to remove cars from their city centres. Roxanne showed a slide of Our Values: our work is professional, positive, practical. We are informed, influential, inclusive. After 25 years of spreading the joy of cycling, we can look forward to an anniversary celebration on June 15.

### **Election of trustees**

The elections were held at the end of the meeting and 2020 trustees were later announced to be:

Robin Heydon (Chair)

Willa McDonald (Secretary)

Chris Howell (Treasurer)

Matthew Danish

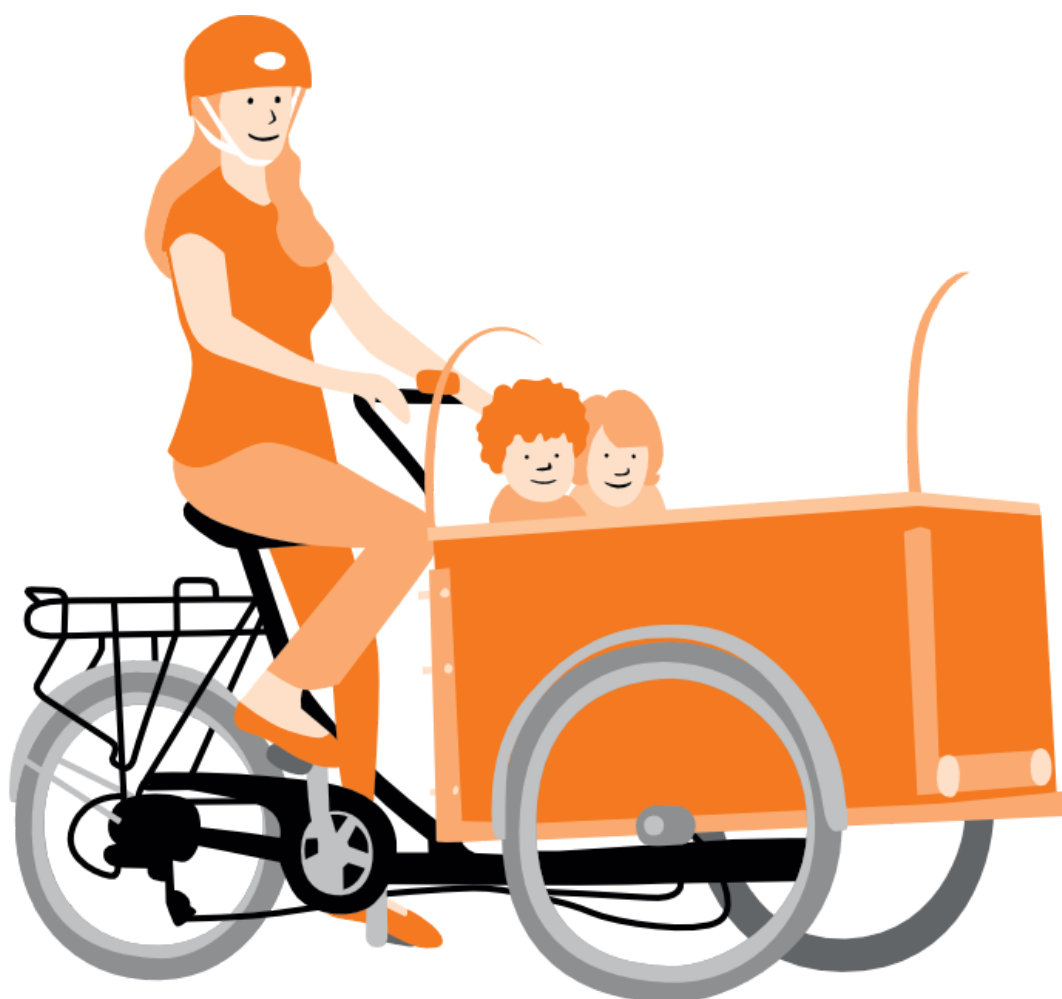
Martin Lucas-Smith

Sue Edwards

Alec Seaman

Finlay Knops-McKim

Tom McKeown



# TRUSTEE POSITIONS FOR ELECTION IN 2021

## 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 the Cambridge region and ensure that we have the organisational capability to deliver this.

## 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. The Treasurer works closely with our Executive Director to ensure our growth remains financially sustainable.

## 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

This year Camcycle's elections will be conducted using the OpaVote online system. The process is broadly the same as with our previous paper-based ballots, however with an online voting form that you must access using the link sent to you via email. Only Camcycle members who have registered for the AGM can vote. A single transferable vote process will be followed. You can read our detailed instructions and FAQs to ensure the online voting process works for you.

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

- Charity Chair 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](#).

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. 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. The position of Secretary/Vice Chair will be determined by the trustees at the first trustee meeting following the election. The constitution states that up to 15 trustees can be elected.

# MOTION 1

## INCORPORATION OF THE CHARITY

Currently Camcycle is a charity legally structured as an 'unincorporated association'. Whilst this means less paperwork, it does mean that technically the Trustees could be personally liable if the charity were to become unable to pay any debts. The committee therefore wishes to research becoming a 'Charitable Incorporated Organisation'. A general meeting resolution would be needed to take this step. If Camcycle is to do this it is sensible to review the Constitution at the same time. There is no intention to change the charity's aims or objectives, or indeed its status as a charitable organisation.

## RESOLUTION

That the Board of Trustees review the legal structure of the charity and consider whether incorporation should be pursued and, if this is agreed, to review the charity's constitution.

## BACKGROUND

The motion presented asks whether the Camcycle trustees should investigate converting the charity into a Charitable Incorporated Organisation (CIO). To understand this motion, it is necessary to understand the roles and responsibilities of trustees and also their liabilities, along with the changing size of the charity.

At the moment, Camcycle is an unincorporated Registered Charity. As such, the charity does not have its own separate legal identity, and therefore the trustees of the charity have personal responsibility for everything that is done in the charity's name. This might include contracts entered into by the charity (where the contract must be with the trustees), and liability if something goes wrong. Whilst trustees are careful and diligent in what they do, and carry out risk assessments of both individual events and for the whole charity, they could still be found to be personally liable for the costs of fixing a problem if something went wrong. This is a concern to existing trustees, and as the organisation grows and gets more complex, and needs to recruit trustees with a range of skills and experience, this could be a barrier to people volunteering to become trustees.

The Government has recognised that this is an unreasonable position for trustees to be in, so created a new type of legal entity for charities - a Charitable Incorporated Organisation (or CIO for short). As its own legal entity, a CIO can make contracts in its own name, and the trustees' liability in the event of a problem is limited. Many charities are now going through this process of 'incorporation', or changing from unincorporated charity to CIO - if this type of structure had been available when Camcycle became a charity, we undoubtedly would have started out as a CIO. It is basically a different type of charity that is still regulated and submits accounts to the Charity Commission.

Moving to a CIO would likely require the changing of our charity number. At this time there are over 17,000 CIOs registered in England and Wales, so the process is now well documented.

If we decide to change over to being a CIO, it may also be useful to review the constitution. It is proposed that the trustees, with feedback from members, review the constitution and propose any changes. The six main objectives of the charity would not be changed, but some details, for example, on what constitutes a quorum in trustee meetings, could be clarified.

Before a detailed proposal is presented to members to implement this change, this motion seeks to obtain members' approval in principle to allow work to be done to research and prepare for the change.



## NOMINEES FOR ELECTION



### **Candidate for Chair: Robin Heydon**

I have lived in the Cambridge area for the last 19 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 Treasurer: Peter Gotham**

I have been a cyclist and actively involved in 'not for profit' since student days in East London during the 1970s (!). Since then, I have worked on a professional or voluntary basis with organisations across much of the spectrum around the country, and internationally. Charities and social enterprises have moved to centre stage as engines of a move to a stronger society, but also as advocates for and protectors of our weaker members – and this has been reflected in the range of organisations I have worked with.

As a community activist I started an accounting practice and in 2011 my practice joined with a leading accounting practice, where I became head of Charities and Social Enterprise. I have been active on the national charity scene, including as a member of the 2015 SORP account setting committee, as well as writing and lecturing on a wide variety of subjects.



### **Candidate for Trustee: Alessandra Caggiano**

I joined the Camcycle Board of Trustees in August 2019. Since then I have been attending Board meetings and reading internal documents to bring my knowledge and understanding of Camcycle up to speed. One of the most exciting things about being involved in a project with so much history is learning about the roots of the organisation. At the same time, the current campaigns require a lot of attention so I have been advising the team from a PR point of view in particular around the Mill Road campaign.

In the past six months, I have worked with Camcycle's Executive Director on sponsorship and opportunities for partnership work which have been translated into a spreadsheet and into a proposal document. The real work on this project is due to start now in 2021 so I am keen to continue my engagement with Camcycle to ensure my contribution makes a real difference to the charity.





#### **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: Sue Edwards**

I'd been doing little bits of helping with things like newsletter delivery since shortly after I joined the campaign in 2004. More recently I've been membership secretary since November 2014, which has meant that David Earl had time to develop a much better membership system for us and we've done lots of discussing and testing changes he's made to that. I've enjoyed doing that and being able to contribute to helping the campaign continue to work well and improve life for cyclists in and around the Cambridge area, and would be happy to continue doing so. My involvement with the magazine has expanded since I became responsible for coordinating distribution of the paper magazines from autumn 2018.



#### **Candidate for Trustee: Finlay Knops-Mckim**

I have spent most of my first year as a Camcycle trustee learning the ropes and trying to help out with the administrative side of Camcycle where I can, along with trying to take ownership of some small campaigns.

I worked with local residents in Horningsea and Waterbeach to discuss temporary COVID measures on Clayhithe Road, co-authored press releases and blogs on the CAM and Coldham's Lane roundabout, and put up the occasional bright green sign on the new modal filters. I have also engaged with one of the potential CAM design consortiums to ensure that Camcycle's voice is heard, whatever the eventual outcome.

Last year I said I would like to engage more with young people around Cambridge. This has been put to one side owing to the pandemic crisis but I would like to pick this commitment up again once we can all get out and about.

Finally, since being elected a trustee last year I have only managed to attend one in-person trustee meeting before the world switched to Zoom. If nothing else I would rather like to be re-elected so I can finally make it to a second one.



**Candidate for Trustee: Christopher Loughlan**

I have been a researcher/evaluator for the latter part of my professional career. I began in the education profession, gaining experience in secondary, further and tertiary education institutions. I am a Scot and moved to Cambridge some twenty years ago, to take up a post at Addenbrooke's Hospital. Since that time, I have either worked in the NHS or for the NHS as an external client primarily undertaking education, research and evaluation-based commissions. More latterly, my work has moved to the area of entrepreneurship and innovation, specifically looking at evaluating scale and impact of small enterprise companies. I have travelled to Japan, study Japanese, and hope to make it over for the 2021 Olympics in Tokyo. I have designed and published an 'Essential Guidebook to Japan'. I hold the grade of 2nd dan in the martial art of judo. I live in Fulbourn and so see the benefits of cycling and having relatively lower transport congestion. I did finish the 100m Tour of Cambridge but won't be publishing my finish time. I love the freedom that cycling provides and therefore want to make my contribution to better and safer cycling (for all ages and abilities) throughout Cambridgeshire and beyond.



**Candidate for Trustee: Martin Lucas-Smith**

I am re-standing as a Trustee. 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 and new projects, StreetFocus and WidenMyPath. As such, I bring skills related to technology, and to running a (not-for-profit) business.

This summer has seen significant improvement to the policy and funding environment from national government, resulting in yet another busy but challenging year for our organisation. I have been particularly involved in our Mill Road campaign. Major housing growth remains a significant issue to which we have to respond.

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 on our project to publish a clear set of policies, as well as the overhaul of the website. I have strong interests in planning matters and have been working on technology improvements to improve scrutiny.



**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 when I moved to Cambridge for employment.

Since then I have become a 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 seven 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 cycles. I believe cycling is important for the physical health and mental well-being of all children; connecting them to their community and environment, and providing them independence as they grow.



**Candidate for Trustee: Alec Seaman**

Just over 30 years ago, my stepfather convinced my mother to allow me to cycle, on my own, the one mile to my grandmother's house - I believe if they were to have that conversation today, I'd be less, not more, likely to be setting off on my first solo ride.

Back then, I accepted that cycling was risky and took steps to protect myself on the roads. It wasn't until I rode to Amsterdam in 2000 that I saw that it didn't have to be that way - that proper cycle provision could enable far more people to travel safely and enjoy the freedom of cycling.

In the last ten years, I have been working to share my love of cycling with others, first as a committee member in the Royal Navy Triathlon Club, then as the Development Director with World Bicycle Relief (a registered cycling and mobility charity) and most recently a founder member of the Campaign against Two Silica Sites (CATSS). These experiences have not only consistently demonstrated that safety, or the lack of it, is the single biggest obstacle stopping people from cycling, but have provided me with a range of skills and knowledge that I believe I can apply to support Camcycle as a trustee.

