

Minutes

Meeting of Devon Branch CIEH

20th October 2009

Crediton Town Hall
Devon

Present

Claire Turbutt
Sarah Lock
Mike Fox
Aarron Turtner
Helen Perkins
Lee Staples
Lisa Cocks

In attendance

Meeting commenced 10:00 am
Meeting finished 12:00 pm

		Action
	<p>Apologies</p> <p>Received: Chris Hagan, Nick Cowan and Sharon Smith</p> <p>Welcome</p> <p>Received: It was agreed in the absence of chair and vice chair Sarah Lock would chair the meeting</p> <p>Declaration of interest</p> <p>Noted: No declarations received</p>	
21/09	<p>Minutes of Council meeting held on 14th July 2009</p> <p>Received:</p> <p>Noted:</p> <p>Confirmed: As a correct record</p>	
22/09	<p>Matters arising from the minutes of the meeting held on 14th July 2009</p> <p>Item 15/09</p> <p>Noted: CT has received further information regarding regenerating the Sri Lanka Connection with the SW and will report further when she has investigated</p> <p>Item 21/09</p> <p>Noted: The support for HASGM was diverted by agreement to Helen Perkins a local member who was also raising money for Water for Kids by climbing three mountains in one weekend. Helen wished to express her thanks to the Branch for their support of £100. The team have now raised over £1000 between them. Publicity to follow.</p> <p>Confirmed:</p>	CT
23/09	<p>Feedback from training day – 12th October</p> <p>Received: Report from CT. The day went well. CH had to drop out at the last minute so CT stepped in and facilitated the day. It was podcast and a link to the recorded presentations will be on the</p>	NC

		Action
	<p>website when available.</p>	
	<p>Noted:</p>	
	<p>Agreed:</p>	
24/09	<p>Update on PTPHN joint training day Dec 2009</p>	
	<p>MF has organised a speaker from the energy trust to speak, SS has confirmed Mike Studden and Jenny Morris. The other three speakers are yet to be confirmed. The PTPHN would like the flyer as soon as possible.</p>	
	<p>Region agreed to fund PTPHN joint work with £750 this will put the partnership on a more formal basis. CT to ask PTPHN to record CPD hours of CIEH members as this is needed for end of year returns to Region.</p>	
25/09	<p>Budget/Business Plan</p>	
	<p>Branch funds are very low as a result of following HQ guidance of running down reserves whilst still carrying out the 2009 workplan, however we were unable to run the two bought-in training courses (Faith & Food which only received three bookings and the Investigation training course) these courses had been intended to raise enough money to pay for the Branches expenses including the student group funding. This has been very worrying and frustrating to the Branch Reps. Current funds in bank are less than £300 we therefore need to ask Region for £500.</p>	
	<p>Please see attached discussion paper on the new budgeting system.</p>	
	<p>Discussed the way the new budgeting system works. The way money flows from HQ has changed this year and the branch feel a little out of the loop in terms of understanding how they are supposed to set their budget/work plan.</p>	
	<p>CT to forward regional e-mails regarding the new funding formula to branch reps so they can understand the change.</p>	
	<p>Discussed the new approach by HQ where they would prefer branches to only be given money if they genuinely need it – there should no longer be large reserves held in Branch accounts.</p>	
	<p>It was discovered that at the last meeting when we had asked that the Students try not to spend any money until we were sure we could cover the costs the students had thought this meant they could not spend any money at all. It was reiterated that there is money available as long as we know in advance how much they require. Students should follow the groups procedure of sending requests to Lee Staples, Student Branch Officer.</p>	

		Action
27/09	<p data-bbox="311 235 598 280">Students Update</p> <p data-bbox="311 313 1332 459">LS gave feedback on the student group. The group is working very well, they are hoping to build up a database of visits available in Devon to help students and will continue to work as a network for supporting each other through the ELP/Logbook.</p> <p data-bbox="311 481 1332 560">They purchased a copy of EH Procedures to use in exams and these have already been used successfully by several students.</p> <p data-bbox="311 582 1332 627">Lee Staples is to take over as Branch Student Officer from Helen Perkins.</p>	
28/09	<p data-bbox="311 660 630 705">Any other business</p>	
28.1	<p data-bbox="311 728 1332 952">Noted: The Health and Safety Gone Mad team were promised a fundraising event by the Branch and we have not delivered as we decided to support the local group who climbed three mountains in aid of Water For Kids. After a short discussion LS agreed to do a half marathon in aid of the group in early next year.</p>	
28.2	<p data-bbox="311 974 1332 1086">Noted: Chris Hagan has now left for Australia and will no longer be Branch Chair, Dave Sexton will take over as chair from this meeting.</p>	
28.3	<p data-bbox="311 1108 1332 1646">Noted: CT attended the Treasurers meeting in London in MFs place who could not attend. At the meeting it was emphasised that there is no longer a need to hold an AGM, there is now a requirement to hold a Members Forum. It was therefore agreed that a Members Forum would be held on 19th January 2010 instead of the AGM and reports which would usually be submitted to discuss at that meeting will be sent round for comment before the meeting. We will also send a list of reps who wish to continue supporting the branch and any objections will be requested to be sent via e-mail. A representative from the Food Sub Group and the Student Group was present and agreed to send a report to the Secretary to be sent out before Christmas. It was agreed the other sub-groups would be asked to present reports. CT apologised for not realising this needed to be done last year.</p>	
8/07	<p data-bbox="311 1668 662 1713">Date of next meeting</p> <p data-bbox="311 1747 1332 1825">Confirmed: That the next meeting of committee is provisionally set for 19th Jan 2009</p>	

Signed:

A handwritten signature in black ink, appearing to read 'D. Smith', written in a cursive style.

(Chairman)

Dated: 20th October 2009