

Minutes

ANNUAL GENERAL MEETING

SURREY BRANCH OF THE CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH

HELD AT SPELTHORNE BOROUGH COUNCIL ON 21 JANUARY 2010

Offices of Spelthorne Borough Council

Present

24 Members attended the meeting

Meeting commenced 2pm
Meeting finished 3pm

		Action
01/10	<p>Apologies</p> <p>Received: Sue Berry, Ian Woodland, Ted Forsyth, David Natolie, Carol Gilbert, Roy Davenport, Duncan Carins (Treasurer), Chris Woodhatch, Cliff Bell, Ben Lees</p>	
02/10	<p>Study Group Reports</p> <p>Each of the Study Groups presented their reports, all of which are attached to these minutes.</p>	
3/10	<p>Minutes of the last AGM held on 16 January 2008</p> <p>Confirmed: As a correct record. No corrections noted.</p>	

		Action
4/10	<p>Matters arising from the minutes of the AGM held on 14 January 2009</p> <p>There were no matters arising. Minutes were signed by the Chairman as a true record.</p>	
5/10	<p>Report from the Secretary</p> <p>Oliver Nelson gave the report as follows:</p> <p>This has been my first year as secretary to the branch having taken over following Hannah Hodge's maternity leave. I wish to thank the Chairman of the branch, Justine Fuller, for bearing with me whilst I learnt about the role. I should also like to thank my employer Epsom & Ewell Borough Council for permitting me time to attend to branch activities.</p> <p>The branch committee met in April, June and October and organised training, discussed revised criteria for the annual John Tucker award and updated members with activities conducted by the South East Region and the CIEH Head Quarters.</p> <p>The June meeting was co hosted with the Surrey Environmental Protection Study Group and was in conjunction with a free CPD event.</p> <p>The various branch affiliated study groups produced a total of 339 hours of learning and development activity to members much of which was low or nil cost and all of which helped members meet their CPD commitment.</p> <p>The committee is also involved with organising the South East Regional Forum which is to be hosted by the Surrey Branch on 18th March 2010 at Runnymede Borough Council. It is planned that speakers on food safety, health and safety, environmental protection and housing will present to members of the South East Region.</p> <p>Any member wishing to take part in branch activities is most welcome to make themselves known to any committee member. Minutes of committee meetings are archived on the webpages of the South East Region at www.cieh.org/southeast</p> <p>Oliver Nelson 2009 Surrey Branch Secretary</p>	
6/10	<p>Treasurers Report</p> <p>Duncan Carins gave his apologies for the meeting but sent a report which was read out:</p>	

Action

The financial position of the Branch is, I believe still quite precarious in that there has been little in the way of income generation. The trouble is that we still have out goings which reduces the resources and that unless we do start generating income then our capital will dwindle. If the capital dwindles to the point where we are unable to cover the costs of running an event then we may struggle to keep the Branch solvent by ourselves. I am sure that 2010 will be a year when we see an income stream from the running of an event.

In terms of monies coming in, our only input was the interest that was generated from holding the money on account. Our main out going was the usual suspect, namely the costs associated with the AGM. However, there has been good news for our account in that the Chief Environmental Health Officer's group have agreed to fund the payment of the John Tucker memorial award hence this will save £100 from coming out of our account.

At year end there was £588-94 held in our account at HSBC. Whilst mentioning the HSBC, I would like it noted, that after numerous attempts to get the monthly bank statements sent to me then they finally started to drop on my door mat as from October 2009. This has only taken 16 months to resolve.

I would like take the opportunity in thanking all the Branch Committee members for their fiscally prudent hard work which has kept our costs down to a bare minimum this year.

I would also like to thank Mark Wilkinson for agreeing to auditing and certifying the accounts for 2009.

Duncan Carins
Honorary Treasurer

7/10 Election of the Surrey Branch Committee for 2010

The following branch officers were nominated, seconded by Ann Dobson and elected during the meeting:

Chair – Justine Fuller
Vice Chair – Helen Jones
Secretary – Oliver Nelson
Assistant Secretary – Hannah Hodges
Treasurer – Duncan Carins
CPD Liaison Officer – Lisa Wareham

8/10 Nominations for Branch Representatives

Action

The following branch representatives were nominated, seconded by Jonathan Bramley and elected during the meeting:

Elmbridge – Juliet Caro
 Epsom and Ewell – Oliver Nelson
 Guildford – Susan Holland
 Mole Valley – Ann Dobson
 Reigate and Banstead – Lisa Wareham
 Runnymede – Philip Sheard
 Spelthorne – Fidelma Harding
 Surrey Heath – Justine Fuller
 Tandridge – Gillian Grant
 Waverley – Ben Lees
 Woking – Euan Tapper

9/10 Date and venue for the next AGM

The next AGM will take place in the offices of Tandridge District Council Oxted Surrey RH8 0BT on Thursday 20 January 2011 at 2pm (refreshments from 1pm)

10/10 Any other business

Justine Fuller offered her thanks to Fidelma Harding and Spelthorne Borough Council the venue and refreshments.

There was no other business.

The meeting closed at 15:00 hours and was followed by 2 presentations from Bryn Studwick, Fire Investigation and Arson Task Force Manager Surrey Fire and Rescue Service on **Investigation of fires caused by faulty kitchen extraction systems** and Rod Evers, Catchment Inspector Southern Water on **Tackling fats and oils in sewers**

Both speakers were thanked for their time and effort

CPD: 2 hours for meeting and presentations

Signed:

 (Chairman)

Dated:
