



GROUP CIRCULAR 925

6 August 2022

To: **Branches, Groups and Members of the Executive Council
Standing Orders Committee**

Dear Colleague,

THE ANNUAL GENERAL MEETING (AGM) 2022

The 68th Annual General Meeting (AGM) of the Civil Service Pensioners' Alliance (CSPA) will be held in The Chesford Grange Hotel, Kenilworth, Warwickshire CV8 2LD on **Wednesday 12 and Thursday 13 October 2022, commencing at 2.00pm on Wednesday and concluding at 3.15pm on Thursday**. Three Copies of the AGM Booklet, containing the Report and Recommendations of the Standing Orders Committee are enclosed for your attention.

In accordance with the Constitution, your Group is entitled to send one delegate to the AGM. All candidates standing for election to the Executive Council and not attending the AGM as a delegate will also have their expenses met. The AGM has been arranged to be held over two days and an AGM Dinner will be provided. The Alliance has, therefore, block booked the Hotel for all delegates, sponsored representatives, observers, and guests who wish to attend. In order that the Hotel can organise the necessary accommodation and dining arrangements, Alliance HQ must know who will be attending the AGM **by Wednesday 7 September 2022**. Alliance HQ will be making the booking arrangements directly with the Hotel.

A hot buffet lunch will be available for all attending from 12.30pm on Wednesday and again on Thursday lunchtime. Tea and biscuits will be available when the AGM finishes at 3.15pm on Thursday.

Enclosed with this Circular are the following forms, which should be completed and returned to Alliance HQ by **no later than Wednesday 7 September 2022**; guidance on how Groups & Branches should complete these forms is appears later in the Circular:

- Delegate/Accommodation Booking Form
- Shuttle Bus and Return Coach Service Request Form
- Expenses Claim Form (30th September deadline for payment before AGM)

Also enclosed are the following forms:

- Menu Choices
- Directions to The Chesford Grange Hotel
- Hotel Floor Plan
- A list of Groups & Branches and their membership figures

SPONSORED REPRESENTATIVES

The CSIS have agreed to continue to support CSPA by providing sponsorship for the AGM once again, but, for commercial reasons, have had to reduce their level of sponsorship by a significant amount. The CSIS sponsorship is used to support the Sponsored Representative scheme, and the Executive Council is keen that the scheme should continue but has had to consider the impact of the reduced level of sponsorship. Other potential sponsors have been approached for assistance, but none have agreed.

The Executive Council does not feel that it would be prudent in the current financial circumstances to absorb all the extra cost that would arise if the scheme continued as before. However, the Executive Council accepts that some of the extra cost should be absorbed and so has made a couple of changes to the scheme which will offset about half of the additional cost.

Groups will continue to be charged for a Sponsored Representative as a contribution to the hotel costs and, for 2022, this has been set at £68 to reflect the increase in accommodation costs. Where a Sponsored Representative arrives on Tuesday and stays two nights, a further charge will be applied for the additional night. The charge for two nights will be £114.

The other change to the scheme is that **travel costs will no longer be met from central funds**, and Groups or individuals will need to meet the travel costs of a Sponsored Representative.

Three copies of this Circular are enclosed: one for your records, one for your Group/Branch delegate and a spare.

VENUE

A map showing the location of The Chesford Grange Hotel is included with this Circular. Those travelling by car can use the Hotel car park. There will be sufficient space, with car parking free for hotel guests. If travelling by train, the Alliance has again planned for a shuttle-bus service to take delegates to and from Coventry Station, further details of which are later in this Group Circular.

Most delegates should be able to reach Kenilworth by lunchtime on Wednesday, but the Alliance recognises that in some circumstances delegates with longer journeys (Scotland, Northern Ireland, and Southwest England etc.) will need to stay the night before and, possibly, the night after. This they can do, at Alliance expense.

Disabled access is provided throughout the Hotel. A plan of the ground floor, setting out the AGM venue, registration arrangements, buffet arrangements etc., is also included with this Circular.

A short seminar has been arranged, starting at 1.30pm on Wednesday 12 October 2022, for new delegates, so that they can be briefed on AGM procedures. Further details will be issued in due course.

Please arrive at the AGM in plenty of time to register and collect credentials, voting cards, ballot forms and copies of Supplementary Standing Orders Committee (SOC) Reports.

PLEASE DO NOT COMPLETE ANY OF YOUR BALLOT PAPERS UNTIL THE CHAIRMAN HAS MADE THE APPROPRIATE ANNOUNCEMENTS AT THE AGM.

ACCOMMODATION

The Alliance has made arrangements with the Hotel to ensure that everyone who wishes to attend can be accommodated. Therefore, it is essential that the completed Delegate/Accommodation Booking Form is received by HQ as early as possible, but no later than **Wednesday 7 September 2022**, so that rooms can be reserved, and the catering arrangements organised. The Hotel will release unused rooms after that date. If any member of your Group, for whom a booking at the Hotel will have been made, is subsequently unable, for whatever reason, to attend and for whom you are unable to find a replacement from within your Group, please ensure that you notify Marion McAuliffe at Alliance HQ as soon as possible; this will greatly assist the Alliance in dealing appropriately with the Hotel on such matters. As the Alliance will make the booking arrangements directly with the Hotel, **please do not contact the Hotel**. You should indicate on the form if there are any special accommodation requirements. Any queries regarding accommodation and food should be made direct to Marion McAuliffe at Alliance HQ.

You will also find enclosed a separate form requesting the planned details of the arrival & departure times to & from Coventry Station for those from your Group or Branch travelling by rail; this information is required to ensure that the shuttle-bus service is aware of which persons will be travelling on each of the two departure times of, 11.00 and 12.30 on Wednesday 12 October 2022 and returning to the rail station by coach the next day at 3.40pm and 4.10 pm. Please complete and return this form with the Delegate/Accommodation Booking Form for your Group or Branch.

We would encourage you to use this service from and to Coventry station, but if you are arriving outside these times, there is a taxi rank available.

We also wish to know if any Alliance members living locally are coming for the day(s), so that credentials can be arranged, and enough ordered for the buffet lunches.

Delegates will have to pay the Hotel for additional items such as newspapers, phone calls and drinks ordered.

If you would prefer not to travel alone, and no one else is coming from your Group, why not contact a nearby Group and plan to travel with a colleague? If you are not familiar with other nearby Groups of the Alliance or the telephone numbers of the relevant Group Secretaries, or need help and advice, either contact your Regional Representative or Alliance HQ, who will endeavour to help. The Alliance's aim is to make your travel and visit to the AGM as carefree as possible

AGM CHARGES

There is no charge for Group delegates, EC members, AGM officials and invited CSPA guests. Full board costs will be met centrally, and any additional expenses can be claimed in line with the AGM T&S policy detailed later in this circular.

As before, charges will be applied to others attending the AGM. For 2022, those charges are:

- Sponsored Representatives (second Group representative): £68 (one night); £114 (two nights)
- Other Group reps. and observers: £150 (from Wednesday lunch to Thursday lunch inclusive); £110 for Tuesday night.
- Partners sharing a room: £50 per night.

The Executive Council has agreed to trial a new charging system this year with the aim of reducing costs. Groups and individuals should NOT send in cheques with the form notifying their attendees. Instead, where a charge is appropriate, an invoice will be issued and payment should be made, where possible, by bank transfer into the CSPA account. The aim is to reduce bank costs and save staff time. The due date for payment will be *Friday 28 October 2022*. The EC will monitor how this process works and review it for 2023.

Groups & Branches can send further additional representatives/observers to the AGM, if they wish, but expenses incurred by such additional representatives/observers will be the responsibility of the Groups & Branches. Additional representatives/observers can be accommodated in the Hotel, but Groups and Branches must pay the Alliance for such accommodation.

EXPENSES AND CLAIMS

Enclosed with this Group Circular is expenses claim form. Printed on the reverse of the form is the Travel and Subsistence Policy for the AGM 2022. When completed send the form and receipts to the Treasurer, Mike Sparham, as follows:

Either Scan or photocopy the form and receipts and send by email to M.Sparham@cspa.co.uk

Or Post to **FREEPOST RTRX-RKUY-SELT**, CSPA, Grosvenor House, 125 High Street, Croydon CR0 9XP; marking the envelope AGM Expenses

Forms received by 30th September 2022 will be paid before the AGM. Payment will be made by bank transfer.

The CSPA will meet all reasonable travel and subsistence expenses for EC members, HQ Staff, Group delegates, AGM officials and invited CSPA guests, as detailed below:

TRAVEL The following travel costs can be claimed:

TRAVEL TO THE AGM BY RAIL

- The cost of travel to/from your local station by car (35p a mile), bus, taxi, tram, or metro.
- Car parking at the station
- The cheapest most suitable Standard Class ticket
- Where the total ticket price exceeds £90, the cost of an annual Senior Railcard (£30) will be reimbursed as this produces a net saving
- Taxi fares to/from Coventry or Kenilworth will be reimbursed **ONLY** if it is not possible to travel on the coaches provided between Coventry and the venue on Wednesday and Thursday afternoon. Please share taxis where possible.
- All claims **MUST** be supported by receipts.

TRAVEL TO THE AGM BY CAR

Travel from home to Kenilworth and return at 35p per mile. This will be capped at the cheapest available Standard Class rail fare, except:

- I. If two people who are **both** entitled to claim travel expenses travel together by car, the cap will be the cost of two rail fares at the cheapest available rate
- II. If a second overnight stay is avoided through travelling by car, the cap can be reviewed if a case is made.

SUBSISTENCE

For travelling time more than 5 hours (each way), subsistence of up to £7.50 may be claimed each way. Claims must be supported by receipts.

HOTEL COSTS

Full board (lunch, dinner, bed, and breakfast) costs are paid by CSPA. Any extras (newspaper, bar service, etc.) must be settled directly with the hotel and cannot be claimed.

Any queries should be sent to the Treasurer, Mike Sparham, by email to M.Sparham@cspa.co.uk or by letter to CSPA Head Office. Phone queries may be made to 020 8688 8418.

AGENDA AND PROCEDURE

Three copies of the text AGM Agenda Booklet are included with this Circular. (We are only able to forward three copies of the Agenda to Groups because of the cost and time delay involved in sending more).

- The contents of the Agenda Booklet will also be included in the Autumn 2022 Issue 290 of *The Pensioner*, together with pen pictures of candidates standing for election). Spare copies of the AGM Agenda Booklet will be available at the AGM.
- The Summer 2022 Issue 289 of *The Pensioner* magazine featured the 2021 Annual Report and Accounts

Groups & Branches are reminded that if they wish to ask any questions on any paragraph of the Annual Report or move a Reference Back on any part of the Standing Orders Committee Report, they must write to me, with such requests being received by **Monday 12 September 2022**.

Emergency Motions, which can only refer to urgent business which has arisen since 1 July 2022 (the closing date for submission of motions), must be submitted to me as soon as possible, but to be received by no later than 2.00pm on **Friday 7 October 2022**.

Voting at the AGM (Rule 7(g) applies), in the first instance, will be by show of hands (in fact, by display of special laminated cards issued to delegates only), but if a card vote is sought by at least 20 members present, your delegate will cast the number of votes shown on your Group's card votes, which will be handed to him/her on arrival, together with any ballot papers. This number is the number of fully paid-up members shown by the Alliance's membership records to be resident in the stated area of the Branch or Group as of 30 June 2019, as provided in Rule 6(c) (i) & (ii); that figure does not include associate members. A copy of the list of Groups & Branches and their membership figures is included with this Circular.

On arrival at the meeting, Group representatives will be required to sign an attendance sheet and identification badges will be provided. Any proposed amendments to the published Standing Orders Committee Report will be distributed to Group Secretaries, by way of a Supplementary Report, about a week before the meeting. **(If this will cause an administrative problem because your Group delegate is not the Group Secretary, please advise HQ and arrangements will be made for a copy of the Supplementary Report to be sent direct to your delegate, whose address will need to be supplied)**. Spare copies of such Supplementary Reports will be available at the AGM.

I hope all delegates and representatives have a constructive and enjoyable AGM and I look forward to meeting you on the 12th and 13th October 2022.

Yours sincerely,

Lisa Ray, **General Secretary**