



MINUTES FOR THE AUK BOARD MEETING HELD AT  
IBIS BIRMINGHAM NEW STREET AND ONLINE ON  
17 JANUARY 2024 STARTING AT 0900.

**PRESENT:**

Chris Crossland (**CC**) (Chair)  
Nigel Armstrong (**NA**)  
Caroline Fenton (**CF**)  
Ian Hennessey (**IH**)  
Daniel Smith (**DS**)  
John Ward (**JW**) – part  
Andy Yates (**AY**)

**APOLOGIES:**

Paul Haxell (**PH**)  
Paul Renshaw (**PR**)

**1. Opening**

The Chairman reported that due notice of the meeting had been given and that a quorum was present. Accordingly, the Chairman declared the meeting open.

**2. Declarations of interest**

None.

**3. Minutes of previous meetings**

**3.a Minutes of October 23 meeting**

The minutes of the October 23 meeting (Part 1: 4/10/23; and Part 2: 10/2/23) were approved.

**4. Actions arising from minutes of previous meetings**

**October 23 Board Meeting**

- 4.a Oct 23. Item 4.a Finance Director**
- **NA** and **CC** to arrange to attend a Lloyds bank branch to try and update the address details – **Not done, carried forward.**

- 4.b Oct 23. Item 4.b Calendar Events Secretary
- **IH** to arrange a session with the Web Content Delegate to run through the pages for the online Organisers' Handbook – **Done**.
- 4.c Oct 23. Item 4.c Membership Secretary
- **CF** to liaise with **PR** regarding the production of a publicity flyer – **Not done, carried forward**.
- 4.d Oct 23. Item 4.d Administration Support
- **All Directors** to discuss with their delegates and advise on what tasks or items could be passed to the administration support role – **Partly done (information received from DS, CF and AY), ongoing and carried forward**.
- 4.e Oct 23. Item 4.f Board Policy Review
- **AY** to propose additional wording concerning effective communication and to circulate to Board members for approval. – **Done, refer to item 6.b below**.
- 4.f Oct 23. Item 4.g IT Report
- **CC** and **KL** to develop job description and provide notice in Arrivéé to attract candidates for IT Manager role – **Done**.
- 4.g Oct 23. Item 4.k Banners and event signage
- **PR** (with Ged Lennox) to progress the design and procurement of banners and event signage. – **Ongoing**.
- 4.h Oct 23. Item 4.n AUK Templates
- **AY** to prepare a set of templates for AUK documents. – **Not done, carried forward**.
- 4.i Oct 23. Item 4.r Communications Director
- **PR** to liaise with Ged Lennox and check the AUK contacts published in Arrivéé. – **Not done, carried forward**.
- 4.j Oct 23. Item 4.s Non-Executive Director
- **PH** to start compiling risks facing the organisation with the assistance of the other Board members. – **Ongoing**.
- 4.k Oct 23. Item 5.b NGB Application
- **AY** to undertake a gap analysis on the application criteria and the current information and evidence available from AUK. – **Done, refer to item 5.h below**.
  - **AY** to review and prepare updated draft policies aligned with the NGB criteria requirements. – **Not done, refer to items 5.h below**.

- 4.l Oct 23. Item 5.c AGM Preparation
- **AY** to continue with the AGM preparations and the AGM notice to be provided on the AUK website. – [Done, refer to items 5.b, 5.c and 5.d below.](#)
- 4.m Oct 23. Item 5.e Annual Reunion
- **AY** to progress looking for new Annual Reunion delegates. – [Done, refer to item 6.b below.](#)

## 5. Business

### 5.a Management Accounts

**NA** referred the Board to the Board paper: *Audax Management Accounts November 2023*.

**NA** highlighted that income is similar to last year and costs are well controlled He expects circa £30k surplus for the year.

Due to **CC** stepping down at the AGM, the banking needs to be revisited. It was agreed that **AY** would be added to the banking now in advance of a change of Chair at the AGM.

**NA** noted some trade debtors related to advertisers in Arrivé which are becoming overdue by few months however they are being chased for payment.

#### **Actions:**

- **NA** to add **AY** to AUK's banking, and following the AGM, remove **CC** and add the new Chair.

### 5.b AGM Preparation – Board view on Resolution 1

The Board discussed the proposed resolution regarding flashing lights to presented at the forthcoming AGM. A number of views were raised including recognition that flashing lights can cause distress for some riders however difficulties of enforcement and that flashing lights are legal in the UK meant that on balance the Board's view was that the Event Regulations should not be amended.

The Board discussed preparing a Code of Conduct for riders of AUK events. It was noted that some items relating to rider conduct (including lighting) are provided in various locations however, it would be useful and prudent to review the information provided and prepare an up-to-date Code of Conduct. The event entry form could include agreeing to abide by the Code of Conduct.

The Board agreed that the following wording would be provided as the Audax UK Board View on Resolution 1:

*This proposed addition to the regulations would be extremely difficult, if not impossible, to enforce. It also differs from what is legally required and/or allowed in the UK for pedal cycles on public highways, and therefore raises the possibility of unnecessary conflict. The Board's view is that for these reasons, AUK's Event Regulations should not be amended in this way.*

*The Board considers that if a rider is being affected by flashing lights during an event, then a courteous request should be made and followed. AUK Event Regulation 10.1 includes that riders must "show consideration to other road users" and this includes other riders. However, the Board will prepare a rider Code of Conduct which sets out what is expected from riders of Audax UK events, which will refer to the use of flashing lights, amongst other items.*

**Actions:**

- **AY** to start the preparation of a rider Code of Conduct.

5.c AGM Preparation – Annual Report

**AY** presented the draft Annual Report based on the various Directors' reports. A few corrections and amendments were noted and the Annual Report was approved for circulation to the members.

5.d AGM Preparation – Director nominations

The Board noted that it was excellent to have a full complement of nominations for all of the Board vacancies.

5.e Board Awards for 2022-23 season

Nominations had been made by various members for the different merit and service awards. The Board discussed the various nominations and agreed that the following awards were to be made:

Merit Award – Female: **Rose Price**

Merit Award – Male: **Andy Clarkson**

Organisers Award – **Andy Berne**

Helpers Award – **Antonia Netherton**

Services to Audax UK – **Chris Crossland**

It was agreed that it would be beneficial if some wording could be included about the award recipients in the Annual Report.

**Actions:**

- **AY** to add the award recipients and supporting wording to the Annual Report.

## 5.f IT Report

Kevin Lake (KL) attended online and presented the *20240115 AUK System Refresh - AUK Board Report - 15 January 2024* report.

KL noted that Aukweb is continues to be essential for events and has continued to be maintained by Francis Cooke. The development of Audax.uk continues. The underlying Umbraco CMS has been upgraded but still requires further upgrading to a later version.

KL noted that there have been difficulties in getting time from our paid developer to push forward with the development of audax.uk. However, Dave Allison (DA) has (voluntarily) done a large amount of work on new functionality. The new perm pages are now on the production web server ready to go live.

**DS** asked about the resilience of the audax.uk system and suggested that more individuals are engaged so that we are not reliant on specific individuals.

**JW** noted that the new perm pages are ready to be published but there are lots of transition issues to resolve. He also noted that **CF** and DA have been extremely helpful is assisting.

KL advised that following the transition of perms the calendar events are next on the list to be moved to audax.uk, however quite a lot of work is required to achieve this.

A discussion was held regarding the resources required to complete the transition away from aukweb with the following items noted:

- More technical effort is needed.
- Management is required, not full-time, but maybe 1-2 days per week.
- An additional C# programmer (full time) is required.
- With the above resources, it was estimated that a 6-12 month timescale could be achievable.

**NA** stated that his preference would be for AUK employing staff for these IT works (rather than relying on subcontractors).

## 5.g Directors and Delegates

**AY** refer the Board to the *Jan 24 BM Directors and Delegates* paper.

There are some discrepancies between the website and Arrivéé magazine in the listing of Directors and Delegates.

The following amendments were confirmed:

- Add an Email delegate reporting to the IT Manager
- Move Web Content delegate to report to Communications Director
- Move AUK Forum Administrator to report to IT Manager
- Move AUK Forum Moderator to report to Communications Director
- Remove IT Refresh Board

It was confirmed that responsibility for ensuring the accuracy of the Board and Delegates listing published on the website and in Arrivéé lies with the Communications Director.

The publishing of postal addresses in Arrivéé is a personal choice and should be confirmed with the individual as part of the onboarding process.

**Actions:**

- **PR / AY** to update Directors and Delegates listing on website and Arrivéé.
- **AY** to check with Board and Delegates regarding the publishing of their postal address in Arrivéé.

5.h NGB Application

**AY** presented *Jan 24 BM NGB Gap Analysis* and *Jan 24 BM NGB Gap Analysis Notes* papers.

The gap analysis provided a methodical approach to the various criteria which are required to be satisfied to achieve a successful National Governing Body application.

**CC** noted that AUK is to some extent already recognised by the 4 home nations which assisted with enabling AUK to run events during the Covid-19 pandemic.

It noted that a significant amount of resources and input would be required to prepare and compile all of the information required for the NGB application. It was agreed not to proceed with the application at this point in time.

**JW** noted that all of the work undertaken to date towards the NGB pre-application and full application was beneficial for the organisation.

It was agreed that future developments of AUK should be undertaken with the NGB criteria in mind.

**Actions:**

- **AY** to inform Sport England that AUK will not be proceeding with the NGB Application at this stage.

5.i Event entry payments methods and organiser responsibilities

**AY** referred the Board to the Board paper *Jan 24 BM Event entries payments and organiser responsibilities*.

**NA** confirmed that HMRC has the same powers of accessing data from Paypal and Stripe (and other providers) and has had for many years.

It was reiterated that events incur two separate fees, an entry fee which is payable to the organiser, and a validation fee which is payable to AUK. The entry fee may count as income to the organiser, and it is their sole responsibility to determine, declare and pay any tax due.

**NA** confirmed that AUK should not provide any tax advice.

It was agreed that additional wording should be added to the Organiser's Handbook to highlight these points.

**JW** noted that all perm and DIY organisers should only use the Stripe payment system going forwards as this greatly simplifies the processing of event fees (as validation fees are paid at the point of entry).

**NA** is reviewing the new reporting rules for digital platforms which came into force on 1<sup>st</sup> January 2024, but confirmed that these apply to AUK and everyone who received payment via AUK will need to be reported to HMRC annually (from 1/1/25).

**NA** has applied for Government Gateway access to enable reporting.

**Actions:**

- **IH / NA** to add wording to the Organiser's Handbook regarding tax responsibility.
- **JW / CF** to progress the transition of perm and DIY Organisers to Stripe.
- **NA** to investigate what data will be required for the HMRC reporting.

## 6. Reports

### 6.a Chair and ACP/LRM Representative

**CC** reported that discussions have been ongoing with Danial Webb (DW) of LEL regarding the 2025 event. The discussions are ongoing but have included the topics of ensuring that riders are aware of the LRM regulations and penalties, and controllers (or their delegates) imposing penalties.

### 6.b General Secretary

#### 6.b.1 Annual Reunion

**AY** advised that Peter Davis, Laura Massey-Pugh and Lucy McTaggart have volunteered to act as Annual Reunion delegates. The Board agreed to their appointment as Annual Reunion delegates.

The plans at present are for the reunion to be held on 9th November 2024 at a location to the south and east of Birmingham. Dinner Darts have been provisionally added to the events calendar.

#### 6.b.2 Gender / Sex information

**AY** raised a potential issue regarding AUK's use of gender and sex information from members. At present, gender information is collected from those registering on the website (both members and event entrants) Some awards are based on sex therefore these are potentially inconsistent with the gender information. Additionally, the Privacy Policy potentially needs to be reviewed to ensure it is consistent with the personal information we need to collect and process.

**Actions:**

- **AY** to review current procedures and policies and present recommendations to Board.

#### 6.b.3 Board Policy

**AY** presented amended Board Policy.

The Board Policy was approved with the addition of '*I will maintain effective communication and interaction to perform my duties*' under Working Relationships.



6.c Finance Director

**NA** provided copies of the Annual Report and Unaudited Accounts for the Year Ended 31 August 2023 for Board approval. The Board approved the accounts and were duly signed by **CC** on behalf of the Board of Directors.

6.d Calendar Events Secretary

Nothing additional to report

6.e Permanent Events Secretary

Nothing additional to report

6.f Events Services Director

Nothing additional to report

6.g Membership Secretary

Nothing additional to report

6.h Communications Director

**PR** unable to attend.

6.i Non-Executive Director

**PH** unable to attend.

## 7. Date of Next Meetings

**Date of next meetings:**

To be confirmed following AGM and the appointment of new Board members.

## 8. Any other business

**CC** noted that he had been approached by Audax Ireland regarding the implementation of a 4 Home Nation SR scheme. The scheme would

provide an award for riders completing a series of BRM events at 200, 300, 400 and 600 km distances in each of the home nations (with 1 event in each nation). The scheme would be administered by Audax Ireland.

## Closure

There being no further business the Chairman declared the meeting closed.