

**MINUTES OF CIEH BUCKINGHAMSHIRE BRANCH EXECUTIVE COMMITTEE  
MEETING HELD AT THE BRICKLAYERS ARMS, AYLESBURY  
ON THURSDAY, 16<sup>TH</sup> SEPTEMBER 2010**

<b><u>Present:</u></b>	Gillian Clarke Neil Green Sean Dunne Des Hillier John Rasell Isobel Feber	Chairman Senior Vice Chairman Branch Rep – Aylesbury Vale District Council C&I Rep Secretary Branch Rep - Chiltern District Council
<b><u>Apologies:</u></b>	Natasha Bentley Andrew Collinson Stacie Hollingsworth David Gilmour	Branch Rep - Milton Keynes Council PRO Branch Rep - Wycombe District Council Branch Rep Replacement – South Bucks District Council

**1. Chairman's Welcome**

The meeting opened at 12.40 hours, with Gillian Clarke welcoming the Committee members back after the summer break.

**2. Confirmation of Minutes from 24 June 2010**

There were no amendments to the minutes and they were signed off as a true copy.

**3. Matters Arising from the Minutes of the Meeting 24 June 2010**

- (a) **Student Training Follow-up** - Des and Isobel confirmed that 10 students attended the ELP and professional exam training put on by the Branch with requests for a future session for students on student interview training techniques. After a short discussion it was agreed that Isobel would progress this with Des with Jonathan Hayes from Moto Services and Keith Lawson being invited to participate. It was also minuted that Herts. & Beds. Branch should be invited to this training and any other student that wished to attend.

**Action**

**Des Hillier/ Isobel Feber**

- (b) **Student Bursary Update** – Gill confirmed that after reviewing the submissions to the Branch and an interview panel comprising of Roger Pearce from Intercontinental Hotels Group (“IHG”) and two branch executive members that Megan Londy had been offered and had accepted the bursary for completing her ELP during joint training between IHG and Buckinghamshire Branch local authorities.

Aylesbury Vale then confirmed that they could take Megan from 3rd November for probably 2 weeks to cover contaminated land, Knox tube sampling, private water supplies, etc. with Neil as the contact point at Aylesbury Vale.

Isobel then confirmed that Chiltern could probably accept Megan in the last 2 weeks of October (now confirmed) to cover subjects such as DFGS’, HMO’s, drainage, food sampling and balers and compactor inspections. Andrew Collinson would be asked if Wycombe could accept Megan for 2 weeks in January concentrating on Health and Safety. Puran Sanichara would be e-mail by the Secretary to see if South Bucks. District Council could also assist.

- (c) **Buckinghamshire Symposium** – Any discussion on this was deferred as Andrew was unavailable for input.
- (d) **Clay Pigeon Shooting** – This was successful with particularly good information given in respect of health and safety and noise with an aide memoire produced which is attached to these minutes. Des Hillier confirmed that subject to interest he would be happy to organise an event in 2011 for the benefit of members
- (e) **Training Commitments for 2011** – Neil confirmed that he would appreciate as soon as possible information from each local authority on what specific subjects they would want the Branch to consider that is relevant to the needs of each local authority.

#### 4. **2010 Training Programme**

John confirmed that 24 November 2010 was the confirmed date for the Food Fraud Training with an excellent line up of high quality speakers. In respect of the postponed fork lift truck courses due to the illness of the instructor John was tasked to see if they could be held either before December or early in 2011.

#### 5. **Maternity Leave for Isobel Feber**

Isobel confirmed that she had probably found a replacement as Branch Rep for her when she goes off on maternity leave probably in December 2010. She was however very keen to keep during her maternity leave close links with the Branch Executive

**Neil Green**

**John Rasell/ Neil Green/ Isobel Feber/ Andrew Collinson/ Puran Sanichara**

**Andrew Collinson**

**Des Hillier**

**Puran Sanichara/ Stacey Hollingsworth/ Natasha Bentley/ Sean Dunn/ Isobel Feber**

**John Rasell**

**Isobel Feber/ Committee**

Committee and wished to assist where she could in future event planning.

**6. Student Training Co-ordinator**

John raised the need for a member of the Executive Committee to take over the very significant work that Isobel had started from scratch by providing necessary training to students so that impetus produced by the Branch was not lost. Des who has already assisted significantly in student training willingly agreed to take over this role when Isobel goes on maternity leave and also to look into the future possibility of a future student event including food recognition and inspection. This was widely accepted by the Committee as an excellent idea though may need some limited funding to support.

**Des Hillier**

**7. Student Training Events**

Student Symposium Training will be organised by the Bucks. student with Des overseeing the event.

**Megan Londy/Des Hillier**

**8. Future Funding Implications for Events at Milton Keynes Council**

Gill and John raised that there would probably be from January 2011 a change in policy on events at Milton Keynes that may well affect Branch planning. It was agreed that this would be discussed further at the November meeting when Andrew, Simon, David, Stacey and Puran may be available.

**Simon Teesdale**

**9. Branch Christmas Lunch**

Gill raised that she wished to organise with the help of the Committee a subsidised Christmas lunch for branch members at a venue to be decided. This would either be a lunch time or evening. It was agreed that John would e-mail all Branch Reps (done) to verify the interest of attending such an event particularly as whatever venue was chosen 4 out of 5 local authorities would have to travel to such an event.

**John Rasell**

**10. Future Course Planning**

In outline it was agreed that the following events including items held over from 2010 would be considered in the 2011 Training Programme which with statutory constraints may have to be shortened:-

- January 2011 AGM
- Fork Lift Training Courses if not run in November/December 2010
- Possibly a statutory nuisance course with other additions tailor made for the Branch with Julie Barrett
- Food training day

**All Committee Members**

- Practical gas safety training course, Milton Keynes
- Health & safety courses in accordance with requirements and Buckinghamshire projects
- Noise seminar probably November/December 2011

All executive committee members are requested to review with management what training their LA's wish in 2011 and pass it on to the current Secretary for collating.

**11. Any Other Business**

It was suggested that Megan Londy attend future branch meetings whenever possible to have an input particularly as she would be involved in organising an event in 2011.

**Megan Londy**

**12. Branch Rep's Reports**

- (a) **AVDC** – It was confirmed that Lindsey Hone had moved from Milton Keynes to Aylesbury Vale to take over the position previously held by Pauline Leacock;. Within Aylesbury Vale, the posts of animal control officers were currently all vacant and that some district officers were now involved in carrying out the Buckinghamshire health & safety projects for funerals and balers.

**13. Date and Time of Next Meeting**

Subject to the availability of most officers it was agreed that the next meeting would be on 11<sup>th</sup> November 2010 at the Bricklayers Arms, Aylesbury starting at 12:30. There being no other business, the meeting closed at 2.40 pm.

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**John Rasell**  
**Secretary - CIEH Buckinghamshire Branch**

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**Gillian Clarke**  
**Chairman – CIEH Buckinghamshire Branch**

**Distribution**

**External:**

- Andrew Collinson – Wycombe District Council
- Neil Green – Aylesbury Vale District Council
- Sean Dunne – Aylesbury Vale District Council
- Stacie Hollingsworth – Wycombe District Council
- Isobel Feber – Chiltern District Council

Puran Sanichara – South Buckinghamshire District Council  
David Gilmour – South Buckinghamshire District Council  
David Osborn – International Hotel Group

**Internal:**

Natasha Bentley – Milton Keynes Council  
Simon Teesdale – Milton Keynes Council  
Gillian Clarke – Milton Keynes Council  
Des Hillier – Milton Keynes Council  
Megan Londy – Buckinghamshire Branch Student Placement

**External Information:**

Brian Goulding – [brian.goulding@gogglemail.com](mailto:brian.goulding@gogglemail.com)  
Tony Lewis – CIEH, Chadwick Court  
Vicki Grace-Langrick – South East Region Executive Officer for South East Regional Website