

Minutes

Meeting of Wiltshire Branch AGM and Training Day

19 January 2011

Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT

Present

Rachel Kent	Helen Pinchen	Mike Studden	Liz Hubbart
Duncan Westmacott	Martin Southwell	Louise Hajichristou	Jo McClay
Jenny Thomson	Nancy Chamberlain	Sylvie Court	Paul Simmonds
Richard Francis	Lucy Warren	Annabel Wilkinson	Kate McPhedran
Christine Auckland	David Bardwell	Sam Tai	Glyn Jones
Inderjit Bajaj	Janice Bardwell	James Edwards	Robert Acres
Gary Tomsett	Kate Golledge	Richard Romero	
Claire Francis	Guy Sharp	Anna Brett	

Apologies

Graham Steady	Joules Gillard - King	Rob Draper	Tessa Hares
Mandy Bradley	Alison Kilpatrick	Helen Holly	
Sam Colley	John Carter	Carla Littler	

Wiltshire Branch Committee

Graham Steady	Wiltshire Council	Chair
Rachel Kent	Wiltshire Council	Secretary
Jenny Thomson	Wiltshire Council	Treasurer
Richard Francis	Wiltshire Council	Branch Rep
Christine Auckland	Wiltshire Council	Branch Rep
Inderjit Bajaj	Wiltshire Council	Branch Rep
Carla Littler	Swindon Borough Council	Branch Rep

AGM Meeting commenced	12:00 am
AGM Meeting finished	12:40 pm

1/11 Welcome

Unfortunately, Chair, Graham Steady was unable to attend the AGM so Jenny Thomson welcomed the branch on what has to be a record turn out of branch members from not only within Wiltshire and Swindon Councils but from external privately employed EHPs.

2/11 Minutes of 2010 AGM

Unfortunately no minutes could be located.

3/11 Membership (Review of the year by Chairman)

A report was prepared and circulated on the branch activities during 2010 (a copy of which is attached). In brief no additional training events were held mainly due to heavy commitments with the fall out of Local Government reorganisation. The branch committee have however been actively seeking branch member's views through questionnaires and improving communication with members through the use of the CIEH website and the CIEH central membership team.

4/11 Award of honoraria

The question was posed:

Does the branch still want to give honoraria to the secretary and treasurer?

Janice Bardwell felt that this depended upon how much of the work was supported by the local authority and that historically honoraria was given to compensate for any personal loss in travel, printing, postage etc.

Paul Simmonds felt that this was at least recognition of time that some officers gave in addition to their day to day work and that he proposed that the honoraria should continue to be paid.

Proposed: Paul Simmonds

Seconded: David Bardwell

5/11 Election of Chairman

Graham Steady decided to stand down

No formal election was made and it was decided that a further meeting would be arranged with all branch members where the future of the branch and the Chair would be elected

6/11 Election of Secretary

No nominations were received.

Rachel Kent agreed to continue for a further year.

Proposed: Richard Francis

Seconded: Christine Auckland

7/11 Election of Treasurer

No nominations were received.

Jenny Thomson agreed to continue for a further year.

Proposed: Richard Francis
Seconded: Christine Auckland

8/11 Election of Branch Committee

Helen Holly – Independent EHP

Proposed: Rachel Kent
Seconded: Jenny Thomson

Richard Francis – Wiltshire Council

Proposed: Rachel Kent
Seconded: Helen Pinchen

Kate Golledge – Wiltshire Council

Proposed: Jenny Thomson
Seconded: Christine Auckland

Paul Simmonds – Swindon Borough Council

Proposed: Jenny Thomson
Seconded: Richard Francis

Inderjit Bajaj – Student Training, Wiltshire Council

Proposed: Gary Tomsett
Seconded: Rachel Kent

9/11 Any other business

Due to the time constraints Jenny Thomson proposed that a meeting be arranged to see how the branch is going to move forward. The committee will write to all members for a response on this issue.

Wiltshire Branch Report for 2010

Introduction

It has been another challenging year for the Wiltshire Branch, following the transition stage of the District Councils merging into Wiltshire Council. We are now going through 'transformation stage' which is resulting in restructuring and unfortunately further job losses. As with all Local Government it is an unsettling time for all. Swindon Borough Council members have also been restricted this year in being unable to travel outside of the borough. This has led to further restrictions of the branch activity.

It is to this end that as far as training goes it is with great regret that the branch committee have been unable to provide any additional training this year apart from today's AGM training sessions. We are however working behind the scenes to try and improve this for the forthcoming year.

On a positive note members of the branch do sit on the South West Region Education & Training Group which has arranged seminars on Housing and Licensing at the Aztec Hotel. These were both well attended and provided some much needed low cost CPD.

Highlights of 2010

This year the branch has:

- An active page on the CIEH website which details who we are, training events and general information for Wiltshire members. It is proposed that all minutes of our meetings and agendas will now be posted on the website so all members will have access and know what is going on in their branch.

http://www.cieh.org/membership/SW_Wiltshire_and_Swindon.html

- We have sent a questionnaire and letter to all Wiltshire branch members asking for their views on the CIEH and the branch (again this has also been posted on the website)
- Managed to attract non council employees to our AGM & Training event! We are anticipating a record turn out.

Proposed Activity 2011

This year we intend to increase the branch activity and increase active participation by members employed outside of local government to try and steer the branch away from being a large 'Council Meeting'.

The committee members are also keen to engage with members and look at ways of increasing membership across the branch.

- Possibly produce a newsletter
- Look at whether we need to join with other local branches or remain as Swindon and Wiltshire

Finances

It has been a very quiet year for the branch accounts.

We received an impress payment for 2009 of £1500 in January 2010 - based on a request made on the 2009 Business plan. All impress payments must have a supporting business plan. No impress for 2010 has been received.

Apart from the 2008/2009 Honoraria payments for the secretary (£100) and treasurer (£75) roles and a payment of £79.11 to cover the 2010 AGM expenses, there has been no other activity on the account.

The opening balance for 2010 was £89.85 and the closing balance for 2010 stands at £1335.74

Members are asked to consider whether they feel that Honoraria payments are still appropriate.

Communicating with Members

We hope this will improve now through the use of the CIEH SW Region area of the website and having items emailed directly to Wiltshire members via the CIEH centrally.

Who's who / More information

Further information about the Wiltshire Branch, including contact details for our Chair, Secretary, Treasurer and Branch Reps will be updated and made available on the CIEH region/branch website.

