



Nottinghamshire Branch

Hon Secretary

Helen Penniston 0115 89148325

# Minutes

## Meetings of Nottinghamshire Branch Meeting

4 March 2009 Meeting commenced: 14.20 am; meeting closed at 15.30pm  
Committee Room 1, Rushcliffe Borough Council

### Present

Helen Penniston (HP), Hannah Bigden (HB), Martin Cooke (MC), Jennifer Lawson (JL), Phil Scotney (PS), Barbara Ward (BW).

	<b>Item</b>	<b>Detail</b>	<b>Action</b>
1	Apologies for absence	Received from Lisa Cobb and Kevin Nealon	
2	Minutes of the last meeting and matters arising	The minutes of the meeting held on 4 December 2008 were agreed as being a true record.	HP
3	Correspondence	No items of correspondence have been received since 4 December 2008	HP
4	Regional Update	<p>The last regional management board meeting was attended by HP and LC on 23 February 2009. HP reported that:</p> <ul style="list-style-type: none"> <li>• CIEH have not confirmed funding for the branch but it is expected that it will be less than requested. See item 5</li> <li>• 5+1 Training programme has now been established for the year. 40 Authorities have signed up.</li> <li>• New competency schemes for health and</li> </ul>	

	Item	Detail	Action
5	Funding	<p>safety professionals were discussed. It is likely that these will be rolled out to other areas.</p> <ul style="list-style-type: none"> <li>• Branches are requested to write to retired members to establish their needs</li> </ul> <p>HP reported that Regional funding had not yet been agreed by the CIEH. Regional treasurer reported that current funds stand at around £4900 and it is expected that East Midlands will receive a capitation fee of around £3600. Reserves will therefore be committed to the 2010 5+1 training and the bursar for regional conference. Branches are asked to be self funding. BW advised that branch funds stand at around £1000, we would normally require a float of £1500 to enable us to self fund.</p> <p><u>Action.</u></p> <ol style="list-style-type: none"> <li>1. HP to establish if EM funds have been agreed.</li> <li>2. BW to request funding for Nottinghamshire to enable us to self fund thereafter.</li> </ol>	<p>HP</p> <p>HP</p> <p>BW</p>
6	Website	<p>HP reported that the CIEH website had been revamped. It is now easier to access the East Midlands pages and to upload information to the site.</p> <p>Nottinghamshire have placed their business plan, management plan and last minutes on the site. HP will continue to place minutes as they are agreed, along with newsletters.</p> <p>Site can also be used to advertise training, sending links in e-mails rather than flyers as attachments.</p> <p>Website:  <a href="http://www.cieh.org/eastmidlands">www.cieh.org/eastmidlands</a>                      uploading data: e-mail <a href="mailto:webmaster@cieh.org">webmaster@cieh.org</a></p>	
7	Business Plan	<p>HP reported that the 2010 Nottinghamshire Business Plan has to be provided to the region by Mid Aug 2009.</p> <p>The meeting on 3 June 2009 will be dedicated to business Planning.</p>	

	<b>Item</b>	<b>Detail</b>	<b>Action</b>
8	Training Events	<p>Practical Drainage Investigation event to be organised for May. HP to arrange and liaise with KN over venue</p> <p>Riding Establishment training is still favoured. BW and HB to investigate trainers and venues – possible for July August date</p> <p>Field visits – warehouse site visit suggested: Racking and FLT's. HP to investigate possible venues</p>	<p>HP/KN BW/HB</p> <p>HP</p>
9	Meetings for 2009	<p>Wednesday 3 June 2009, 2pm, Newark and Sherwood Business Planning</p> <p>Wednesday 14 October 2009, 2pm, Broxtowe AGM Planning</p> <p>Wednesday 13 January 2010 AGM</p>	
10	Newsletter	<p>HP to produce a newsletter. Any interest articles to be sent to HP by Mid March</p>	<p>HP All</p>
11	Any other business	No items raised	
12	Arrangements for next meeting	The next branch meeting was set for the 3 June 2009, 2pm at Newark and Sherwood DC	