

**CHESTER & NORTH WALES CTC  
CTC CAER A GOGLEDD CYMRU**

**Secretary**  
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**Treasurer**  
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**Annual General Meeting**

The Minutes of the Chester and North Wales CTC Annual General Meeting held at Kinnerton Scout HQ on Sunday 1<sup>st</sup> November 2009 commencing at 12.30pm

**Present:** There were 30 members present as recorded in the Attendance Register.

**1.0 Notice convening the meeting**

The Secretary read the notice convening the meeting.

**2.0 Election of Chair**

Arthur Miller proposed and Brian Lowe seconded the nomination of Mike Cross as Chair. The motion was carried unanimously. Mike Cross thanked the meeting for electing him. He welcomed newly-elected CTC North West Councillor Welna Bowden to the meeting, and he thanked the Committee for supporting club events during 2009 and the Local Rules Sub-Committee for their work in developing the draft new Local Rules.

**3.0 Apologies for Absence**

Apologies for absence were received from Kate Alston, Margaret Blakeborough, Andy Blomfield, Ted Bradley, Ken & Pat Brown, Dorothy Clift, Bob Clough, Graham James, Doreen Lindsey, Mike Morley, Tony Small, Keith and Debbie Tavener, Bryan Wade, and Bob and Jill Witton.

**4.0 Minutes of 2008 AGM**

The Minutes of the 2008 AGM had been made available before the meeting. David Robinson proposed and Barbara Smith seconded the motion that the 2008 AGM Minutes be accepted as a true record of the 2008 AGM. The motion was carried on a show of hands.

**5.0 Secretary's Annual Report**

The Secretary's Report had been made available before the meeting.

The Committee met six times in 2009.

During 2009 a sub-group of the PMG Committee developed a set of Local Rules designed to benefit the club at local level and to act as a functional tool in the future. The Local Rules Summary Document had been approved by the PMG Committee and was made available to members at the AGM.

The Secretary reported on the continuing development of the Sustrans Connect2 and Cycling Development Town (CDT) Projects in Chester. Four of our members are now trained Bikeability instructors. The Millennium Greenway extension was completed and formally opened on 25<sup>th</sup> October.

The CTC Annual Dinner and AGM, held at The Queen Hotel in Chester on 23<sup>rd</sup> April, was attended by CH&NW CTC members with successful rides held on the following day. The CH&NW team and individual winning members of the 2008 CTC Competition were awarded trophies and medals at the AGM. Congratulations to all our winners. A Cyclefest event launched the CDT project in Chester to coincide with the CTC National AGM.

The PMG completed a successful programme of rides including events to celebrate the founding of the PMG (then known as a DA). As well as the usual programme of excellent events, of particular note were: the 70<sup>th</sup> Anniversary Rally based in the Vale of Clwyd, the 70<sup>th</sup> Anniversary Challenge Rides from Bickerton, a Coastal Ride from Anglesey to Chester, and 'Coffee, Tea and Cakes' Rides organised by individual groups. Thanks are extended to all those who organised and volunteered their help at all our events and activities.

Members have attended several nationally-organised events and holidays in 2009.

A new trophy named The President's Trophy was awarded for the first time and presented at the President's Ride to Lowri Evans by Mrs Iris Mills in memory of our esteemed past

President, Graham Mills.

Membership has increased from 910 to 985. The Secretary thanked David Ackerley for his work as Membership Secretary over the year and Sue Booth for her work promoting and developing CH&NW CTC activities. The Committee continues to communicate events and activities to members through the CH&NW CTC Website, The Link, emails, and electronic News Sheets.

The CH&NW Awards Committee awarded seven Certificates of Meritorious Conduct during this 70<sup>th</sup> Anniversary year (see Item 12.00 below).

CTC Two Mills is established as a Subsidiary Member Group with CH&NW CTC as Parent Member Group (PMG). The group is flourishing and Two Mills members continue to support the PMG in all activities. Informal Groups (IGs) have provided a full year of group riding activities for all levels of abilities.

Campaigning on behalf of cyclists has been a large part of member activities in 2009 particularly by our Right to Ride Officer Peter Williams and CTC Two Mills Secretary Janet Gregory.

Lowri Evans represented CTC Cymru on the PMG Committee. An appointed Cycling Officer, Gwenda Owen, is developing cycle-training in Wales. Several members have benefited from bursaries and are now qualified cycle instructors.

Chair welcomed David Robinson as our re-elected North West Councillor and Welna Bowden who takes up her post in January 2010 as second North West Councillor, replacing David Butler. Chair thanked David Butler for his work as North West Councillor during 2009. The Secretary thanked all those who had helped her during the year, in particular, the Local Rules Group, the 2009 Committee, and President Mike Cross and his wife Pam.

Lowri Evans asked if John Redman and Mike Morley could be added to the list of qualified Bikeability Instructors in the Annual Report.

The motion to adopt the report was proposed by Mike Wilkinson and seconded by Jean Miller.

Lowri Evans proposed a vote of thanks to the Secretary for her Annual Report, seconded by Mike Cross.

## **6.0 Treasurer's Report and Accounts**

The Treasurer's Report and Accounts had been made available before the meeting. All known income and expenditure incurred during the financial year were included in the accounts. There were no known debtors or creditors. The General Fund was £5577.70 at 30/09/09, comprising £5116.20 cash (including Two Mills opening balance) and £461.50 fixed assets. Expenditure exceeded income by £1047.81.

Interest from investments had slumped.

Capitation remained at ½% of the adult membership rate.

The 2009 70<sup>th</sup> anniversary was a major milestone for the club with some consequential costs. Increased expenditure also resulted from, for example, implementation of the CTC National Handbook, the development of the Local Rules Summary Document, extra committee and administration expenses, the formation of CTC Two Mills Member Group and the honorarium to the website designer/developer.

Regular costs were fairly static. All PMG events showed a profit.

Donations were exclusively associated with The Link and held up well. Five editions of The Link were funded during the year. Reduced forward liability (from £1,200 to £632.50), the increased subscription charge and stabilised production will ensure that magazine funding is smoother in 2010.

The financial audit was conducted by Honorary Auditor Terry Nicholas who considered CTC Two Mills accounts separately from the PMG accounts. Although CTC Two Mills has control of, and responsibility for its finances, the CTC Two Mills financial report is included in the PMG Financial Report submitted to National Office by the PMG Treasurer (as stipulated by National Office).

The Treasurer's policy is to hold no cash, to meet all expenses by cheque, and to allow event organisers to keep accounts as they wish.

*In response to questions from the AGM*

Chair confirmed that £156 spent on invited guests (list provided) at the National Dinner was approved by the CH&NW CTC Committee.

The Treasurer confirmed that monies held by Wednesday Riders belonged to the group and had been spent.

The Treasurer thanked all those with whom his role brings him into contact, and to Eunice Mawson in appreciation of her high standard of book-keeping.

The Treasurer's Report and Annual Accounts were accepted unanimously by the AGM on a proposal by Jim Skelding, seconded by David Ackerley.

Chair thanked John Mawson for his work as Treasurer in 2009 and Eunice for her valuable contribution.

## 7.0 Local Rules and Awards Committee Terms of Reference

The draft Local Rules Summary Document and the Awards Committee Terms of Reference (ACToR) were made available to the AGM. The ACToR document was available for information only.

Chair outlined the timetable and work of the Local Rules Sub-Committee, comprising Glennys Hammond, Mike Cross, Lowri Evans and Janet Gregory. The Sub-Committee adopted a long-term view when developing new Local Rules. Chair asked the AGM to do the same.

Janet Gregory presented the Local Rules Summary to the AGM. Janet pointed out that new Local Rules were considered within the framework of the CTC Policy Document which could not be changed, and which members had agreed to implement at the 2008 AGM. She thanked Glennys Hammond for heading the group, Lowri Evans for keeping group discussions on track, and Bryan Wade for his contribution.

She thanked Mike Cross for his part in their development.

Mike Cross thanked Janet for her presentation.

## 8.0 Notice of Motion

There were no questions concerning the Draft Local Rules Summary Document. Chair put forward the Notice of Motion to the AGM as agreed by the CH & NW CTC Committee as follows:

Notice of Motion – Chester and North Wales CTC AGM - 1<sup>st</sup> November 2009

Chester & North Wales CTC approves and adopts the Local Rules and Policies set out in the "Policy Handbook for CTC Member Groups and Organising Committees: Chester and North Wales CTC Local Rules and Policies" and summarised in the "Chester and North Wales CTC – CTC Caer a Gogledd Cymru Local Rules and Policies Summary Document".

Proposed by Mike Cross

Seconded by Lowri Evans

On behalf of the PMG Committee

The motion to adopt the Draft Local Rules, subject to approval by National Office, was proposed by David Ackerley and seconded by David Robinson. The Motion was carried unanimously.

## 9.0 Election of Officers and Committee Members

The PMG Committee made recommendations (below) at its meeting on 21<sup>st</sup> October 2008. No recommendations have been made for the posts of CTC Cymru or Informal Groups' representatives.

Office	Nomination	Proposer	Seconded
President	Mike Cross	Glennys Hammond	John Mawson
Vice President	Arthur Miller	Mike Cross	Brian Lowe
Secretary	Glennys Hammond	Mike Cross	Veronica Nicholas
Treasurer	John Mawson	Mike Cross	Veronica Nicholas
Registration Officer	Glennys Hammond	Mike Cross	Brian Lowe
Development Officer	Sue Booth	John Mawson	Eunice Mawson
Welfare Officer	Brian Lowe	Janet Gregory	John Mawson
CTC Cymru Representative	Vacant		
Rights Officer	Peter Williams	Glennys Hammond	Brian Lowe
Webmaster (non-Committee post)	John Hammond	Mike Cross	Janet Gregory
Membership Secretary (non-Committee post)	David Ackerley	Mike Cross	Peter Williams
Invited Members	Eunice Mawson	Glennys Hammond	Mike Cross

The Committee's recommendations were accepted unanimously.

CTC Cymru.

Lowri Evans agreed to represent CTC Cymru on the Committee, proposed by Mike Cross, seconded by Arthur Miller.

Group Representatives.

Groups may nominate representatives and inform the Secretary after the AGM but before the 3rd December 2009 CH&NW CTC Committee meeting.

Chair expressed concern that some IGs and their representatives don't participate in Club discussions/activities and he also invited volunteers from the AGM who wished to sit on the Committee to contact him after the AGM.

Right 2 Ride representatives are appointed by National Office after an interview and the CH&NW CTC Committee's Rights Officer is elected by the CH&NW CTC Committee. Peter Williams is the Right 2 Ride representative for Chester and Ellesmere Port and Rights Officer on the CH&NW CTC Committee. David Robinson is also a Right 2 Ride representative for the Chester Area, as well as one of our North West Councillors.

#### **10.0 Election of Awards Committee**

David Ackerley (Convenor)  
Mike Cross  
Arthur Miller

Members of the Awards Committee of 2009 had indicated their willingness to continue in office. Proposed by Jim Skelding, seconded by Lowri Evans. The Awards Committee was unanimously re-elected.

#### **11.0 Election of Honorary Auditor**

Terry Nicholas agreed to stand as Honorary Auditor for 2010. Proposed by Dave Hill, seconded by Lowri Evans. The proposal was accepted by the AGM. Chair thanked Terry Nicholas for Auditing the 2009 Accounts.

#### **11a North West Councillor**

David Robinson thanked Chair for his introduction. He thanked members who voted for him and welcomed Welna Bowden to CTC National Council (NC). He acknowledged David Butler's valuable contribution in 2009.

David presented his report about the CTC Governance Review – specifically the proposal to move to full charitable status. Part charitable status, gained by CTC in 2004, attracted more funding for cycling development work and enabled the CTC NO move to Guildford.

CASS Business School of City University carried out a governance review. Its report showed more advantages than disadvantages a key point being the tax refunds associated with gift aid. The 2006 Charity Act provides opportunities to campaign. Administration will be easier - one body representing all cyclists. Negatives include membership resistance to change and a fear that subscriptions would not be re-invested in Member Groups.

*In response to questions from the AGM:*

Members were consulted in Cycle (3 articles in 2009).

CTC NC met on 24<sup>th</sup> October 2009 and debated CASS recommendations.

Members will be consulted in Cycle magazine and NewsNet during November and December 2009.

Reports will be published in Cycle and on the CTC Website.

Local Groups with charitable status may be able to attract local funding.

Members will have a proxy vote concerning the adoption by CTC of full charitable status.

The final debate will be at the CTC AGM on 15<sup>th</sup> May 2010 (Loughborough).

David thanked members for attending the April 2009 AGM in Chester.

Mike Cross thanked David for his clear explanation of the governance review.

#### **12.0 Certificates of Meritorious Conduct**

The CH&NW CTC Awards Committee (AC) agreed to award 7 Certificates of Meritorious Conduct on the occasion of the Clubs 70<sup>th</sup> Anniversary in 2009, representing 7 decades since the club's foundation. The AC (led by David Ackerley, Convenor) had asked for nominations from the membership during 2009 and the AC agreed with the 7 nominations received. Certificates were awarded in recognition of many years of voluntary support of the Club in a variety of ways. Chair outlined the contribution of recipients before each presentation.

Certificates were presented by Mike Cross (Chair and President) to: Peter Barnes, Barry

Davis, Dave Hill, Ifor Jones, John and Barbara Smith, and Harry Watson. Doreen Lindsey (not present) will be presented with her Award at a later date. The AGM applauded each recipient.

**This concluded the formal business of the meeting**

**Any Other Business**

**Help for Sue Booth** Sue requires assistance from non-committee members with her promotion and development work and the Ladies Rides group. Willing volunteers should notify Sue Booth or any Committee member.

**New Trophy** Mike Cross (Chair) requested ideas for events at which the new trophy (displayed to AGM) could be used. Roy Bunnell suggested 'the member gaining most points in the CTC Competition'. Other suggestions should be notified to the Secretary by email.

**Membership problems** Some members had noted problems with their membership registrations. David Robinson will investigate.

**Tri-vets 100 information** The organiser of the Tri-vets 100 event complained of the slowness of information from NO concerning the event. David Robinson will investigate.

**Local Rules** The Secretary commented that NO had not yet confirmed its acceptance of the Notices of Motion agreed at the 2008 CH&NW AGM, despite several emails. She asked how long it would be before the Local Rules Summary document would be considered by CTC NC. David Robinson to investigate.

Chair thanked the Secretary and Treasurer, and all members who attended the AGM - especially those who had volunteered their help at the meeting.

**The meeting closed at 2.20pm**

December 2009