

Minutes of Annual General Meeting

20 June 2019

Chadwick Court, 15 Hatfields, London SE1 8DJ

1. The Annual Meeting was held at Chadwick Court, 15 Hatfields, London SE1 8DJ on Thursday 20 June 2019. Siraj Choudhury, Chair of the Board of Trustees formerly welcomed members to the meeting and said it was a pleasure to see so many people in attendance.

2. Guest Speaker Karen Buck, MP

Karen Buck spoke about the passage of her Private Members' Bill on housing fitness through Parliament and the support she has received from the environmental health profession and CIEH.

3. The Procedure in Calling the Meeting

The Chief Executive confirmed that the meeting had been called in accordance with the requirements of the charter and byelaws, a notice had been placed in the March 2019 edition of Environmental Health News and was also available on the website.

4. Minutes of the Annual Meeting held on 21 June 2018

The meeting approved the minutes as a correct record and these were duly signed by the Chair of the Board of Trustees.

5. The Chief Executive presented a strategy update which had received full approval from the Board of Trustees. The organisation had a healthy portfolio and all signs showed it was moving in the right direction.

6. Questions and Answers:

Q	Member:	CIEH training was the most expensive on the market. A CIEH competitor offered much cheaper training
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A.	CEO:	Confirmed that the decision to withdraw from the regulators had been the correct one and that the rates charged for work based learning reflected the expectations of the market for training offered by a Chartered body.
Q.	Member:	Is loss of income over membership numbers?
A.	CEO:	Our membership has increased over the past three years.
Q.	Member:	Professional development – How are you managing the process and objectives set?
A.	CEO:	The new chartered practitioner programme is open to members from all sectors. We are currently finding more take up with jobs in the public sector, but it will take several years for the new pathways to bed in.
Q.	Member:	Pleased that membership retention is up. Will you write to heads of service about the new professional pathways?
A.	CEO:	We are communicating with various stakeholders about the Chartered Programme and apprenticeships. There will be a lot more to say about our food enforcement qualifications soon. The apprenticeship will sound very similar to the Diploma to some members.
Q.	Member:	There are not enough webinars on subjects like Noise and Air Quality
A.	CEO:	We need to look at what we do and invite volunteers to help us write some of these.

Ordinary business

- To consider and receive the report of the Board of Trustees on actions taken to implement motions carried on Thursday 20 June 2018.

No actions were received.

- Fellowships and Honorary members

The meeting noted that Fellowship was awarded to:

Daniel Oerther

- Annual Report and Annual Financial Statements

The Chair of the Board of Trustees asked the meeting to consider and receive the Annual Report and Financial Statements for the year ended 31 December 2018.

The Finance Director presented the Annual report and Financial Statements, which had been audited by external auditors. They had been reviewed by the CIEH Risk and Audit Committee, the Board of Trustees and the external auditors.

Q.	Member:	Lease on building how is it reviewed?
A.	FD:	We have moved staff to the lower ground floor and they now hot desk. Three floors have now been leased, which has helped with the sustainability and secured financial benefit for the organisation.
Q.	Member	Are there any other financial opportunities?
A.	FD	Tenders with Local Authorities Working with FSA Looking at commercial opportunities that we can deliver on
Q.	Member	Will you bring in the expertise of your members to make money?
A.	FD	We seek advice from members as subject matter experts and engage with members who volunteer on the various groups and committees.

The Chair of Board of Trustees called for the acceptance of the Annual Report and Financial Statements for 2018.

Proposed: T. Lewis
Seconded: S Bindley

The meeting agreed unanimously to receive the Annual Report and Financial Statements for 2018.

10. Election of Auditors

Proposed: Keith Moles
Seconded: Peter Mather

The meeting agreed to reappoint Haysmacintyre as auditors and to authorise the trustees to fix their remuneration.

Other business

11. Date of the next Annual Meeting

The Chair of the Board of Trustees advised that the 2020 Annual Meeting would be held at Chadwick Court, 15 Hatfields, London SE1 8DJ on Thursday 18 June 2020.

He closed the meeting and on behalf of the Board of Trustees thanked everyone for coming and engaging in the annual meeting.