

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

**Secretary**  
Glennys Hammond  
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**President**  
Mike Cross  
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**Treasurer**  
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**Annual General Meeting**

The Minutes of the Chester and North Wales CTC Annual General Meeting (AGM) held at Kinnerton Scout HQ on Sunday 7<sup>th</sup> November 2010 commencing at 12.30pm.

**Present:** There were 53 members present as recorded in the Attendance Register.

**1.0 Notice convening the meeting**

The Secretary opened the meeting. The AGM was advertised in Cycle magazine as required.

**2.0 Election of Chair**

Arthur Miller was elected Chair, proposed by David Ackerley, seconded by Brian Lowe. Mike Cross sent a message of apologies for absence at the meeting due to a recent emergency operation. In his message he thanked Glennys Hammond for her work during her 3-year term as CH&NW Secretary, John Mawson for his 5-year term and Eunice Mawson for her contribution in providing support to the Treasurer. Mike also expressed his thanks to all those who had organised and supported CH&NW Events in 2010.

**3.0 Apologies for Absence**

Apologies for absence were received from Mike Cross, Peter Williams, Sue Booth, Ted Bradley, Trish Seddon and Ross Adams.

**4.0 Minutes of 2009 AGM**

The Minutes of the 2009 AGM had been made available on the CH&NW CTC website and hard copies were available at the meeting. The minutes were accepted as a true record of the 2009 AGM; proposed by Lowri Evans, seconded by Brian Lowe.

**5.0 Secretary's Annual Report**

The Secretary's Annual Report was published on the CH&NW CTC website prior to the meeting.

**The Summary Report is attached as Appendix 1**

The Secretary noted particularly the success of the CH&NW CTC Team in the CTC Competition and the award of 'North West Volunteer of the Year' to Sue Booth. The 2010 programme of planned events was successful and recorded at various times in The Link and on the CH&NW CTC website. She noted the hard work of Event organisers, the Committee and volunteers who provided extensive support at club and non-club cycle-related events. She commented on the contribution of Veronica Nicholas as Link Editor over two years and the Committee's appreciation that David Ackerley has agreed to be the new magazine Editor. The Secretary's full report contains details of the 2011 provisional programme (subject to revision), information about Committee activities, our Subsidiary Member Group, Informal Groups, communication with members, and reports of campaigning activities in Chester and North Wales.

*Questions from the Membership*

*Awards Committee*

Q. Jane Marshall proposed that the names of the new trophies donated by Bryan and Erla Wade be changed to include 'Men's' and 'Women's' on the engraved plates to be attached to each trophy. The titles of the trophies will read the 'Women's Tourist Trophy' and the 'Men's Tourist Trophy'.

A. The proposal was accepted by the AGM, 14 in favour and 5 against.

*Provisional 2011 Events Programme*

The incorrect date of the Spring 50 TT will be changed to 17<sup>th</sup> April 2011 and the date of the Treasure Hunt and Map-reading Competitions will be changed to 30<sup>th</sup> April 2011.

Janet Gregory gave a speech of thanks to Glennys Hammond on behalf of the Club, and presented her with a card signed by Two Mills members, and a voucher from the Club. Pam

Cross presented her with a bouquet.

Jim Skelding (past President of CH&NW CTC) thanked the Secretary for her contribution as Honorary Secretary to the Club. The Secretary's Report was accepted by the AGM, proposed by Jim Skelding, seconded by Pam Cross.

The Secretary's Draft Report will be available on the CH&NW CTC website in due course.

## 6.0 Treasurer's Report and Accounts

John Mawson presented his Annual Report and Accounts including Income and Expenditure and Balance Sheet for the year ending September 30<sup>th</sup> 2010.

**The Treasurer's Accounts are attached to this Report as Appendix 2.**

The Treasurer commented on various items.

1. In particular he noted that, after a recent communication from Peter Jackson (CTC Finance Department), CTC Two Mills' accounts were not included in his Annual Financial Return to National Office. CTC Two Mills, as a 'Member Group' was directed to submit its audited accounts directly to National Office.

2. Interest on bank accounts and loans to National Office is minimal due to the current financial climate. It was pointed out that Chester and North Wales CTC only appeared to have a deficit on the year because of the effect of itemising the liability to Link subscribers, removing the Two Mill's balance from the balance sheet and the increase in fixed assets due to the Tourist Trophies. In cash terms there was a surplus of £346.

3. *Questions from the Membership*

*Capitation Allowance*

Q. Brian Pendleton requested more information about the Capitation Allowance (known as Subscription Allocation).

A. The Subscription Allocation was based on the number of members on the September membership list each year. The claim from National Office for 2010 was based on the current amount of 0.5% (18p) of the adult subscription. The amount for 2011 is based on 1% (18.5p) of the adult subscription. This is because the adult subscription has been increased to £37 for 2011.

*Website*

Q. *Welna Bowden* requested clarification of the item 'website expenses'.

A. Initial costs included the design and setting up of the website. The sum of £469 represented maintenance and web hosting costs, which are ongoing.

Q. Jane Marshall requested information about the sum of £90.55p spent on 'New Members'.

A. The sum comprised the cost of welcome letters and postage to new members sent by David Ackerley (Membership Secretary).

John concluded his presentation with thanks to all who had supported him as Treasurer. He thanked the Committee and organisers of club events for their support and co-operation, and thanked Eunice particularly for her scrupulous maintenance of the accounts.

The Treasurer's Report was accepted by the AGM, proposed by Brian Pendlebury, seconded by Dave Hill.

Chair proposed a vote of thanks to John Mawson for his excellent presentation of accounts and presented him with a voucher for his much appreciated contribution as CH&NW CTC Honorary Treasurer over five years. Eunice received a bouquet from Pam Cross for her own invaluable contribution.

## 7.0 National Councillor's Report

Welna Bowden presented a CTC Council briefing note that summarised the findings of the Member Group Consultation Survey. The Survey was previously circulated to Member Groups to elicit their views about Member Group funding.

**The summary document is attached to this report as Appendix 3.**

The survey was a response to a Motion (to increase the annual Subscription Allocation) submitted by Mike Cross (proposer) and Glennys Hammond (seconder) to NO, which was passed at the CTC AGM in May 2010. As a result of the Survey, the 'Subscription Allocation' returned to Member Groups is increased to 37p per member (see details in Item 6.0 'Treasurer's Report'). Member Groups with few members will receive a minimum of £50 regardless of their membership numbers.

Welna agreed to forward a copy of the CTC Briefing Note to the CH&NW CTC Secretary in due course.

*Questions from the Membership*

*Additional Funding*

Q. Brian Lowe asked how extra funding for Member Groups would be decided.

A. The decision will be made at the 2011 AGM.

*CTC Policy Document*

Q. Lowri Evans asked for information about the implication of a revised CTC Policy

Handbook for the 'CH&NW CTC Local Rules' document which was passed by National Council in early 2010.

A. Welna was unable to provide answers as she is not fully conversant with decisions of specific Committees such as the Way Forward Committee.

**Q. Charitable Status**

Janet Gregory requested further information concerning CTC's adoption of full 'Charitable Status'.

A. There will be another voting form in the next edition of 'Cycle' magazine when the situation regarding member voting and the revised 'Articles of Memorandum' will be explained.

**'Control' and relationship of PMGs to SMGs**

Q. Brian Lowe pointed out that the CTC Policy Document used the word 'control' when referring to the relationship between Parent Member Groups (PMGs) and Subsidiary Member Groups (SMGs). The recent letter from Peter Jackson (CTC Operations Director) directing SMGs to audit and submit their accounts to NO and not through their PMGs implies that 'control' is effectively removed.

A. Clarification will be obtained.

**Welna agreed to:**

- 1 investigate irregular and inefficient membership lists;
- 2 send a full copy of the member survey results to the Secretary;
- 3 explain why SMGs appear to be out of the accounting structure of the PMG, contrary to requirements in the CTC Policy Document?;
- 4 a request to take into account the 'CH&NW Local Regulations' when changing CTC policies.

Chair thanked Welna for presenting the report to the meeting.

## 8.0 Election of Officers and Committee Members

The PMG Committee made recommendations (below) at its meeting on 21<sup>st</sup> October 2010. No recommendations have been made for the posts of CTC Cymru or Informal Groups' representatives.

<b>Office</b>	<b>Nomination</b>	<b>Proposer</b>	<b>Second</b>
<b>Committee</b>			
President	Mike Cross	Glennys Hammond	John Mawson
Vice President	Arthur Miller	Glennys Hammond	Sue Booth
Secretary (elected at AGM)	Lowri Evans	Janet Gregory	Bob Witton
Treasurer	Paul Kerr	John Mawson	David Ackerley
Registration Officer	Janet Gregory	Janet Gregory	Sue Booth
Development Officer	Sue Booth	Sue Booth	Lowri Evans
Welfare Officer (elected at AGM)	Vicky Payne	Lowri Evans	Jill Witton
CTC Cymru Representative (see below)			
Rights Officer	Peter Williams	Peter Williams	Janet Gregory
Invited Member	David Matthews	Glennys Hammond	Lowri Evans
<b>Non-Committee Posts</b>			
Webmaster (non-Committee post)	John Hammond	Peter Williams	Janet Gregory
Website Editor	Glennys Hammond	Glennys Hammond	Peter Williams
Membership Secretary (non-Committee post)	David Ackerley	Mike Cross	Peter Williams

The Committee's recommendations were accepted unanimously, proposed by Bob Witton, seconded by David Ackerley.

### CTC Cymru.

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

### Group Representatives

Groups may nominate representatives and inform the Secretary after the AGM but before the 9<sup>th</sup> December 2010 CH&NW CTC Committee meeting.

**9.0 Election of Awards Committee**

David Ackerley (Convenor)  
Mike Cross  
Arthur Miller

Members of the Awards Committee of 2010 had agreed to continue in office in 2011.  
The Awards Committee was unanimously re-elected.

**10.0 Election of Honorary Auditor**

Terry Nicholas agreed to stand as Honorary Auditor for 2011. Proposed by Lowri Evans, seconded by Arthur Miller. The proposal was accepted by the AGM. Chair thanked Terry Nicholas for Auditing the 2010 Accounts.

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

*Club Clothing order*

Janet Gregory reminded members to place their orders for club clothing with Adele Blakeborough. Details are on the CH&NW website.

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 1.50pm**

**January 2011**

# Appendix 1

## Summary of Secretary's Annual Report

### Introduction

**CTC Two Mills (SMG)** There are 7 Informal Groups (IGs) and two Women's Groups

**Wirral Bicycle Belles** (an IG of Two Mills) and the **Fabulous Ladies Cycling Club** (IG of CT&MBC)

**Report includes** information about Committee activities, our Subsidiary Member Group, Informal Groups, organised events, communication with members, awards, and reports of campaigning activities in Chester and North Wales.

### Committee Activities - What has your Committee done?

Committee **met 6 times**. Everything planned for 2010 achieved.

**CTC AGM and Dinner** - 15<sup>th</sup> May at Loughborough and attended by CH&NW CTC President Mike Cross and his wife Pam. 4<sup>th</sup> year out of five that CH&NW CTC has won the team event. Congratulations to the winning team.

**'North West Volunteer of the Year' Sue Booth**

**CTC Competition Winning Team** CH&NW consisting of Lowri Evans, Andy Polakowski, Ifor Jones, David Statham, and Graham and Vicky Payne.

**Revision of CH&NW CTC Local Rules** was the main objective in 2008-9. The Local Rules document was accepted by the CH&NW AGM on 1<sup>st</sup> November 2009 and **approved by NO in 2010**.

**CTC Annual General Meeting (AGM) May 15<sup>th</sup> 2010** in Loughborough, Mike Cross (proposer) and myself (seconder), submitted a Motion to increase the annual Subscription Allocation entitlement paid to Member Groups. The motion was passed at the CTC AGM.

**Funding Consultation Survey Form** The results not yet been released but in the interim, the Subscription Allocation has been set at 1% (37p) of the adult subscription an improvement on the 0.5% (18p) previously allocated to Member Groups.

**Committee members are active** in campaigning, publicity and development, and have represented and promoted the club on numerous formal and informal occasions. Committee members have also assisted at many of the Club's events and activities.

### Communications with Members

CH&NW CTC Website, News Letters and The Link, and club and non-CTC cycling events.

#### CH&NW CTC Website

John Hammond/Glennys Hammond. The main aim is to provide information to members including, for example, news items, events and group rides, and local area information. Some statistics are in the report and a look at earlier statistics show a steady increase in traffic volume over the year. This varies. For example more people log on in January for the rides lists and after club events to look at reports and photos.

#### News Letters

Six News Letters since November 2009. 1000 members 55% have provided email addresses. Additional information is available by email to Committee Members and also at CTC and non-CTC cycling events. Cost in time and postage prohibits contact by post. Members must send or amend email addresses to the Secretary if they wish to receive electronic communications.

#### The Link

Four editions of the Club magazine 'The Link' have been published. Veronica Nicholas resigned during the Summer for personal reasons. I am very pleased to tell you that since writing my report David Ack has agreed to be our permanent Magazine Editor. The Link page on the website has been revised accordingly. The Committee expresses thanks to Veronica for her excellent work over almost three years of magazine editing, and to John and Eunice Mawson for arranging the distribution and financial aspects of the magazine.

### Membership

Total membership at **30<sup>th</sup> September 2010 was 1017**. This is the figure used by the CH&NW CTC Treasurer to claim the annual Subscription Allocation from CTC National Office. Membership lists still contain anomalies, making it difficult to identify (genuine) new members with certainty. David writes to new members to welcoming them to the Club 85 individuals and/or families have received letters with contact details of CH&NW CTC Informal Groups and the offer of a complimentary copy of The Link. The Committee thanks David Ackerley for his work as the Membership Secretary.

### Welfare

**No incidents in 2009-10** that fell under the remit of the **Welfare Officer (Brian Lowe)** but in addition Brian has undertaken to look at Benefits to different types of membership and a number of **anomalies in CTC Insurance**.

He's also developing a new **leader pack** which will include, for example, good leadership practices, insurance guidelines, risk assessment, law and liability and organiser's liability information. The pack will be **made available on the website** with links to relevant documents.

### **Awards Committee**

**The President's Trophy** (donated by Mrs Iris Mills in memory of Graham Mills) was presented to Peter Williams at the CH&NW CTC combined annual Lunch and President's ride held at Tilston Village Hall on 5<sup>th</sup> September 2010. Peter Williams received the trophy for his extensive work as our CH&NW Rights Officer and as one of CTC's two Right 2 Ride Representatives responsible for the Chester and Ellesmere Port Area. Congratulations to Peter.

**New cycling trophies** Bryan and Erla Wade donated **two new cycling trophies** (here) to be known as the '**Ladies' Tourist Trophy**' and the '**Gentlemen's Tourist Trophy**'. The trophies will be awarded to the **Chester and North Wales CTC male and female cyclists** who gain the **highest number of points in the CTC Competition** (formally known as the DATC Competition). They will be presented to the 2010 winners by the CH&NW President, Mike Cross, at the **2011 'New Year's Day Meets' either at McLean's Pub Pentre, or the Carden Arms Tilston**, whichever the winners choose to attend. The Committee thanks Bryan and Erla for their generosity in donating the trophies.

### **Nominations**

Members are reminded that any paid up member of CH&NW CTC is entitled to put forward another member's name for a **Certificate of Merit or Volunteer of the Year Award**. According to our Local Rules (approved by National Office) nominations must be in writing and include relevant supporting evidence. **Nominations should be sent to the Chester and North Wales CTC Awards Committee** (convenor David Ackerley)

### **Subsidiary Member Group (SMG) CTC Two Mills**

**Janet Gregory Secretary**. She has attended most of Chester and North Wales CTC Committee Meetings **Andy Blomfield /Two Mills Treasurer**.

**47 registered members.**

**Campaigning meetings.**

**Contributed to The Link, and the CH&NW website.**

**Himalayan evening** - 75 people who **Peter Williams** and **Paul Rogers**

**Evening meal at the Ship Hotel in Parkgate** on 13<sup>th</sup> February and the

**Annual lunch at the Cheshire Cat Christleton** on the 21<sup>st</sup> March.

**Brian Joyce - 'Half Wheel Trophy'**.

**Spring 50 TT in 2011- Janet Gregory**

**Semaine Federale** held in Verdun on the 2-9<sup>th</sup> August. Bob Witton produced a **DVD** Members Keith and

**Picnic lunch at Tile Farm Keith & Debbie** (with helpers)

**Bicycle Belles** new led cycle ride for women once a month on Saturdays. The Group received special funding from CTC & Travelwise in kind

**Bicycle Belles' blog** Tuesday Evening Cyclists are now affiliated to CTC. The Group continues to enjoy a thriving summer membership.

You can read more in my full report.

### **National Councillors for the North West Region**

David Robinson (also Chair of National Council) has attended several CH&NW Committee meetings and kept us informed of developments through his membership of the **Cycling Development Town Steering Group, Chester Cycling Campaign and as Chair of CTC National Council**. David has also worked hard as one of our CTC Right to Ride Officers for Chester. Successes in Chester include **Bikeability** the national cycle training schemes into most of Chester's Primary Schools. **Peter Williams** and CTC member **Mike Morley** are qualified Bikeability instructors taking part in the scheme. **Lowri Evans** and **John Redman** are qualified instructors in North Wales. Thanks to all of them for their enthusiasm and commitment and to David and Welna for their work as North West Councillors.

**Millennium Greenway** improvements complete.

**Cycle Lockers and Bicycle Parking Facilities town and railway stations**

**A new cycle map for Cheshire West and Chester (CWaC)** is available.

**NCN Route 563 is newly signed.**

**Curzon Park link over the Railway Bridge to the racecourse cancelled** will be replaced by a cheaper scheme to improve cycle access to the city centre. Government cuts may curtail some schemes, but, hopefully, the Dee Bridge Connect Two scheme will progress.

Peter Williams is a **CTC 'Right 2 Ride' Representative for Chester and Ellesmere Port**, and the CH&NW Committee Rights Officer. Peter is to be commended for his contribution with others from the Chester Cycling

Campaign to improve safety on the A540 which is ongoing and for negotiations to obtain access to the Burton Marshes (NCN Route 89).

### **R2R Representative for CTC in North Wales**

North Wales has four Right to Ride Representatives. **Maurice Clarke** and **Roy Spilsbury** cover **Denbighshire / Conwy**. The outstanding Rights issue (already lasting five years) is the denial by Conwy Borough Council (CBC) for safe access by cyclists along **Llandudno's north shore**. Roy Spilsbury is in regular correspondence with the local press regarding cycling on the promenade and will take the issue as far as it needs to go!

### **CTC Competition**

**2009 Winners** congratulations

**Update (at 2<sup>nd</sup> November) Individual comp - 5 riders in top 12 positions**

**Team Event CH&NW leading results of 255 out of 347 events have been posted – could all change**

### **2010 Events**

Details of all our events from **New Year's Day to the Llysfasi Hillclimb and Freewheel competitions in October** are in my full report, and reports and photos of all these events are on the website on the **Events 2010 page**. They include **camping weekends**, a **ladies weekend**, **individual** and very popular **regular events**, a one-off **charity event that raised £3420 for Help4Heroes**, and **Audax** rides. The provisional programme for 2011 is on the Agenda.

Most of our informal groups have provided info for my report, and further details of their rides programmes for next year will be placed on the website as and when I get them.

### **The Coming Year**

The coming year may be a little less hectic but will still include interesting and challenging rides to cover all abilities, some old favourites and some new events.

As you are aware, I am resigning as Secretary of Chester and North Wales CTC after three years in the post. The work has been challenging, encompassing, for example, the introduction of the new CTC Policy Document and submission of our revised Local Rules to CTC National Office.

I'm sure you will support the new Secretary and Registration Officer as you have all supported me. I have gained a thorough awareness of the structure and operation of a large group such as ours and will provide all the necessary assistance needed by a newly-elected Secretary. It's been a huge learning process and as a bonus, I have had the pleasure of meeting a lot of new and interesting friends. I'll continue to take part in events as a participant and as a volunteer and provide event photos for the website whenever possible.

I would like to thank, in particular, those Committee members who have attended sometimes long and complex meetings to resolve the many challenges that have arisen. I extend my thanks to our President, Mike Cross (and his wife Pam), who has tirelessly represented our club at many events and has supported me personally in my club activities. I am sure that the 2011 Committee will continue to work hard on behalf of the membership and members will continue to offer their much appreciated support in 2011. A final thank you goes to everyone who has supported me personally during my term as Secretary.

## APPENDIX 2

### Chester & North Wales CTC Income & Expenditure Account Year Ending 30<sup>th</sup> September 2010 **INCOME**

2008/2009		2009/2010			
		RECEIVED	SPENT	SURPLUS	
291.72	Spring 50	1654.40	1263.28	391.12	
169.25	Bob Clift Cycleway	716.00	651.64	64.36	
312.35	Vets 100	2081.00	1432.37	648.63	
18.50	Hill Climb/Freewheel	38.00	16.20	21.80	
(60.75)	Pres. Ride/Lunch	370.90	342.77	28.13	
	TOTAL	4860.30	3706.26	1154.04	1154.04
8.45	PMG AGM	33.60	45.82	(12.22)	(12.22)
(521.85)	Link Magazine	816.00	948.02	(132.02)	(132.02)
150.15	Subscription Allocation			177.30	
21.25	Interest from Bank and Loans to N.O.			0.88	
107.50	Donations			73.00	
-	Donation from Travel Talk (D. Hill)			55.00	
-	Increase in Fixed Assets			200.00	
	TOTAL			506.18	506.18
<b>TOTAL INCOME FOR 2009/2010</b>					<b><u>£1515.98</u></b>
<b>EXPENDITURE</b>					
2008/2009					2009/2010
310.92	Cost of running PMG			343.70	
1082.05	Website fees			469.00	
-	Informal Group Expenses (Wednesday)			5.00	
-	Removal of Two Mills SMG funds from PMG A/Cs			211.67	
-	Trophy Plinths			50.00	
38.14	New Members			90.55	
-	Incorporating Link advance costs			648.00	
	TOTAL			1817.92	
<b>TOTAL EXPENDITURE FOR 2009/2010</b>					<b><u>£1817.92</u></b>

**DEFICIT OF INCOME OVER EXPENDITURE FOR 2009/2010**

**- £301.94**

The above Income & Expenditure Accounts and attached Balance Sheet accord with the books and vouchers of the Chester & North Wales CTC. Together, they give a true and fair view of the financial position of the PMG.

Signed

John Mawson Hon. Treasurer

Signed

T Nicholas Hon. Auditor



**Chester & North Wales CTC**

**Balance Sheet Year Ending 30<sup>th</sup> September 2010**

<b>2009</b>		<b>2010</b>
6625.51 (1047.81) <u>5577.70</u>	General Fund at 30/09/09 Deduct Deficit General Fund at 30/09/10	5577.70 301.94 <u>5275.76</u>
<b>Assets</b>		
281.21 2265.60 0.00 2357.72 <u>211.67</u> 5116.20	Cash at Nat West Bank (current a/c) Cash at Nat West Bank (reserve a/c) Cash in Hand Loans to N.O. Funds held by Two Mills SMG	638.06 2266.48 0.00 2357.72 <u>0.00</u> 5262.26
<b>Liabilities</b>		
	Honouring 'Link' advance subscriptions	<u>(648.00)</u>
<b>Surplus of Cash Assets over Liabilities</b>		<b>4614.26</b>
<b>Fixed Assets</b>		
281.00 180.50	Trophies President's Ribbon	481.00 <u>180.50</u>
<b>Surplus of Total Assets over Liabilities</b>		<u><b>5275.76</b></u>

## **APPENDIX 3**

### **Member Group AGMs – Council briefing**

- What's happening about Member Group services and policies?
- How is the Council supporting Member Groups?
- Member Group FAQ

### **Member Group survey findings (full report available)**

The purpose of the survey was:

- To find out which services are important to Member Groups
- To find out which new services might be important to Member Groups, in particular services that might be available through the new CTC web site.
- To find out how groups rate the services they get.
- To help Council and staff focus our priorities on the most important services which are being delivered least well.

46 of 80 Member Groups responded to the survey, which is a very good sample.

#### **Broad findings:**

Current services are generally more important than new services.  
New on line services must complement and not compete with existing Member Group web sites.

The Member Groups attributed a relatively high, and similar level of Importance (over 40%) to all of the existing services with the exception of 'Visits by CTC Staff to MG events and activities' and 'MG Conferences' which were considerably less important to them

The overall level of dissatisfaction was much lower with 'Monthly Membership Lists' and 'Membership funds allocation', both known areas of difficulty, receiving the highest scores, but the biggest dissatisfaction was only 14% of respondents.

When the correlation between importance and dissatisfaction was explored the priority areas for action identified were: Access to publicity materials, member group lists (see below for specific issues with Subsidiary Group member lists) and details of member groups in Cycle. A commitment has been given by Way Forward Committee to focus immediate efforts on those items.

### **Member group funding 2010-11 – an interim settlement from the Council**

The Member Group funding survey has yet to be fully analysed.

When the early responses from the survey went to Way Forward Committee in early September and even now when many more returns have been received the responses are divided about how subscription allocations should be distributed and how they can be managed. Few clear trends have emerged at the time of writing.

To ensure that the commitment given at the AGM was honoured at least in spirit the Council has agreed:

**Headlines:**

**A sixfold increase in the overall fund**  
**A minimum amount for all groups**  
**No maximum this year**  
**A doubling of the rate per member.**  
**A pool of funds for special requests**

**Current formula.**

½ % of the adult subscription for each registered member in your member group calculated by your Registrar and recorded in your Annual Report. (Currently 18p each)

**Interim subscription allocation. 2010-11**

Each member group will be automatically entitled to the higher of

£50.00

Or

£20 plus 1 % of the adult subscription for each registered member in your member group calculated by your Registrar and recorded in your Annual Report. (Now equivalent to 37p each)

**Special requests.**

Once the automatic member group allocations are received the balance of the subscription allocation budgeted by Council will form a special requests fund which can be bid for by any group. The committee was particularly keen to emphasise its support for new groups and those seeking out new audiences for CTC.

So that these funds can be distributed for maximum benefit the Council would be pleased to have requests as early as possible in the year.

**Clarification**

All groups that meet the requirements of CTC policy (to be recognised as a group) qualify for these funds; there is no distinction between subsidiary or parent member groups.

Each member can only be identified once in any claim, their subscription allocation goes to their chosen (default) group, not necessarily the group where their postcode is allocated. Parent groups may not claim for members who have moved their membership to a subsidiary.

**Member Group support at national office**

The policy of having a named Member Group officer is to continue. When Adrian Lawson leaves at the end of October he will be replaced by one of Mark Waters, Andy Hawes, Julie Rand or

Chris Juden but this whole team will also supply some services so that there is a greater resource available to groups.

John Storms, Business Development Manager has taken over overall responsibility for Groups which has now been placed in the member services section of the organisation rather than cycling development. John has had had some excellent successes in improving membership processes since he joined CTC and will be focussing on the priority areas set by the Council as a result of the MG survey.

Representatives of five Member Groups in the South West attended a CTC Staff Conference in Bristol where they were able to give feedback on group issues to both staff and Councillors.

### **Policies for Member Groups**

There a need to review the policy handbook in 2011 to recognise some changes in both CTC policy and wider regulation since it was last updated.

This also presents and opportunity to address the main concerns raised by group about data protection and the allocation of members to subsidiary groups.

### **Allocation of members to subsidiary groups**

The strongest demand behind the Member Group policy changes in 2008 were calls for membership of more than one group and greater autonomy for small groups of members who want to create local groups around their own needs. Both of these were supported by the new policies.

The main concern now is coming from Member Groups who have historic sections who defined their area on a geographical basis. They are frustrated that the current policy does not allocate these sections (now Subsidiary Groups) a group of members on a postcode basis.

However many other groups wanted to identify members on a different basis, for example by day of the week and by type of rider. Given these circumstances it was considered impossible to divide up the historic DA by a postcode allocation in 2008. Given these circumstances Council accepted that Subsidiary Groups could not be given a postcode allocation but policies allowed them members who opted to transfer their membership to the subsidiary.

It is clear that these frustrations are often perceived as incompetence or uncaring attitudes by Council or staff when they were created by a well-meaning attempt to be "all things to all men". The changes made tried to include every possible option and to cover an extremely diverse set of circumstances, perhaps too hard. Unfortunately many groups only see their own patch, it is not widely understood that other groups operate in very different ways so there is perfectly understandable frustration that the current policies are not matched to their circumstances.

Both Way Forward Committee, Management Committee and Council have noted the need for a review, however it is worth stating to Member Group AGMs that if an attempt is made to standardise the current arrangement around either a geographic or non geographic model there will be some groups who will be very disappointed by the outcome so we will have to be handled sensitively.

## **Data protection and access to member lists.**

Currently our data protection policies for Member Groups and RTR reps only allow them to apply for lists of CTC members who are not members of their group on a one off basis for a specified business purpose. (For example a special event) Last month Management Committee has asked staff to amend the policy to allow groups to apply for regular access to wider lists of members. Lists should be available under this new guidance from next year once policies and databases have been updated.

This is expected to make it easier for groups to contact more members, advertise their activities and generally offer a more diverse programme and may take away some of the challenges caused by the groups/subsidiary group issues above.

## **Other recent questions/comments**

### **Why are some Subsidiary Member Groups getting member lists that are empty?**

Because no members have transferred their membership to the Subsidiary Group. Subsidiary groups are not allocated a postcode area.

### **Why can't subsidiary Member Groups be allocated members by postcode?**

When the system was set up many other subsidiary groups did not have a geographical identity. In managing membership databases we could not have both geographical parent groups, geographical subsidiaries and non-geographic subsidiaries at the same time.

### **Why do Subsidiary Member Groups have to hold an AGM?**

Because they carry out some identified activities which are accountable to local members such as holding members funds, running events in the name of the club and appointing officials such as runs leaders.

### **How can we alter our allocated CTC boundaries to match our country or district boundaries which don't tidily meet postcode boundaries?**

There is no requirement for a Member Group to use only the first part of a postcode. Some Member Groups have defined their postcodes exactly to the County boundary by specifying in detail the postcode sectors that define the boundary. This is relatively easy to do with a postcode atlas, available at most libraries.

A Parent Member Group AGM can vote on any new postcode boundaries that suit their needs. If they involve taking or giving postcodes to neighbouring groups the Council will expect consultation and agreement to have been reached.