CSPA
CIVIL SERVICE PENSIONERS' ALLIANCE

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GROUP CIRCULAR 991 / 26

To: Branches and Groups (3 copies)
Members of the Executive Council
Standing Orders Committee

30 July 2026

Dear Colleagues,

THE ANNUAL GENERAL MEETING (AGM) 2026

The 72nd 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 7 and Thursday 8 October 2026, commencing at 2.00pm on Wednesday and concluding at 2.45pm on Thursday.

Two copies of the AGM Booklet, containing the Report and Recommendations of the Standing Orders Committee, are enclosed for your attention and in accordance with the Constitution. All CSPA Groups are entitled to send one delegate and one Sponsored Rep to the AGM.

All candidates standing for election to the Executive Council, Regional Representative and Standing Orders Committee positions, and not attending the AGM as a Group or Branch delegate, will also have their expenses met.

The AGM will be held in the Stratford Room at the Chesford Grange Hotel, as last year. Whilst the format will remain similar, the room layout is to be adjusted, taking into account last year's feedback, to provide more space for delegates to move around the room. We have also spoken to the hotel about improving the room's ventilation.

ATTENDANCE LIMITS

Due to room capacity and limited accommodation, attendance numbers are restricted again this year. EC members, apart from the Chair and Vice Chair will be seated with delegates rather than on the raised platform. Please refer to the limitations on attendee numbers set out below.

Group delegations are limited to one Delegate plus one Sponsored Rep only. Branches are to make their own arrangements for delegations, as usual, but are requested to consider limiting their numbers.

The number of Special Guests invited by the EC has been reduced.
The number of Tellers will be 3 (excluding the Chief Teller).
The number of Scrutineers will be 3 (excluding the Chief Scrutineer).
A maximum of 12 members not in a Group/Branch are to be subsidised to attend.

CSPA has block booked the Hotel for all delegates, sponsored representatives and invited guests who wish to attend. In order that the Hotel can organise the necessary accommodation and dining arrangements, **CSPA HQ must know who will be attending the AGM by Wednesday, 2 September 2026**. CSPA HQ will be making all booking arrangements directly with the Hotel.

A hot buffet lunch will be served from 12:30pm on the Wednesday for all attendees, with the AGM Gala Dinner taking place that evening. Lunch will be provided again on Thursday at 12:15pm, and tea and biscuits will be available when the AGM concludes at 2:45pm.

FORMS AND DEADLINES
Enclosed with this Circular are the following forms, which should be completed and **returned to CSPA HQ by no later than Wednesday, 2 September 2026**; guidance on how Groups and Branches should complete these forms appears later in the Circular.

Delegate/Accommodation Booking Form (green)
Shuttle Bus/Return Coach Service Request Form (blue)
Expenses Claim Form (pink)
Menu Choices (yellow)
Directions to The Chesford Grange Hotel and Hotel Floor Plans (colour copies)
List of Groups/Branches with membership as at 30 June (AGM Strengths Report)
Hotel Personal Emergency Evacuation Plans (PEEP) form
AGM Guidance for New Delegates

Notes on completing the forms:
1) If Expense Claim Forms are completed, returned and received at CSPA HQ by 25 September 2026, payment will be made prior to the AGM. Forms can also be handed to the National Treasurer or a member of CSPA HQ staff at the AGM, for payment after the event.
2) Hotel PEEP forms are to be completed and returned to CSPA HQ by anyone requiring assistance in the event of an emergency. Their return is not required if not applicable to those attending.

SPONSORED REPRESENTATIVES

The Civil Service Insurance Society (CSIS) has continued its support of CSPA by providing sponsorship for the AGM. 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 what can be offered within the limits of the sponsorship we have received again this year.

Groups will continue to be able to send a second representative as a Sponsored Representative but will be charged a contribution to the hotel costs. For 2026, this has been set at **£77** 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 **£127**.
Travel costs for Sponsored Representatives are no longer met from central funds, and Groups or the individuals concerned will need to meet the travel costs of Sponsored Representatives, however they are welcome to make use of the coach provided between Coventry Station and the venue.

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

MEMBERS NOT COVERED BY GROUPS OR BRANCHES

Individual members have always been able to attend CSPA's Annual General Meeting (AGM), but until now they have had to meet some or all of the cost of attending themselves. Since the AGM became a residential event in 2002, these costs have often been significant.

Recognising that many members are no longer represented by a Group or Branch that can send delegates to the AGM, the Executive Council (EC) has reviewed the arrangements. At the 2025 AGM, members approved a rule change allowing up to 12 members who are not covered by a Group or Branch to attend the AGM free of charge, subject to a policy to be agreed annually and taking account of costs.

For the 2026 AGM, free attendance for up to 12 members not covered by groups or branches is to include accommodation in a single room, where required, all meals during the event and, for those who do not need to stay overnight, attendance on a day-only basis without charge. Travel costs are not included. However, attendees are encouraged to make use of the free shuttle coach service that will operate between Coventry railway station and the AGM venue in Kenilworth, where possible.

Members who are not covered by a Group or Branch and would like to attend the AGM on 7-8 October 2026 should contact CSPA Head Office by 4 September 2026 on 020 8688 8418 or by email at enquiries@cspa.co.uk. Places are limited and will be allocated subject to availability. Members attending under this arrangement will be able to participate fully in the AGM and will have full voting rights.

Any member who is unsure whether they are covered by a Group or Branch should contact CSPA Head Office for advice.

TELLERS

The EC is seeking three volunteers to act as Tellers during the AGM. Their role will be to count any votes that are taken inside the meeting room and, if a card vote is taken, to collect the cards. They will work under the direction of the Chief Teller.

Tellers are AGM officials, so their expenses will be met in full. Tellers cannot be either Group or Branch representatives simultaneously. **If Groups or Branches know of anyone interested in being a Teller, please let HQ know by 4 September 2026**. If there are more than three volunteers, the Standing Orders Committee will decide who to accept.

VENUE & TRAVEL

A map showing the location of The Chesford Grange Hotel is included with this Circular. The AGM will be held in the Stratford Room (accessed from The Terrace Bar or via the corridor leading off to the right from Reception – indicated in bright blue on the attached Hotel Layout).

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, CSPA 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 CSPA recognises that in some circumstances delegates may need to stay the night before, however not everyone who chooses to do this will be eligible to have CSPA meet the cost of their stay.

The criteria for Tuesday night accommodation costs being met by CSPA are:
1) AGM officials and HQ staff with duties on Wednesday morning.
2) EC members, Group/Branch representatives, and members not covered by a Group/Branch, who either travel more than 150 miles or have a journey time of over four hours. Partners would also be included in these instances.

The EC recognise that there should be some flexibility in the criteria, and any attendee can make a case to the National Treasurer for accommodation on the Tuesday night, if necessary.

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. Those, and only those, who would require assistance to evacuate in the event of an emergency are requested to complete the enclosed Personal Emergency Evacuation Plans (PEEP) form and return it to CSPA HQ with their Delegate Forms, for noting and sharing with the hotel management. Personal details provided on these forms will not be maintained by either the hotel or CSPA HQ after the event and will be confidentially disposed of. Please indicate any accessibility requirements on the Delegate Forms as well, so appropriate rooming can be requested.

A short welcome briefing by the Deputy General Secretary, has been arranged, starting at 1.30pm on Wednesday 7 October 2026, for new delegates, so that CSPA AGM procedures can be explained to them. Further details will be issued in due course. We have also enclosed a Guide for New Delegates which we hope will be helpful in informing and encouraging participation.

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 from the Registration Desk, where CSPA HQ staff will be on hand to welcome you.

ACCOMMODATION

CSPA works with the Hotel Management 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, 2 September 2026**, so that rooms can be reserved and the catering arrangements organised, as the Hotel will release unallocated rooms after that date.

As CSPA will make the booking arrangements directly with the Hotel, please do not contact the Hotel. You should indicate on the forms if there any special accommodation requirements. Any accommodation or catering related queries should be directed to Nadeene Morris at CSPA HQ in the first instance (nadeene.morris@cspa.co.uk)

We also wish to know if any CSPA members living locally are coming for the day(s), so that their credentials can be arranged, and enough catering ordered for the buffet lunches. The day delegate rate (unless a Group delegate) is **£18 per day**, including lunch, teas and coffees, but not dinner in the evening.

All delegates will have to pay the Hotel directly for any additional items such as newspapers, phone calls and drinks ordered.

LAST MINUTE NON-ATTENDANCE

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 a replacement from within the Group cannot be found, please ensure that you **notify Nadeene Morris at CSPA HQ as soon as possible.** This will greatly assist CSPA in dealing appropriately with the Hotel on such matters and may reduce any unnecessary costs being incurred.

EMERGENCY CONTACT DETAILS

As last year, the Delegate/Accommodation Booking Form includes a section requesting Emergency Contact Details. The provision of this information is not compulsory, but we recognise that many members attend the AGM on their own or may attend with someone else who does not have access to this information. All details supplied will be kept securely by HQ staff and used only in the event of a medical emergency. The information will be confidentially disposed of after the event and will not be retained by CSPA.

SHUTTLE BUS/COACH ARRANGEMENTS

You will also find enclosed a separate form requesting the planned details of arrival and departure times to/from Coventry Station for those 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, 11.30am and 12.30pm on Wednesday 7 October 2026, and who will be returning to the rail station by coach the next day at 3.15pm. Please complete and return this form with the Delegate Booking Form for anyone in your Group or Branch attending.

We would strongly encourage you to use this service from and to Coventry station to avoid unnecessary expenditure, but if you are arriving outside these times, taxis are available at both Coventry and Kenilworth stations. Please note that Kenilworth station is not within walking distance of the hotel and only has a limited train service.

LONE TRAVELLERS

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 CSPA or the telephone numbers of the relevant Group Secretaries, or need help and advice, either contact your Regional Representative or CSPA HQ, who will endeavour to help. CSPA'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 some of the invited CSPA guests. For these people, full board costs will be met centrally, and some additional expenses can be claimed in line with the AGM T&S policy.

As before, charges will be applied to others attending the AGM. For 2026, those charges are:
Sponsored Representatives (second Group representative):
£77 (one night), **£127** (two nights).
Partners sharing a room:
£60 for Wednesday night, **£100** for two nights.

Groups and individuals are asked NOT to send in cheques with the forms 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 CSPA's account. The aim is to reduce bank costs and save staff time. The due date for payment will be Friday 23 October 2026.

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 2026. When completed send the form and receipts to the National 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, RUHB-AGAL-SSUA, CSPA, 160 Falcon Road, London SW11 2LN; marking the envelope AGM Expenses.
Forms received by 25 September 2026 will be paid before the AGM. Payment will be made by bank transfer.
Completed forms with receipts may also be handed to the National Treasurer or HQ staff at the AGM, but please note that no payments will be made at the AGM.

CSPA will meet all reasonable travel and subsistence expenses for EC members, HQ Staff, Group delegates, AGM officials and invited CSPA guests, as detailed on the reverse of the Expenses Claim Form.

Where travelling by train, if the cost of an annual Senior Persons' Railcard (£35) is claimed, the claim will only be met if the cheapest most suitable standard class rail return fare is £105 or more, as only then will there be a saving to CSPA. Whilst it is accepted that a degree of flexibility may be necessary when leaving the AGM, it should in most cases be possible to book advance tickets on a particular train when travelling to the AGM, thus reducing costs.

AGM AGENDA AND PROCEDURE

Two copies of the AGM Agenda Booklet are included with this Circular. AGM information and relevant forms will also be available on www.cspa.co.uk/events/annual-general-meeting

Election Statements for all candidates nominated to the Chair, Vice Chair and five national Executive Council Member positions are in *the Pensioner* – Autumn 2026, Issue 306.
Election Statements for EC Regional Representatives and Standing Orders Committee are in the AGM Agenda Booklet.

Please note: We have recently been notified that, due to unforeseen personal circumstances, the nominee to the Representative for Groups in Wales post, Eoin Lawrence, has regretfully withdrawn his nomination.

Groups and Branches wishing to raise any questions on any paragraph of the **Annual Report**, or to move a **Reference Back** on any part of the Standing Orders Committee Report, must write to the General Secretary, with such requests being **received by Monday, 7 September 2026**.

Emergency Motions, which can only refer to urgent business which has arisen since 3 July 2026 (the closing date for submission of motions), must be submitted to the General Secretary as soon as possible, but **to be received by no later than 2.00pm on Friday, 2 October 2026**.

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/Branch's card votes, issued to them on arrival, together with any ballot papers. This number is the number of fully paid-up members on CSPA's membership

records to be resident in the stated area of the Branch or Group as of 30 June 2026, as provided in Rule 6(c) (i) & (ii). A copy of the list of Groups and Branches and their membership figures is included with this Circular.

Note - Members based in areas no longer covered by open Groups and Branches on the 30 June of the current year, who attend the AGM as individuals, are also entitled to vote and will be issued with voting cards based on a single vote each.

On arrival at the meeting, Group representatives and Members based in areas no longer covered by open Groups/Branches (attending the AGM as individuals) 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 we look forward to seeing you on the 7 and 8 October 2026.

Yours sincerely

Sally T.

Sally Tsoukaris
General Secretary
Civil Service Pensioners' Alliance