

Minutes

Meeting of Devon CIEH Branch Committee

13th July 2010

Crediton Town Hall
Crediton
Devon

Present

Claire Turbutt	Secretary
Dave Sexton	Chair
Lisa Cocks	Vice Chair
Nick Cowan	Website Co-ordinator
Mike Fox	Treasurer
Lee Staples	
Aarron Turton	

In attendance

None

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

	Action
Apologies	
Received: Chris Charles and Andy Pike	
Welcome	
Received: Welcome by DS	

		Action
	<p>Declaration of interest</p> <p>Noted: No declarations received</p>	
12/10	<p>Minutes of Council meeting held on 19th April 2010</p> <p>Received:</p> <p>Noted: NC to complete form for Laptop/Netbook</p> <p>DS to produce the first Newsletter</p> <p>Confirmed: As a correct record</p>	<p>NC</p> <p>DS</p>
13/10	<p>Matters arising from the minutes of the meeting held on 19th July 2010</p> <p>None</p>	
14/10	<p>Training Days</p> <p>It was decided to cancel the July 2010 training day and replace it with a 2 day training day that covers legal practice. It was suggested that Julie Barratt CIEH Policy Officer, Wales was available to cover legal practice areas during the 2 day event. The following areas were favoured to be featured during the event:</p> <ul style="list-style-type: none"> • Taking witness statements • Ripa • Disclosure of documents • Collecting evidence • Cross examining in court • Giving evidence in court 	
15/10	<p>Student Group</p> <p>LC advised we should hold the training event on the 13 and 14 October</p> <p>LS stated a visit was made to Ambrosia which 8 students attended. A visit was also made to Quickes Cheese factory and 9 students attended.</p> <p>LS stated the Quickes Cheese factory would make a good venue for a members training day with a practical cheese making session in the am followed by theory pm</p> <p>LS stated he may contact South West Water to arrange a sewage treatment works visit for students</p> <p>CT suggested the student visits could be displayed on the website. LS will email nick.cowan@teignbridge.gov.uk with the terms of reference</p>	<p>LS</p>

		Action
16/10	CIEH Membership CT stated she would circulate by email the new membership document	CT
17/10	CIEH Website – Devon Branch Page NC stated he would view the Regions section of the website and improve the layout of the Devon Branch page	NC
18/10	Continued Professional Development (CPD) CT stated there is a CPD certificate example/template displayed on the CIEH website that we could use if we wish	
19/10	Budget and Business Plan CT informed stated that the business plan is to be sent to Region by November and that we must strive to ensure we are meeting the needs of the members	
20/10	Social Event A social event was discussed and suggestions were raised for Newton Abbot horse racing or a visit to Tuckers Brewery in Newton Abbot	
21/10	Any Other Business DS informed the group that there may be the possibility of a pollution training day. DS said he would look into this further. The training may cover odour nuisance (odour workshop) with the cost likely to be approximately £50 per person attending LC to be named on the Devon Branch webpage as Vice Chair LC to email NC with a brief description of herself for the Devon Branch webpage Ds stated he will circulate the minutes from the CIEH HQ meeting he attended in July	DS NC LC DS

Signed:



(Chairman)

Name: Dave Sexton

Date: 20th July 2010