

Minutes of the CTA UK ANNUAL GENERAL MEETING
held on **THURSDAY 25 NOVEMBER 2010** at 5:00 pm
in **The Auditorium, RBS, 280 Bishopsgate, London**

Present:

Name	Organisation
Stephen Hickey (CTA UK Trustee)	CTA UK
Alistair Howie (CTA UK Trustee)	CTA UK
Steve Harrup	Allied Mobility
Patrick Dawson	Amber Valley Community Transport
Richard Healy	Barnet Community Transport
Susan Phillips	Basildon District Volunteer Carers
Daniel Shepherd	BATH (Bromley Association of People with Disabilities)
Philip Mitchell	Beccles & Bungay Community Transport
Andrew Grieve	Bexley Accessible Transport Scheme
Matt Roberts	Bluebird Community Partnership
Terry Finnegan	Brent Community Transport
Sammy Betson (CTA UK Trustee)	Coastal Accessible Transport Services Ltd
Paul Paice	Community First in Herefordshire & Worcestershire
Serge Paul	Community Transport
Ed Bassford	Community Transport (Brighton, Hove & Area) Ltd
John Griffiths	Crawley Community Transport / DAR Southern Services
Rob Macchi	Croydon Accessible Transport
Dave Evans	CVS Colchester
Anna Whitty	Ealing Community Transport
Yvonne Chappell (CTA UK Trustee)	Essex County Council
Jude Winter	HCT Group
Dai Powell (CTA UK Trustee)	HCT Group
David Neilan	Herts County Council
John Reid	Hillingdon Community Transport
Fitzroy Dawson (CTA UK Trustee)	Merton Community Transport
Malgosia Rumun	Milton Keynes Community Transport
Derek Barlow	North Wealdon Community Transport
John Jefferis	Rushton Community Minibus
Michael Skinner	Sutton Community Transport
Hazel Lonsdale	Third Sector Services
Gordon Lewis (CTA UK Trustee)	CTA UK
Graham Stanley	Transport 21/GLDS Minibus Scheme
Andrew Kelly	Westway Community Transport
Kathleen Lyons	Westway Community Transport
Peter Maggs (CTA UK Trustee)	Wmsnt
22 proxy voting forms were received prior to the meeting.	

In Attendance

Name	Organisation
Keith Halstead (Chief Executive)	CTA UK
Ewan Jones (Deputy Chief Executive & Director of Operations)	CTA UK
Brian Shawdale (Director for Learning)	CTA UK
Katherine Moulder (Director of Finance)	CTA UK
Scott Rosser (Director for London)	CTA UK
Sara Whitby (Executive Secretary)	CTA UK
Norman Rides (Rural Social Enterprise Programme Manager)	CTA UK
Bryan Myles (Director, CTA Consultancy)	CTA UK
Vicky Freeman (Learning Team Assistant)	CTA UK
Betsan Caldwell (Director for Wales)	CTA UK
John MacDonald (Director for Scotland)	CTA UK
Kellie Armstrong (Director for Northern Ireland)	CTA UK

1 WELCOME & INTRODUCTION

The Chair of CTA UK, Dai Powell OBE, welcomed everyone to the Annual General Meeting and noted that this will be the last time he chairs the AGM, as he is standing down after this meeting.

2 APOLOGIES FOR ABSENCE

Stephen Hewitson - Rotherham Community Transport Limited
Jim McCreath - INTRANS
John McMillan - Barnsley Dial-a-Ride Training Unit
Faryal Velmi - Transport for All

3 MINUTES OF THE LAST MEETING (18.11.09)

It was noted that the year was missing from the date of the minutes of the last meeting. This will be amended.

Ordinary Resolution 1: To approve the minutes of the Annual General Meeting held on 18 November 2009.

Proposed by: Yvonne Chappell, Essex County Council
Seconded by: Peter Maggs, Wmnst

A vote was taken and the Minutes, with the above mentioned amendment, were agreed unanimously as a true record of the meeting. There were no matters arising.

4 REVIEW OF 2009/10 BY THE CHIEF EXECUTIVE

Keith Halstead provided a review of the Association's activities during 2009/10, under the five strategic directions contained in the CTA's Strategic Plan:

Social Change – ensuring inclusion through mobility: We have been very active on BSOG this past year, including meeting ministers and working with other organisations, to secure the future of BSOG as £3.7m is claimed by community transport organisations across England. We have also been promoting BSOG to

members to encourage them to claim the subsidy. The CTA will continue to be a member of the Department for Transport's BSOG Advisory Group and campaign that the 1% of the total BSOG funding claimed by community transport organisations is retained to support transport for those individuals and communities which are most vulnerable in society.

In Northern Ireland we have been engaging with the Department of the Environment (DoE) over radical changes to the Section 10B permit regime. We were astonished that the proposal contained heavy costs for voluntary organisations who wished to obtain a new form of proposed licence. As a result of our campaigning, the DoE decided to revise their proposals and recommence a consultation process. Within these new proposals we expect to see Northern Ireland getting the equivalent of our Section 22 permit regime.

In Wales, as a result of an intervention by the CTA, over £340,000 was made available in three of the four transport regional plans to support community transport across Wales.

We have been in discussion with the Office for Civil Society within the Cabinet Office and Volunteering England on volunteer mileage rates and how we can work together to increase the rate from 40p per mile to 45p per mile for community car schemes.

Local Transport Act: we have continued to provide support to our members on Section 22 service provision across England, Scotland and Wales.

We have increased our engagement with VOSA on a range of fronts and contributed to the republication of PSV 385 – the definitive guide to Section 19 and Section 22 permits.

Last year at our England Policy Conference we launched our first State of the Sector Report for England and this year we launched our second report, as well as our first report in Wales.

Our specialist work also continues. Our advice team contributed to the “BSI code of practice: wheelchair passport schemes”, which was sponsored by Essex County Council, Lincolnshire County Council and Unwins Limited.

Empowerment – of our members: the CTA now has over 1,500 member organisations and we estimate there are over 1,700 in England alone, so there is further potential to recruit more organisations to the Association. Also, we have introduced new forms of membership around education and care provision.

The big focus for us during the past twelve months has been engagement with our members. Our second round of Country Conferences were held in Wales, Northern Ireland and Scotland and all were very well attended. Our first England Policy Conference was held here at the RBS auditorium last November and we are grateful to RBS for their continued support and sponsorship of the CTA. We continued our regional road-show programme in England, now in its third year, and had a good attendance of over 400 delegates.

We secured funding from the City Bridges Trust to support our strategic work in London for a two year period.

And we introduced a new partnership with Bollington Insurance for CTA Insurance and a new member benefit was established with the FTA.

Enterprise – adopting a stronger business focus: Sadiq Khan launched our Rural Social Enterprise Programme (RSEP), twelve months ago. It took around two years to secure that funding package. We have now identified eight rural community transport organisations to work with in the RSEP, but the Social Investment Business changed the terms of the loan agreements over the course of the programme and it has meant protracted discussions with both the SIB and the eight CTOs. Hopefully, we are now emerging from that period of negotiation and will shortly be in a position to make awards of grants and loans to all eight organisations. There is a strong commitment to the RSEP from Esmée Fairbairn Foundation, the Plunkett Foundation, the Commission for Rural Communities and the DfT.

Our Director for Scotland, John MacDonald, secured funding from the Government's Third Sector Enterprise Fund to support up to 15 community transport organisations in Scotland develop a more entrepreneurial approach to their work. This programme has been extended to include organisations interested in delivering Section 22 services.

CTA Consultancy: We are working on 17 different contracts and we are promoting the Social Enterprise Mark.

Learning – to further develop the CTA as a centre of excellence: The CTA's Quality Mark is being piloted with 10 organisations. We are working with the Charity Commission for their endorsement, also with VOSA, the DfT and Traffic Commissioners. The CTA Quality Mark will demonstrate that holders of the Mark have obtained high standards of governance and comply with all relevant transport legislation. The CTA Quality Mark will also assist your organisation if you wish to embrace contracting or are considering any kind of loan finance. The CTA Quality Mark will be launched at Access11 in March 2011.

We have also launched a new MiDAS module "5 Steps to Safety" and secured CPC validation for a disability awareness course, based on PATS.

Access10 was very successful and over 250 guests attended the CTA Annual Awards Dinner at the Hilton Hotel in Manchester.

Effectiveness – improving the CTA's internal organisation: we progressed the implementation of our Governance Review and three trustees were co-opted as part of the review, which is now complete. We also introduced a new Governance Handbook, launched our new website and established a digital edition of *CTA Journal*.

The above represent some of the highlights of our year, but much more was achieved and this is recorded in the CTA's Annual Review & Impact Report for 2009/10 which is published today and copies are now available for members at the AGM and afterwards the publication will be available for download on our website.

In conclusion, I would like to thank all associated with the CTA - our members, funders, partners, commercial suppliers, trainers, staff, trustees and committee members for your help and support over the past year and especially to Dai Powell, my personal thanks.

Questions (Q) / Comments (C) on the Chief Executive's Review of 2009/10

C: Please, in future, could you circulate the Minutes of the last Annual General Meeting and the Annual Accounts prior to the AGM.

5 TO RECEIVE THE TRUSTEES' REPORT AND FINANCIAL STATEMENTS FOR 2008/9

Gordon Lewis introduced himself and explained that he has been co-opted to the Board of Trustees and has been appointed Treasurer of CTA UK. He introduced the financial report, along with Katherine Moulder, the CTA's recently appointed Director of Finance.

In the previous year the CTA group made a loss of £101,000 and ended up with a reserves position of £97,000, due to the decision to support Scottish activities when funding in Scotland was not re-confirmed.

In 2009/10, our reserves situation has changed dramatically and there is a surplus of £160,000, a good cash balance and we have stayed within the reserves target range, as set by the Board of Trustees.

The major sources of funding are grants, the annual event, member services, publications, training and advertising. In total we have revenue of £1.9m. Total expenditure for the year is around £1.8m.

The Board of Trustees has set target reserves for year between £250k - £270k, which allows the CTA to adjust to short term fluctuations and ensures that we are able to put as much as possible into CTA's charitable activities.

For 2010/11, we are aiming to achieve a small surplus, but I am aware that there are a lot of financial challenges – both internally and externally. We will be looking at scenario planning to work out what would happen if the best and worst case events take place.

Katherine Moulder explained that going forward, the CTA is looking at enhanced financial controls and procedures to make sure we are providing value for money for our members, and that we are keeping control of what it costs to deliver services. We will continue to focus on overhead expenditure and utility costs.

Questions (Q) / Comments (C) on the Trustees' Report and Financial Statements 2009/10

C: On page 12 there is a discrepancy showing Total Funds Brought Forward Year to 31 March 2010 as £118,953, but Total Funds Carried Forward Year to 31 March 2009 is noted as £119,053.

A: We will investigate.

Q: Last year you bank rolled Scotland - there is only a small grant of £14,000 shown, what is the position there now?

A: It is a much healthier position this year. There are two elements from the Scottish Government and the £14,000 is for our Advice Service. We secured

£69k over 15 months from the Third Sector Team at the Scottish Government to help about 15 community transport organisations who wish to become social enterprises. The Scottish Government does not have a specific policy commitment to CT. In addition, £280k has been awarded to the CTA by the Big Lottery Fund in Scotland over three years and staff across the Association are flexed accordingly in response to demands across the UK.

Q: MiDAS: income has improved, is that due to the new round? What is the future of MiDAS, there is concern about the level of fees and where it is going. The people in the next tier, the assessors, feel they are not getting as much out of it as they should do.

A: We have an agreement with Hampshire County Council (HCC) which is being reviewed; HCC are considering their future role in MiDAS. We want to ensure that the CTA is in a strong position with MiDAS and it is clearly a considerable benefit to the CTA and to our members. MiDAS does have costs associated with it and it is a balance; you could produce a cheap product which reflects such an approach or you can produce a very expensive product that doesn't sell, our aim is to get the right balance. As always, our training agents will be consulted over the coming year on our forward plans. HCC have controlled the product for a long time, but it is really our sector that runs it and demonstrates its UK-wide credibility. We will discuss with our training agents any concerns which they may have.

6 APPOINTMENT OF AUDITORS

Ordinary Resolution 2: To approve the appointment of Mitchell Charlesworth as auditors until the conclusion of the next Annual General Meeting and authorise the Board of Trustees to determine their remuneration.

Anna Whitty of Ealing Community Transport proposed the appointment of Mitchell Charlesworth as CTA's auditors for 2010/11. Yvonne Chappell seconded the proposal. A vote was taken and the resolution was agreed unanimously by the meeting

Dai Powell recommended that the Finance & Audit Committee review the appointment of auditors with a view to appointing new auditors for 2012/13.

7 CTA's Board of Trustees

a) Election of Trustees - presented by Dai Powell

During the year Ian Biddick and Helen Reed resigned from the Board of Trustees. At the end of the AGM, John McMillan and Dai Powell are both standing down.

The results of the election to the CTA Board of Trustees of three nominated candidates, who were recommended by the Governance Committee, were announced.

It was further proposed that the membership agree the election of Sammy Betson, Fitzroy Dawson and Peter Maggs to the Board of Trustees.

Proposer: Andrew Kelly, Westway Community Transport
Seconder: Serge Paul, Community Transport

A vote was taken and all three nominations were approved.

There are three casual vacancies on the Board, which will be filled as and when required.

b) Board of Trustees 2010/11

The Board of Trustees for 2010/11 is confirmed as:

Sammy Betson - Coastal Accessible Transport Services (Suffolk) [elected]
Yvonne Chappell - Essex County Council (Chelmsford) [elected]
Fitzroy Dawson - Merton Community Transport (London) [elected]
Stephen Hickey - (London) [co-opted]
Alistair Howie – (Malvern) [co-opted]
Gordon Lewis - (London) [co-opted]
Jim McCreath – INTRANS (Inverness) [elected]
Peter Maggs - wmsnt (Birmingham) [elected]

Dai Powell recorded his thanks to those trustees who retired or resigned during 2009/10 for their contribution to the work of the CTA.

8 ANY OTHER BUSINESS

a) **Q:** from Kathleen Lyons, Westway Community Transport: What is the future of the London office?

A: In the next financial year, the grant from City Bridges Trust runs out in June 2011, so we will be looking at what we want to do in London; how we can deliver member engagement both in London and beyond; and how we take up future opportunities with the City Bridges Trust. The Board of Trustees will consider the funding implications as part of our Budget proposals at their March meeting.

Q: If you are unsuccessful in getting funding, will you support the London office in the same way you supported Scotland?

A: We expect the same principle to apply. We fully recognise what has been achieved by having the London office.

b) **C:** from Serge Paul, Community Transport, had a couple of observations about today. A very enjoyable day and a long one, but it is very sad that the AGM is at the end of the day. I think we should start with the AGM and have not so many speakers.

We should use this conference to reach out to the world through the media. I feel that next year it should be much more about us and how we are meeting the changes.

I think this conference was too much about UK wide issues and not sector specific enough.

Dai Powell closed the AGM by saying that it is his last act as Chair and as a Trustee of CTA UK. He recorded thanks to all the staff of the CTA, also to all Trustees both past and present. Dai also thanked all the members and everyone present for the support given to him over his past ten years as Chair of CTA UK.

Stephen Hickey (Chair Designate) asked all the members to join him in putting on record their thanks to Dai Powell, who has been a trustee since 1994 and Chair from 2000. Dai's role in the community transport sector has been unique, he is also Chair of DPTAC and received his OBE four years' ago; there is no doubt that Dai has been the voice and the face of our sector.

Stephen said he hoped he would receive the same support from everyone in taking on the task of Chair.

The meeting closed at 5.50 pm.

Items for Any Other Business for the 2011 AGM to be notified to the CTA by 5.00 pm on Monday 21 November 2011. Contact: Sara Whitby on 01205 352407 or e-mail at sara@ctauk.org

23 December 2010