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GROUP CIRCULAR 995/26

To: All Attending the 2026 Annual General Meeting (AGM)

September 2026

Dear Colleagues and Guests

FINAL DETAILS FOR 2026 ANNUAL GENERAL MEETING (AGM)

The following information is for all those attending the 2026 Annual General Meeting (AGM).

CSPA HQ has booked rooms at the Chesford Grange Hotel and ordered menu choices for the AGM Dinner in accordance with the preferences received from Groups and Branches.

All sessions of the AGM will be held in the **STRATFORD SUITE** of the **Chesford Grange Hotel**; the AGM Dinner will also be held in the STRATFORD SUITE on the evening of Wednesday 7 October 2026.

Transport Arrangements from and to Coventry Rail Station
CSPA has arranged transport for delegates and others attending the AGM to and from Coventry Rail Station. A coach will be departing from the station for the Chesford Grange Hotel *at 11.30am, and 12.30pm on Wednesday 7 October 2026.*

If you require this service but have not yet booked your place for one of the departure times, please contact CSPA HQ urgently on 020 8688 8418 to do so, but please bear in mind that CSPA HQ will be closed, before the AGM, from 5.00pm on Monday 5 October 2026.

Harry Brett (EC) and Katrina Hicks (Membership Co-ordinator) will be at Coventry Rail Station to greet and direct delegates to the coaches. They will be standing in a prominent position near the exit from the main ticket hall. Lifts are available on every platform at Coventry Rail Station, so those with cases and bags will not have to negotiate the stairs.

If you need to contact Katrina, please call **07827 291 073** to speak to her (as she will have my mobile phone). If you will be arriving at Coventry Rail Station after 12.30pm, you will need to take a taxi to the Hotel, preferably sharing it with others attending the AGM. You may claim the cost of the taxi on your expenses claim form. Those travelling to the Hotel on Tuesday 7 October 2025 will also need to take taxis, again, sharing whenever possible.

The AGM concludes at *2.45pm on Thursday 8 October 2026.* A coach has been booked and will be available to transport delegates, observers and guests to Coventry Station at 3.15 pm.

Hotel details
Hotel policy is that rooms are available from 3.00pm. The Hotel has undertaken to do its best to ensure that bedrooms will be available on arrival, but much will depend on the number of guests they had the night before. If required, luggage storage will be made available. The CSPA has had assurances from the Hotel that there will be sufficient experienced staff on duty to ensure that check-in takes place with the minimum of delay.

The direct line for the Hotel is ***01926 859 331***.

DEPARTURE All bedrooms need to be vacated by 11.00am on the day of departure. Again, luggage storage will be available, if required.

CAR PARKING There is ample free car parking in the Hotel grounds.

CREDIT/DEBIT CARD FACILITIES If guests require credit/debit card facilities within the Hotel during their stay, a swipe of their card will be taken upon registration.

Registration for Delegates and Guests
Registration will take place on Wednesday from 10.30am in the **MAIN HOTEL RECEPTION**. This is for all Delegates and Guests attending the AGM to pick up their Delegate Packs and Credentials. HQ Staff will be in attendance to assist and welcome you.

PLEASE REMEMBER TO BRING THE AGM AGENDA BOOKLET WITH YOU.
A limited number only will be available from the registration desk. This was previously circulated with **Group Circular 991/26**.

Tea, coffee and a selection of cakes and pastries will be made available to those arriving, from *10:00am to 10:30am* in the **CONFERENCE CAFE** (in the corridor adjacent to the Stratford Suite).

Seminar for New Delegates
A Seminar has been arranged, starting at 1.30pm on Wednesday 7 October 2026, for new delegates (and not so new delegates, if they wish), to provide a briefing on AGM procedures. Jonathan Safir (Deputy General Secretary) will be taking new delegates through those procedures. The Seminar will finish no later than 1.50 pm, so that attendees can all then take their places for the formal start of the AGM.

The New Delegates Seminar will be held in the **STONELEIGH ROOM**, situated just along the corridor from the **STRATFORD SUITE** with level access.
New delegates may also wish to familiarise themselves with CSPA's AGM procedures by reading the Guide for New Delegates which was circulated under cover of **GC 991/26**. Please contact HQ if you did not receive a copy and would like one, and we can send you one for your reference in advance of the event.

Videos & Photos
Please note that CSPA will have a professional photographer in attendance taking photos at the CSPA AGM on Wednesday 7 October in the afternoon. This notice means that you have been fully informed of your consent, waiver of liability, and release before entering the AGM.

Your entry and presence on the event premises constitute your consent to be photographed, filmed, and/or otherwise recorded and to the release, publication, exhibition, or reproduction of all recorded media of your appearance, voice, and name for any purpose whatsoever in perpetuity in connection with the CSPA and its initiatives, including, by way of example only, use on websites, in social media, news and advertising. Images will be stored securely, and we will archive them after they are no longer needed for publicity purposes.

Note – please call HQ or email us at verity.morrish@cspa.co.uk should you wish to withdraw your consent to the above at any time.

Stands
The following stands will be on display at the AGM in the **AVON FOYER**:

CSPA - HQ staff will be on hand to deal with enquiries at the registration desk in the MAIN RECEPTION area.

Charity for Civil Servants (CfCS) - Hannah Morris from the CfCS will be present to promote the Charity's services.

RNLI - Pauline Smart from the RNLI will be available to provide details of the current work of The Lifeboat Fund and the RNLI and sell branded merchandise.

Guest Speakers
You will see that the agenda makes provision for guest speakers. The Chair will call guest speakers to speak when appropriate opportunities & openings arise during the conduct of the business of the AGM. The AGM's speakers this year will be as follows:

Matthew Boyd – Connect - Matthew will provide an update on Later Life Ambitions' campaigns and about the work that Connect is doing for CSPA.

Morgan Vine - Independent Age - Morgan will focus on Independent Age's campaigns and work around benefits take-up, social water tariffs, and energy poverty.

Bernard Seymour - Regulatory Solutions - Bernard will leading a report and Q&A session on CSPA Incorporation.

List of Group Delegates, Representatives and Guests
Enclosed with this Circular, you will find copies of the list of the delegates, sponsored representatives and guests who will be attending the AGM, for your information and so that you are able to contact friends & colleagues.

First Aid Cover
The CSPA has arranged for a representative from First Aid Cover Ltd to be present during all sessions of the AGM to assist with any emergencies.

AGM Dinner
All attending will be asked to make their way to the AGM Dinner in the **STRATFORD SUITE** on Wednesday 8 October 2025 at **7.45pm** for a prompt start at **8.00pm**.

A copy of the seating plan for the AGM Dinner for all those attending will be displayed outside the Room and names will also be on each table.

A selection of wine will be included with the dinner. Further drinks can be purchased from the bar.

The After-Dinner informal business will consist of a free raffle, with prizes kindly donated by Evexia, Harvey Howell Solicitors, Isaac Money, Quilter, Square7Media, who oversee the printing of the Pensioner, Fred Olsen and BC Tech. Each guest will find a pink raffle ticket at their table place. We will also be presenting Certificates of Merit and the Newsletter of the Year Award.

Tuesday Evening Dinner
For those staying over on the Tuesday evening, a private buffet dinner will be served in the **AVON ROOM**, between 7.00pm and 11.00pm. These meals will be included in the cost of the package agreed with the Hotel. You will, however, need to purchase your own drinks.

Anyone staying on the Thursday evening will need to make their own arrangements and pay the hotel directly.

Breakfast
Breakfast will be served each morning between 7.00am and 9.00am in the **RIVER ROOM**.

Buffet Lunches
Buffet lunches will be served on Wednesday between 12.30pm and 1.30pm and on Thursday between 12.15pm and 1.15pm in the **RIVER ROOM**.

Expenses and Claims
Please scan or photocopy the AGM Expenses Claim form and receipts and send them by email to M.Sparham@cspa.co.uk

You can also post them to: **FREEPOST RUHB-AGAL-SSUA**, CSPA, 160 Falcon Road, London, SW11 2LN.

In GC 991, it is stated that where AGM expense claims are submitted by post, the envelope should be marked "AGM Expenses". **There is no longer any requirement to do this, and the envelope should contain no marking except the Freepost address shown on the claim form.**

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 no payments will be made at the AGM.

Problems
In the unlikely event that you may have any problems with the Hotel's accommodation and/or services, you should direct any such concerns to Nadeene Morris (HQ's Office Manager), who will be acting as CSPA's liaison with the hotel management.

I hope that all those attending the AGM have a good journey to Kenilworth, and I look forward to meeting as many of you as possible during the AGM.

Copies of the Supplementary Standing Orders Committee (SOC) Report No. 1 will be made available to all delegates at the start of the AGM.

If you have any questions or require any further information about the matters covered by this Group Circular, please don't hesitate to contact me, either by emailing nadeene.morris@cspa.co.uk or by telephone on Office **020 8688 8418**

Kind regards,

Josie Irwin

Josie Irwin
GENERAL SECRETARY