**Minutes of IRRV West Midlands Association**

**Annual General Meeting**

**Wednesday 13 April 2016 at 5.00 p.m.**

**DWF LLP, One Snowhill, Birmingham B4 6GA**

**Present:**

Allan Traynor (chair)  
Andrew Ludwig (minutes)  
Kelly Weaver  
Janice Evans  
Kate Darlington  
Margaret Elcocks  
Barry Powell  
Nick Chatterley  
Neil Jinks  
Val Rego

**1. Apologies**

Joy Smith  
Bob Trahern  
Emily Jackson  
Amrik Boghan  
Ian Buckingham  
Suheel Masrat  
Bob Trahern

**2. Minutes of last meeting, 29 April 2015**

2.1 The minutes were approved as a true and accurate record, and there were no matters arising.

**3. Annual report – Allan Traynor, *President***

3.1 Allan said that the last 12 months have been challenging for the Association. Generating interest in its activities among members and prospective members has been difficult, but the West Midlands is not alone is this. There have been no real inroads into local authorities, and it is not clear how this can be addressed going forward.

3.2 Nevertheless, the Association was able to put on three events in the year.

3.3 The joint event with HQ was not as well supported as had been hoped, but there was a reasonable turnout from the private sector.

3.4 Allan thanked DWF for hosting the seminar in November, for which some good feedback was received. Again, it was difficult getting a significant turnout from the local authority sector.

3.5 The dinner dance was a success, with good feedback received on the event and the venue. The target for attendance was reached, and there was good sponsor support, so it did not run at a loss. There was little member support other than from the executive committee, but this is not uniquely a problem for the West Midlands.

3.6 Thanks were given to DWF, Colliers and BNP for providing accommodation for meetings during the year.

3.7 Allan also thanked the executive committee for their support, which is given without reward through a genuine interest in the profession, and wished the incoming president all the best for the coming year.

**4. Treasurer’s report – *Margaret Elcocks***

4.1 The financial position of the Association as at 31 December 2015 was very much as predicted. It has assets of £10,540, still a substantial amount, but a reduction of £1,100 on last year.

4.2 The dinner dance in February 2015 made an overall loss of £442 due to a combination of sponsors not paying up and there having been insufficient paying guests.

4.3 The Association funded accommodation for the President and Secretary at annual conference. With no current income, it is not possible to support additional delegates.

4.4 As at 31 December 2015, there was £2,303 in the standard account and a further £8,974 in the deposit account, giving a total of £11,277. There were two outstanding creditors and no debtors.

4.5 The accounts are now ready to be passed to Allan for auditing before final approval.

4.6 There are two items on the balance sheet not shown in previous years, both of which relate to the January 2016 dinner dance - the deposit, and a couple of sponsors who paid early.

4.7 Barry said the Association was lucky that exec members were able to supply accommodation and refreshments for meetings. This year’s event should be in surplus by around £300-400. He cautioned against sending additional delegates to conference while the Association had no regular source of income.

4.8 Kate asked what might be done about the sponsors that had not paid – she asked if anyone did actually attend to represent them. Allan replied that a sharp letter should be sent; Margaret stated that she had done this already back in October, so it was agreed a further letter was needed. Barry suggested making personal contact. He also said that the earlier the event is confirmed, the easier it would be to collect sponsorship money in advance.

4.9 In summary, Allan stated that the Association was in a broadly healthy situation, with little income but also not spending very much.

**5. Election of officers for 2016/17**

5.1 The following officers were elected:

**PRESIDENT – Kelly Weaver**

**SECRETARY – Andrew Ludwig**

**TREASURER – Margaret Elcocks**

**EDUCATION LIAISON OFFICER –Kate Darlington**

**MEMBERSHIP OFFICER & INFORMATION OFFICER – Andrew Ludwig**

Other officer roles remained vacant.

5.2 The following were reappointed as ordinary members of the Executive:

**Emily Jackson**

**Nick Chatterley**

**Neil Jinks**

**Janice Evans**

**Joy Smith**

5.3 The following continue as ex officio members of the Executive by virtue of their membership of National Council:

**Allan Traynor**

**Bob Trahern**

5.4 Allan was reappointed Auditor.

* 1. Although no sub-committees were established, it was agreed that an ad hoc social sub-committee would be established at a future date to handle preparations for the dinner dance.

**6. Any other business**

6.1 No other matters were raised.

**7. Date of next meeting**

7.1 To be confirmed.