

AGM 2013

CHARTERED INSTITUTION OF WASTES MANAGEMENT

ANNUAL GENERAL MEETING OF CORPORATE MEMBERS

Held on Tuesday 11th June 2013 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, J Skidmore was in the Chair.

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

P	Ager	G	Fleet	C J	Murphy
J	Baird	M	Gover	T	Nicoll
A	Barker	D	Greedy	D	Palfrey
M	Bates	Jl	Harper	R	Parmenter
DT	Beadle	S	Harwood-Clark	C	Poole
T	Benfield	L	Heasman	J	Quinn
M	Bland	MR	Hewitt	CSL	Reynolds
P	Boyce	A	Housago	M	Sharp
P	Calliafas	A	Hudson	E	Sharp
R	Colley-Jones	T	Jones	C	Silverman
D	Cooke	E	Kiernan	K	Simmonite
J	Cooper	B	Leach	D	Smith
BE	Dennis	S	Lee	A	Smith
C	Devine	D	Loudon	M	Sudworth
S	Didsbury	T	March	P	Vanston
S	Ellis	K	McFarland	T	Walker
S	Farley	A	McVicker	G	Weeks MBE
J	Ferguson OBE	T	Moffatt	J	Wilks

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 10th April 2013 that had been circulated earlier to all Corporate Members.

1. Apologies for Absence

The Chief Executive Officer reported that a total of 6 written apologies had been received, and it was agreed that these should be taken as read. A further 7 apologies were received from the body of the hall. The CEO also reported that a total of 116 proxy voting forms had been received, including 7 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 12th June 2012 which are available to view from the CIWM website and hard copies had been made available to members on request and in the body of the hall. 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 Enda Kiernan, seconded by Derek Greedy, 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 31st December 2012

At the invitation of the President the Honorary Treasurer presented the Trustees' Report and the consolidated financial statements. The Honorary Treasurer commented as follows:-

"The General Council is pleased to advise the members that the financial results show a surplus of £28,631 (2011: Surplus £49,068). After recognition of realised investment gains and unrealised investment gains the retained surplus to be transferred to reserves is £96,678 (2011: retained surplus £10,030). The increase in the Chartered Institution's funds was £96,678 from £4,470,690 to £4,567,368.

This result is a satisfactory achievement against a backdrop of difficult general trading and investment conditions, and reflects the emphasis placed on careful and detailed management of expenditure whilst maintaining the quality of services to the members. Interest in training courses and other events presented by the Chartered Institution during the year has been good and indicates that the subjects covered are important to members and non-members alike."

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 2012 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.

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements."

On a proposal by Stuart Harwood-Clark, seconded by Barry Dennis it was unanimously **Resolved**

that the Trustees Report and consolidated financial statements for the year ended 31st December 2012 be approved."

4. Membership of the General Council 2013/14

At the President's request the Chief Executive Officer referred to the Report that had been circulated to members in the Notice of Meeting setting out the membership of the Institution's General Council (The Trustees) for the year 2013/14. He reminded members that due to

changes in the official CIWM calendar the Presidential term will begin in October. It was noted that this Report was for information only.

5. 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 31st December 2013 and that their fees be subject to the approval of the Executive Committee.

On a proposal by Trevor Jones, seconded by Terry March, it was unanimously **Resolved**

that Kingston Smith LLP be appointed as the Institution’s Auditors for the year 2013 at such remuneration as shall be agreed by the Executive Committee of the Institution’s General Council.

6. Vote of Thanks

Leslie Heasman of the Midlands Centre gave the following vote of thanks. “On behalf of the members I would like to thank the Trustees (General Councillors), Centre representatives particularly the hard working Chairmen, Secretaries and New Member Network coordinators. Without their tireless dedication and hard work the Institution would not perform as smoothly as it does in delivering membership activities in the regions. I would also like to thank the staff guided by Steve Lee and Sarah Poulter again for their efforts keeping the Institution at the forefront of the industry, informing, challenging, promoting best practice and professionalism. Thank you to the President John Skidmore for his continued enthusiasm in the role and acting as an ambassador for CIWM wherever he goes. There are also members who represent the institution on working groups, Committees, Special Interest Groups and contribute to consultation responses, local meetings and visits. It is these people, the volunteers that express the spirit of the organisation.”

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 and the teams at Headquarters for their support over the past year. Derek Greedy took the opportunity to mention the passing of William (Bill) Townend OBE and Professor Stephen Willetts. Bill’s contribution to the institution through involvement with ISWA and Healthcare Waste and Stephen’s contribution as a CIWM Trainer and member of Special Interest Groups were acknowledged. There were no further comments or questions and the meeting was formally concluded at 1.27pm.

Signed

Dated