

# Minutes

Meeting	Annual General Meeting
Date	Friday 13 March 2015
Time	10:30am to 11:55am
Venue	Hyde Park, Taunton Rugby Club, Taunton

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## 1. Welcome

Danny Batten (DB), President of the CIPFA South West region, welcomed members to the meeting and thanked them for their attendance. DB introduced Caron Reeves, the Acting Honorary Secretary to CIPFA SW. DB also welcomed Vrenali-Anne Ginns to the meeting and congratulated her on passing her exams and becoming a full member of CIPFA. **It is important to celebrate the new members and the President will be writing letters to other new members when the occasion arises and inviting them to the next AGM.**

## 2. Apologies for absence

Apologies were received from Adam Broome, Janet Faire and John Bougeard, CIPFA SW Council Members and seven other AGM attendees.

## 3. Minutes of the previous meeting

**The minutes of the previous AGM held on 12 March 2014 were approved as a true and accurate record (Proposer Ian Donovan, Seconder Henry Lovegrove).**

## 4. Annual Report 2014

DB introduced the Annual Report for the 2014 calendar year. He outlined the activities undertaken by the Regional Council, in particular the organisation of a number of events and liaison with both CIPFA HQ and other accountancy bodies. He talked about the success of the November Autumn Conference with an excellent talk from the CIPFA Chief Executive, Rob Whiteman. **Rob Whiteman had been invited to the 2015 Autumn Conference to be held on the 20<sup>th</sup> November if Members could save this date.**

He discussed the proud tradition of volunteers within CIPFA SW and the contribution made by members and how he wanted to make CIPFA SW the best in the Country so **if Members could help in any way to get in touch with [cipfasw@cipfa.org](mailto:cipfasw@cipfa.org).**

**The Annual Report was approved (Proposer Philip West \ Seconder Henry Lovegrove).**

## **5. Accounts for 2014**

The accounts had been prepared by the Honorary Treasurer, Henry Lovegrove (HL), and reviewed by the Honorary Auditor, Hilary Greene (HG).

HL introduced the accounts and explained that the Regional Council had operated at 2.5k surplus for the year primarily due to the sponsorship of Zurich Municipal Insurance which would be added to reserves. This had brought the balances to a healthy £18k.

**In response to a question regarding an apparent discrepancy with the 5 year Summary and Cash Flow Summary HL said he would investigate this. The two figures in question were subsequently found to be unrelated.**

**The accounts were approved (Proposer Danny Batten, Secunder Stephen Purser).**

## **6. Development Plan and Budget 2015**

DB introduced the draft strategic plan for 2015. The intention is to raise the profile of the SW region and develop links with Cipfa, Students, Employers, Members and other Accountancy and Interested Bodies. The intention is to focus on three particular areas and this will be ongoing through the CIPFA SW Council.

- One of these is a Summer School for 2016 with Charles Hallows/Sophie Medwell to lead on this with the help of Grant Thornton in Bristol. DB requested any feedback on this be given on the Questionnaires given out at the Annual Seminar or through email to [cipfasw@CIPFA.org](mailto:cipfasw@CIPFA.org).
- The region would like to put on more events which will be advertised to Members and AB is looking at putting on a Business Case Course within the SW region. If enough members want this course to run, or other courses which are available, then we can arrange to run them in the SW. Any interest in this 'Business Cases' Course or other courses in the brochure provided at the Annual Seminar should be emailed to [cipfasw@CIPFA.org](mailto:cipfasw@CIPFA.org).
- The Cipfa SW Autumn Conference will be on November 20<sup>th</sup> with Rob Whiteman and other speakers to be confirmed so Save the Date.
- The Cipfa President will then speak at the AGM next March.
- The Council is interested in any ideas that people have as we only want to put things on that Members want to come to.
- There are 1000 Cipfa Members in the South West, Cipfa SW would like to raise the attendance to the AGM to 100, 10% of the membership.

**The development plan was approved (Proposer Hilary**

## **Greene and Seconder Justin Cooke).**

Budget 2015 – was very much a matter of guesswork and covered the admin of the Cipfa SW meetings and events. **The budget was approved (Proposer Charles Hallows, Seconder Stephen Purser).**

## **7. Constitution**

DB introduced a minor change of the Constitution in Section 5.5 regarding the Regional Representative of the Institute Council. It was proposed that the Representative be nominated from a Member of the SW Council rather than open to all Cipfa SW Members. The importance of the role requires any person to be a Member of the Cipfa SW Council, to serve the interests of the SW and the national meeting and to feedback important information. This does not always happen. To ensure this, this minor change has been put forward.

Several questions were asked regarding the changes including:

- What do other regions do;
- How was the Regional representative elected:
- The need for it to be open to other because of increased democracy; and
- Cipfa was presently undergoing a governance restructure so perhaps we could wait for the outcomes of this before a decision was made?

**It was agreed that Henry Lovegrove remain in this position as some believed it was a two year post anyway and to look at it again next year when the follow up questions can be more fully answered (Proposer Stephen Purser, Seconder Ian Donovan).**

## **8. Election of members**

CR had sent out before the meeting details of the following elected members who wished to stand again for Council Membership, Janet Faire, Philip West and John Bougeard.

CR had also sent out before the meeting details of the following co-opted members who wish to stand for formal membership, Adam Broome, Esther Giles, Steven Johnson, Duncan Laird and Sophie Medwell.

CR invited further nominations from the meeting, though none were forthcoming.

**All the above were formally elected as members of the Regional Council (Proposer Charles Hallows, Seconder Danny Batten).**

## **9. Election of officers**

Both the President (DB) and Vice President (Charles Hallows) Roles were not up for re-election and DB and CH wished to

remain in the posts. Nominations were invited for the following officer posts

- Honorary Secretary (one year term); and
- Honorary Treasurer (one year term).

The following nominations had been received in accordance with the regional constitution:

**Honorary Secretary** – Caron Reeves; and  
**Honorary Treasurer** – Henry Lovegrove.

DB invited nominations from the meeting to the role of Honorary Secretary, though none were forthcoming.

CR & DB invited nominations for the role of Honorary Treasurer. Support was offered by Henry Lovegrove for a Student who may wish to take up the post. Fiona Cooper was put forward as a nomination for the post.

**Caron Reeves was elected as Honorary Secretary and Fiona Cooper as Honorary Treasurer. (Proposer Ian Donovan, Seconder Henry Lovegrove).**

#### **10. Election of Honorary Auditor**

Hilary Greene (HG) had been nominated to act as Honorary Auditor to the Regional Council for a further year. Any other nominations were invited for the role of Honorary Auditor. None were received. **Hilary Greene was duly elected as Honorary Auditor (Proposer Charles Hallows, Seconder Danny Batten).**

Before the meeting closed DB thanked Ian Donovan for his work with CIPFA SW as he has resigned after 25 years service. A gift was presented to Ian for his massive contribution over the years.

The meeting closed at 11.20am.

Caron Reeves  
Honorary Secretary