



2017 ANNUAL GENERAL MEETING

9^h February 2017
(9.00am - 9.45am)

**Spalding Golf Club
Surfleet, Spalding
Lincolnshire
PE11 4EA**

AGENDA

- **APOLOGIES**
- **MINUTES OF PREVIOUS AGM MEETING**
- **MATTERS ARISING**
- **CHAIRMANS REPORT**
- **TREASURERS REPORT**
- **ELECTION OF OFFICERS**
- **CONSTITUTION & RULES OF ASSOCIATION (revision)**
- **TARGETS & OBJECTIVES**
- **ANY OTHER BUSINESS**

Please send apologies to:

E-mail: stevetaylor@slgta.co.uk or via mobile telephone number 07732 360202

Minutes of the SLGTA – 2017 AGM (9.00 – 9.30am)

Venue:

Spalding Golf Club Surfleet, Spalding, Lincolnshire. PE11 4EA

➤ **Attendees:**

Barbara Mehew – SLGTA Chairman / **Princebuild Ltd**
Emma Goldsmith – SLGTA Vice-Chairman / **K Goldsmith & Daughters Ltd**
Steve Taylor – SLGTA Training Officer / SLGTA Secretary
Carole Jones – CITB Advisor Greater Lincolnshire
Deb Ward – **JT Ward Joinery Ltd & JT Ward Kitchens & Bedrooms Ltd**
Paul Dexter – **Messenger Construction Ltd**
Lee Driver – CITB Apprenticeship Officer
Chris Jones – **LCJ Building Services Ltd**
Chris Taylor – **MWC Group**
Moira Lewis – Arion Training
Cheral Sissons – **Lees Scaffolding**
Ross Grant – **Grantham Ceilings & Interiors Ltd**
Richard Chambers – Boston College
Louise Griffin – Boston College
Karen Adams – AASTS
Rachel Sumner – **Westholme Plant Hire Ltd**
Ian Randall – LGTA

➤ **Apologies:**

Jenny Robson – Treasurer
Lynne Allison – CITB Local Manager
Sarah Rout – **KDH Projects Ltd**
Jon Portess – **ST Portess & Sons**
Shirley Tinkler – **George Barnsdale & Sons Ltd**
Gary McPartland – New College Stamford
Richard Brickwood – New College Stamford
Paula Markham – **Baker Plant Hire Ltd / ABC Floors Ltd / Ambrey Baker Construction Ltd**
Robert Speakman – **Aarsleff Ground Engineering Ltd**
Ken Smith – **Hydrogrit Ltd**
Joshua Brown – **Trinity Steel Ltd**
Michelle Gayton – **Taylor Pearson Construction Ltd**
Julie Drakard – **D Brown Building Contractors Ltd**
Nancy Evans – **Vere Bros (Contractors) Ltd**
Deborah Ledbrook – **Manorcrest Homes Ltd**
Hayley Rudkin – **Orchard Builders Ltd**
Emma Crawford – **Fabrications & Buildings Ltd**
Nick Houlden – **Newman Moore Ltd**
Debbie Whaley – **JMAW Groundwork & Buildings Ltd**

➤ **Minutes of the last meeting:**

The minutes of the AGM meeting for 2016 were distributed, Barbara Mehew requested if those members who were in attendance accepted them as a true record of the meeting, this was proposed by Chris Jones LCJ Building Services Ltd and seconded by Deb Ward JT Ward Joinery Ltd

➤ **Matters arising:**

The only matters arising were for an electronic copy of the 2015 Financial Statement to be distributed to Carole Jones and the distribution of the minutes to members. Both completed by Steve Taylor.

➤ **Chairmans report:**

Barbara Mehew provided the following report;

Still following up new links with service providers, schools, colleges and continuing to share 'Best Practice' across the industry, another year has flown by.

I honestly thought that 2015 was a fast paced year, but I truly believe we have achieved so much more year on year, growing in strength day by day. The profile of the Training Group has been built on by the hardwork and commitment of our Group Training Officer Steve, increasing face to face contact with members (existing and potential), Partnership working with other Group Training Officer's across our region, along with forging new links with other organisations. Our attendance and participation at the Regional Chairs meetings gives other Groups an insight into what our Training Group has and continues to achieve, right down to using our format for our Construction Events as a model for others to follow.

We have increased the Groups profile by the use of social media – Facebook, Twitter and also by setting up a CITB Construction Ambassadors Hub along with a Training Group Hub, both of which are on Facebook.

We have participated in the review of the Training Group Criteria, our comments have been passed to the National Chairs for consideration and consultation – we are currently still awaiting their feedback on this.

The success of our members in obtaining additional grants is fantastic, once again raising the profile for the member and the Training group whilst supporting the employees skills development. It is also important to recognise the continued support of our training providers, for the delivery of our training programme and the increased participation in the courses by our members.

We must not forget our Construction Events for 2016. Accessing and influencing over 1,000 pupils across the Boston and Stamford Construction events; Thank you to our hosts Boston College Peter Paine Performance Centre and New Colege Stamford Construction & Motorvehicle Centres. We were overwhelmed by the response to the Stamford event 'Primary school day'. Sadly due to the level of demand we had to implement a waiting list as we were unable to accommodate over 500 primary school children on one day. Our construction events continue to grow from strength to strength but without our members this would not be possible – a big thank you to everyone for supporting these events.

We continue to support the National Apprenticeship and National Careers weeks by delivering employability and apprenticeships sessions to the full time students at New College Stamford. Thank you to Gary & Richard for inviting us to participate in these events. During these weeks we were also able to support a variety of schools across our area.

There have a been a number of changes within CITB over the last year, but I am pleased to say that we still have Carole Jones by our side. Her support and commitment to the Group is invaluable. Thank you Carole for your support and for believing in what we are delivering.

Finally I would personally like to thanks Steve and Emma for your amazing support over the last year. Things have not always run as smooth as they would seem, but you have both given so much to make things work. Thank you, could not have done it without you.

It has been an honour and a privilege to share the last year with you as your Chair. Please remember it is your Training group and we are here to support you. Here is to another amazing year in 2017.

Barbs

➤ **Treasurers report:**

Copies of the SLGTA – 2016 Financial Statement were tabled and discussed. In the absence of Jenny Robson (Treasurer) Steve Taylor stated that he had been in consultation with Jenny to provide the following observations:

Income

The 2016 income of £69,390 has increased slightly to that of 2015. The additional income generated is from Training course fees which has increased from £12,820 to £14,440. Membership fee income has remained the same despite the movement of incoming and exiting members.

The Association remains under the VAT Registration Threshold of £83,000 income per annum (April 2016).

Expenditure

Expenditure details a reduction of just over £7,000 on last year but still presents a deficit of £2,002 for the year, as opposed to the £10,737 deficit of 2015.

Although the decrease in deficit for 2016 is pleasing, the target was to try and break even. This was always going to be a challenge given the commitment to the Boston Construction Skills Event (March 2016) for which the marquee hire alone was in excess of £3,500.

The focus to reinvest monies accrued from training course fees was maintained in 2016 with just under £7,000 being added to the £25,000 training grant from CITB (a total of £31,828)

All other expenditures remain fairly consistent to that of 2015 except for;

- Stamford construction event, sponsorship of the Hi-Vis vests was provided by Messenger Construction providing a significant saving on costs.
- Advertising & Promotion, no requirement to purchase additional banners within 2016.
- Bad debt write-off relates to 3 membership fees that were unpaid (memberships subsequently withdrawn)

Summary

It is pleasing to see that financial stability for 2017 should be achieved given the changes to costs from the Construction events which over the past few years has accounted for a fair percentage of the total income received.

The predicted working cash-flow balance of £8,000 has been maintained throughout 2016, with just a slight dip below that as we entered 2017 (delays to training grant payments from CITB).

The closing balance within SLGTA Unity Trust bank account on the 7th February 2017 is £10,244 (Virtually all 2016 Training grant claims now received). Care of cash flow will need to be maintained throughout the earlier months of 2017 as Training grants claims for this year are yet to be accepted by CITB.

Once again the accounts have been examined and verified by an Independent Certified Accountant – Astar (Advisory & Business Services) Ltd

Deb Ward – JT Ward Joinery Ltd enquired if any of the members who had not paid their membership fee (as referred to as ‘bad debts’) had accessed any training and if they had owed monies for any training. Steve Taylor confirmed that no training had been received and that there were no additional bad-debts to those detailed.

Carole Jones requested electronic copies of the 2016 Financial Statements and Accountants examination/verification report. **Action ST** to provide copies of both.

Barbara Mehew requested a proposal that the financial statement be accepted
Proposed: Deb Ward – JT Ward Joinery Ltd , Seconded: Paul Dexter – Messenger Construction Ltd.

➤ **Election of Officers:**

In line with our Constitution and Rules of Association, Steve Taylor in his capacity as Secretary on the 21st December 2016 invited nominations / applications for the SLGTA Officer positions for 2017;

CHAIRPERSON, VICE-CHAIRPERSON, SECRETARY & TREASURER

No applications or nominations were received by the closing date (13th January 2017). All existing post holders were asked if they were prepared to continue with their duties, all of which stated they would.

An Electronic voting system was operated between 16th January 2017 & 3rd February 2017.

ELECTION OUTCOME;

SLGTA had 41 ‘in-scope’ members with full voting rights at the end of 2016.

- 95% renewed their membership for 2017 (39 ‘in-scope’ members)
- 97% of the 2017 members voted in support to re-elect the existing post holders.

We can therefore take it that all Officers remain in post for 2017. A request for acceptance of the ‘Election Officers’ process and outcome was requested by Barbara Mehew;

Proposed: Rachel Sumner – Westholme Plant Ltd. Seconded: Chris Taylor – MWC Group

Barbara Mehew clarified to the attending members that the post of Group Training Officer is recruited on a ‘needs led basis’ by the Associations Officers/Management Committee and agree the Group Training Officers duties under a Service Level Agreement.

➤ **Constitution and Rules of Association:**

Steve Taylor informed the group that a revision to Version 2 of the 2007 document was well overdue and has been undertaken to reflect the updates to the Associations current practices and CITB’s qualifying criteria for funding and support. Copies of relevant documents were tabled at the meeting;

- **PURPOSE & OBJECTS**

2.3 – REDEFINITION OF ASSOCIATIONS EQUAL OPPORTUNITY BELIEFS / UPDATE TO RELEVANT ACTS

3.0 – REFERENCES CITB 'TRAINING GROUP CRITERIA FOR FUNDING & SUPPORT ELIGIBILITY'

- **MEMBERSHIP**

6.0 – INCLUDES % BREAKDOWN OF MEMBERSHIP CRITERIA (MAX 25% ASSOCIATE MEMBERS)

7.0 – AS ABOVE

- **OFFICERS AND INVESTMENTS**

25.1 – INCLUDES THE OFFICER ROLE OF VICE –CHAIR

- **DUTIES OF THE MANAGEMENT COMMITTEE**

35.1 – APPOINTMENT OF GROUP TRAINING OFFICER (USE OF A SERVICE LEVEL AGREEMENT)

35.2 – DETAILS THAT AN ANNUAL BUSINESS PLAN ALONG WITH TARGETS AND OBJECTIVES WILL BE SUBMITTED TO CITB

- **FINANCES & PROPERTY**

42.0 – REFLECTS CURRENT PRACTICE OF INTERNET BANKING AND THE AUTHORISATION PROCESS OF PAYMENTS AND ACCOUNT CHANGES TO DETAIL

- **DISOLUTION**

56.0 – REFERENCES CITB 'TRAINING GROUP CRITERIA'

A copy of SLGTA's 'Constitution and Rules of Association' 2007 (Version 3) is available upon request from the committee or is available on SLGTA's website www.slgta.co.uk.

➤ **Targets and Objectives:**

Barbara Mehw provided information and copies of the following CITB's Training Group Targets and Objectives for Continued Funding and Support that have now been issued. New criteria and performance management have been introduced for 2017 which will have an impact on how we collate and record evidence for the Key Performance Indicators selected. SLGTA Management Committee are considering the following KPI's (some of which are Mandatory).

- **MANDATORY KPI's**

1. MEMBERS USE OF GOCONSTRUCT WEBSITE (REGISTERING AND/OR USE OF RESOURCES)
2. WORK EXPERIENCE PLACEMENTS FOR ALL (IN EDUCATION OR NOT)
3. CONSTRUCTION CAREERS SUPPORT ACTIVITIES (14-19)
4. STANDARDS & QUALIFICATIONS i.e. TRAILBLAZER (CONSIDER WE ARE EXEMPT)
5. INCREASE NUMBER OF MEMBERS ACCESSING CITB GRANT, PRODUCT ETC...
6. TRAINING DAYS ORGANISED BY TRAINING GROUP
7. QUALIFYING THE WORKFORCE VOCATIONAL QUALIFICATIONS L2 AND ABOVE
8. INCREASE IN ACTIVE MEMBERSHIP OF THE GROUP (ATTENDANCE @ GROUP MEETINGS / EVENTS / TRAINING)

- **SUPPORTING KPI's** (minimum of 6 from KPI's 9 – 27 Inc.)
 - 9. MEMBERS PROACTIVE INVOLVEMENT IN NATIONAL/REGIONAL APPRENTICESHIP WEEK
 - 10. MEMBERS PROACTIVE INVOLVEMENT IN NATIONAL/REGIONAL CAREERS GUIDANCE SHOWS
 - 12. MEMBERS PROACTIVE INVOLVEMENT IN SKILLS COMPETITIONS
 - 15. PROACTIVE INVOLVEMENT IN DWP's 'CAMPAIGN IN A BOX'
 - 19. DEVELOP A PROACTIVE PROGRAMME OF SCHOOL ENGAGEMENT
 - 25. SUPPORT FOR MEMBER COMPANIES THAT RESULT IN AN INCREASE TO APPLICATIONS FOR CITB FLEXIBLE & STRUCTURED FUNDS.

Information gathering from members will be key to us being able to evidence our performance and ensure continued funding for the group. Continued under performance of an 80% threshold will result in quarterly payments being withheld!!

Assistance in the completion and return of the Quarterly document issued by the Group Training Officer (hopefully in a more simplified format) will be greatly appreciated.

➤ **Any Other Business:**

Steve Taylor raised the following points;

- **TRAINING GROUP CRITERIA FOR CITB FUNDING AND SUPPORT ELIGIBILITY AND OBLIGATIONS 2017**

Most impacting to the members with regard to these new criteria is detailed within article No.7 of the document (copies tabled for members)

'GROUPS MUST ENSURE THAT MEMBERS ARE MADE AWARE OF THE RULES SURROUNDING CITB GRANT SUPPORTED TRAINING ORGANISED BY THE GROUP. WHERE TRAINING IS FULLY SUBSIDISED BY THE GROUP TRAINING GRANT, OTHER CITB GRANTS CANNOT BE CLAIMED'.

This effectively means that the SLGTA can either continue to provide some of the training on offer for free, but if we do, then members will not be eligible to claim the current £50/day Training Grant from CITB. However, if a nominal charge is made by SLGTA for these courses then the Training Grant claim will not be affected.

Following an open discussion the following was suggested (for courses that have previously been offered a fully subsidised);

£10 CHARGE BE INTRODUCED FOR A FULL DAYS TRAINING (£5/HALF DAY COURSE), INVOICED ON A QUARTERLY BASIS TO MINIMISE ADMINISTRATION.

(To enable Training Grant claims by members to CITB for training already accessed in 2017 it was agreed that these charges are to be implemented retrospectively from the 1st January 2017).

Proposed: Cheral Sissons – Lees Scaffolding Ltd. Seconded: Deb Ward – JT Ward Joinery Ltd.

- **ASSOCIATIONS LEGAL STATUS**

For clarity the group were informed that the SLGTA's legal status is as an Unincorporated Association

An 'Unincorporated Association' is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit. Government website details that there is no requirement to register an Unincorporated Association with HMRC

Barbara Mehew commented of her concerns regarding the extremely poor communication links with our nominated National Chairs Committee representative(s). During her time as Chair of the SLGTA (4th year of office) she has only ever received one email communication and notified of agreements already made with CITB when attending Regional meetings. This is not reflecting our wishes or intentions. Chris Jones – LCJ Building Services and former Chairman of SLGTA (6 years) conveyed a similar experience.

A general discussion took place, resulting in a request by the attending members that a formal challenge of 'No confidence' in our National Chairs Committee representatives be initiated.

Proposed: Rachel Sumner – Westholme Plant Ltd.

Seconded Deb Ward – JT Ward Joinery Ltd

Action – SLGTA Management Committee

There being no further business, Barbara Mehew closed the meeting at 9.55am