

Minutes of the **CTA UK ANNUAL GENERAL MEETING** held on **TUESDAY 8th NOVEMBER** at 12.30pm in **Institution of Mechanical Engineers**,
1 Birdcage Walk, London, SW1H 9JJ

1 WELCOME & INTRODUCTION

The Vice-Chair of CTA, Lawrence Wilson (LW), welcomed everyone to the 2017 Annual General Meeting.

LW welcomed members to the Institution of Mechanical Engineers and to their venue at One Birdcage Walk.

2 APOLOGIES FOR ABSENCE

Apologies were received from Susan Evans (Chair of CTA) Paddy McEldowney (Easilink Community Transport) Karen Moyes (Glasgow Old People's Welfare Association) Chris Brown (Castle Manor Academy)

3 MINUTES OF THE LAST MEETING

Ordinary Resolution 1: To approve the minutes of the Annual General Meeting held on Tuesday 22nd November 2016.

The minutes were agreed as a true record of the meeting. There were no matters arising.

4 REVIEW OF 2016/17 BY THE CHIEF EXECUTIVE

The Chief Executive of the CTA, Bill Freeman (BF) provided a review of the Association's activities during 2016/17.

BF gave a presentation on activities during 2016/17. Highlights included:

- Growth of new projects that support sector development:
- D1 project in Scotland; Minibus Fund; Connecting Communities in Wales
- Continued investment in outreach with CTA members, through our Support and Engagement Executives and policy/public affairs activities

The Chair invited members to ask questions.

There were none.

5 TRUSTEES' REPORT AND FINANCIAL STATEMENT FOR 2015/16

Director of Finance Phil Benton (PB) presented this year's Report and Financial Statements, supported by Paul Appelbe (Treasurer)

Headlines included:

- Total income grew 154% year on year

Unrestricted income + 18%

Restricted income + 248%

- Core government grant funding reduced by £24k in Wales
- £2m Minibus Fund grant and £28.8k Scottish government D1 training grant account for the restricted funds increase
- The total organisation expenditure had held level with 2016
- Setting aside restricted fund movements, CTA made an operating surplus of £138k
- Total year end reserves held increased from £233k to £2.28m
- Unrestricted funds increased from £116k to £255k

PB commented that the trustees were actively focussed on consolidating the CTA's financial position and that the rebuilt reserves have enabled a capital investment in new online presence.

PB explained that new sources of investment continue to be pursued to assist with infrastructure development and new partnerships but the Trustees were mindful of financial impact of current public policy issues, particularly the impact on self-generated income

CTA are satisfied with the improvement over the last financial year.

LW invited questions on the accounts and presentation; none were received.

7 ANNOUNCEMENT OF RESULT OF TRUSTEE SELECTION PROCESS AND CONFIRMATION OF THE CTA'S BOARD OF TRUSTEES FROM 8 NOVEMBER 2017

There had been one retirement (Brian Smith) and two resignations (Sue Davey and Yvonne Chappell) during the year.

The Trustee Board and Governance committee had undergone the process to recruit people to fill the vacancies and had approved one new trustee: Chris Kutesko.

This leaves one co-opted place and two member vacancies on the board, and in the New Year the board will consider what they wish to do about this.

Board of Trustees for 2017/18

The CTA Board of Trustees for 2017/18 was confirmed as:

Susan Evans (Chair)

Chris Kutesko

Paul Appelbe (Treasurer)

Joe Hannett

Peter Hardy

Paddy McEldowney

Lawrence Wilson (Vice-Chair)

Rachel Milne

9 ANY OTHER BUSINESS

There was no other business and the meeting closed at 12:55pm