

Minutes

Meeting of Nottinghamshire Branch Executive

4 December 2008

Rushcliffe Borough Council
Civic Centre
West Bridgford
Nottingham

Present

Helen Penniston	Chair / Secretary
Barbara Ward	Treasurer
Kevin Nealon	Gedling Borough Council
Janet Hodgson	Bassetlaw District Council
Martin Cooke	Nottingham City Council
Phil Scotney	Rushcliffe Borough Council
Lisa Cobb	Newark and Sherwood DC

In attendance

As above

Meeting commenced 2.00 am
Meeting finished 3:35 pm

		Action
1/12	<p>Apologies</p> <p>Received: None</p>	
2/12	<p>Welcome</p> <p>Received: All present welcomed by the Chair</p>	
3/12	<p>Declaration of interest</p> <p>Noted: No declarations of interest made</p>	
4/12	<p>Minutes of Branch meeting held on 17 September 2008</p> <p>Received: The minutes of the meeting were circulated</p> <p>Agreed: As a correct record</p>	
5/12	<p>Matters arising from the Briefing Note on 4 June 2008</p> <p>Noted: No matters arising</p>	
6/12	<p>Correspondence</p> <p>Received: Report from Secretary</p> <p>Noted: E-mail received from Lisa Forshaw, Derbyshire Branch, advertising a friends of Uganda desk calendar in support of the international SIG. Price £5. Secretary to circulate</p> <p>No other correspondence received</p>	HP
7/12	<p>Regional Update</p> <p>Received: Report from Secretary</p> <p>Noted: Two regional meetings have been held since the last Branch meeting – 9 October and 7 November 2008. An e-mail update was provided by the secretary post 9 October meeting – attached. A verbal update from the 9 November meeting was provided by the secretary:-</p> <ul style="list-style-type: none"> • Reported positive feedback for two recent regional training events – APD seminar on 23 October and ELP seminar on 28 October both at Blaby DC • New CIEH website is up and running • A Derbyshire retired member had contacted the region asking for consideration to be given to holding retired members Christmas Lunch. It was decided that this was not feasible but branches to consider sending retired members a Christmas card with contact details. Notts branch discussed this but decided not to do so as the accuracy of the member list could not be guaranteed, but they will place an advert in the next newsletter. 	

		Action
	<ul style="list-style-type: none"> • East Midlands have been asked to provide a profile for EHN. We have done this twice previously. PRO Mike Arnold is producing this. • 7 November was a regional management board followed by the Regional Annual Members Forum. Only two members attended the forum. Trustee reports from John Freear and Steve Bidwell were encouraging and complementary of the work of Graham Jukes in raising the profile of the CIEH. A new director of communications appointed recently at Chadwick court who is from a private sector background will hopefully build on this further. • Treasurer, Roy Smart, reported that there is a current balance of £5812 and that East Midlands has worked within its budget this year. A reminder for all unchecked accounts to be provided to East Mids Treasurer so he can send them to Chadwick Court by 25 January deadline. 	
	Agreed: Article to be placed in the next news letter to reach out to retired members	ALL
8/12	Per Capita Funding	
	Received: Report from Secretary	
	Noted: It has been pointed out to Nottinghamshire from the Region that there are not drawing down on their per capita allowance.	
	Agreed: Secretary to find out from the East Midlands Treasurer how much this is likely to be. Branch will then consider if they require the funding	HP
9/12	Tony Turton Award	
	Received: Report from Secretary	
	Noted: The 2008 winner of the Tony Turton Award is Jennifer Lawson. Jennifer has accepted an invite to attend the AGM on 15 January 2009 to accept a certificate and £60 book token.	
	Agreed: Treasurer will obtain the certificate frame and book token	BW
10/12	AGM 2009	
	Received: Report from Secretary	
	Noted: Date of AGM is 15 January 2009 at the Attenborough Nature Reserve in Beeston. In addition to Jennifer Lawson two speakers have been confirmed:- Ian Harrison, Newark and Sherwood District Council – To the Brink and Back (floods) Kevin Nealon, Gedling Borough Council – Step into the World of CCTV. Out of pocket expenses were discussed. Notts have not	

		Action
	provided out of pocket expenses for the last few years as the then secretary requested a free place at the East Mids Conference instead. Group discussed whether to re-introduce out of pocket expenses and the sums to be paid.	
	Agreed: Secretary to contact other Branch Secretaries in the region to benchmark, to be determined before AGM and submitted as a motion.	HP
11/12	Future AGM's	
	Received: Report from Secretary	
	Noted: It has come to light from the Region that the regime for obtaining regional funding from the CIEH will necessitate a change in the programmes of the branch AGM's. As the branch business plans feed into the East Midlands business plan which must be ratified by members and placed with CIEH by 31 October each year the new programme for branches will look something like:-	
	Branch business plan for following year prepared. June/July	
	Branch Business Plan ratified by members at AGM July	
	Ratified Branch Plans sent to East Midlands 1 Aug	
	East Mids Consolidate Plans into one document 31 Aug	
	East Mids Plan ratified at AGM Sept	
	East Mids Plan sent to CIEH for approval and funds 31 Oct	
	The fact that accounts will not be complete to report to the members at July AGMs was discussed.	
	Agreed: A further AGM can be held in July 2009 but secretary to go back to Regional Board to see what others are planning to do.	HP
12/12	Training Events	
	Received: Report from Secretary	
	Noted: No further training events are booked at this time, though the training plan indicates a riding establishment event in April 2009 and a visit in July 2009.	
	Discussion ensued on a riding training event run by Yorkshire and Humber at Brakenhurst. JH to find some contact details.	JH
	Keen interest to run a 'Saniman' training day. MC to provide contact details to secretary.	MC
	Agreed: Two training events to be organised post AGM	
13/12	Newsletter	
	Received: Report from Secretary	

	Noted: Next newsletter to be issued after the AGM, to introduce new rep's. Agreed that an article showing how all the working groups and the branch/region inter-relate would be useful. Secretary to look into providing something	Action HP
14/12	Meeting dates for 2009 Received: Report from Secretary Noted: Suggested dates for 2009: Wednesday 4 March 2009. Wednesday 3 June 2009 Wednesday 22 July 2009 – AGM Wednesday 14 October 2009 Wednesday 13 January 2010 Volunteers to host now requested	All
15/12	Any Other Business Received: Report from Martin Cooke Noted: MC provided the branch executive with feedback from the secretaries meeting. Branches can now request hardware to help them with there work Received: Report from Barbara Ward (Treasurer) Noted: BW reported that the accounts were in good order. Signed: (Chairman) Dated: _____	

Attached:

Item 7/12

October update:

I attended the CIEH Regional Board meeting at Blaby last week and as promised here is a quick update of the main things we discussed:-

Regional Business Plan and Budget

This took up most of the meeting. You will recall from our last meeting at Broxtowe that Nottingham had submitted our 2009 business plan and estimated budget to the region for incorporation into the regional plan. Unfortunately not all branches were as fastidious as us and info wasn't received from Northamptonshire, Leicestershire or Lincolnshire. The result was that the region weren't able to submit a budget to CIEH in time and they said the East Midlands couldn't have any money. A lifeline was thrown out that if we could remedy this omission by 31st October we could still get the money we need.

We spent a long time at the meeting working out a strategy which ended up being that the regional treasurer would use past accounts from the missing branches to estimate their likely plans for 2009 and submit that. I have since seen a further regional draft budget which will be sent to HQ next week which is asking for around £12k as a region.

Three important points came from this item:-

1. Nottingham did their bit so well done.
2. Nottingham haven't drawn their per capita funding from the region for 2008, so we need to make sure we do that for 2009. (I.e. that is the basic funding we get from the region for the number of members we have. We've written of the 2008 pot, but don;t want to miss out on the 2009 pot.)
3. All branches are holding their AGM's too late. Budgets are supposed to be ratified at AGM's before we send the plans to CIEH, which means having AGMs in the summer months to plan the following years activities. I'll put this on our December Agenda to discuss more then.

East Midlands Annual Member Forum

The E.Mids AMF is on **7 November from 12pm - 1pm at Blaby District Council**. Please spread the word if any members would like to attend. There will be a buffet but no presentation this year. Agenda is on the website apparently. (If you have never been to one of these they are like our AGM's but with out the presentations!)

Leicester AMF

Leicestershire had put a request in to the region for £1000 to pay for their AGM.. considering their lack of support in providing data to inform the regional budget and the size of the request seeming a little high, the group were inclined to decline the request, but on better judgement chose to seek more info from Leicester to justify the expense first. We will reconsider later.

Thanks for reading - keep interested

See you all at 4 December meeting, here at Rushcliffe from 2pm.....I'll bring the mince pies.

Helen

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