

**CSSC South Yorkshire Area Association**

**Virtual Annual General Meeting**

**Via Skype**

**12 May 2020**

**17:30**

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**MINUTES OF PREVIOUS AGM**

**AGM Meeting Minutes 26 March 2019**

**Tuesday 6.00pm, The Fat Cat, Kelham Island**

**Apologies**

Emily Marriott

**Welcome and introductions**

Angela welcomed all to the meeting, introduced the committee and gave apologies for those unable to attend.

**Chairman’s report**

Angela thanked the whole committee for their support in her first year as Chair. She also thanked Dai for his support as Treasurer and to Alison as the new Treasurer, Kerry and Lynsey as secretaries, Emily as prize draw, as well as Debra and Bill for their contributions to the committee.

Angela also thanked all of the organisers who volunteer to run events.

**Treasurer’s report**

Alison provided the Treasurer’s report, which confirmed we have an end of year balance of £8211. Funding has been used to arrange 32 events, three monthly prize draws and a Christmas draw.

The refund schemes we offer have continued to be popular including the leisure/spectator scheme, activity/participation scheme, a new Bonfire scheme and Christmas meal.

**Auditor’s report**

These are awaiting final sign-off and haven’t been included in the AGM papers.

**AP**. If anyone would like a copy of the accounts, please get in touch.

**Secretary’s report**

Kerry gave an overview of some the events we have organised, totalling 38. The activity, leisure and Christmas meal refund schemes have continued. We also introduced a new Spa offer for Mercure St Pauls and Bonfire refund scheme.

We have listened to feedback given as part of the Festive prize draw and will be be organising events as requested. We have also extended the participation refund scheme to cover ‘wellbeing’ so things like membership of slimming clubs and mindfulness.

Membership has increased to 2144, from 1886 in 2018. We have continued to run recruitment/awareness events in the local area in partnership with Head Office. Kerry and Lynsey thanked all of the event organisers who have helped to arrange events.

**Constitutional update**

There have been no changes but Head Office will be reviewing the template.

**Election of officials**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Nominated** | **Seconded** |
| Chair | Angela Stancill | Debra | Dai |
| Secretaries | Kerry Brown & Lynsey Murray | Angela | Alison |
| Treasurer | Alison Tolson | Angela | Debra |

**Committee Members:**

William Brown, Dai Jenkins, Debra Allott and Emily Marriott (nominated by Dai and seconded by Angela)

Angela invited any attendees who would like to find out more about being on the committee to get in touch.

We are currently looking to recruit a Diversity Champion, Sports & Events organiser and Social Media volunteer.

**Members benefits overview**

Debra and Colette, our new Volunteer Team Leader, gave an overview of the range of benefits available and guided through the offers available on the website.

**AOB**

We discussed additional offers advertised such as the Flexible Taster Days and regional Stately Homes refund scheme.

The next meeting is on 16 May.

**CHAIR’S REPORT – Angela Stancill**

As Chair of CSSC South Yorkshire Area Association I am proud to see the Area continue to go from strength to strength. We have a small but very active committee who strive hard to provide a varied programme for our members.

Unfortunately this year we are saying goodbye to Alison Tolson our treasurer as she focuses on her new job and studying for qualifications – you will be missed. Luckily for us we have Terry Mann who has agreed to come on board and fill the position. Terry has a wealth of experience and we look forward to her sharing this with us.

Sadly we also say goodbye for a while to Emily Marriott as she spends more time with her beautiful baby daughter. Emily was our prize draw secretary for many years before her maternity leave. During the year we welcomed Nikkita Jones who is now picking up the prize draw role so welcome and thank you to Nikkita. We also welcome Kathleen Bulmer who joins the committee to help us organise events.

We continue to work closely with HASSRA and in particular HASSRA Sheffield although we also did a joint event with HASSRA Doncaster last year. This continued work and sharing of organising events helps us to provide a wide range of offers and events for our members.

We have also started working with Derbyshire/Nottinghamshire Area which sits in a different region but borders our Area and will look for other opportunities to work more widely across the CSSC regions and areas.

We continue to work with individuals who have seen an event and are interested in running it, providing a ‘buddy’ service to organise the event. Thank you to everyone who has done this for us.

Our aim is still to get more involved in sports. Last year we put forward a team at the CSSC swimming championship at Ponds Forge in May. They had a fantastic time and won a number of trophies and medals. We had planned to support the event again this year but unfortunately this is one of the things that has fallen foul of coronavirus so won’t be taking place this year.

We are pleased to welcome our new Volunteer Team Leader, Katie Bradshaw and are working closely with her to monitor the current situation. We have plans in place to agree new dates for things that have been postponed and for new events and will be advertising these as soon as things start to get back to ‘normal’ and we are able to.

Finally I would like to say thank you to the committee and all of the hard work that they put in to give the best possible offer to our members and also to you for continuing to support us by attending events. Please stick with us, we will get through this and have lots of things on offer as soon as its safe for members.

Thank you.

**TREASURER’S REPORT – Alison Tolson**

The annual accounts for 2019 indicate an end of year balance of £18,652 after accounting for monies owed to CSSC SYAA and 2019 payments made after the end of the financial year on 31 December. A prior year adjustment of £7,485 has been made to the accounts for an error in the previous year, where the end year balance for 2018 should have been reported as £15,695 and not £8,211. The surplus for 2019 was £2,957 (2018: £1,086).

During 2019 we implemented the national sliding scale for subsidy rates, introduced by Head Office to ensure parity between different area associations. Towards the end of 2019 we also started to use a new national online system, NuTickets, for members to book and pay for tickets for local organised events such as theatre trips, concerts and other events. This has the benefit of simplifying the payments process for local associations, but we have needed to introduce work rounds to ensure joint events organised with HASSRA are accessible for all to apply.

Cashback schemes have continued to be popular and encourage members to attend leisure events and participate in physical activities. We introduced some changes to the payment approach for 2019, paying up to 25% of the event cost but removing the £10 cap per event. The annual cap remained at £30 for the Leisure / Spectator scheme and £20 for the Activity / Participation scheme, but this simplified the payment process.

The Leisure/Spectator Cashback Scheme has grown in popularity this year with 239 members (2018: 168 members) claiming £5,442 towards the cost of leisure spectator events such as theatre trips, concerts and sporting events representing a 47% increase compared to claims paid in 2018. The Area Activity / Participation Cashback Scheme has continued to grow in popularity with a 146% increase in the amount paid this year compared to 2018 - £1,265 paid to 68 members.

There was a slight increase in the number of members participating in the sixth Festive Meal Cashback Scheme with payments of £4,290 made to 431 members (2019: £4106 to 412 members). The Bonfire Cashback Scheme was run for a second year in 2019 for attendance at organised Bonfire night events. This resulted in payments of £223 being made to 23 members with 25 accompanying children. We introduced a new cashback scheme for those members attending outdoor festivals during the summer months. Members were able to claim up to £10 towards the cost of their ticket, resulting in payments of £470 to 47 members.

During 2019 we held three regular prize draws per month, with each prize being to the value of £40. The winners were from a mix of government departments, public-sector organisations and linked members. For 2019 we increased the number of prizes for the popular Festive prize draw, with 37 members receiving cash prizes from £10 to £250 to the total value of £1,000. An integral part of the prize draw is the completion of valuable feedback on the activities and events that members would like to see in the future.

In 2019, as in previous years, 10% of our grant funding was top-sliced by Head Office and given to the North East and Yorkshire Region, to cover regional overheads and funding a variety of regional events and offers. In addition, South Yorkshire Area Association provided an extra £1,360 to support regional and other Yorkshire area association activities towards the end of the year. The majority of this funding was to pay South Yorkshire members who had made claims to the popular mini-break cashback scheme run by the region in the summer.

In 2020 we face unprecedented times in dealing with the Coronavirus pandemic. As I write this report, the Government have just imposed greater restrictions on people’s movements and restricted gatherings to two people in an attempt to slow down the spread of the virus. A number of CSSC organised trips and events have already been cancelled or postponed, and leisure / sports activities stopped for the foreseeable future. The situation changes each day, so please bear with us as we work with travel companies and event venues to rearrange events or negotiate refunds. This will obviously impact on the volume of activities and events that we support during the year, both locally and nationally, but we hope that at some point in the coming months the situation will improve. The most important thing is that we stay safe and protect and support each other during these difficult times.

On a personal note, I have decided to step down from the role of treasurer for South Yorkshire Area Association due to work and study commitments. I would like to thank all the SYAA committee members for their friendship and support over the past 18 months. In particular I would like to thank Dai Jenkins for his invaluable role as Deputy Treasurer and Angela Stancill, Chair, for her continued support and advice. I wish the next treasurer every success in the future.

**SECRETARY’S REPORT – Kerry Brown and Lynsey Murray**

**Introduction**

During 2019 we have continued to be an active and successful committee and offered a wide range of benefits to our members.

We have ensured attendance at regular committee meetings, where we have reviewed our events and processes and the offerings to members.

During 2019, we have:

* organised and advertised a fabulous 47 events to members! (see next page)
* reviewed and refreshed our policies and listened to members via survey
* run our free monthly prize draws for our members – Love 2 Shop vouchers/Cash Prize Draw (changed offering in April 2019), Theatre Tokens and Leisure Gift Card
* continued to offer refunds to members via our ‘Leisure Spectator’ and ‘Activity Participation’ refund schemes throughout the year
* continued the popular Spa offer at Mercure St Pauls Sheffield; which includes spa facilities, treatments and lunch – 61 vouchers sold to members in 2019
* our Facebook group now has over 400 members
* ran a Spring Photography competition
* ran the Bonfire and Fireworks event refund scheme again and launched a popular Festival refund scheme
* delivered the extremely popular Christmas Meal refund scheme – paying refunds out to 435 members
* given 37 prizes in a free Christmas Prize Draw
* offered discounted Sheffield Steelers Ice Hockey tickets to members
* regularly advertised events and offerings to members; via our bi-monthly Area Association newsletters, e-shots and Facebook page

As an Area Association, we have worked closely with Head Office to drive recruitment and increase membership across the Area Association. Membership continues to remain steady. We are unable to assess numbers at the end of the year, due to MI publication issues in Head Office – at April 2019 we were at **2216**, which is an increase on end of 2018 at **2191**. I think this is great that we continue to increase numbers and testament to the great offers to members in South Yorkshire area.

We have engaged with Yorkshire and North East Region with attendance and active participation at workshops and conferences. We have three members of our Area Association committee on the Regional Committee; Angela Stancill, Debra Allott and Dai Jenkins.

Kerry and Lynsey would like to thank members of our committee who continue to help and support the smooth running of our Area Association. Thank you to all organisers that take a great deal of time and effort to organise our trips and make them successful.

**Events Organised in 2019**

|  |  |
| --- | --- |
| **January 2019**  Benidorm  Mother Goose  2 x Artisan Cheese & Wine Night | **February 2019**  Sandi Toksvig  Paintballing |
| **March 2019**  Club Tropicana  Standing at the Sky’s Edge  Billy Ocean  Hairy Bikers | **April 2019**  Back to Broadway - Sheffield Chorus  Calendar Girls  What’s Love Got To Do With It |
| **May 2019**  Premier League Darts  Jess Glynne at the races  Swimming Competition  Our House Madness Musical  Curry Night | **June 2019**  Spring Photo competition  Cocktail Making  Girl on the Train  Rod Stewart  Festival Cashback Scheme – June to October |
| **July 2019**  Horrible Histories – Terrible Tudors  Horrible Histories – Awful Egyptians  Curling  Whitby trip | **August 2019** |
| **September 2019** | **October 2019**  The Greatest Show Charity Ball  9-5 musical  An Evening With Will Young  Marvel Universe Live  Escorted Walk in Derbyshire  Bounce and Burn with Errol  Bonfire Refund Scheme |
| **November 2019**  Birmingham Cake International  Shrek the musical  Cheshire Oaks Shopping Trip  Kelham Island Artisan Tour  Kelham Island Food Tour  Disney on Ice | **December 2019**  Festive Prize Draw  Christmas Meal Refund  Giggleaid  Mrs Brown’s Boys Da Musical  The Overtones  Oliver with a Christmas twist  Sleeping Beauty  Aladdin  The Elves and the Shoemakers  Mother Goose  Dick Whittington  Cinderella |

**Publicity/Work with others**

* Bi-monthly production of South Yorkshire newsletter, e-shots to members and regular updates via our Facebook page
* Liaison with Head Office to keep our website pages relevant and up to date
* Worked in partnership with HASSRA Sheffield to combine offers for trips – resulting in higher discounts for members of both areas, on many events
* Close liaison with Regional committee, representation by members of our own local committee

**MODEL CONSTITUTION FOR CSSC AREA ASSOCIATIONS (Amended Version 15032012)**

**Introduction**

**Title, status and interpretation**

**1.1** The Association shall be known as ‘The CSSC [ ] Area Association’ (‘the Association’).

**1.2** The Association is affiliated to the Civil Service Sports Council Ltd (‘CSSC’) by the CSSC Management Board (‘the Board’) and is subject to any terms which the Board may determine under the Rules of the CSSC. If at any time the Board terminates that affiliation, the Association shall be wound up.

**1.3** Expressions in this constitution have the same meaning as in the Rules of the CSSC.

**1.4** This document may be amended or revoked only with the approval of the CSSC, followed by a two thirds majority vote of the members present at a general meeting of the Association and entitled to vote.

**1.5** Any question as to the interpretation of this constitution shall be decided by the Area Committee of the Association (‘The Committee’) in consultation with the CSSC.

**1.6** This constitution supersedes the previous constitution of the Association.

**Functions**

**2. 1** The Association is a non-profit making body whose functions are –

*(a)* to organise and to facilitate a range of sports and leisure activities for local CSSC members;

*(b)* to keep local CSSC members and organisations informed about relevant activities;

*(c)* to raise local awareness of the CSSC, to encourage membership of the CSSC and to encourage participation in local, regional and national CSSC activities;

*(d)* to provide support, training and encouragement to CSSC volunteers;

*(e)* to work closely with the Regional Council, Departmental Associations, National Sports bodies and the head office of CSSC;

*(f)* to use all available funds to carry out all these functions

**2.2** The Association is managed by the Area Committee (‘the Committee’) (see further paragraph 7 below) which is responsible for carrying out the functions set out above in accordance with CSSC policies and guidelines.

**Membership**

**3.1** All subscribing members of the CSSC resident, or employed, within the Association boundary shall be members of the Association. The CSSC shall make available to the Secretary of the Association lists of those members.

**3.2** The Association may apply to the Board of the CSSC for consent to admit as associate members any persons who are not eligible to be members of the CSSC and who wish to participate in area activities. If the Board gives it’s consent, the Association may admit associate members only in accordance with the Regulations made under the CSSC’s Rules and associate members will be subject to the provisions of those Regulations.

**3.3** The terms of associate membership shall be determined by the CSSC.

**3.4** The Committee is responsible for ensuring that members who take part in any Association activity are subscribing members, that is to say they have paid either the relevant CSSC subscription or associate membership fee.

**3.5** In the following paragraphs, a “membership unit” comprises a member who qualifies for membership of the CSSC under rule 3(1)(a), (b), (c) or (d) of the CSSC Rules and any member sponsored by him under rule 3(1)(e) of those Rules (or the equivalent provisions in any Rules which supersede them).

**Conduct of members**

**4.1** The Committee may settle any dispute or difference between members of the Association on matters affecting the Association.

**4.2** Where the conduct of a member may have been detrimental to the interests of CSSC, the relevant committee shall investigate the matter and afford the member an opportunity to explain their conduct. The relevant committee is either –

*(a)* a sub-committee of the Committee established for the purposes of investigating such matters in accordance with CSSC guidelines; or

*(b)* if no such sub-committee has been established, the Committee itself.

**4.3** The relevant committee may in respect of any member -

*(a)* find that the conduct in question has not been detrimental to the interests of the CSSC; or

*(b)* either–

*(i)* find that the conduct in question was detrimental to the interests of the CSSC, and either issue a reprimand, or suspend the member from participation in Association activities and/or benefits for a specific period, subject to the member’s right of appeal to the Committee where the matter has been decided by a sub-committee or, in any other case, to the CSSC, or

*(ii)* if they consider the matter to be sufficiently serious, refer the matter to the CSSC Disciplinary Committee with or without making any findings;

**4.4** The relevant committee shall ensure that in dealing with these matters they act fairly and seek advice from CSSC where appropriate. Any member of the relevant committee (or, on appeal, member of the Committee) who is directly or indirectly interested in the matter being investigated shall withdraw from the investigation (or appeal).

**4.5** No member may use the CSSC name or logo, or the name of the Association, other than on authorised business of CSSC or the Association.

**4.6** The usage, control and disposal of any personal data relating to members shall follow CSSC guidelines.

**Management**

**The Committee**

**5.1** The Committee shall comprise three honorary officers of Chairman, Secretary and Treasurer (‘officers’), all of whom shall be members, and as many other members as the Committee may determine.

**5.2** The officers shall be elected annually at the Annual General Meeting (‘AGM’) of the Association and each shall hold office until the next AGM; retiring officers are eligible for re-election. No more than one person from any membership unit shall be eligible to stand as an officer.

**5.3** Any other members of the Committee shall be elected annually at the AGM of the Association and each shall hold office until the next AGM; retiring members are eligible for re-election.

**5.4** The Chief Executive of the CSSC (or his or her nominee) and the CSSC Business Development Executive for the Region have the right to attend, participate in and vote at Committee meetings.

**5.5** The Committee may co-opt a member to fill any casual vacancy on the Committee; the co-optee shall hold office until the next AGM.

**5.6** The Committee shall meet at least three times a year. Minutes of meetings shall be kept by the Secretary who is also responsible for arranging the meetings. The quorum of the Committee shall be one third of its membership including at least two officers.

**5.7** The Committee may establish sub-committees on such terms as it sees fit to assist in the transaction of business.

**5.8** On any matter not covered by this constitution, the Committee may make a decision, if necessary in consultation with the CSSC.

**5.9** The Committee shall maintain *a* record of assets and shall carry out an annual audit of its contents.

**Finance**

**6.1** The Committee shall open and operate such bank accounts as it sees fit in the name of the Association. The following (and no other persons) shall be signatories of any Association accounts:

- the officers;

- one other designated committee member;

- a designated member of CSSC head office;

and all payments must be authorised by at least two of these signatories. No more than one of the signatories may be from one membership unit.

**6.2** The Treasurer shall present a written statement of income and expenditure to every meeting of the Committee.

**6.3** The financial year of the Association shall start on 1st January of each year.

**6.4** The Treasurer shall prepare accounts to 31st December and arrange for them to be audited and submitted to the AGM for approval. A copy shall be sent to the CSSC immediately after adoption at the AGM.

**6.5** Any surpluses shall be used by the Committee to fulfil the functions of the Association or shall be passed by the Committee to the CSSC or its affiliated bodies.

**6.6** In the event of dissolution of the Association, any funds, accounts or assets belonging to the Association shall, without exception, revert to the CSSC.

**6.7** In the event of any section of the Association being disbanded, any funds, accounts, or assets belonging to the section shall revert to the Association.

**General meetings**

**7.1** The Association shall before 1st April each year hold an AGM at a date and time decided by the Committee. Notice of the AGM shall be given by the Secretary to the members of the Association at least 21 days in advance.

**7.2** The AGM shall -

*(a)* receive a report of the Association activities and the audited accounts of the Association;

*(b)* elect the officers and members of the Committee.

*(c)* appoint an independent auditor who has suitable experience, in line with CSSC guidelines.

**7.3** Motions for the agenda of the AGM shall be submitted to the Secretary in writing not less than 14 days before the AGM. Such motions must be signed by two members.

**7.4** A special general meeting of the Association may be called by the officers, or on the written request of 20 members of the Association stating the business to be transacted. Notice of a special general meeting shall be given by the Secretary to members of the Association at least 14 days in advance. No business other than that for which the special general meeting has been called may be transacted*.*

**7.5** At any general meeting a vote of members may be taken by a show of hands and, unless where specified otherwise, e.g. changes to this constitution*,* a simple majority shall be sufficient. In the event of a tie the Chairman of the meeting shall have a casting vote.

**7.6** The quorum at any general meeting shall be 6 ordinary members. If there is no quorum within half an hour of the time fixed for the meeting, the meeting, if called at the request of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week at the same time and place, and the members present shall constitute a quorum.

Passed by the AGM/SGM of The CSSC [ ] Area Association on………………………………………

Approved by CSSC on …………………………………………………………………..

**ELECTION OF OFFICIALS**

Roles available for election:

Chair

Treasurer

Secretary

Committee Members

**HEAD OFFICE UPDATE**

An update from Katie Bradshaw, Volunteer Team Leader for North East and Yorkshire.

These are unprecedented times for everyone; and CSSC is working hard to ensure all of our members feel supported and can still access opportunities to socialise and maximise their membership.

We have launched At Home with CSSC; here you will be able to access exclusive stay at home offers, opportunities to take part in virtual days out, cooking and lifestyle tips, physical activity videos and wellbeing support <https://www.cssc.co.uk/at-home-with-cssc>

We have also launched CSSC Local where you can find information on your local services in our one stop shop, get involved in virtual volunteering opportunities and access virtual events <https://www.cssc.co.uk/cssc-local>

In the North East and Yorkshire region, we have so far held a virtual coffee morning, a virtual quiz and have a virtual afternoon tea planned. We intend to hold regular quizzes going forward and we are also really keen to hear from members about what other events they would be interested in attending. We have also created three Strava groups for our region; walking, cycling and running. You can find links to these sites below.

<https://www.strava.com/clubs/CSSCNEYWALK>

<https://www.strava.com/clubs/CSSCNEYCYC>

<https://www.strava.com/clubs/636089>

On the 14th May, our Volunteer Manager will be hosting a virtual open forum for all volunteers in the North East and Yorkshire. If you have further questions or would like to find out more about how CSSC are working through these difficult times, you can sign up to attend via Nutickets.

Finally, I just want to say a big thank you all volunteers and members in the South Yorkshire area for supporting us and staying with us. Stay safe!