

Gloucestershire Branch South West Region



Minutes

Annual General Meeting

24 January 2007

Oxstalls Tennis Centre, Plock Court, Gloucester

Martin Pill
Phil Park
Dave Vosper
Ray Brassington
Caryn Hall
Richard Cowlin
Richard Griffiths
Jonathan Wye

Polly Baker
Roger Garbett
Haydn Brookes
Amanda Carpenter
John Stafford
Keith Malbon
Gill Ragon
Carole Fieldhouse

Jo Furby
David Stevneson
Jerry Whitney
Lynn Edwards
Mike Studden

Meeting commenced 14:00

Meeting finished

1

Attendance and Apologies

Attendance Listed above

Apologies Sarah Scott, Denise Powell, Maurice Brennan, Paul Symonds, N Wymon, D Sutton, J Wight, Yvonne Hope, David Griffith, K May

2

Guest Speaker

Kate Gegg from the Gloucestershire NHS Smoking Advice Service "Local Environmental and Public Health Implications of the Smoking Ban"

Presentation to be sent out with the minutes.

Questions raised by the meeting (to be passed on to Kate Gegg for her reference)

1 Does snuff have the same no of chemicals as tobacco? (Roger Garbett, Forest of Dean DC)

2 Do we have access to the list of premises that the Govt has written to from their VAT registered lists so we do not duplicate any mailings they have done and so we can focus on targeting the smaller businesses? (Roger Garbett, Forest of Dean DC)

3 How can we access smaller businesses to get the message across to them? (Jo Furby, not currently employed)

4 What about the noise implications with people going outside to smoke? Some premises have a "closed door" condition attached to their premises licence. This means that after a certain time eg 11.30pm, no-one can be admitted to the premises, although it might continue trading till say for example 2am. How could someone then go outside for a smoke after the time as they would not be allowed to be re-admitted? The closed door condition is usually attached as the premises are in a residential area and there are concerns about the noise that people create. (Roy Brassington, Cotswold DC)

5 I cover the racecourse as an EHO. We are in discussions about how we are going to handle the crowd control issue. People pay a lot of money to be in enclosed/indoor areas eg boxes. We are concerned that there is not enough capacity at the course if everyone starts going outside to smoke. Dave also suggests this is an ideal place to put some leaflets and for giving out info. (Dave Vosper, Cheltenham BC)

6 We have several Hackney drivers (taxi drivers) who are pretty much chain smokers and are not sure how they will cope (Gill Ragon, Gloucester City)

7 A suggestion was made that leaflets/info are left at MOT centres.

8 We are concerned about the implications for fire safety (Dave Stevenson, Glos County Council, emergency planning)

Action

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3	<p>Minutes of the previous AGM</p> <p>Minutes of the previous AGM were not formally written up due to an administrative oversight. MP read out the key points.</p>	
4	<p>Matters Arising</p> <p>N/A See above</p>	
5	<p>Honorary Officer's Reports</p> <p>Chairs MP as vice chair advised the AGM of the following; Report The Branch had had 4 speakers over the past year Twinning links were endeavoured to be made with Sir Lanka but that this was now held in abeyance due to lack of communication The Branch had trialled teleconferencing as a means of training for the membership and that this would now be introduced for the membership. That regional restructuring had taken place.</p> <p> Mike Studden from the Interim Regional Management Board (IRMB) was present at the meeting and advised the AGM of the following; Mike There are over 1000 members in the South West region. Studden Communicating has been identified as a key issue. A decision has been made that the main methods of communication will be by e-mail and the CIEH Regional Website and that the Branch Secretary will be the main point of access. Retired members who are not on e-mail will get hard copies of information. There is a need to build robust e-mail lists and Branches are to be the driving force for this. The Board will balance and co-ordinate activities in the region. Everyone can now access CPD/access meetings across the region, hence importance of Members using Regional Website to keep up to date with wider events – this helps in getting CPD. The Region aims to look at each Branch Management Plan and rationalise these before an application can be made for funding. Last year the region was given funding based on £3.50 per member and an additional £4k. More will be distributed this year. MS was at the Devon AGM and they expressed that they were not happy with this amount of money – this was particularly in comparison with the Wales and Ni regions where there is a full time Director for each and they have a lower membership. The Devon Branch is writing to the CIEH to express these concerns. Officers at Branches now have to be employed on terms and conditions as honoraria were not always being declared for tax purposes. Branches will have to provide some 16-20 hours CPD each year. The IRMB is coming to its end now having been in place for</p>	

		Action
	<p>18 months. It is looking to each Branch to nominate 1 person for the new board (a deputy can be nominated to attend in their absence) – this will mean 7 people from across the region. In addition there will be 1 academic, 1 student, 1 person from public health and the 3 Trustees. In early march there will be a planning meeting for Secretaries to draw up a new Branch Management Plan for 2008 and there will be a competitive bidding process for accessing funds.</p> <p>The 1st meeting of the new RMB will be in mid to late March where they will prepare to take over the running of the business.</p>	
<p>Ray b Mike Studden Mike Studden Gill Ragon Caryn Hall</p>	<p>Matters arising from Mike Studdens comments; Who manages the Regional website? It is managed by CIEH HQ. Kate Eveleigh is the regional co-ordinator. Suggested inviting a Trustee along to a meeting – Cath Humphries, Andy Hopson, Peter Archer Requested the website address Advised it is accessible from the main CIEH website</p>	
<p>***</p>	<p>Post meeting note – regional website address is http://www.southwest.ciehnet.org/default.asp you will need to register to use all the site</p>	
<p>***</p>	<p>Post meeting note - the SW Region meeting is on the 14th March in Taunton</p>	
<p>Treasurers Report</p>	<p>PP handed out details of the accounts and advised that funds were healthy as we had received an imprese. PP advised that witness training was deemed to be too costly for the Branch to run as an event but that a general “legal update” training day would be explored as a Branch training event. PP raised the issue of payment of honoraria for last years Chair, Secretary and Treasurer. MP proposed this and seconded by RB.</p>	
<p>AGREED</p>	<p>To pay the Chair and Treasurer £50 each and Secretary £100.</p>	
<p>6</p>	<p>Election of Officers MP conducted the election of Officers. The following persons have duly been elected; Chair – Denise Powell Vice Chair – Martin Pill Secretary – Caryn L Hall Asst Sec – Kathryn hill, Bethan Hawkins, Richard Griffiths Treasurer – Phil Park Auditor – Jerry Whitney Committee Members – Dave Vosper, Haydn Brookes. Andrew Honeyborne</p>	

		Retired Rep – Richard Cowlin Non LA rep – Sarah Scott Academic Rep – Martin Pill	Action
7	Branch Management Plan	Will be updated and reviewed as detailed by Mike Studden earlier.	
	Caryn Hall	Advised that a membership survey is planned to be undertaken following review of the list of members sent through by the CIEH HQ as this is very outdated.	
	ACTION	Members are urged to check their details and ensure they are up to date – this can be done online – please go to http://www.cieh.org/form/129	ALL
	Martin Pill	The survey will be sent out at the beginning of March/ Advised that meetings are not well attended and we need to establish what the membership wish to get from the meetings.	
	Jo Furby	Raised the issue that Congress was held in the 1 st week of September when children are going back to school.	
	Mike Studden	Advised that Congress had now finished and there will be an alternative of 1 day professional practice events around the regions and a 2 day policy event in London.	
		A suggestion was made that we place an advert in EHN when events at Glos Branch level are held to keep membership informed	
8	Branch Funds/Programme of Events	The programme will be driven by the results of the membership survey, but in April there will be a speaker on Buncefield. Date and venue to be confirmed.	
	Caryn Hall	Advised the meeting that there will also be a series of training teleconferences in the intervening months between meetings and that all members could get 1 hours CPD through phoning in to the teleconference. Details on this will be sent out.	
9	Correspondence	Will no longer appear on the agenda as the majority of correspondence is now sent out electronically and is available to all the membership via the CIEH website -	
	ACTION	http://www.cieh.org/members/membership_newsletter	ALL
10	The Welfare Fund	Will no longer appear on the agenda as it has not been active for some time.	
11	AOB	None raised	
		Signed: _____	

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(Chairman):

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Action