

Dear Member Group Secretaries and Treasurers

Member Group AGMs, Annual Report and Accounts 2011

I am writing to you advance of this year's Member Group AGMs because:

- The recent consultation on Member Group structures and procedures overwhelmingly endorsed changes to give Member Groups more freedom to conduct their affairs as they see fit. If current arrangements are working well for you, absolutely nothing need change but, from this year, a more flexible structure will allow groups to work with other groups as they wish. We are currently redrafting the relevant policies for approval in time for Member Group AGMs but writing to you now gives you an opportunity to give the issues – which are outlined below - some thought.
- We accept that last year we changed instructions late in the process which was confusing. We noticed that the Policy Handbook had conflicting advice on financial returns and tried to correct it, a well-intentioned change but one which should not have been made so late in the day. Once again, we apologise for the confusion caused.
- We had many returns last year that could not be correlated effectively because separate parts of the return did not match up, either by name of group or because the parent/subsidiary group relationships were not clear to us. This year there is more flexibility but we need to know how Member Groups are operating. This will help us with CTC's auditors and it will also mean we can release subscription allocations much earlier, but it does mean early local collaboration is essential.

Issues to consider before your AGM:

1. Member Group Area

The suggested changes to Member Group policies allow **any** Member Group to contact all CTC members within a reasonable geographical area, **even if** the new boundary overlaps that of other groups. This means Member Groups can consider reaching out beyond their current boundaries to promote their activities. Member Groups which currently have no members showing on their membership lists because another group holds all the local postcodes will now be able to get a full list of members in their area.

This also means **any member** can attend and vote at your AGM so you will not need a special end of year membership list to check at your AGM or to claim a subscription allocation. In other words, there will no longer be default Member Groups.

Therefore, please can you ensure that your AGM agenda has a formal proposal to either endorse your existing membership area or define a new membership area based on different postcodes. It is polite to tell neighbouring groups what you are proposing as well.

NB Member Groups that exist for a special purpose – for example organising committees, regions and devolved countries, special interest groups and so on **do not** need to define an area.

2. Your Member Group's relationship with other groups

Under proposed changes, Council will no longer attempt to create policy to define the relationship between Member Groups. This is best determined at a local level to meet local needs. So arrangements such as the current parent/subsidiary definition will not be defined by national policy but by local need.

If current relationships between groups are working effectively and meet CTC policy requirements, they can be retained.

If you have a formal relationship with another group, we will ask you to define it for us and your members in your Annual Return. For example, we will ask questions such as:

“Who is submitting your accounts this year, are they coming directly to us or via another group?”

Member Groups can choose, if they want, to be part of a collaborative structure, whether with a larger Member Group, or working with other Member Groups in a different way. A decision to maintain existing structures is perfectly acceptable as long, as it is **mutually agreed** by all participating Member Groups.

Well before you complete your accounts and your Annual Return, please reach a clear agreement with the other groups you work with about who is doing what to avoid duplication or omission.

3. The Annual Return and the Annual Accounts

We may need to show your Annual Return as well as your Annual Accounts to CTC's auditors. We have new auditors this year, who will be carrying out their audit of Member Group Accounts from early December. Therefore we must have your Annual Return and Accounts to us by **Friday 2 December** so they can be compiled for the auditors.

Subscription allocations will only be paid after receipt of a complete Annual Return and a set of Accounts have been received by National Office. The Accounts must be submitted in paper format as they need to be signed off by an independent verifier before being checked by the auditors but the Annual Return can be submitted electronically – in both cases, please send them directly to me so I can collate all documents before submitting them to our Finance Manager. The forms should make clear which Member Group or Groups you are submitting documents for.

So you can get the papers to us by Friday 2 December, please agree your internal deadlines between Treasurers and Secretaries of all groups for whom you are submitting a return.

4. Timetable for submission of documents

Date	Action
Friday 26 August	Last date for AGM dates to go in Cycle magazine
Early September	Accounts packs issued to Treasurers
Wednesday 24 August	Member Group Task Group meets to consider

	feedback from consultation and draft final proposals for CTC Council
Saturday 3 September	CTC Council to approve policy changes
Week commencing Monday 5 Sept	AGM packs issued to Secretaries
Friday 30 September	Financial year end closes
Early October	AGM details published in Cycle
Saturday 15 October	First date available for AGMs
Tuesday 15 November	Last date available for AGMs
Friday 2 December	Last date for receipt of Annual Returns and Accounts at CTC National Office
From January 2012	New group areas start being set up in membership system
From early February 2012	Membership subscription allocations start going to Groups as long as Subscription Allocation Form, Annual Accounts and Annual Returns received at National Office.

If you think of questions you would like to ask, please don't hesitate to ask me, CTC Member Group Coordinator Julie Rand, at groups@ctc.org.uk or CTC Business Development Manager John Storms at john.storms@ctc.org.uk.

Please note that I am now out of the office until Tuesday 6 September. **If you still have outstanding AGM dates, time and location to inform us about, please send the details to the editor of Cycle Dan Joyce as soon as possible editor@ctc.org.uk.** I am attaching the current list so let him know of any errors or omissions too.

Apologies for this long email!

Kind regards

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