

IRRV East Midlands Association Annual General Meeting

26th April 2022 | 14:00

Council Chamber, Rutland County Council



Agenda

1. Apologies for Absence
2. Minutes of the 2021/22 AGM – 30th April 2021 via Microsoft Teams
3. Matters Arising
4. Association Report 2021/22
5. Presentation of Association's Accounts (year ending 31/12/2021)
6. Installation of Association President for 2022/23
7. Installation of Vice-President for 2022/23
8. Election of Executive Committee Officers for 2022/23
9. Election of Executive Committee Members for 2022/23
10. Results of Election Ballots (if required)
11. Formation of Sub-Committee for Education and Training Events for 2022/23
12. Formation of Sub-Committee for Social Events for 2022/23
13. Any Other Business

IRRV East Midlands Association Annual General Meeting



30th April 2021 | 3.30pm

Microsoft Teams Meeting

Present: Adrian Johnson, Alan Lemmon, Alistair Townsend, Andrea Grinney, Andrew Solley, Claire Moses, Gary Clarke, James McKillop, Kevin Stewart, Mark Fearn, Michael Line, Nigel Robinson, Paul Bowden, Rob Andrews, Simon Hamilton, Sue Williams-Lee, Tracey Parker, Andrew Hetherton, David Magor.

Minutes

1. Apologies for Absence

1.1 Apologies were received from Kathryn Ellis, Alison McCulloch, Gita Mistry and Martin Walmsley.

2. Minutes of Last AGM – 24th April 2019 at Gedling Borough Council

2.1 The minutes of the last AGM, held on 24th April 2019 at Gedling Borough Council, were proposed as a true and accurate record of that meeting by Claire Moses, seconded by Andrew Solley and were approved by the meeting.

Votes in favour	14
Votes against	0
Abstentions	3

3. Matters Arising

3.1 None

4. Association Report 2019/20 & 2020/21

4.1 The Association Secretary, Andrew Solley, presented a report to the meeting on the Association's activities over the past two years as follows:

4.2 On 24th April 2019, the Association's AGM was held at the offices of Gedling Borough Council in Nottinghamshire.

4.3 On 8th July 2019 an executive committee meeting was held at the offices of Gedling Borough Council.

4.4 On 12th July 2019 at the offices of Peterborough City Council, an association meeting was held in the afternoon; a paper was presented by Kevin Stewart on council tax and business rates enforcement as well as the upcoming breathing space legislation.

Action

- 4.5 On 1st July 2019, the IRRV hosted an inter association golf tournament at Maxstoke Park in Warwickshire. The East Midlands Association entered a team but unfortunately was not successful on this occasion.
- 4.6 On 8th August 2019 at the offices of Rutland County Council, an executive committee meeting was held morning. In the afternoon, a paper was presented by Nick Jennings and Dianne Downs on anti-fraud services as well as recent fraud cases of interest.
- 4.7 On 24th September 2019 at Kettering Borough Council, an executive committee meeting was held in the morning and in the afternoon; a paper was presented by Roger Messenger on the impacts of CCA and the 2021 revaluation.
- 4.8 On 23rd November 2019, the Association held its 17th Annual dinner dance at the Casa Hotel in Chesterfield. This event was attended by nearly a hundred guests and sponsors.
- 4.9 On 5th December 2019, an executive committee meeting was held at the Whipper In Hotel in Oakham, Rutland.
- 4.10 Also on 5th December 2019, the Association held its Christmas lunch at the Whipper In Hotel in Oakham.
- 4.11 On 7th January 2020 at the City Hall in Lincoln, an executive committee meeting was held in the morning and in the afternoon; a paper was presented by Caroline Wright on the NNDR1 return.
- 4.12 On 13th February 2020 at Leicester Town Hall, a paper was presented in the morning by David Magor, Gary Watson and Alistair Townsend of the IRRV on the Institute's recent activity as well as an update on Revenues and Welfare Benefits. An executive committee meeting was held in the afternoon.
- 4.13 As a consequence of the Covid-19 (coronavirus) pandemic, the Association's activity in the year 2020/21 was limited to one informal executive committee meeting which was held online on 3rd June 2020 and a formal executive committee meeting held on 9th April 2021.

5. Presentation of Association's Accounts

- 5.1 The Treasurer, James McKillop, presented the Association's audited accounts, for the year ended [31st December 2019](#) and the year ended [31st December 2020](#), to the meeting.
- 5.2 The Treasurer expressed his thanks to all the sponsors of the Association's Dinner Dance and Christmas Lunch and also to all the authorities that had hosted meetings during the year.
- 5.3 The Treasurer announced that £843.50 was raised in 2019 for the President's charity, [Cancer Research UK](#).
- 5.4 Excluding charitable donations, the Association has made a surplus of £694.64 during the 2019 financial year.
- 5.5 Excluding charitable donations, the Association has made a deficit of £382.05 during the 2020 financial year.
- 5.6 The Treasurer invited any questions on the accounts from the meeting. No questions were raised.
- 5.7 Approval of the 2019 accounts was proposed by James McKillop, seconded by Mark Fearn and agreed by the meeting.

Votes in favour	14
Votes against	0
Abstentions	3

5.8 Approval of the 2020 accounts was proposed by James McKillop, seconded by Rob Andrews and agreed by the meeting.

Votes in favour	14
Votes against	0
Abstentions	3

6. Installation of Association President for 2021/22

6.1 Due to the resignation of the Vice President, the executive committee has nominated Claire Moses to stand for another annual term of office as Association President. This nomination was formally proposed by Andrew Solley, seconded by Kevin Stewart and agreed unanimously.

Votes in favour	15
Votes against	0
Abstentions	2

6.2 Claire Moses thanked the meeting for the opportunity to stand as President for a third term of office and thanked the executive committee for their support during the past two years.

6.3 Claire Moses thanked the Association's sponsors for their support in the past year.

6.4 Claire introduced the draft association programme for the forthcoming year.

6.5 Claire thanked members for their support of her charity for the past year and read out her letter of thanks from Cancer Research UK.

7. Installation of Association Vice President for 2021/22

7.1 Claire Moses proposed Andrea Grinney as Association Vice President for 2021/22. This nomination was seconded by Rob Andrews and unanimously agreed.

Votes in favour	15
Votes against	0
Abstentions	2

7.2 The Vice Presidential chain of office was delivered to Andrea Grinney prior to the meeting and "nominally" presented by Claire Moses.

7.3 Andrew Grinney thanked the members for her nomination and said that she is looking forward to working with the President and the Executive Committee in 2021/22.

8. Election of Executive Committee Officers for 2021/22

8.1 Officers of the executive committee were proposed by Claire Moses, as follows:

Gary Clarke
Association Secretary

James McKillop
Treasurer

Rob Andrews
Assistant Association Secretary

Andrea Grinney
Education Liaison Officer

Simon Hamilton
Membership Officer

Michael Lacey
Auditor

Ashok Thakrar
Auditor

8.2 The proposal was seconded by Mark Fearn and agreed unanimously.

Votes in favour	15
Votes against	0
Abstentions	2

9. Election of Executive Committee Members for 2021/22

9.1 Claire Moses asked the meeting if there were any further nominations for membership of the executive committee beyond those already published with the notice of this meeting. James McKillop nominated Steve Brockington-Brown. The proposal was seconded by Rob Andrews and put to the vote with the below listed nominations.

9.2 No ballot was held for the election of executive committee members as the number of nominees was equal to the number of available positions on the executive committee. Members of the executive committee were proposed by Claire Moses, as follows:

Paul Bowden
Member of Association Executive Committee

Steve Brockington-Brown
Member of Association Executive Committee

Mark Fearn

Member of Association Executive Committee

Adrian Johnson

Member of Association Executive Committee

Gita Mistry

Member of Association Executive Committee

Andrew Solley

Member of Association Executive Committee

9.3 The proposal was seconded by Rob Andrews and agreed unanimously.

Votes in favour	14
Votes against	0
Abstentions	3

9.4 The following members are members of the executive committee by virtue of the fact that they are immediate past presidents, or members of National Council in accordance with rule 6 of the Association rules:

Claire Moses

Immediate Past Association President

Alistair Townsend

Past Association President 2017/18

James McKillop

Past Association President 2016/17

Ivan Carvath

Past Association President 2015/16

Kevin Stewart

IRRV Council Member

Alistair Townsend

IRRV Council Member

10. Results of Election Ballots (if required)

10.1 Item not applicable as no ballot was required.

11. Formation of Sub-Committee for Education and Training Events

11.1 Members of a sub-committee for the management of education and training events were proposed by Claire Moses, as follows:

Andrea Grinney

Chairman of Education and Training Events Sub-Committee

Claire Moses

Member of Education and Training Events Sub-Committee

Rob Andrews

Member of Education and Training Events Sub-Committee

11.2 The proposal was seconded by Andrew Solley and agreed unanimously.

Votes in favour	12
Votes against	0
Abstentions	5

12. Formation of Sub-Committee for Social Events

12.1 Members of a sub-committee for the management of social events were proposed by Claire Moses, as follows:

Andrew Solley

Chairman of Social Events Sub-Committee

Claire Moses

Member of Social Events Sub-Committee

James McKillop

Member of Social Events Sub-Committee

Gary Clarke

Member of Social Events Sub-Committee

12.2 The proposal was seconded by Mark Fearn and agreed unanimously.

Votes in favour	14
Votes against	0
Abstentions	3

13. Association Rules Changes

- 13.1 Proposed additions to the Association's rules were agreed by the Executive Committee on 7th January 2020.
- 13.2 The changes add duties for executive officers reporting to the executive committee and were circulated to the Association's members prior to this meeting and are attached to these minutes at appendix 1.
- 13.3 The Association's rules may only be altered at an AGM by a majority vote in favour of the proposed alterations.
- 13.4 Claire Moses proposed the acceptance of the proposed alterations to the rules. This proposal was seconded by Alan Lemmon and agreed by the meeting.

Votes in favour	14
Votes against	0
Abstentions	3

14. Any Other Business

- 14.1 None.

Meeting closed at 4.30pm

Institute of Revenues, Rating and Valuation
Rules of the East Midlands Association of the Institute of Revenues,
Rating and Valuation

<i>Updated</i>	<i>20th April 2021</i>
<i>Laid before AGM</i>	<i>30th April 2021</i>
<i>Coming into force</i>	<i>30th April 2021</i>

1. Citation and commencement

These rules may be cited as the rules of the East Midlands Association of the Institute of Revenues, Rating and Valuation and come into force on 12th April 2017.

2. Name

(1) The name of the Association shall be the “East Midlands Association of the Institute of Revenues, Rating and Valuation” (hereafter referred to as the “Association”).

3. Association Area

(1) The jurisdiction of the Association shall be the English counties of Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire, Rutland and the City of Peterborough as defined by the Local Government Act 1972.

(2) A full list of the unitary local authorities, county unitary local authorities and shire district local authorities which fall within the Association’s jurisdiction appears at Schedule 1 to these rules.

4. Objectives

(1) The objects of the Association are to further, in the Association’s area, the objects of the Institute of Revenues, Rating and Valuation (hereafter referred to as the “Institute”) as defined in the Institute’s Memorandum of Association.

5. Membership

(1) Membership of the Association shall be open to any members of the Institute residing in, or employed within, the Association area. Other members of the Institute may request membership of the Association, such requests being subject to approval of the Association’s Executive Committee.

6. Officers

(1) There shall be elected, at each annual general meeting, the following Officers of the Association:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Assistant Secretary
- (e) Treasurer
- (f) Auditors (two officers)
- (g) Education Liaison Officer
- (h) Membership Officer

(2) Each officer described in rule 6(1) above shall be eligible for re-election at the annual general meeting at which he/she retires, provided always that no Officer shall continue to hold office after he/she ceases to be a member of the Association as described under rule 5 above.

(3) In addition to the Officers subject to election, there shall be the Office of Immediate Past President which shall automatically be filled by the retiring President of the Association.

(4) The duties of each Officer of the Association shall be such as are prescribed in Schedule 2 to these rules.

7. Executive Committee - Formation

(1) The Executive Committee shall consist of:

- (a) The Officers of the Association as defined in rule 6 above, any current member of the Council of the Institute who is a member of the Association under rule 5 above,
- (b) The last 3 members of the Association who held the office of President immediately before the Immediate Past President, and
- (c) Six other members of the Association elected at each annual general meeting of the Association.

(2) Any other former Presidents of the Association shall remain as members of the Executive Committee but not retain any voting rights on the Executive Committee (unless elected in their own right as members of the Executive Committee in accordance with rule 7(1) above).

(3) Executive Committee members as defined in rule 7(1) shall attend all meetings of the Executive Committee. Executive Committee members who are unable to attend any Executive Committee meeting shall notify the Association Secretary in advance of that meeting.

(4) Any officer who is unable to attend any Executive Committee meeting shall, if the meeting's agenda so requires, in advance of the meeting, forward a written report to the Association Secretary for inclusion in the meeting.

8. Executive Committee – Powers

- (1) A quorum for meetings of the Executive Committee shall comprise four Executive Committee members as described in rule 7(1) above and shall include either, the Association President, the Immediate Past President or the Vice President.
- (2) The Executive Committee shall have power to create sub-committees for the furtherance of the objectives of the Association.
- (3) The Executive Committee shall have power to co-opt additional members either to the Executive Committee or to sub-committees.
- (4) The Executive Committee shall have the power to fill any vacancy arising in an office of the Association in the period between annual general meetings.

9. Voting

- (1) Members of the Association shall be entitled to vote in person at any annual or extraordinary general meeting.
- (2) Voting shall either be by ballot or a show of hands as directed by the President (acting as the chair of the meeting) or the Association Secretary or Assistant Association Secretary (acting as the Secretary of the meeting).
- (3) The chair of any committee or sub-committee shall have a casting vote in the event of a tied vote.

10. Annual General Meeting

- (1) An annual general meeting shall be held on a date determined by the Executive Committee, which shall be within four months of the end of the financial year (see rule 15(2)) and shall be open to all members of the Association for voting purposes.
- (2) The annual report and the audited accounts of the Association shall be presented at the meeting.

11. Extraordinary General Meeting

- (1) An extraordinary general meeting shall be convened:
 - (a) On receipt by the Association Secretary of a request in writing, specifying the reason(s), signed by not less than 6 members of the Association, calling for such a meeting to be held within 28 days after the date of receipt of the request, or
 - (b) At any other time at the discretion of the Executive Committee.

12. Notice of meetings

- (1) Notice of a meeting shall be given at least:
 - (a) 14 days before the annual general meeting or an extraordinary general meeting, or
 - (b) 7 days before any other meeting.

13. Notice of motion

- (1) A notice of motion, other than to change these rules, may be given only in respect of an annual general meeting or an extraordinary general meeting and shall be in writing to the Association Secretary at least 14 days before the date fixed for the meeting.
- (2) Such a notice of motion shall be circulated to all members of the Association before the meeting.

14. Omission to give notice of meeting

- (1) The accidental omission or failure to give notice of any meeting to any person entitled to receive the same, or the non-receipt of any such notice, shall not invalidate the proceedings of any such meeting.

15. Association finances

- (1) In the management of its financial affairs, the Association shall pay regard to guidance issued by the Chief Executive or Honorary Treasurer of the Institute on behalf of the Council of the Institute, and shall inform the Chief Executive or Honorary Treasurer of the Institute of any departure from that guidance.
- (2) The Association's financial year shall run from the 1st January to 31st December, with interim accounts being sent to the Institute's Headquarters by 31st January.
- (3) Any request for a grant to the Association for the ensuing financial year shall be made to the Institute by 30th September of the preceding year.
- (4) The Association's final accounts shall be submitted to the Association's annual general meeting for approval.
- (5) No separate subscription shall be charged for membership of the Association.
- (6) The Executive Committee shall have overall responsibility for the accounting, banking and investment of Association funds, having regard to the particular responsibilities of the Association Treasurer as defined in Paragraph 4 of Schedule 2 to these rules.

16. Conferences

- (1) The Association President and Association Secretary shall be the representatives of the Association at the annual national conference of the Institute.
- (2) The Executive Committee may nominate replacements for the Association President and Association Secretary in the event of their inability to attend the annual national conference of the Institute, or the fact that they may be already attending in an alternative capacity.

17. Alteration to the rules of the Association

- (1) No alterations shall be made to these rules unless notice in writing setting out the proposed changes be given to the Association Secretary not less than 28 days before the annual general meeting or an extraordinary general meeting.
- (2) Such notice shall be incorporated in the notice convening such a meeting and the alterations shall be adopted if carried by a simple majority of members voting at the meeting, provided that no such alteration shall affect the validity of the election of officers at the meeting in the case of an annual general meeting.

SCHEDULE 1

LOCAL AUTHORITIES FALLING WITHIN THE AREA OF THE EAST MIDLANDS ASSOCIATION OF THE INSTITUTE OF REVENUES RATING AND VALUATION

County	District
Cambridgeshire	Peterborough City Council
Derbyshire	Amber Valley Borough Council Chesterfield Borough Council Derby City Council Derbyshire Dales District Council Bolsover District Council Erewash Borough Council High Peak Borough Council North East Derbyshire District Council South Derbyshire District Council
Leicestershire	Blaby District Council Charnwood Borough Council Harborough District Council Hinckley & Bosworth Borough Council Leicester City Council Melton Borough Council North West Leicestershire District Council Oadby & Wigston Borough Council
Lincolnshire	Boston Borough Council City of Lincoln Council East Lindsey District Council North Kesteven District Council South Holland District Council South Kesteven District Council West Lindsey District Council
Northamptonshire	North Northamptonshire Council West Northamptonshire Council
Nottinghamshire	Ashfield District Council Bassetlaw District Council Broxtowe Borough Council Gedling Borough Council Mansfield District Council Newark & Sherwood District Council Nottingham City Council Rushcliffe Borough Council
Rutland	Rutland County Council

SCHEDULE 2

ROLES OF OFFICERS OF THE EXECUTIVE COMMITTEE

PART I

OFFICERS

1. Role of the Association President

(1) The roles and responsibilities of the Association President shall be as follows:

- (a) To be fully apprised of the Association's rules.
- (b) To ensure that the Association is operating effectively and meeting its objectives at all times.
- (c) To ensure the continuous development of the Association.
- (d) To ensure the effective running of the annual general meeting.
- (e) To chair and conduct meetings of the Association effectively.
- (f) To greet and introduce speakers at the Association's meetings.
- (g) To greet members at the Association's meetings.
- (h) To agree the Association programme for the forthcoming year, prior to the annual general meeting, with the Association's Executive Committee and any other interested parties.
- (i) To ensure appropriate communication with members.
- (j) To ensure that the needs of members are met where appropriate.
- (k) To represent the Association on all press-related issues.
- (l) To attend the Institute's annual conference on behalf of the Association.

(2) The Association President shall conduct himself/herself in a manner befitting the office to which he/she is elected.

(3) The Association President shall, where appropriate, promote the Institute and membership of the Institute at all levels.

2. Role of the Association Vice President

(1) The roles and responsibilities of the Association Vice President shall be as follows:

- (a) To be fully apprised of the Association's rules.
- (b) To assist in ensuring the continuous development of the Association.
- (c) To plan events and meetings for his/her term in the office of Association President.
- (d) To ensure the effective running of the annual general meeting in the absence of the Association President.
- (e) To chair and conduct meetings of the Association effectively in the absence of the Association President.

- (f) To greet and introduce speakers at the Association's meetings in the absence of the Association President.
- (g) To greet members at the Association's meetings in the absence of the Association President.
- (h) To attend the Institute's annual conference on behalf of the Association in the absence of the Association President.
- (i) To contribute to the design of the Association's annual programme of events.
- (j) To assist in the running of meetings and events agreed by the Executive Committee.
- (k) To perform the duties of the Association President in the absence of the Association President.

(2) The Association Vice President shall conduct himself/herself in a manner befitting the office to which he/she is elected.

(3) The Association Vice President shall, where appropriate, promote the Institute and membership of the Institute at all levels.

3. Role of the Association Secretary

(1) The roles and responsibilities of the Association Secretary shall be as follows:

- (a) To be the main liaison between the Association and the Institute.
- (b) To serve notice to all members prior to any Association meeting, annual general meeting or extraordinary general meeting.
- (c) To ensure that nominations are sought for officers of the Executive Committee and members of the Executive Committee.
- (d) To prepare the Association's annual report and deliver it to the Association's annual general meeting.
- (e) To ensure that an annual programme is produced and distributed to all members.
- (f) To ensure that meeting venues and speakers are arranged and that details are confirmed in writing.
- (g) To notify members of forthcoming Association events.
- (h) To greet speakers and members at the Association's meetings.
- (i) To produce agendas and minutes of Executive Committee meetings and distribute them to Executive Committee members.
- (j) To produce agendas and minutes of annual general meetings and distribute them to Association members.
- (k) To represent the Association on all press-related issues in the absence of the Association President.
- (l) To maintain communication with the Institute regarding national developments in the Institute's and Association's areas of interest.
- (m) To record attendance at the Association's events and analyse the data as required.

(n) To inform the Institute of the Association's events in order that they can be recorded in the Institute's diary.

(o) To inform the Institute of the details of the officers and executive members of the Association.

(2) The Association Secretary shall conduct himself/herself in a manner befitting the office to which he/she is elected.

(3) The Association Secretary shall, where appropriate, promote the Institute and membership of the Institute at all levels.

4. Role of the Association Treasurer

(1) The roles and responsibilities of the Association Treasurer shall be as follows:

(a) To ensure that a bank account in the Association's name is maintained and managed in accordance with the Institute's code of practice for Association Treasurers.

(b) To ensure that all income and expenditure of the Association is correctly accounted for.

(c) To pay, where relevant, all invoices received by the Association.

(d) To ensure that all income is banked promptly in accordance with the Institute's code of practice for Association Treasurers.

(e) To prepare, send and monitor invoices to ensure payment for services provided by the Association.

(f) To reconcile the Association's accounts to the Association's bank statements on a regular basis.

(g) To ensure that the bank mandate is correct and updated as necessary.

(h) To ensure that an annual budget is prepared and approved by the Executive Committee.

(i) To report to every Executive Committee meeting on income and expenditure compared to the agreed budget. The report is to be sent to the Association Secretary 14 days prior to the next meeting of the Executive Committee. This report, or a more up to date version of the report, will be presented at the meeting of the Executive Committee.

(j) To report to every Executive Committee meeting on the Association's bank account balances.

(k) To prepare an annual balance sheet and income and expenditure accounts as at 31st December every year in a format prescribed by the Institute.

(l) To ensure that the Association's accounts are submitted to the Association's auditors in a timely manner and present them to the annual general meeting for approval.

(m) To make an application to the Institute for grant aid if required.

(n) To contribute to the design and implementation of the Association programme.

(o) To assist in the organisation and running of Association meetings as agreed by the Association Executive Committee.

(2) The Association Treasurer shall conduct himself/herself in a manner befitting the office to which he/she is elected.

(3) The Association Treasurer shall, where appropriate, promote the Institute and membership of the Institute at all levels.

5. Role of the Education Liaison Officer

(1) The roles and responsibilities of the Education Liaison Officer shall be as follows:

(a) To assist in the promotion of the Institute's qualifications and continued professional development scheme to students and employers in both the public and private sectors.

(b) To be the liaison for students in the Association's area in relation to studies and examinations.

(c) To stand for election as the chair of the Education and Training Sub-Committee at every Association annual general meeting.

(d) To represent the Association at any relevant meetings concerning education matters.

(e) To liaise with the appropriate committees of the Institute and report back to the Association's Executive Committee.

(f) To contribute to the design and implementation of the Association programme.

(g) To assist in the organisation and running of Association meetings as agreed by the Association Executive Committee.

(h) The Education Liaison Officer will report to each Executive Committee Meeting on all issues within the Officer's role. The report is to be sent to the Association Secretary 14 days prior to the next meeting of the Executive Committee. This report, or a more up to date version of the report, will be presented at the meeting of the Executive Committee.

(2) The Education Liaison Officer shall conduct himself/herself in a manner befitting the office to which he/she is elected.

(3) The Education Liaison Officer shall, where appropriate, promote the Institute and membership of the Institute at all levels.

6. Role of the Assistant Association Secretary

(1) The roles and responsibilities of the Assistant Association Secretary shall be as follows:

(a) To maintain the Association's website and to advertise all professional and social events on the website.

(b) To maintain the names and contact details of all executive members within four weeks of the Association's annual general meeting.

(c) To perform the duties of the Association Secretary in the absence of the Association Secretary.

(d) To contribute to the design and implementation of the Association programme.

(e) To assist in the organisation and running of Association meetings as agreed by the Association Executive Committee.

(2) The Assistant Association Secretary shall conduct himself/herself in a manner befitting the office to which he/she is elected.

(3) The Assistant Association Secretary shall, where appropriate, promote the Institute and membership of the Institute at all levels.

7. Role of the Membership Officer

(1) The roles and responsibilities of the Membership Officer shall be as follows:

(a) To maintain the local membership list.

(b) To receive and action membership updates from the Institute.

(c) To maintain an additional local membership list containing details of local employers and Association affiliates.

(d) To ensure that the Association Secretary has the most up-to-date membership list for mailing purposes.

(e) To be the Association's liaison with the Institute's Membership Officer.

(f) To be the Association's liaison with the other Associations' Membership Officers.

(g) To contribute to the design and implementation of the Association programme.

(h) To assist in the organisation and running of Association meetings as agreed by the Association Executive Committee.

(i) The Membership Officer will report to each Executive Committee Meeting on all issues within the Officer's role. The report is to be sent to the Association Secretary 14 days prior to the next meeting of the Executive Committee. This report, or a more up to date version of the report, will be presented at the meeting of the Executive Committee.

(2) The Membership Officer shall conduct himself/herself in a manner befitting the office to which he/she is elected.

(3) The Membership Officer shall, where appropriate, promote the Institute and membership of the Institute at all levels.

8. Role of the Association Auditors

(1) The purpose of the Association's Auditors is to perform the independent examination of the Association's financial accounts.

(2) The auditors elected at the each annual general meeting shall hold IRRV (Hons) qualification or an equivalent level financial qualification from a recognised financial body.

(3) The Association's Auditors shall not be related to the Association's Treasurer and where practicable, the Association's Auditors shall not be employed by the same employer as the Association's Treasurer.

(4) The Association's Auditors shall be given access to all documentation which they consider necessary in order to carry out their function. Such documentation shall be provided to the Association's Auditors by the Association's Treasurer in advance of any audit, or upon request.

- (5) The roles and responsibilities of the Association Auditors shall be as follows:
- (a) To ensure financial prudence in all aspects of the Association's accounts.
 - (b) To ensure that the Association's accounts are an accurate reflection of the Association's financial activities.
 - (c) To ensure that the Association's accounts reconcile with the Association's bank statements.
 - (d) To identify any error or fraud in the Association's accounts.
 - (e) To identify any areas where effectiveness or efficiency can be improved.
 - (f) To report any areas of concern to the Association's Executive Committee immediately upon discovery.
- (6) The Association Auditors shall conduct themselves in a manner befitting the office to which they are elected.
- (7) The Association Auditors shall, where appropriate, promote the Institute and membership of the Institute at all levels.

PART II

EXECUTIVE COMMITTEE MEMBERS

9. Committee Members

- (1) The roles and responsibilities of the Association's Executive Committee members shall be as follows:
- (a) To provide support to Association members through education, training and continued professional development.
 - (b) To attend Executive Committee meetings, Association meetings and events.
 - (c) To encourage Association members to attend Association meetings and events.
 - (d) To contribute to the design and implementation of the Association programme.
 - (e) To assist in the organisation and running of Association meetings as agreed by the Association Executive Committee.

(2) The Association's Executive Committee members shall conduct themselves in a manner befitting the office to which they are elected.

(3) The Association's Executive Committee members shall, where appropriate, promote the Institute and membership of the Institute at all levels.

10. Immediate Past Presidents, Past Presidents and Council Members

(1) This paragraph applies only to Executive Committee members who are not directly elected to the Association's Executive Committee in any other capacity.

(2) The roles and responsibilities of the Immediate Past President, the three Past Presidents who held the office of President immediately before the Immediate Past President and Council Members, shall be as follows:

- (a) To provide support to Association members through education, training and continued professional development.
 - (b) To attend Association meetings and events.
 - (c) To encourage Association members to attend Association meetings and events.
 - (d) Council members shall report to the Association's Executive Committee on relevant matters discussed in Council meetings.
 - (e) To contribute to the design and implementation of the Association programme.
 - (f) To assist in the organisation and running of Association meetings as agreed by the Association Executive Committee.
- (3) The Association's Past President, three Past Presidents who held the office of President immediately before the Immediate Past President and Council members shall conduct themselves in a manner befitting the offices to which they are incumbent.
- (4) The Association's Past President and Council members shall, where appropriate, promote the Institute and membership of the Institute at all levels.

PART III

SUB-COMMITTEES

11. Education and Training Sub-Committee

- (1) The Education and Training Sub-Committee shall be formed annually at the Association's annual general meeting by the Association's Executive Committee after the formation of the Association's Executive Committee.
- (2) The roles and responsibilities of the Education and Training Sub-Committee shall be as follows:
- (a) To secure and facilitate the Institute's examination centre in the Association's area bi-annually.
 - (b) To provide a superintendent and an appropriate number of invigilators for the Institute's examination centre in the Association's area.
 - (c) To organise and manage the running of training events as agreed by the Association's Executive Committee.
 - (d) To design publicity for training events and pass this material to the Association's Secretary for distribution to relevant members.
 - (e) To obtain speakers and venues for training events.
 - (f) To obtain sponsorship for training events as directed by the Association's Executive Committee.
 - (g) To provide the Association's Treasurer with details of attendees to any training event that is chargeable, in a timely manner and in a pre-agreed format, in order for invoices to be issued by the Association's Treasurer.
 - (h) To distribute any documentation to attendees after a training event where appropriate.

(3) The Association's Education and Training Sub-Committee members shall conduct themselves in a manner befitting the office to which they are elected.

12. Social Events Sub-Committee

(1) The Social Events Sub-Committee shall be formed annually at the Association's annual general meeting by the Association's Executive Committee after the formation of the Association's Executive Committee.

(2) The roles and responsibilities of the Social Events Sub-Committee shall be as follows:

(a) To organise and manage the running of social events as agreed by the Association's Executive Committee.

(b) To design publicity for social events and pass this material to the Association's Secretary for distribution to relevant members.

(c) To identify and procure venues for social events.

(d) To obtain sponsorship for social events as directed by the Association's Executive Committee.

(e) To provide the Association's Treasurer with details of sponsors of any social event, in a timely manner and in a pre-agreed format, in order for invoices to be issued by the Association's Treasurer.

(f) To provide the Association's Treasurer with details of attendees to any social event that is chargeable, in a timely manner and in a pre-agreed format, in order for invoices to be issued by the Association's Treasurer.

(g) To design, and print all media and paraphernalia as may be appropriate to the social event.

(h) Where appropriate, assist in the preparation of the venue prior to a social event.

(3) The Association's Social Events Sub-Committee members shall conduct themselves in a manner befitting the office to which they are elected.

PART IV

GENERAL

(1) Where any officer or member of the Executive Committee or its Sub-Committees is asked to provide a written report on any topic, or where any officer or member of the Executive Committee or its Sub-Committees writes a report on any topic, that report is to be sent to the Association Secretary 14 days prior to the next Executive Committee meeting for distribution and consideration at that meeting.

**INSTITUTE OF REVENUES, RATING AND VALUATION
EAST MIDLANDS ASSOCIATION**

Income and Expenditure Account for the year ended 31st December 2021

LIABILITIES				ASSETS			
Bank Balances at 1st January 2021				Bank Balances at 31st December 2021			
Charity				Charity Funds	255.00		
Current Account	3,275.53			Current Account	2,303.00		
Deposit Account	2,586.01	5,861.54		Deposit Account	2,586.25	4,889.25	
			5,861.54				5,144.25
Creditors				Debtors			
					-		
					-		
Surplus for year				Deficit for year			717.29
			5,861.54				5,861.54
Accounts prepared by James McKillop				Audit			
				I certify that these accounts are a true and accurate record of the finances of the Association			
				<i>Ashok Thakrar</i>		<i>M Lacey</i>	
				Honorary Auditor A. Thakrar		Honorary Auditor M Lacey	
<i>James McKillop</i> Honorary Treasurer		Date	17.03.22	Date 05/04/2022		Date 5/4/2022	

**INSTITUTE OF REVENUES, RATING AND VALUATION
EAST MIDLANDS ASSOCIATION**

Income and Expenditure Account for the year ended 31st December 2021

2020	Expenditure	2021	2020	Income	2021
	Meeting Expenses	-		Meeting Expenses	-
	Less Income	-	100.00	Less Income	650.00
		-	100.00		650.00
	Examination Supervision Fees		2.60	Bank Interest	0.24
	Less Sums reimbursed by HQ			Less monthly charges	5.00
-		-			- 4.76
-	Training Day	-		Dinner Dance Income	
		-		Less Dinner Dance deposit for 2022	- 1,000.00
843.50	Presidents Charity - Donations Out	-	-	Training Day	-
	Annual General Meeting	126.03	- 341.35	Examination Supervision Fees	7.65
			341.35	Less Sums reimbursed by HQ	-
					- 7.65
	Annual Conference Sponsorship	385.50		Presidents Charity - Donations In	255.00
	Christmas Lunch and Meeting			Sundry Debtors	-
- 17.50	Expenditure	873.35			
- 17.50	Income	775.00	98.35		
	Presidents Chain	-			
	Treasurer's Expenses	-			
	Surplus for Year		382.05	Deficit for year	717.29
826.00		609.88	826.00		609.88

**IRRV East Midlands Association Executive Committee | 2022/23
Nominations**



Position	2022/23 Nominee
President	Andrea Grinney
Vice-President	
Secretary	Gary Clarke
Assistant Secretary	Rob Andrews
Treasurer	James McKillop
Education Liaison Officer	Andrea Grinney
Membership Officer	Simon Hamilton
Auditor	Ashok Thakrar
Auditor	Michael Lacey
Committee Member	Steve Brockington-Brown
Committee Member	Paul Bowden
Committee Member	Mark Fearn
Committee Member	Adrian Johnson
Committee Member	Andrew Solley
Committee Member	

In accordance with the IRRV East Midlands Association Rules, the following automatically become members of the Executive Committee for 2022/23:

Member of 2021/22 Executive Committee by virtue of being:-	Name
Immediate Past President	Claire Moses
Past President 2017/18	Alistair Townsend
Past President 2016/17	James McKillop
Past President 2015/16	Ivan Carvath
IRRV Council Member	Kevin Stewart
IRRV Council Member	Alistair Townsend

1. On 24th March 2022, the Association's Secretary, Gary Clarke, received an email from the Association's Vice President, Andrea Grinney, nominating Paula Short as a Committee Member of the IRRV East Midlands Association Executive Committee. Paula is employed by Rutland County Council as a Business Rates Officer.