

## Policy Handbook for CTC Member Groups, Organising Committees and Regional Groups



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CTC Member Groups- ~~20/10/2015 11:40~~20/10/2015 11:0219/10/2015 16:5314/05/2014  
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## Contents

	<b>Page</b>
Introduction	
Types of CTC Group	3
National Policies	3
Local Policies	4
Control	5
Objects	5
CTC Council and the Member Group Steering Group	5
CTC Member Groups, CTC Members and CTC Council – General Expectations	6
Forming, Changing and Dissolving Groups	6
Group Title and Area of Operation	7
Amendment of Title or Area of Operation	9
Dissolution of Groups	10
Membership Policies	10
CTC Member Groups	10
Regions	10
Organising Committees	10
Membership Information	10
Meetings	10
Annual General Meetings	11
Special General Meetings	11
Procedures at General Meetings	11
Committees	12
Member Group Reporting	12
Formal Financial Procedures	15
Charitable Activities, Income and Expenditure	16
List of CTC Policies Applicable to Member Groups	18
List of Subsidiary Companies	Appendix 1
Glossary of Terms	Appendix 2
	Appendix 3

## Introduction

Member Groups are the backbone of CTC's activities. This document outlines the formal requirements for the formation and administration of CTC Member Groups and Organising Committees. Non-CTC Groups may also find it useful as blueprint for their own activities.

The regulations in this handbook apply to Groups that are recognised by Council as officially-regulated entities within the auspices of CTC and are protected and supported by the policies, regulations and services of CTC. Nothing in these regulations prevents informal activities or Groups forming but such Groups may not be recognised as official CTC Groups and may not have the support of any CTC services.

The policies in this handbook form the minimum operating framework that enables Council to meet the requirements of both expectation and regulation, and to achieve the difficult balance between bureaucracy and enabling. They have been set by CTC Council and as such are obligatory.

## Types of CTC Group

The Articles of Association of CTC allow Council to:

**“Establish such organisation in each County or Group of Counties or Division or any other area as is necessary or is conducive to the attainment of the Objects of the Club, and to frame such rules and regulations for the working of such organisation.”**

Council has resolved that this function can be discharged by a range of formal structures within the organisation, which are all bound by these policies. These are:

- **Regions** are Groups constituted to deliver CTC's Objects at a regional or devolved country level.
- **Organising Committees** are Groups constituted solely to carry out a specific task, either on a one-off basis or as standing Committees outside the scope of a Member Group or Region. Examples might include: event organising Committees bringing together several Member Groups; or a Group brought together to campaign in support of CTC's policies.
- **Formal Member Groups** are Groups which carry out activities in the name of CTC on a regular basis. They may hold funds; produce publications; and so on. They must comply with certain external rules and regulations and must be able to demonstrate their compliance with them.

Such Groups may hold bank accounts and will be entitled to receive a monthly list of CTC members living within certain postcode areas or with a common interest or activity type. These lists are for marketing purposes only and do not imply membership of a particular Group.

Formal Member Groups may join up with other Member Groups to simplify administration procedures but each Member Group must submit a set of Annual Returns and Accounts in order to be fully-recognised by CTC.

- **Informal Member Groups** are Groups of members who ride together regularly but have little need for money, do not organise events or seek publicity, and do not need the formal organisational structure of a Formal Member Group. Such Groups shall be called

Informal Member Groups. They will tend to be small Groups who would struggle to find sufficient members to be viable as a Formal Member Group.

They are not required to comply with the bureaucratic responsibilities of the Member Group so they do not need to have a formal Committee structure, cannot have a bank account, and do not need to have an AGM, or produce a Statement of Accounts or End of Year Reports. However, their formation, activities, ride leaders, volunteers and so on must be overseen by a formally recognised Member Group to be covered by CTC insurance.

An Informal Group can have an AGM or other meetings and appoint informal officers; however the outcome(s) or decisions of these must be ratified by a Formal Member Group at the Member Group AGM, or by the elected Committee of the Member Group respectively. The Formal Member Group must register all volunteers of any informal Member Groups associated with it.

- **Affiliated Groups** may include cycling clubs, campaigning bodies and Bicycle User Groups. They pay a fee to CTC to receive benefits such as Organisers' Liability insurance.

Members of Affiliated Groups may become Affiliated Members of CTC on payment of an annual subscription and obtain limited defined benefits such as Third Party insurance and an unrestricted right to participate in CTC Member Group rides. Only full CTC members within these Groups have national and local CTC voting rights and the full benefits of individual membership of CTC.

Affiliated Groups are NOT bound by all the policies included in this Policy Handbook. They receive specific guidance on applicable policies at the date of their annual affiliation renewal. However, familiarity with this material may be useful in the successful operation of the Group and is available on that basis.

- **Other Groups** may form from time-to-time and be recognised by Council.

## National Policies

CTC Council has a set of policies in place that protect not only the volunteers that run CTC Member Groups, but also other CTC members and the organisation itself. These include: Data Protection; Young Person's Participation; Equal Opportunities and so on.

Council has decided that it is impractical for the organisation to attempt to produce versions of these policies specific to Member Groups, and that to do so would introduce too much risk of divergence in interpretation. Therefore a list of applicable policies is in Appendix 1 of this handbook but no detail is included. Insurance information is treated in the same way.

Groups are also bound by the Objects of the companies and charities that make up the CTC Group of organisations, by statute and, in some cases, by regulation and contracts with third parties such as insurance providers.

There is also a set of documents that covers the day-to-day issues that a CTC Member Group may face. They include: ride leader guidelines, incident report forms and so on. This set of forms may be downloaded from the [Resources](#) section of [www.ctc.org.uk](http://www.ctc.org.uk).

Groups must satisfy themselves that they have access to the applicable policies and guidance and take local action to meet their expectations as appropriate.

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## Local Policies

Member Groups may set their own local policies and rules but these may not overrule the policies laid out within this Policy Handbook. In the absence of any local policies, the policies in this handbook apply.

The following wording is suggested to preface a Group's own rules or policies:

**"These rules are an extension of, or in addition to, the policies for the formation and management of CTC Groups as authorised by Council of the Cyclists' Touring Club."**

If and when local Member Group policies are made, amended or deleted, a copy must be sent to CTC Council, which has the right to rescind any that might conflict with its own policies.

## Control

On 3 March 1973, CTC Council resolved that its functions under Article 18(a) be exercised by the subsidiary companies: Cyclists' Touring Club (Eastern) Ltd; Cyclists' Touring Club (Northern) Ltd; Cyclists, Touring Club (Southern) Ltd; and Cyclists' Touring Club (Western) Ltd (the Companies). From 1 April 1973, the control and assets of each District Association were vested in one of the companies as indicated in the Schedule held by Council for this purpose. This Schedule is subject to amendment by the Directors from time to time by addition, transfer or deletion.

The control and assets of all Groups will be allocated by Council to a subsidiary company within the CTC group geographical area at the time of formation, subject to amendment by the Directors from time to time. Subsidiary companies are explained more fully in Appendix 2. For the purpose of these policies, the term 'Council' shall mean CTC Council and the Directors appointed by Council to exercise the management of any subsidiary companies.

## Objects

CTC Groups exist for the local, regional or devolved country promotion of the general aims and interests of the Club, which is the umbrella national organisation. The Objects of a CTC Group are therefore:

- to arrange cycling and other activities within the Objects of CTC and its subsidiary companies;
- for activities carried out in the name of CTC, as far as is reasonably practicable, to be safe, practical, enjoyable and accessible for all with the resources available to local volunteers;
- to arrange programmes that will help to promote CTC, the Group itself and other CTC Groups;

- to provide that part of CTC individual membership which enables members to have the opportunity to meet and join with other members to take part in cycling, cycling related activities and any other CTC programmes;
- to make the advantages of CTC membership and participation in its activities widely known, and to otherwise increase and maintain membership;
- to join with other organisations as may be considered necessary for these purposes;
- to hold in trust for current and future CTC members the financial and intellectual properties of the Group to the collective benefit of such members;
- to recognise the voluntary nature of CTC local activities and to offer all volunteers the support and assistance necessary to allow local activities to proceed;
- to carry out such further activities as may be approved by Council.

### **CTC Council and the Member Group Steering Group**

Council is committed to ensuring Groups play a leading role in developing these policies and has set up a Steering Group consisting of CTC staff, Councillors and Member Group representatives to provide advice and guidance. Groups affected by these policies are strongly encouraged to feed back any issues or suggestions for improvement in them to the relevant Member of Council, Steering Group representative or the CTC Member Group Coordinator at National Office.

### **CTC Member Groups, CTC Members and CTC Council – General Expectations**

#### **What CTC members may expect from CTC Member Groups:**

- To be able to meet and join with other CTC members to take part in cycling and cycling-related activities, which should be free of charge, except where additional local costs are incurred for specific events or publications;
- To create new Groups or activities within CTC if required;
- For activities carried out in the name of CTC, as far as reasonably practicable, to be safe, enjoyable and accessible for all within the resources available to local volunteers;
- To have the protection of such codes of practice, complaints procedures, representative structures and insurance as may be provided by CTC Council.

#### **What CTC Groups may expect of CTC members:**

- To recognise the voluntary nature of CTC local activities, and to offer such volunteers the support and assistance necessary to allow local activities to take place;
- To adhere to such policies or codes of practice that are provided by CTC Council or Member Groups.

#### **What CTC Council may expect of CTC Member Groups:**

- To promote CTC and CTC Member Groups to the wider public;

- To be supportive of all CTC activities and Member Groups; to co-operate with and not compete against other CTC Member Groups;
- To be open to all CTC members within the practice and spirit of CTC Equal Opportunities Policy;
- For participation in regular Group activities to be free, except those that incur local additional costs for specific events or publications;
- To hold in trust for current and future CTC members the financial and intellectual properties of the Member Group to the collective benefit of such members;
- To adhere to such policies or codes of practice that are provided by CTC Council or Groups to ensure activities are as safe, practical, enjoyable and accessible for all as far as possible within the resources of local volunteers;
- To recognise the voluntary nature of CTC local activities, and to offer CTC volunteers the support and assistance necessary to allow such activities to take place.

#### **What Groups may expect of Council:**

- To be recognised within CTC as a valued part of the organisation, and to be identified as such within CTC publications and members' information;
- To be represented by an elected regional Councillor, and have representation within such regional or other structures as CTC Council shall create that covers their aims and activities;
- To have the protection of such codes of practice, complaints procedures, representative structures and insurance as may be provided by CTC Council;
- For Council to oversee the provision of resources available to CTC Member Groups in terms of administration, publicity and support from CTC National Office;
- To have access under CTC's Data Protection Policy to lists of CTC members either living within specified areas of the country, or with a common interest or activity type.
- To ensure adherence of CTC, its staff, members, volunteers and Groups to such statutory and other frameworks appropriate to its activities, and to communicate the implications and requirements of such policies and other structures to Groups.
- To campaign and make representation at all levels of government and related bodies to protect and promote the sustainability of local voluntary cycling activities.
- To enable CTC Member Groups to provide charitable activities related to cycling that make it safe, practical, enjoyable and accessible for all.

#### **Forming, Changing and Dissolving Groups**

Groups may be formed either: at the request of CTC members; or by CTC Council.

- **Formation by CTC members:**

- A **Formal Member Group** may be formed when **ten** local members sign a notice calling a meeting at a place in the area of the proposed Group. Such notice must be given to the CTC Chief Executive and must appear in the issue of 'Cycle' magazine published in one of the two months prior to the date of the meeting. Notice must also be given to the Secretary of any other Group whose area covers any part of the area to be covered by the proposed new Group.

The meeting may resolve to submit to the Chief Executive of CTC an application for the formation of a Group. The application must include:

- the proposed area, title and purpose of the Group;
- the names, addresses and membership numbers of the proposed officers and Committee;
- the names, addresses and membership numbers of those present at the meeting;
- a copy of any proposed local rules approved at the meeting subject to the policies in this document;
- full minutes of the meeting (including voting figures) prepared by the elected Secretary and signed by the Chair of the meeting.

If Council approves the application, the Group shall be deemed to have been formed at the date of the preliminary meeting.

- An **Organising Committee** may be formed by the same regulations, except that the minimum number of interested members to form the Group shall be **five**. Organising Committees must have a stated membership policy.
  - Member Groups may form standalone **Organising Committees** to carry out a specific task outside the scope of normal Group activities, or to bring together members from more than one Group.
  - Once created, **Organising Committees** may arrange their own activities with the support and agreement of the founding Groups but control is limited to a right to appoint members or officers of the Group.
- **Informal Member Groups** may be formed by any **three** CTC members, who must submit a written request to the Secretary of the Formal Member Group with which they wish to be associated seeking the approval of the Member Group's Committee. Approval should not be unreasonably withheld. Reasons for any rejection should be given in writing to the applicants, who have a right of appeal to National Office to resolve any disagreement.

An Informal Group must always have a single point of contact through whom the Formal Member Group Secretary may communicate on relevant matters. All Informal Member Group activities should be monitored by the Formal Member Group, which should maintain responsibility for their operation within the policies in this document.

If an informal activity wishes to establish itself as a Formal Member Group, it must go through the full formal Member Group formation procedure as set out above.



- **Formation of Groups by CTC Council:**

CTC Council has the power to create any additional Member Groups, CTC Regions or Organising Committees. Once created, such Groups shall be bound by the policies in this document.

## Group Title and Area of Operation

### Title

- The title of all Groups must include 'CTC'. The only exemption to this policy is where Groups exist solely to carry out cycle touring activities, in which case the title 'Cyclists' Touring Club' may be used.
- The title should normally be written with CTC at the end, for example Kidderminster CTC rather than CTC Kidderminster.
- Any other defining titles that help members and the public identify the scope of the Group's activities may be added.
- Groups must no longer use words such as 'District Association' or 'Section' in their titles as these terms are now redundant.
- Changes to the Companies Act in 2007 require all limited companies to give additional information when communicating: it is mandatory for all written and electronic communication to include the company name, registration number and registered address. This will therefore apply to both emails and websites where official communication from Groups is published. The standard wording to be included is as follows:

**Cyclists' Touring Club (CTC) a Company Limited by Guarantee registered in England No 25185, registered as a charity in England and Wales Charity No 1147607 and in Scotland No SC042541.  
Registered office: Parklands, Railton Road, Guildford, Surrey GU2 9JX**

- Letterhead and standard content for email signatures and websites can be provided by CTC National Office.

### Area of Operation

- Formal CTC Member Groups must define an area of operation. This could be:
  - a geographic area defined by, but not limited to, a particular set of postcodes or any local or national government defined boundary;
  - a particular interest common to that Group, for example the Inclusive Cycling Forum.
  - boundaries of Groups may overlap; however, new Groups would not normally be approved by Council where they are indistinguishable from existing Groups by type of activity or geographical reach;
  - CTC Groups can operate independently of other CTC Groups covering the same area, but there will be an expectation of non-competition and co-operation between Groups;
  - CTC Groups may have access to lists of members residing within certain postcode areas, or with a specific interest or activity type, defined by the Group for the purposes of marketing their activities, rides and events to them.



### Amendment of Title or Area of Operation

From time to time, CTC Groups may wish to make amendments to their title or area of operation; such changes must be proposed at a General Meeting of the Group and are subject to agreement of Council.

Where amendments involve any area that is part of another Group's area, the proposal must be communicated to the Secretary of that Group at the same time that meeting notices are published. Groups in the areas affected must be invited to make representation to the General Meeting at which the proposals are discussed.

### Dissolution of Groups

Groups can be dissolved either:

- by a General Meeting of the Group, subject to agreement by Council;
- or by Council, should adequate reason become apparent. Council has the specific right to dissolve a Group that is effectively dormant for more than 12 months in that it does not provide any recognised activities that contribute to CTC's Objects.

CTC will take possession of all property, funds and financial assets of such Groups.

The Group shall have the right of appeal to Council of the Club, in which case it shall then appoint two representatives to state its case.

### Membership Policies

- **Membership of CTC Member Groups**

Participation in Member Group activities is free to all CTC members on payment of their annual subscription. Members may choose to participate in the rides of any Member Group.

All Member Groups must be open to all CTC members within the practice and spirit of CTC's Equal Opportunities Policy. Exception can be made for certain specific activities and publications.

Member Groups may receive a monthly list of all members living within the postcode areas they have specified in their Annual Returns.

In addition, CTC members may also choose to be listed with any Member Groups that cover their specific interests, or may choose to be listed with any Member Group that does not cover their postcode area – if they wish to be so listed, they must send a request to either CTC's Membership Dept or to the Member Group Coordinator at CTC National Office.

All CTC members are able to attend and vote at any General Meeting of any CTC Member Group on presentation of a valid CTC membership card.

- **Membership of CTC Regions**

Membership of CTC Regions is by a member's residential postcode.

- **Membership of Organising Committees**

Organising Committees must have a stated membership policy, which must be approved by Council at the formation of the Committee.

Membership of such Committees may include:

- Delegates from Member Groups;
- CTC volunteers from a specific area, or with specific interest or responsibilities;
- Nominees by participants in an event;
- Nominees of Council;
- Nominees of the Organising Committee;
- Other suggested members by agreement of Council.

All memberships must be listed at CTC National Office.

Any change in membership must be agreed at a General Meeting of the Group and notified to Council for agreement.

- **Membership Information Provided to Member Groups and Regional Groups**

Formal Member Groups and Regional Groups must have a person who fulfils the role of Registration Officer. The Registration Officer has access to regular lists of CTC members within a certain postcode area, as well as to those who have chosen to be listed with that particular Group.

Registration Officers must be listed as such with National Office through the Member Group Secretary, and must oversee adherence to the CTC Data Protection Policy.

Organising Committees do not receive membership lists and do not therefore need a Registration Officer.

## Meetings

- **Annual General Meeting**

Each Formal Member Group must hold an Annual General Meeting between 15 October and 15 November each year. Notice of the meeting must be published in the October/November issue of 'Cycle', which is usually received by members towards the end of September.

The business of the AGM shall be to:

- receive and, if approved, adopt, the Annual Report and Statement of Accounts;
- elect officers and a Committee;
- elect an honorary auditor, who must not be an officer or a member of the Group Committee;
- consider any notices of motion, which must have been submitted in writing to the Group Secretary at least seven days before the meeting.

Candidates for election must be proposed and seconded. In the event of contests, the election shall be by ballot.

- **Special General Meetings**

A Special General Meeting shall be convened:

- by resolution of the Group Committee;
- on receipt by the Group Secretary of a written request signed by at least ten regular riders, or at least one third of the members of the Group Committee.

Notice of the meeting must be published in the issue of 'Cycle' magazine published in one of the two months before the date of the meeting. The notice must state the business for which the meeting is called. No business other than that stated in the notice calling for the meeting may be transacted.

#### **Procedures at General Meetings**

- Meetings must be held at a time and location likely to be accessible to the majority of members resident in the Group's operational area. Meetings shall be accessible by public transport, except in exceptional circumstances. Provision must always be made for persons of limited mobility or the less able;
- Admission to a Member Group General Meeting is obtainable only on production of a member's own current membership card;
- Any business done at a General Meeting with fewer than ten members present is subject to ratification by Council, except in the case of Organising Committees, where at least two thirds of Committee members are needed.
- Each eligible member shall have one vote and, in the event of an equality of votes, the Chair shall have a second casting vote.
- Members may be nominated and elected to more than one Group Committee.

#### **Committees**

Management of a Group shall be made by a Committee consisting of:

- Chair; Secretary; and Treasurer (obligatory);
- and other officers as the Group may decide (optional);
- and such Committee members as the Group may decide (optional).
- The CTC Councillor for the area in which the Group is situated is to be given notice of, and may take part in, meetings of the Committee, but his or her right to vote may be limited or excluded by local rules.
- The Committee shall form an Urgent Matters SubCommittee to investigate disputes, in line with CTC's Complaints, Disputes and Disciplinary Procedures Guidance.

- The Committee may fill casual vacancies and may appoint subcommittees and delegate thereto such of its powers as it may decide.
- Where an Organising Committee is created by one or more Member Groups, they may have designated rights to appoint delegates to the Member Group Committee but his or her right to vote may be limited or excluded by local rules.

### Duties of Member Group Committees

#### Obligatory Positions:

- **Chair**

The duties of a Chair shall include the following:

- to preside at each meeting of the Committee and (if the Group Rules so provide) at the Annual General Meeting;
- to facilitate the efficient and correct conduct of the meeting as laid out in these policies.

Some Groups use the term President for the role of Chair. This is acceptable but a distinction should be made between a President acting as Chair and a President appointed for purely honorary/symbolic purposes who has no formal duties.

- **Secretary**

The duties of a Secretary shall be to:

- convene General Meetings in accordance with these regulations;
- call a special meeting of the Group Committee upon receipt of a requisition signed by at least one third of its members;
- prepare minutes of all Committee meetings and AGMs;
- present the Annual Report to the AGM, and to forward a copy to National Office by the beginning of December each year;
- ensure that the Group Treasurer has submitted the audited Annual Statement of Accounts (which shall include accounts of other Member Groups where applicable) to CTC National Office by the beginning of December each year;
- ensure that all Committee members, ride leaders, event organisers and any other volunteers, are registered as such with CTC National Office; and that a Self-declaration Form for those working with young people and vulnerable adults is submitted as appropriate;
- ensure that all Member Group officers are aware of and abide by CTC national policies as applicable to Member Groups – an index of these policies is at the end of this document;

- ensure that all Member Group rides and events comply with the requirements of CTC's policies – an index of these policies is at the end of this document.
- liaise with CTC National Office as appropriate and act as a point of contact between CTC National Office and the Group;
- act as a point of contact between the Group and representatives of any Informal Member Groups connected to the main Group;
- act as a point of contact for CTC members on the CTC website and in 'Cycle' magazine.

- **Treasurer**

It shall be the responsibility of the Treasurer to:

- hold and account for the monies collected in the name of the Group;
- prepare the Annual Statement of Accounts for audit and presentation to the AGM of the Group. The Statement shall include: a list of Group assets with current values; and summaries of the accounts of any Groups who have opted to share accounting procedures;
- complete an annual Subscription Allocation Claim and submit it to the Finance Manager at CTC National Office;
- submit a claim for Special Allocation Funding if required by the Group.

**Obligatory roles:**

The Committee must make provision for the following roles to be covered within the Committee. These are roles and **not** positions. A role can be fulfilled by a Committee member in addition to other roles they may have, for example the Secretary could also take on the role of Registration Officer.

- **Registration Officer**

The Registration Officer receives details of CTC members who:

- live within certain postcode areas selected by the Member Group; and
- those full CTC members who have chosen to be listed with that Group.

The Registration Officer must adhere to the CTC Data Protection Policy on handling and using CTC membership information. The information within the membership lists is to be used for the purpose of marketing CTC events and related information only.

- **Welfare Officer**

The duties of the Welfare Officer are as follows:



- to be accessible to members to help them in addressing issues such as complaints against individuals; the protection of vulnerable adults and children; and issues of discrimination;
- to monitor compliance with policies related to this area, such as CTC's Protection of Children and Vulnerable Adults Policy and CTC's Young Person's Participation Policy. Welfare Officers should familiarise themselves with CTC's Complaints, Disputes and Disciplinary Procedures in the event of any disputes;
- it is recommended that the Welfare Officer role is not fulfilled by the Secretary.

- **Promotions Officer**

The duties of the Promotions Officer are as follows:

- to comply with the Objects of CTC Groups, in as much as each Group must have the capacity to promote CTC and the activities of the Member Group;
- to initiate promotional activities. These might include: press, publications, websites and attendance at local and national events.

## **Member Group Reporting**

All Formal CTC Member Groups must submit an Annual Report and a Statement of Accounts to CTC National Office by the beginning of December every year.

- **Annual Returns**

An Annual Returns pack will be sent to the Member Group Secretary by CTC National Office at the beginning of September every year; the Secretary must complete the documentation within the pack soon after the Member Group's AGM in October or November and return the completed documents to the Member Group Coordinator at CTC National Office by the date required – usually at the beginning of December of the year in question.

The Annual Returns must include information about the Group's activities throughout the year in question and a list of all officers registered with the Group.

- **Annual Statement of Accounts**

This must be prepared by the Treasurer and then approved and adopted at the Member Group's AGM.

It must be signed by an Honorary Auditor and returned to the Finance Manager at CTC National Office by the beginning of December of the year in question.

Member Groups may choose to submit accounts via another Member Group – the Statement of Accounts must clearly show which Groups' accounts are being submitted.

- **Subscription Allocation Claim**

Each Formal CTC Member Group, Regional Group and Organising Committee is entitled to claim an annual allocation of the CTC membership subscription to further the Group's Objects.

The Subscription Claim is currently based on a flat rate per Group or Committee, or more if this has been claimed in a previous year. This arrangement is due for review in 2016.

The Subscription Allocation application form must be submitted with the Annual Statement of Accounts by the Treasurer of each Member Group and returned to CTC National Office by the beginning of December each year.

Claims will only be paid to Groups that have submitted a complete set of Annual Returns and a Statement of Annual Accounts.

- **Special Funding Allocation**

Each Group may, in addition to the Subscription Allocation, claim additional funding subject to approval by Council's Strategy and Policy Committee.

### **Formal Financial Procedures**

- **Financial Year**

The financial year for Groups shall be from 1 October to 30 September.

- **Grants to Groups**

Groups may apply to Council for grants to cover formation and running expenses.

- **Local Funds**

Groups may raise funds locally. Such funds, which must be raised in the name of the Group, are the property of the Company and must be accounted for in the Audited Statement of Accounts. The administration of local funds is vested in the Group Committee, but such funds must be used only for the promotion of the Objects of CTC.

Local monies must be banked or invested in trustee securities in the name of the Company, or Group. Authority to operate banking and similar accounts shall be vested in three members of the appropriate Committee, but the signatures of any two of the three shall be sufficient on cheques etc. All fundraising activities shall refer to the Club or appropriate company as well as to the Group.

- **Auditing Accounts**

The Club and the subsidiary companies are limited companies subject to the provisions of the Companies Acts and their accounts have to be audited by professional accountants. Strictly, they should also go through all the accounts of the Member Groups but this is impracticable. The official accounts are notes to say that the auditors have accepted the Member Group's figures. The Club does therefore rely on its voluntary auditors to pick up any issues in the Group accounts.

In carrying out an audit, the local auditor should normally carry out the following:

- Check all additions in the account books and accounts.
- Check cash book with bank statements (subject to adjustment for any unrepresented cheques).
- See that the account book balance agrees with the balance shown in the accounts (including any cash in hand).
- Inspect receipts for payments by cash or cheque.
- Check with Group programme to see that accounts reflect profit or loss on each event held.

- Inspect records of any official other than the Treasurer who has held funds during the year.
- Inspect investment certificates, passbooks etc (loans to National Office will be checked automatically when the accounts are sent in).
- Check lists of assets (compare with previous year), payments in advance, and creditors.

### Value Added Tax

For VAT purposes, the Club is treated as if it were carrying on a business trading with its members. It therefore has to pay VAT on all its income (subscriptions, shop sales etc.) although part of the subscription and certain categories of sales are charged at a rate of 0%. Other items such as insurances and entry fees for riding events are outside the VAT net.

The Club would have to pay VAT on the income of Groups subject to the same exclusions. This would have involved all Group Treasurers in sending to National Office every three months details of income and expenditure of the Groups. In turn the National Office would have to collate all this information and submit a return to Customs & Excise, all within 30 days.

By establishing the subsidiary companies (refer to Appendix 2: Subsidiary Companies) and allocating the Groups to these companies, it has been possible to take advantage of the exemption from the tax for companies whose total turnover does not reach the minimum registration amount. It is necessary to ask for details of turnover for each financial year to make sure that the limit has not been breached.

The effect of this arrangement is that most Groups are spared a great deal of time-consuming figure work. Groups do not have to increase their charges to members to cover the tax but cannot claim relief for any VAT that they may pay on goods and services bought.

Some Groups may cross the thresholds in their own right (Regions or Organising Committees). Council and National Office staff will have specific arrangements for each of these.

If under any circumstances a Group believes it may have a substantial increase in turnover in a given year, for example by receiving a grant or running a particularly successful event it must notify National Office as soon as it becomes aware of the possibility.

### Corporation Tax

The Club is registered as a charity for tax purposes (HMRC Charities reference XT36389) and is entitled to the various exemptions from Corporation Tax available to charities. These exemptions include investment income and any trading income which is generated from activities in furtherance of the charity's objects ("primary purpose" trading income). Other trading income is potentially subject to Corporation Tax.

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Like all limited companies, the subsidiary companies are liable to Corporation Tax but not Income Tax on their income from outside sources. Exemptions available to individuals (such as the first £70 of interest on National Savings ordinary accounts) are not available to companies.

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Interest paid by banks to companies is payable "gross", i.e. without any tax deduction. However, interest paid by building societies suffers a tax deduction before payment. This tax deduction can be used to offset the Corporation Tax charged on the interest. The society usually provides

~~a certificate of interest paid and this should be kept in case the Club's Inspector of Taxes should ask to see it.~~

~~The Club currently pays the liabilities arising on Group income. Any Group receiving gross interest is expected to reimburse CTC for any tax paid on its behalf.~~

~~Like all limited companies, the Club and its subsidiary companies is liable to Corporation Tax but not Income Tax on its income from outside sources. Because the Club is what is known as a 'mutual' company it is not liable to tax on its subscription income and other payments made by members. In practice, tax is payable only on investment income, including all interest earned by Groups on their funds. Exemptions available to individuals (such as the first £70 of interest on National Savings ordinary accounts) are not available to companies.~~

~~Interest paid by banks to companies is payable "gross", i.e. without any tax deduction. However, interest paid by building societies suffers a tax deduction before payment. This tax deduction can be used to offset the Corporation Tax charged on the interest. The society usually provides a certificate of interest paid and this should be kept in case the Club's Inspector of Taxes should ask to see it.~~

~~The Club currently pays Corporation Tax on its own investment income and also pays the liabilities arising on Group income. Any Group receiving gross interest is expected to reimburse CTC for any tax paid on its behalf.~~

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### Charitable Activities, Income and Expenditure

CTC was registered by the Office of the Scottish Charity Regulator (OSCR) on 29 August 2011 and by the Charity Commission of England and Wales on 7 June 2012. The assets and activities of the CTC Charitable Trust (the Trust) are being transferred back into CTC to create a single unified charity.

This process is intended to realise a number of important benefits to CTC, including the following:

- as a unified charity, CTC is a powerful united organisation speaking for cyclists;
- members and Council regain full direct control of the whole of CTC;
- greater efficiency and ease of administration;
- tax benefits, including gift aid on donations;
- securing the additional public good will and trust that charities enjoy;
- obtaining the reassurance that the assets of the CTC are protected by Charity Law against being used for private benefit; instead they must be employed to benefit the members and the wider public.

#### Do these changes mean that Member Groups will also have charitable status?

CTC Member Groups currently operate through subsidiary companies of the Club. The unification process will not change that. Once the unification process has been completed, Council will be considering whether Member Groups would benefit from charitable status, and if so, how to enable them to access those benefits.

CTC Member Group activities and finances currently take place inside the structure of four CTC subsidiary companies called Cyclists' Touring Club East, South, West and North. This is a very common structure in the voluntary sector where organisations or charities have local branches.

Putting the activities into these subsidiaries has two effects. Firstly it enables the Member Groups to have a less demanding accounting, reporting and auditing regime than the full club. Secondly each company has a turnover lower than the VAT threshold so that Member Groups do not have to deal with VAT at a local level.

Even though CTC has become a charity, nothing happens to these subsidiary companies, they remain as trading subsidiaries of CTC.

#### Will charitable status restrict the work of Member Groups?

As part of the subsidiary Member Group companies, there is currently no restriction and this will not be changed by the unification of the Trust and the Club. As set out above, Member Groups will continue to operate as trading subsidiaries of CTC. The trading subsidiaries of a charity do not have to be charitable. As such:

- they can carry out activities that are outside the charitable purposes of the parent organisation,
- they can use funds for other purposes; and

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- they are not subject to the reporting conditions of a charity.

**Will Member Groups be able to become charities in the future?**

At present, Council cannot identify any obvious local activities that might fall outside the Objects of the Cyclists' Touring Club charity so there is the option of changing the subsidiaries to charitable companies at some time in the future. However there is no urgency to make this change. Nothing will be done without full consultation with the Groups.

No options are closed - for example one solution might be an "opt in" structure where Member Groups that want to be charitable are offered the chance to move to a new structure but others stay in the non-charitable companies.

There are both advantages and potential disadvantages to Member Groups having charitable status and a number of ways that this might be achieved. Council will address all of this in consultation with Member Groups before changes are made.

**Will the relationship between CTC National Office and Member Groups change?**

At present nothing changes in terms of relationship between National Office and local Member Groups. The Club and local Groups have similar purposes and they work closely together to carry out a very similar range of activities. We do not anticipate that there will be significant additional monitoring requirements. Similarly, we do not anticipate additional accounting requirements for Member Groups.

The auditors will continue to seek to ensure that local Group activities are captured by CTC accounts but the financial transactions of local Groups do not represent a significant proportion of the financial activities of the Club as a whole.

**Will the change prevent Member Groups from supporting local charities?**

There are no restrictions on this type of activity under the present structure. If the Member Group companies became charities there might be a question whether a donation can be made to a charity that does not have the same Objects. This would have to be dealt with on a case by case basis, for example an Air Ambulance that helps injured cyclists might be different to a welfare charity. However if the fundraising involves a charity bike ride there is unlikely to be any restriction because the activity also promotes cycling, a core purpose of all CTC activity.

Member Groups may carry out an activity:

- to raise funds for a charity – in which case all income (less reasonable expenses) must be passed to the named charity.
- on behalf of the charity's Objects. Then you might like to use the charity's name in promotion and you can claim charity discounts etc.

In both cases, you must clearly identify the charity name and number on any communications or bookings.

**Will charitable status restrict the campaigning activity which CTC or Member Groups can undertake?**

This should not be a problem. Charity law restricts the ability of charities to undertake political campaigning but the campaigning undertaken by CTC, its local campaigners or its Member Groups does not fall within the category of campaigning which is restricted in that way. In addition, Member Groups operate through separate companies from the Club.



## Appendix 1: CTC Policies Applicable to Member Groups

From time to time, CTC Council may produce policies which affect the practices and procedures of Groups. In particular, Council policies set out the requirements of Groups to conform with external regulation, contracts or statutory obligations. It is mandatory for Groups to be aware of such policies as are in force and to have set local rules and policies that meet the requirements of such policies. Additionally, Council may offer guidance on best practice in interpreting and meeting the requirements of such policies.

The Secretary must ensure that Group officers are aware of any changes to these policies.

Policy	Version	Date last modified
Data Protection Policy	<del>3.0</del> 4	<del>10/Oct 2014</del> 08/02/2007
Complaints, <del>Disputes</del> and Disciplinary Procedures: <del>Codes of Conduct for CTC Councillors, CTC staff, and CTC volunteers</del>		10/19/10/2007
<del>Safeguarding Policy for Working With Young People and Vulnerable Adults</del> Protection of Children and Vulnerable Adults	2.0	05/201403/2003
<del>Young Person's</del> Participation Policy <del>for Children and Young People</del>	24.0	07/200305/2014
Volunteer Registration <del>form</del>	2.2	09/200702/2014
Law and Liability for Cycle Activity Providers	3.0	06/2006
Health and Safety <del>at Work</del> Policy	22.0	10/2012
<del>Equal Opportunities (Diversity) Policy</del> Equality and Diversity Policy	32.0	10/20142
Incident <del>Report form and Accident Reporting</del>	24.0	02/3/201407

Date ~~index~~ last revised: ~~October 2015~~November 2013

### Insurance

CTC provides [a series of fact sheets](#) which provide information about each insurance policy. Group officers should at all times have the most up-to-date copies of all such fact sheets. In addition, Council publishes supplementary guidance which can be useful in interpreting the fact sheets. Fact sheets take precedence over any guidance. When answering questions from members or the public about the range and limits of CTC's policies, Group officers should refer only to information in the fact sheets or accompanying guidance. Matters not covered should be referred to CTC National Office and additional information may be sought from insurance providers.

CTC Insurance Fact Sheets and Briefing Documents	Date last modified
Organisers' Liability Cover for CTC Member Groups	09/Sept 20153
Organisers' Liability Cover for Affiliated Bodies	09/Sept 20153
Cycle Activity Provider insurance	09/Sept 20153
Clubroom Effects and Trophies	09/Sept 20153
Members' Third Party Cover	09/Sept 20153
Master Insurance Policy	09/Sept 20153

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 14/05/2014 15:55© by Julie Rand Policy Handbook for CTC Member Groups- 20/10/2015  
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Date ~~Index~~ last revised: ~~October~~ November 2015~~3~~

## Appendix 2: Subsidiary Companies

The functions of Council with regard to Groups are carried out by four subsidiary companies which were set up in 1973.

Council of the subsidiary companies (who are all members of Council) have laid down certain obligatory rules for all Groups. A Group can, and would normally need to, make additional rules for itself, but these cannot override the basic policies for the formation and management of CTC Groups as laid out in this document.

A copy of a Group's own rules must be forwarded to the Chief Executive of CTC for consideration by Council of the Limited companies (who could rescind any rules they considered undesirable). Alterations to the rules must similarly be notified to CTC.

The Chief Executive of CTC or Regional Councillor should be consulted regarding any problems arising in the administration of a Group that cannot be resolved at local level. Where appropriate, such matters will be referred to CTC Council or a relevant Committee of Council (refer to Complaints, Disputes and Disciplinary Procedures).

As explained in the article on Value Added Tax, (refer to Formal Procedures: Financial) four subsidiary companies were set up by Council to achieve the dual purpose of falling below the threshold at which VAT would be charged on the income collected locally by Groups and also avoid the very considerable administrative burden which would have been entailed by administering the tax at local level.

The four companies are:

Cyclists' Touring Club (Eastern) Limited  
Cyclists' Touring Club (Northern) Limited  
Cyclists' Touring Club (Southern) Limited  
Cyclists' Touring Club (Western) Limited

and the various Groups are allocated to one or other of the companies on a roughly geographical basis.

Technically, the administration of any particular Group comes under the supervision of Council of the appropriate subsidiary company to which it is allocated. Thus in the title of a bank account or a building society account, the name of the company should appear and not the name of the Cyclists' Touring Club exclusively. Strictly all stationery should also show particulars of the company.

Council of the companies are all members of the CTC Council and are the same for each company. In practice therefore, apart from the technical points mentioned, the formation of the subsidiary companies means no effective difference for CTC Member Groups.

### Appendix 3: Glossary of Terms

#### **CTC**

'CTC' is the trading brand and identity used by Cyclists' Touring Club, the national cycling charity, its subsidiary companies and Groups controlled by CTC Group.

In these regulations the term CTC will be taken to mean the whole CTC Group unless otherwise defined in a specific policy.

#### **Formal Member Group**

A Formal Group formed and managed by CTC members to organise cycling activities primarily for other members.

#### **Informal Group**

A Group of members who exist to carry out an activity on an informal basis under the umbrella of a Member Group

#### **Affiliated Group**

A Group organising cycling activities for its own members, who may or may not be CTC members. An annual fee is paid by the Group in return for CTC benefits, one of which is Organisers' Liability Insurance cover (refer to insurance factsheet – Affiliates). Membership of an Affiliated Group entitles its members to become Affiliated Members of CTC on payment of a separate subscription.