



Minutes

Meeting of interim Management Board

1 May 2008

Sheffield City Council, Town Hall, Pinestone Street, Sheffield, S1 2HH

Present

John Bryson (JBr)	Jane Bradbury (JB)
April Fisher (AF)	Ian Sanders (IS)
David Purchon (DP)	Jenny Best (JBt)
Roger Hart (RH)	

Apologies

Ruth Priestley (RP)	Kim Walker (KW)
Peter Hubbard (PH)	David Clapham (DC)
Nick Wellington (NW)	Scott Forbes (SF)
Janet Szlamp (JS)	Kaye Potter (KP)

Meeting commenced	18:00
Meeting finished	20:00

		Action
01/08	Welcome	
02/08	Apologies	
03/08	Minutes of the Council meeting held on 13 March 2008 minutes accepted as a true record	
04/08	Matters arising from the minutes of the meeting held on 13 March 2008	
04.01	Point 04.01	Twining – enquiries being made by RH and JS to David Newsum and Les Milne, await reply. RH sent letter to Botswana commission, awaiting reply.
05/08	WEEKEND SCHOOL	
05.01		IS advised that a complaint had been received from a Hull and East Riding member regarding the single pricing structure – agreed to review for 2009
05.02		Discussed member gifts, DP to liaise with DC regarding gifts, JB to contact HQ regarding gifts available (DP emailed HQ)
05.03		DC advised that no arrangements had been made for joint weekend school to look at for the future.
05.04		Discussed current arrangements identified in DC report – summary: <ul style="list-style-type: none"> ➤ 85 people booked for fri, most booked for fri and all wkend ➤ extra 30 places for HPA staff ➤ £960 sponsorship, all students sponsored ➤ requests for invoices being passed to KP ➤ arrangements being made for delegates packs and speaker gifts
05.05		JB advised that late bookings were possible, IS to send out reminder email for members
06/08	BUSINESS PLAN	
06.01		Discussed forum meeting notes – available from jbradbury@wakefield.gov.uk Summary: <ul style="list-style-type: none"> ➤ deputy required to attend the next forum meeting (NW currently attending the July meeting) ➤ BACS charges being looked into ➤ Guidance on monitoring BP and drawing down of

DP

IS

JB

JB

		Action
06.02	<p>funding to be sent through (JB to check)</p> <ul style="list-style-type: none"> ➤ 3 year plan to be looked at in July, proposals for the Sept meeting ➤ Milan to send of budget packs to evaluate the first 6 months, JB to send example <p>Lapsed members program to be considered in BP – guidance to be sent (JB to follow up)</p>	<p>JB</p> <p>JB</p>
07/08	EXECUTIVE OFFICER	
07.01	<p>JB advised that 4 cv's had been received for the EX officer post, date of interviews set for 21 May, agreement made to interview all candidates. DP to send questions to the panel for comments, JB to devise interview timetable and inform candidates. JB to send contract to all candidates for information.</p> <p>MB members agreed to provide delegated powers to the panel (DP, JS, RH) to decide on successful candidate.</p> <p>DP advised that enquires were being made to provide payment via invoice to JB and KP due to the coverage provided for the 1st 6 months of the EX post not being filled. DP to progress enquiry</p>	<p>DP/JB</p> <p>DP</p>
08/08	TRAINING	
08.01	Tesco visit – RH advised that the date is to be confirmed, visit will be to the ambient depot at Goole, discussed and agreed for Hull branch to be notified for attendance.	RH
08.02	<p>Exotic course – DP offered thanks to AF (and husband) for her hard work</p> <p>AF to send through a completed briefing note for future reference, summary:</p> <ul style="list-style-type: none"> ➤ 47 attendees ➤ approx £180 profit ➤ tuition and specimens had increased in cost ➤ excellent feedback <p>AF discussed changes to make for future course, AF spent 73 hours on arrangements (approx £4.30 per hr), advised some functions could e taken on by the EX officer</p>	<p>AF</p>
08.03	Professional training certificate (point 08.03) JB to arrange with LHerring a date for the course and to advertise reduction price or Y&H members.	JB
08.04	Drainage course – discussed pricing etc, agreed price was too expensive for members (approx £100 per member), JB	

		suggested subsidising course with profits from other courses, discussed and idea rejected. JB to send response to course organiser	Action JB
08.05		Pest control – RH and JBr advised that killgerm will provide the venue and refreshments, date: week comm. 13 Oct, agreed cost to be set at £50 per delegate, agreed RH, JBr and EX officer would liaise with speakers. Agreed to pay speakers for day expenses plus travel.	RH/JBr
08.06		C&I – confirmed DP to attend as a chair for a session but not for full day (therefore not taking a free place) Confirmed free places given to Barry Mapes and Maggie Taylor, both delegates informed by JB. IS to send out advert again for all members	IS
08.05		Low cost training – JB advised dates requested for conflict and resolution course and presentation skills course, await response	JB
09/08	ACCOUNTS		
09.01		JB advised that SYorkshire branch accounts required auditing – RH agreed to check accounts – to pass to KP on completion	RH
09.02		BACS charges discussed – JB awaiting response from Milan (HQ) regarding regions not being charged for transfers	JB
09.03		BP monthly update – KP provided an example of the monthly check sheet, JB to send to Milan for review, JS advised to send comments to KP	JB/ JS
10/08	AOB		
10.01		Dinner dance – member suggestion Discussed logistics and interest from members, timing, pricing, venue, discussed combining lunch and certificates for members. Discussed combining a MB meeting with an open training/meeting for members with lunch open to all members. To discuss at the next meeting, DP to enquire	DP
10.02		2009 Diaries – IS advised that a member query had been placed regarding lowering carbon footprint, discussed excess diaries (possible retired members and C&I members not received). Agreed to produce 800 and review for 3yr BP, agreed to ask for feedback from members at wkend school, JB to request added to feedback sheet	JB
10.03		CIEH Roadshow – discussed difficulties experienced making arrangements, late advertising by HQ, 27 attendance, members positive, however comments regarding long speeches and HQ promoting themselves rather than time for questions JB to send feedback to HQ	JB

		Action
10.04	Code of conduct – RH and DP in consultation with Jon Buttolph, awaiting response	RH
10.05	Email distribution list – IS advised that work being undertaken with HQ (looking at setting up 2 different profiles) – e-mails bouncing back from new members details, HQ still working on progression.	
10.06	Copy of accounts to be sent to IS, JB to send	JB
11/08	Date of next meeting	
	TBC: The next meeting will be held on the 9 June 2008 at Hull Civic Hall, confirmation and agenda to be sent	
	Signed: _____ (Chairman)	