

AGM 6th July 2016

Venue

Aztec Hotel & Spa, Aztec West, Almondsbury, Bristol, BS32 4TS

Attendees

Martin Smith – Chairman
Kevin Smith – Secretary
Norman Fayers – Independent Examiner

1. Apologies

Simon Bailey – Webmaster
Trish Speirs – Assistant Secretary

2. Minutes of the AGM held on 31st July 2015

Minutes agreed.

Proposed: Kevin Smith

Seconded: Martin Smith

3. Matters arising

John Warne

The Association notes, and was saddened to hear of the passing of the Association Treasurer, John Warne. John was a valued, long standing member of the Institute and had served in various positions on the Executive over many years. The Association showed their appreciation of all the hard work undertaken by John over his time on the Executive and undertook to send a letter offering the Associations condolences. The Chairman will draft an obituary for inclusion in the next issue of Insight Magazine.

Quorum

The Association Handbook requires a minimum of five Executive members to be present for a quorum to be reached. The current full Executive of the Severnside and South Western Association consists of six members of which one member has passed away and two members have given their apologies for the AGM. The Chairman, with the agreement of the two Executive members present, agreed that decisions made at the meeting would stand as though a quorum was present.

4. Secretary's Report

The Secretary presented the following report to the membership.

Merger

AGM 6th July 2016

The Deputy Chief Executive of the Institute had long harboured a desire for the Severnside Association to merge with the no longer active South West Association (SWA). The SWA, whilst no longer active, had a number of members and funds held centrally.

Following an Executive meeting it was agreed to the request from the Institute and the newly formed Severnside & South Western Association came into existence and the centrally held funds were distributed to the Treasurer.

A new logo – as seen above – was commissioned and, I feel, emphasises the Association's desire to work together for the good of all.

Programme

The Association had a varied programme in 2015/16 hosting the following professional meetings:

1. Council Tax Reduction with Jude Bevan
2. Vulnerability with Paul Bowden and Dave Chapman
3. Welfare Reform with Ian Savigar and Alan Sullivan
4. Non-Domestic Rates with Dave Perry and Peter O'Connell
5. Modernising Enforcement with Layla Stephen, Adrian Lardner and Jonathan Branchett

Events have been held at both the usual Bristol locations – the Aztec Hotel & Spa and the Almondsbury Interchange Hotel – as well at the Rougemont Hotel in Exeter in January 2016. The Exeter event saw an increased attendance from local authority representatives from the South West region.

I have continued to work on sponsorship issues and can confirm that sponsorship is available from a number of sources including Equita Ltd, Ross and Roberts Ltd, Bristow & Sutor and Rossendales Ltd.

I agree with the comments from previous report where feedback from events “proved that we can organise events that people will come to... which... shows that if we hit the right spot we are capable”.

Future events to be scheduled include the VOA and the digital agenda for local authorities. It would be appreciated if a tentative timetable could be discussed in order that Trish and I may contact speakers and arrange sponsorship.

The use of 'Mailchimp' for email mailshots to the membership has made administration of the member list much easier to manage but does limit mailshots to those members who have provided an email address. Thanks must also be given to Simon Bailey for his continued work in maintaining the Association webpage. Invites to meetings continue to be sent to all current members via email.

Membership

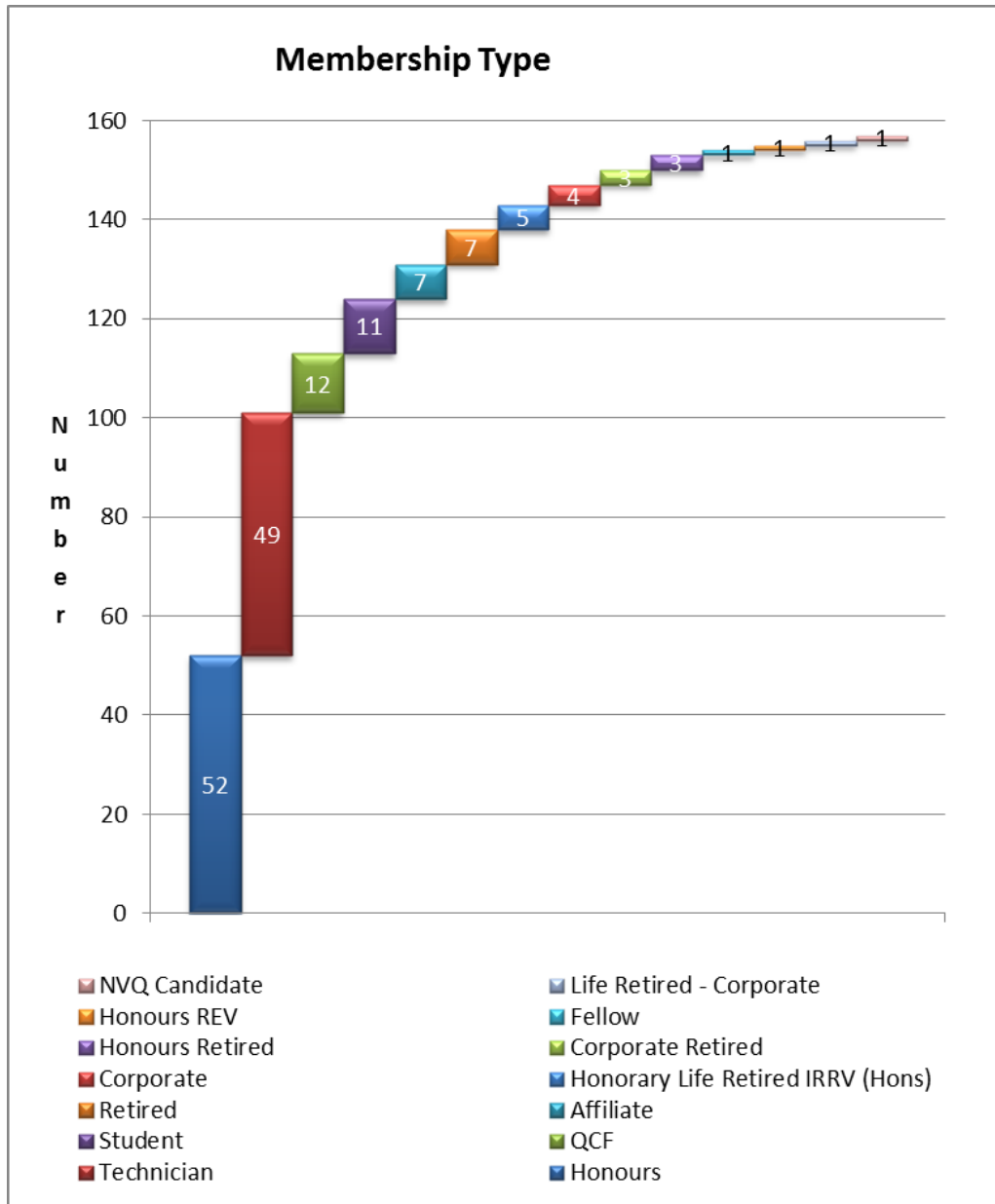
The Severnside & South West Association currently has 157 active members. There is no comparison with previous years as this is the first year for the new, enlarged, Association.

All active members who have provided an email address were invited to the AGM and it is disappointing that more members do not put themselves forward for election or choose to take an active part in running the Association. Membership continues to be pushed within the workplace and Martin and I have been successful

AGM 6th July 2016

in an application for funding for six members of staff to undertake an IRRV course. This makes the election of an Education Liaison officer high on the agenda.

A breakdown of membership by type is shown overleaf.



Kevin Smith Tech IRRV MCMII
 Hon Secretary Severnside & South Western Association
 01 Jul 2016

Proposed: Kevin Smith
Seconded: Norman Fayers

5. Treasurer's Report

Due to the unfortunate passing of the Treasurer there was no report presented to the AGM. A report will be presented by the new Treasurer as soon as is practicable.

6. Education Issues

Bristol Council has confirmed an offer to provide funding for six members of staff to undertake an IRRV course. Those successful will be informed in August or September 2016. There is no Education Liaison Executive member currently although we hope this will change once the new student members join.

7. Election of Officers

Officers were elected en-bloc to the positions held in the previous year with the exception of the late John Warne.

Election of Chair: Martin Smith Tech IRRV
Proposed: Kevin Smith
Seconded: Norman Fayers

Election of Secretary: Kevin Smith Tech IRRV MCFI
Proposed: Norman Fayers
Seconded: Martin Smith

Election of Treasurer: Trish Speirs Tech IRRV
Proposed: Martin Smith
Seconded: Kevin Smith

Election of Education Liaison Officer: Vacant

Election of Independent Examiner: Norman Fayers CPFA IRRV
Proposed: Martin Smith
Seconded: Kevin Smith

Election of Webmaster: Simon Bailey IRRV
Proposed: Norman Fayers
Seconded: Martin Smith

8. Executive Members

There were no applications from other members to join the Executive. The Executive will therefore consist of the elected officers of the Association.

9. Programme

AGM 6th July 2016

Discussion then turned to the programme for 2016/17 and venues. The Aztec Hotel was suggested for future events as it was well placed for delegates but that the Almondsbury Interchange Hotel was an adequate, and less expensive, venue. In addition, Bristol City Council has recently refurbished City Hall and this may be available for some meetings although parking is an issue.

It was agreed that the Association should not be too ambitious with its programme and aim to deliver fewer but more topical events.

10. AOB

a. Association bank account

Following the death of the current Treasurer the Association authorises Trish Speirs to approach the Associations bankers and remove John Warne as an authorised signatory and add herself as the Association's new Treasurer. The new Treasurer is authorised to make the necessary arrangements with the Association's bankers to change the branch at which the Association's bank account(s) are held to a branch more convenient to her if necessary.

b. AGM

The secretary to arrange the 2017 AGM for a date during July 2017.