

# AGM 2014

## CHARTERED INSTITUTION OF WASTES MANAGEMENT

### ANNUAL GENERAL MEETING OF CORPORATE MEMBERS

Held on Wednesday 18<sup>th</sup> June 2014 at 1.15pm in Lecture Room 1, The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London WC2A 3PE

#### MINUTES

The President of the Institution, D Beadle was in the Chair.

The following Corporate Members of the Institution were recorded as being present:-

P	Ager	J	Gardner	C J	Murphy
A C	Baker	P	Gerstrom	K	Mynard
A	Barker	M P	Gover	P	Nanston
W	Barratt	J	Graham	A J	Olie
M P	Bates	D R	Greedy	R A	Parmenter
T D	Benfield	I	Gulland	A A	Pellegram
K	Berry	J I	Harper	A	Peris- Corral
M J	Bland	S L	Harwood-Clark	C	Poole
C R	Bourne	M R	Hewitt	J	Quinn
A J	Bowker	C P	James	S R	Reynolds
P	Boyce	T J	Jones	E J	Sharp
C E	Brailsford	C	Jones	M J	Sharp
H	Button	E	Kiernan	K	Simmonite
C	Clarke	J	Kirkham	C M	Stokes
C	Cole	A	Lappage	M C	Thorpe
R A	Colley-Jones	S	Lee	S	Tunney
D A P	Cooke	K	Lewin	S	Welch
M	Darrie	E S B	Ling	A J	Wilkinson
C	Devine	M	Ludworth	D C	Wilson MBE
S J	Didsbury	T J	March	J	Wood
I	Dudding	K	Marks	G H	Wooldridge
D	Elphick	N	Mattravers	D M	Woolford
J M	Ferguson OBE	T	Moffatt		

#### **In Attendance:**

K W Webster (Finance Manager & Company Secretary)

J Eden (Solicitor, EMW Picton Howell LLP)

P McLaughlin (Chairman, Audit Committee)

#### **Welcome**

The Chairman welcomed all Members present to the Annual General Meeting of the Chartered Institution of Wastes Management, and reminded those attending that only Corporate Members (i.e. Fellows, Members and Licentiates) may vote, although non-corporate members were welcome to attend the meeting. He reminded all such corporate members that if they had not already done so they should give their names to the staff on the door as they left the meeting. He then declared the meeting open, and requested the Chief Executive Officer to read the Notice of Meeting.

## **Notice of Meeting**

The Chief Executive Officer read the Notice of Meeting dated the 16<sup>th</sup> May 2014 that had been circulated earlier to all Corporate Members.

### **1. Apologies for Absence**

The Chief Executive Officer reported that a total of 8 written apologies had been received, and it was agreed that these should be taken as read. A further 6 apologies were received from the body of the hall. The CEO also reported that a total of 114 proxy voting forms had been received, including 3 proxies allocated to Members present at the meeting. The latter were read out by the Chief Executive, and the remainder were taken as read.

### **2. Minutes of the Previous Annual General Meeting**

The Chief Executive Officer drew Members' attention to the Minutes of the Annual General Meeting of the Institution held on the 11<sup>th</sup> June 2013 which are available to view from the CIWM website. He further advised that although it was not a requirement for these to be approved by the meeting, nevertheless it was custom and practice to do so. On a proposal by S Reynolds, seconded by R Colley-Jones, it was unanimously agreed that the Minutes were a correct record, and were signed as such by the President.

### **3. Trustees' Report and consolidated financial statements for the year ended 31<sup>st</sup> December 2013**

The President informed the meeting that the Trustees Report and consolidated financial statements are available to view from the CIWM website. At the invitation of the President the Honorary Treasurer presented the Trustees' Report and the consolidated financial statements. The Honorary Treasurer commented as follows:-

"General Council advises members that significant financial investment has been made during 2013 in the extension and development of services both for members and others within the waste and resource management sectors and also more widely for the general public benefit. This investment has impacted upon the financial results for the year which show a deficit of £226,351 (2012: Surplus £28,631). After recognition of realised investment gains and unrealised investment gains the retained deficit to be transferred to reserves is £91,029 (2012: retained surplus £96,678). The Chartered Institution's funds decreased by £91,029 from £4,567,368 to £4,476,339.

This result is a satisfactory achievement considering the financial investment made and also considering the continued difficult general trading and investment conditions. Interest in the services provided by the Chartered Institution including training courses and other events has been good and indicates that the subjects covered are relevant to members and non-members for their technical content, appropriateness and topicality both in the commercial and professional fields."

The Honorary Treasurer invited any questions or comments from the floor to which there was no response.

The President invited Mr Paul McLaughlin, Chairman of the Audit Committee, to read the Auditor's Report which includes this opinion on the financial statements:-

"In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 December 2013 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and

- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities Act 2011.”

He also said that the report had been signed by David Goodridge on behalf of Kingston Smith and was dated 7<sup>th</sup> April 2014.”

On a proposal by S Didsbury, seconded by T March it was unanimously

**Resolved**

that the Trustees Report and consolidated financial statements for the year ended 31<sup>st</sup> December 2013 be approved.”

**4. Membership of the General Council 2014/15**

At the President’s request the Chief Executive Officer referred to the Report which is available to view from the CIWM website setting out the membership of the Institution’s General Council (The Trustees) for the year 2014/15. It was noted that this Report was for information only.

**5. Changes to the Regulations**

At the President’s request the Chief Executive Officer referred to the Report which is available to view from the CIWM website. The proposed changes are principally to streamline and improve the CIWM Membership Disciplinary Regulations and procedures. But also to provide flexibility to the timing of elections and to the Registration of Gifts and Hospitality to align the CIWM policy with common business use.

On a proposal by S Reynolds, seconded by D Cooke it was unanimously

**Resolved**

that the proposed changes to the Regulations of the Institution be approved.

**6. Appointment of Auditors**

The President reminded the meeting that the General Council recommends that the firm of accountants Kingston Smith LLP be appointed to act as the Institution’s Auditors for the accounting year ending 31<sup>st</sup> December 2014 and that their fees be subject to the approval of the Executive Committee.

On a proposal by D Greedy, seconded by E Kiernan, it was unanimously

**Resolved**

that Kingston Smith LLP be appointed as the Institution’s Auditors for the year 2014 at such remuneration as shall be agreed by the Executive Committee of the Institution’s General Council.

**6. Vote of Thanks**

Nigel Mattravers gave the following vote of thanks.

“I am delighted to have been invited to give this vote of thanks, on behalf of the members of the Institution. These thanks go to all the Trustees, Councillors in all centres of the Institution, New Member Network representatives and Chairmen of the Special Interest Groups. Volunteers all, without their tireless enthusiasm the Institution would not function.

Special thanks go to all the staff at Head Office and the Regions for all their hard work and support to members. We are particularly grateful to Steve Lee and Sarah Poulter for their support and direction provided to the management of the staff but also keeping the Institution at the forefront of this complex industry and reinforcing our professional approach.

And as this is the AGM and we look at the accounts our thanks must extend to the Hon. Treasurer, Roger Hewitt, for his continued efforts. Our particular thanks also go to our President David Beadle for his energy and enthusiasm and his role as ambassador and spokesperson for CIWM.

There are many who work tirelessly for the Institution and to all of these people I would like to propose, on behalf of all the members, this vote of thanks.”

**7. Any other Business**

The President reminded members that it was not usual practice to take “Any other Business” at an AGM, however if there were any items of relevant urgent business there was then an opportunity. The President took the opportunity to thank members for their attendance. There were no further comments or questions and the meeting was formally concluded at 1.28pm.

Signed .....

Dated .....