



Minutes

Meeting of Regional Management Board

26 November 2008
Kirklees Council Offices, Huddersfield

Present

David Purchon (DP)	Ruth Priestley (RP)	Janet Szlamp (JS)
Roger Hart (RH)	Mandy Preskey (MP)	Gill Rockett (GR)
Fiona Boothroyd (FB)	Peter Hubbard (PH)	Kim Walker

Apologies

Ian Sanders (IS)	Jenny Best (JBt)
April Fisher (AF)	
Nick Wellington (NW)	John Bryson (JBr)

Meeting commenced	18:00
Meeting finished	20:45

		Action
01/08	Welcome	
02/08	Apologies	
03/08	Minutes of the meeting held on 2 Sept 2008 minutes accepted as a true record	
04/08	Matters arising from the minutes of the meeting held on 6 October 2008	
04.01	Point	
05.01	The Weekend School accounts are slowly coming in due to work from the RMB. Mandy has sent out further reminders to those with outstanding accounts. Approximately £3000 is still outstanding from the event.	MP
06.01	Janet has some business plans but not all. Janet is to check and confirm which business plans she has received. Information required from branches for the business plan relating to numbers attended at meetings and CPD issued. There were no applicants for the exotics food course. Roger to re-advertise. Janet will step in if no candidate can be found.	JS RH/JS
05/08	WEEKEND SCHOOL	
05.01	Mandy has booked York St John for 19 th and 20 th June 2009.	
05.02	Janet has a draft agreement from HQ regarding the organisation and accounts for next years weekend school	
05.03	A discussion took place regarding the possible themes of the next weekend school. Suggestions for speakers include: Councillor Paul Bettison, Chair of LGA Environment Committee Dr Nigel Lightfoot, HPA Rod Hunt, Solicitor Naim Siraz Alan Davies and/or Tracey Eastham, Tesco Jeff Bell, Solicitor, Kirklees Professor Tim Lang, Professor of Food Policy, City University London The best suggestion for a catchy theme was: Partnerships – who are you getting into bed with Programme Day 1: a) Emerging threats and how to tackle them – Pandemic Influenza	

		Action
	<ul style="list-style-type: none"> b) Food and Obesity – changing eating habits to save planet and population c) Supermarkets – can they grow greener? d) Justice from the Courts and how to get it e) “Elf and Safety” – management nightmare or everyone’s business f) Climate changing – can we carry on building on flood plains – surely something wrong here? g) Short-haul, long haul, ever more road traffic, railways clogged and yet striving for air quality and a lighter carbon footprint 	
	Day 2	
	<ul style="list-style-type: none"> a) Lowering domestic carbon footprints b) Eco-building – can it be done, is it affordable? c) Emergency planning and resilience d) Do we exercise enough? Does it work? e) Alcohol consumption – is it a problem and is it our problem? f) Why do we licence activities that are harmful to health? 	
06/08	BUSINESS PLAN	
06.01	The one year submission for the 2009 business plan has been approved for submission to Resources Ctte. with the budget for contingencies removed. The Forum meeting went well but not all Regions submitted a business plan. There have been some adverse emails sent to HQ regarding the funding process.	
07/08	Training	
07.01	The low cost training course Conflict Resolution was a sell out and a further course relating to Project Management is available if required for next years training plan	
07.02	Good feedback was received from the Pestology course with over 25 future candidates details held for the next course. A letter of thanks is to be sent to Johnathon Peck, Chairman of Killgerm Chemicals Ltd.	MP/DP
07.03	David is organising a Landfill course for February at a cost of £50 per delegate to be held at Cedar Court, Bradford.	DP
07.04	Ruth is organising Asbestos training and may be able to merge her course with attendees from the region	RW
07.05	Janet will organise Legal training after April	JS
07.06	Roger will pursue the Oil Refinery visit for next summer	RH
08/08	Regional Accounts	
08.01	A Branch Funding/Accounts Procedure is to be looked at by MP and distributed to the branches. This is ongoing.	MP
08.02	Mandy is to ask for any outstanding funds from HQ for this year.	MP

		Action
08.03	It was agreed that branch funding could be used to contribute towards meetings costs to enable members to attend, including the cost of food to enable members to benefit from the branch meetings.	
08.04	Currently, Mandy sends requests to authorise invoices and expenses to David (Chair) so that there is a duality and backup in relation to funds going out of the region account. This will continue.	
09/08	Any Other Business	
09.01	The retired members Christmas Lunch currently has 11 members interested and the venue require a minimum of 20.	
09.02	Mandy to send around the lapsed members email so that branches could contact members in their region.	MP
09.03	Mandy to send around new members details so that branches could welcome them and ask them to branch meetings	MP
09.04	Ruth will send David details of a possible Leeds Met branch contact to encourage revival of the branch.	RW
09.05	£1436 is required for the deposit for York St John. This was approved.	MP
09.06	The email address to enter information onto the website was requested. Mandy to send out to Board.	MP
10/08	Date of next meeting	
	TBC: The next meeting 14 th January 2009 at Wakefield Town Hall, confirmation and agenda to be sent	
	Signed: _____	
	(Chairman)	