

AGM 2015

CHARTERED INSTITUTION OF WASTES MANAGEMENT

ANNUAL GENERAL MEETING OF CORPORATE MEMBERS

Held on Wednesday 24th June 2015 at 1.15pm in Lecture Room 1, The Royal College of Surgeons of England, 35-43 Lincoln's Inn Fields, London WC2A 3PE

DRAFT MINUTES

The President of the Institution, J Quinn was in the Chair.

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

S	Alder	P	Frith	A	Olie
J I	Baird	R	Georgeson	K	Palmer
R	Baird	S	Giorgi	R	Parmenter
A A	Banks	D R	Greedy	A	Pellegram
A	Barker	D	Greenfield	D	Perrin
W	Barratt	M	Greenhalf	C	Poole
M	Bates	I	Guilland	J	Quinn
T D	Benfield	J	Harper	A D	Read
I C	Blake	S	Harwood-Clark	S R	Reynolds
M	Bland	M R	Hewitt	J J	Robertson
R	Bresler	M	Hibbert	D A	Robertson
P	Calliafas	D	Jones	M J	Sharp
T W	Campbell -White	P	Jones	B	Sheppard
S	Chauhan	V	Kelly	K	Simmonite
C	Clark	E	Kiernan	P	Sparshott
C	Cole	A	Laparge	M	Sudworth
R L	Colley- Jones	S	Lee	M C	Thorpe
D	Cooke	D	Loudon	P	Vanston
V J	Cormie	T	March	T	Walker
B E	Dennis	L	Marshall	M	Warner
C	Devine	B	Mayne	M D	Watson
S J	Didsbury	I	McAuley	S	Weston
J	Downer	T	Moffatt	A	Willetts
A	Egbokham	C J	Murphy	J	Wood
J	Ferguson	T	Nicoll		
S	Foster	C J	Noble		

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 11th May 2015 that had been circulated earlier to all Corporate Members.

1. Apologies for Absence

The Chief Executive Officer reported that a total of 4 written apologies had been received, and it was agreed that these should be taken as read. A further 1 apology was received from the body of the hall. The CEO also reported that a total of 249 proxy voting forms had been received, including 5 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 18th June 2014 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 E Kiernan, seconded by T Nicoll, 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 2014

The President informed the meeting that the Trustees Report and consolidated financial statements are available to view from the CIWM website and that hard copies of the document were made available to members by request as included in the Notice of Meeting. 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 continued emphasis has been placed on significant financial investment during 2014 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. Trustees are pleased to advise that the Chartered Institution has recorded a surplus for the year of £70,810 (2013: Deficit £226,351). After recognition of realised investment gains and unrealised investment losses the retained deficit to be transferred to reserves is £1,280 (2013: retained deficit £91,029). The Chartered Institution's funds decreased by £1,280 from £4,476,339 to £4,475,059. “

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

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

“Opinion on 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 2014 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.

Opinion on other matter prescribed by the Companies Act 2006

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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities Act 2011 require us to report to you if, in our opinion:

- the parent charitable company has not kept proper, adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made;
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report and from preparing a Strategic Report; or
- we have not received all the information and explanations we require for our audit.”

He also said that the report had been signed by Sandra De Lord on behalf of Kingston Smith and was dated 30th April 2015.

On a proposal by M Thorpe, seconded by D Greedy it was unanimously

Resolved

that the Trustees Report and consolidated financial statements for the year ended 31st December 2014 be received.

4. Membership of the General Council 2015/16

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 2015/16. 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 2015 and that their fees be subject to the approval of the Executive Committee.

On a proposal by J Harper, seconded by Stuart Reynolds, it was unanimously

Resolved

that Kingston Smith LLP be appointed as the Institution's Auditors for the year 2015 at such remuneration as shall be agreed by the Executive Committee of the Institution's General Council.

6. Vote of Thanks

Andrew Laparge gave the following vote of thanks.

"I am honoured to be giving this vote of thanks on behalf of the members of our Institution.

In the first instance I must thank the continuing commitment of the trustees, and centre representatives who are the life-blood of the organisation at grass-roots level, along with those around us focussing their energies for the institution on welcoming and arranging fantastic events for the new members, some of whom will, in time, be leading this organisation in years to come.

But the institution does also need central management and co-ordination, and Steve Lee and Sarah Poulter (for the institution and business services or 'Enterprises') and their colleagues at Head Office have done this with insight, commitment and humour. Thank you to you all.

The work on the circular economy, and also the immense time given up by the president, John Quinn and the time of the future successors in Jim Baird and Margaret Bates who I'm sure are already getting a taste of what this role involves, deserves the respect and gratitude of the membership. Giving leadership to such a diverse group as we are cannot be easy, and we are fortunate indeed to have such people.

And I must also thank our Honorary Treasurer, Roger Hewitt, for his skill and grace in overseeing our finances for so long.

The creation of Resources and Waste UK, an activity that came to fruition in November last year, will have been the result of the efforts of all those I've just mentioned and our immediate past president, David Beadle, working creatively on behalf of our institution and our industry with the ESA.

Finally, to all those 'ordinary' members who give up their time organising and minuting meetings, reviewing proposed policy developments, sharing their own experiences through presentations ... a big thank you from us all!"

7. Any other Business

The Honorary Treasurer informed the AGM of his intention to stand down from his present position at a time to be decided between now and October 2016. After nearly 25 years in the role he has resolved to pursue his other business interests and it is time for a change for the Institution and himself.

In response the President, on behalf of the members, wished to record his thanks and appreciation for the work and contribution provided by Roger Hewitt, the institution has benefitted from his sound financial leadership over many years.

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 1.30pm.

Signed

Dated