

Date:	24 June 2022				
Present:	Adrian Mills	Tanya Bandekar	Stuart Brabben	Sean Knight	Julie Dean
	Carole Jowett	Simon Quilter	James McKillop	Matthew White-Wright	Sam Johnson
	Alan Thompson	Julie Gowling	Amy Way	Darren Kelk	

Item		
1.	<p>Apologies: Sonia Foster Jo Stanton David Airey Rob Jackson</p>	Action:
2.	<p>Minutes of Previous AGM: Virtual AGM and Murder Mystery</p> <p>The minutes of the AGM held on 25th June 2021 were agreed.</p>	<p>Proposed: SK Seconded: SB</p> <p>All in favour</p>
3.	<p>Chairmans Address: Adrian Mills</p> <ul style="list-style-type: none"> Adrian welcomed everyone. David Airey apologises- he has broken down on the way here and will not be able to attend- he will contact us at a later date with an offer of a training session/seminar. Thanks to Gordon and Carla-Maria Heath for flexing their talks to cover. Thanks to Ascendant and Dukes for sponsoring the event. Adrian stated it has been an honour to be in office for 3 years – his second year covered Covid and he is now at the end of the third year. Exec meetings have been held quarterly. Seminars – Gary Watson did an NDR matters talk which included CARF in December 2021. In March Basildon and Victoria Forms covered CTR schemes. We will discuss with David Airey re a September seminar and consider topics for a December seminar. We have consulted members re engagement and participation in future events. The meeting room at Thetford can now cater for a mixture of hybrid and F2F attendance. A quiz will be held in the autumn - Fri 21st October at the Nelson Norwich. North Norfolk to prepare the quiz. More details to be announced later. Adrian gave thanks to Julie and Tanya for preparing the AGM, all looking forward to the Brewery and Distillery tour later. 	

- Adrian also gave thanks to Simon for being auditor and Sonia regarding Education and Training- will attach a report from Sonia to the minutes.
- Adrian stated it was great to be back F2F- Covid has brought us closer together to tackle the issues facing the services.
- Adrian updated regarding the IRRV reps meeting last October and virtual meeting recently. He also gave an update re the Association. Membership is stable. We need to look to encourage younger staff to join the Association.

Adrian thanked everyone for supporting his term of office and officially handed over the role of Chair to Stuart Brabben.

4. **Appointment of Chair and Election of Officers**

Name	Role
Stuart Brabben	Chairman
Matthew Waite-Wright	Vice Chair
Adrian Mills	Immediate past chair
Julie Dean	Treasurer
Julie Gowling	Assistant Treasurer
Jo Stanton	Secretary and Webmaster
Sonia Foster	Education Liaison
Simon Quilter	Auditor
Sean Knight	Exec Member
Laura Leicester	Exec Member
Tanya Bandekar	Exec Member
Sue Gray	Exec Member
Kevin Jay	Exec Member
Rob Jackson	Exec Member
Amy Way	Exec Member
Vacancy	Exec Member

- Lesley Walker and Paul Corney have resigned from the Executive. Thanks to both for their contribution.
- All other positions were elected unanimously.
- Stuart thanked Adrian for his work and thanked the rest of the Executive for their contribution.

5. **Secretary's report**

- Tanya gave a brief update, looking back at the Murder Mystery event. We always seem to pick a good day for the AGM- Jo referred to the visit to Peter Beales Roses at the previous AGM and this meeting in Southwold gave us beautiful weather too.

	<ul style="list-style-type: none"> • The Association is looking to start more seminars- David Airey will be asked to help in September but please come forward with ideas for future meetings. • Membership updates are coming through from IRRV HQ. Tanya mentioned that when people leave could they be asked to let HQ know they are not renewing their membership, or they look like they are bad debtors. • If there are any updates to the website please take look and let Tanya/Jo know. Could new Exec members please let us have photos to add to our pages. <p>Tanya thanked everyone for attending and hoped they enjoy the tours later.</p>	
6.	<p>Education and training report- following on from the meeting the report was received:</p> <ul style="list-style-type: none"> • Due to the pandemic, we have had to suspend our training programme since 2020. We did contact members of the Association late last year, asking for views on what type of training we should look to arrange going forward, however the situation was still very uncertain, responses were few, and it was left until things settled down. • We are now able to start planning our training provision for 2022 onwards and have been given some ideas for subjects that would be of interest, and this is currently being investigated with a view to laying on courses between September and December this year. • We want to ensure our programme is still relevant and useful and we would welcome your views on the type of training you would be interested in, and how you would prefer it to be delivered, in person, virtually or a hybrid of the two. We can offer any combination of these from the Anglia Revenues Partnership Offices in Thetford. 	
7.	<p>Treasurers report and approval of accounts</p> <ul style="list-style-type: none"> • Julie gave an update. We made 0.08p and 0.02p is corporate tax. • Sponsorship received for the AGM for 2021/22. Julie thanked our sponsors. • Accounts sent to Simon Quilter and have been audited and approved. 	
8.	<p>Address by guest speakers</p> <p>Gordon Heath- Past president of the IRRV.</p>	

	<p>Carla-Maria Heath- Vice president of the IRRV</p> <p>Gave apologies of the president and others and are here representing the Institute. Gordon handed over to Carla-Maria to give an update.</p> <p>Carla-Maria Heath explained that her meeting today regarding the Performance awards had been cancelled hence she has been able to attend today to give an update. Issues discussed were:</p> <ul style="list-style-type: none"> • Membership • HQ – renting smaller premises • Webinars but looking to go back to F2F • Conference and performance awards last year- successful but lower attendance • Spring Conference- very successful and provisionally booked for next year • Next conference is Telford • Performance awards- good response. Notifications sent next week with inspections virtually from July-Sept • David Magor retires next week, and Gary Watson takes over from 1st July. DM will continue in a consultancy basis for a while. No deputy Chief Exec but may have a Head of Commercial Services. • Scotland Wales and NI- created a new post of law and research officer. Appointed Rory Hughes who starts 1st July. • Financial situation slowly improving. Savings made from not renewing the lease on Northumberland House • Apprenticeship scheme- going well. Good results and good to see people continuing in the profession. Looking at level 5/6 as well • Fundamental review of Business Rates- consultations ongoing • Council Tax best practice guidance (collection and enforcement) and enquiry into Council Tax. Widely varying CTR schemes. Not sure where this goes next. <p>Stuart thanked Carla-Maria and Gordon Heath for attending today and for their informative talks.</p> <p>As Gordon says- it all started in 1988..... the rest is not for minuting!!</p>	
9.	<p>Any Other Business</p> <p>None</p>	
10.	<p>Meeting Close</p>	

	The meeting closed at 12.15pm	
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AGREED