

**ANNUAL GENERAL MEETING MINUTES**

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| **Date:** | Friday 15th June 2012 |
| **Place:** | Bisham Abbey National Sports Centre, Marlow, SL7 1RR |
| **Times:** | 1300 - 1345 |
| **Attended:** | Richard Hunt, Duncan Wood-Allum, Andy Farr, Warren Smyth, Richard Barker, Dennis Bell, Sue Isherwood, Ian Shurrock, Aidan Sanderson, Nigel Lynn, Sue Thiedeman, John Bell, Iain Varah, Ian Brooke, Emma Wiggins, Sandy Muirhead, John Fuller, Neil Anthony, Grant Aitken, Rob Persey, Mark Allman, Nick Harris, David Minton, Heidi Bellamy |
| **Apologies** | Carole Stewart, Chris Holliday, John Tickle, Kimiyo Rickett, Matt Partridge, Vincent Paliczka, Simon Parkinson, Lisa Dodd, David Albutt, Ann Gosse, Julia Birt, Sarah Randall, Phillippa Dart, Liz Borthwick, Bernard Warden |

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| **Item No.** | **Item Description** | **Relevant business considered, facts noted, decisions taken and actions agreed** |
| 1. | Welcome and Minutes from AGM 2011 | Richard Hunt welcomed cCLOA members on behalf of the Executive Committee.  Apologies were noted. There were 24 members present, 1 fewer than the 25 required for a quorum. Heidi Bellamy reported that 4 members had sent very late apologies and 1 member had agreed that the Chair could vote on their behalf by proxy, a practice that was adopted in 2009. As such it was agreed that the AGM would proceed.  The minutes of the AGM held on 20th May 2011 Blenheim Palace were agreed as a true and accurate record. No matters arising noted. |
| 2. | cCLOA Reports – Chair  Honorary Secretary  Treasurer | Richard Hunt reflected on his year as Chair of cCLOA, considering the three core areas of focus for the sector as we move into ‘legacy mode’.   * Economic growth, skills and jobs * Health and wellbeing * Innovation, transformation and efficiency   He shared the headlines from cCLOA’s latest financial survey, emphasising that the purpose in producing the analysis is not about painting a picture of cuts, but about learning how as a sector we are bucking trends, gaining opportunity, innovating or taking radical directions for future sustainability.  Entering his second year as Chair, Richard cited engaging more member activity and input cCLOA work, and from a wider sector base was his priority.  John Bell gave an overview of the four cCLOA Executive meetings held since the last AGM and the Members Meeting held in Birmingham.  He highlighted the success in creating more productive partnerships with Sport England and Arts Council and noted the work instigated by the Chair to review cCLOA’s forward strategy and how it conducts its business, which has resulted in a communications plan, a review of panels and working groups and a review of membership categories and benefits.  John cited a change in administrative support for cCLOA with the appointment of Culture First and thanked David Albutt and Leisure-net for their work.  Apologies were forthcoming from Ian Shipp. The audited accounts had been made available to the full membership on the cCLOA website in advance of the meeting.  Heidi Bellamy took questions relating to the budget, clarifying that the significantly higher projection for membership fees in 12/13 was due to a number of outstanding debts that had been chased and banked after the end of year. Also, the income/expenditure relating to the outcomes framework reflects the nature of the project crossing two financial year’s.  The proposed budget was unanimously agreed. |
| 3. | Constitutional Matters | **Proposed Changes to the Constitution**  Membership Categories  Neil Anthony gave an overview of the review of membership categories and explained the rational for simplifying these. He emphasised that the Executive Committee had given considerable thought to the implications and fully supported the proposal as necessary and progressive.  Nigel Lynn, the past Chair, queried why attendance at the AGM was free of charge and felt this was a potential revenue stream lost. Neil Anthony responded that a number of local authorities had lost their training/travel budgets and as such securing sponsorship for the meeting was felt to be a preferable option.  There was some discussion relating to the number of individuals who might benefit from corporate membership – it was agreed that these ought not to exceed 6.  With this caveat the proposed changes to membership categories were agreed and the annual subscriptions in 13/14 were endorsed as follows:   * The single inclusive category of Individual Member will be £135 * Corporate Membership for organisations wishing to nominate more than 3 individuals for cCLOA membership (but not more than 6) will be £405.   Legal Status of the Association  Richard Hunt gave a brief overview of the rationale for the transition to a formal legal model.  The members delegated responsibility for progressing this to Chair, Richard Hunt, Treasurer, Ian Shipp and Executive Secretary, Heidi Bellamy, in the understanding that formal proposals would be considered further by the Executive Committee. If the legal changes to cCLOA are significant the views of the whole membership will be sought. |
| 4. | Appointment of Committee | Richard Hunt confirmed the appointment of the cCLOA Executive; as no more than the required number of people were nominated, there was no vote.  Richard welcomed new members to the Executive Committee and thanked those who had contributed over the past year. |
| 5. | AOB | None |