



## 2018 AGM MINUTES

27<sup>th</sup> February 2018  
(9.00am - 9.45am)

**Boston West Golf Club  
Hubberts Bridge, Boston  
Lincolnshire  
PE20 3QX**

### AGENDA

- **APOLOGIES**
- **MINUTES OF PREVIOUS AGM MEETING**
- **MATTERS ARISING**
- **CHAIRMANS REPORT**
- **TREASURERS REPORT**
- **ELECTION OF OFFICERS**
- **2018 BUSINESS PLAN**
- **CITB GRANT FUNDING – MEMORANDUM of UNDERSTANDING**
- **CONSTITUTION & RULES OF ASSOCIATION (amendments)**
- **ANY OTHER BUSINESS**

Please send apologies to:

E-mail: [stevetaylor@slgta.co.uk](mailto:stevetaylor@slgta.co.uk) or via mobile telephone number 07732 360202

## **Minutes of the SLGTA – 2017 AGM (9.15 – 10.00am)**

### **Venue:**

Boston West Golf Club Hubberts Bridge, Boston, Lincolnshire. PE20 3QX

### ➤ **Attendees:**

Barbara Mehew – SLGTA Chairman / **Princebuild Ltd**  
Steve Taylor – SLGTA Training Officer / SLGTA Secretary  
Carole Jones – CITB Advisor Greater Lincolnshire  
Caroline Cunningham – **KDH Projects Ltd**  
Jane McDonald – **Messenger Construction Ltd**  
Lee Driver – CITB Apprenticeship Officer  
Chris Taylor – **MWC Group**  
Moira Lewis – Arion Training  
Richard Chambers – Boston College  
Rachel Sumner – **Westholme Plant Hire Ltd**  
Mark Buckle – **Wilbuck Scaffolding & Hire Ltd**  
Mel Reid – Cathedral Training Ltd  
Steph Lansell – Arion Training Ltd  
Jamie Ringsell – Essential Site Skills

### ➤ **Apologies:**

Emma Goldsmith – SLGTA Vice-Chairman / **K Goldsmith & Daughters Ltd**  
Jenny Robson – Treasurer  
Lynne Allison – CITB Local Manager  
Wendy Mazzocchi – JM Building Developments LLP  
Jamie West – JM Building Developments LLP  
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**  
Deb Ward – **JT Ward Joinery Ltd & JT Ward Kitchens & Bedrooms Ltd**  
Paul Dexter – **Messenger Construction Ltd**  
Cheral Sissons – **Lees Scaffolding**  
Ross Grant – **Grantham Ceilings & Interiors Ltd**  
Joanne Holmes – LGTA  
Chris Jones – **LCJ Building Services Ltd**  
Louise Griffin – Boston College  
Karen Adams – AASTS  
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**  
Matt Hamer – **HH Adkins Ltd**  
Mel Newman – **Newman Moore Ltd**  
Debbie Whaley – **JMAW Groundwork & Buildings Ltd**

### **Special note:**

Due to the severe weather being experienced in certain areas, 9 notifications from members who had planned to attend but were prevented in doing so due to road conditions were received. The meeting was delayed until 9.15am due to late arrivals. Steve Taylor requested the permission of the members in attendance for him to proceed with meeting despite the Vice Chair and Chairman not being in attendance. Permission was granted, however Barbara Mehew – Chairman arrived at 9.35am.

### ➤ **Minutes of the last meeting:**

The minutes of the AGM meeting for 2017 were distributed, Steve Taylor requested if those members who were in attendance accepted them as a true record of the meeting, this was proposed by Rachel Sumner Westholme Plant Ltd and seconded by Chris Taylor MWC Group

### ➤ **Matters arising:**

- Steve Taylor to forward electronic copies of the 2016 financial statements/accounts to Carole Jones - completed
- Steve Taylor to distribute minutes of the 2016 AGM to members – completed
- vote of 'no confidence' in our national chairs committee representatives' SLGTA management committee to action – significant progress has now been achieved with direct links with our representatives Ian Dickerson & Karen Ryan

### ➤ **Chairmans report:**

*Barbara Mehew provided the following report;*

*Whilst continuing with a busy schedule for the 2017 financial year, we have managed to set and achieve many challenges and gain many achievements.*

*This continued success could not be possible without the ongoing support of you all. I would like to express a big thank you to you all for your support and confidence in us as your Group Officers.*

*Sharing our presence across the South Lincolnshire by attending numerous school industry days and career events. Working alongside community projects, encouraging trade based workexperience and sharing industry best practice with other construction companies. In addition to this a new partnership has been formed with HMP North Sea Camp in the Rehabilitation of Offenders.*

*The industry as a whole has experienced a number of challenges over the last year with skills shortages, changes to qualifications, introduction of the Governments Apprenticeship Levy and not to mention the fall in larger organisations, resulting in the loss of some of their supply chain as a direct result of non-payments or cancellation of contracts.*

*As an SME we have seen an increase in the amount of work experience requests over the last year, sadly it is just impossible to offer opportunities to all as I am sure some of you may have experienced also.*

*With our continued attendance at the CITB Regional Employer Forums we share the needs of you our members and represent your views and opinions, which in turn hopefully continue to bring the best possible outcomes for all from the CITB.*

*We continue to reach over 10,000 students within education and training across the year. Our region continues to train, developing a qualified / competent workforce and build upon the numbers of CITB Construction Ambassadors who support our Careers programme*

*Once again the Stamford Construction Skills Event was a resounding success, working closely alongside New College Stamford and NACRO Boston we have plans for National Apprenticeship & Careers week as well as the World Skills Event (East Midlands Heat). Plans are in place to resurrect the Boston Event from 2019.*

*It is amazing what has been achieved over the last year. Be proud, you are paving the way for a more informed, educated and passionate future generation for the industry.*

*Personal thank you to Emma Goldsmith for her hardwork and support as Vice-Chair, to Carole Jones and Lee Driver for your on-going support and guidance. Last but not least to Steve Taylor for another excellent year, an awful lot of time and cups of tea behind the scenes to make sure everything runs so smoothly. Thank you for all your support and commitment to the members and group, you are a star thank you – we could not have got to where we are today without you.*

*Here's to another amazing year - Barbs*

### ➤ **Treasurers report:**

Copies of the SLGTA – 2017 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 2017 total income of £85,370 has increased quite significantly to that of 2016. The additional income to CITB grants of £53,000, are the standard Annual membership fees of £2,150 and the Training course fees of £30,220 (an increase on the £14,440 in 2016).

The Association is very slightly over the VAT Registration Threshold of £85,000 income (April 2017) so advice and guidance was sought from Astar Chartered Accountants who stated;

*“I can confirm that grant income is outside the scope of VAT so therefore is not included in the accumulated turnover for the purpose of checking against VAT thresholds for registration.” - Tara Kemp FCCA*

#### **Expenditure**

Expenditure details a significant spend on members training courses (£46,498) which accounts for 54% of the overall income received.

A significant saving was achieved as the proposed changes in format to the Boston Construction were implemented. The event did not go-ahead in 2017, but in the future it is expected to mirror the financial model and format of the Stamford event. The total cost for the Stamford event is slightly exaggerated due to a delayed invoice for the 2016 event rolling over into these accounts. Significant savings were once again experienced by receiving sponsorship for the 600 hi-vis vests for the event.

All other expenditures remained fairly consistent to that of 2016

#### **Balance Sheet**

**Assets £439** the remaining balance of lap-top & iPad purchases over the past 2 or 3 year period

**Debtors £4,430** refers to multiple invoices to a total of 13 member companies. These relate to training provided during November and December (invoices were only issued in late December). Only 2 remain outstanding, payments are expected shortly.

**Creditors £2,460** these relate to two training provider invoices that were outstanding at 31<sup>st</sup> December, both are now cleared.

**Contra Account £450** related to a payment made in error by an LGTA member to SLGTA account. Transfer was duly made to LGTA account

**Accruals £415** these accruals are for the costs of services made to SLGTA that are attributable to the 2017 accounts. However the invoices had not been received within the accounting period (Treasurer/Book-keeper charges for 2017 final qtr. and Chartered Accountants verification report of the 2017 accounts).

### Summary

In line with the 2017 Business Plan, it is pleasing to see financial stability has been achieved for the first time since 2014 with an overall net income of £1,923

The closing balance within SLGTA Unity Trust bank account at the end of December 2017 was £9,853 (maintaining the predicted working cash-flow balance of £8,000 - £10,000)

Carole Jones requested electronic copies of the 2017 Financial Statements and Accountants examination/verification report. **Action ST** to provide copies of both.

Steve Taylor requested a proposal that the financial statement be accepted

Proposed: Jane McDonald - Messenger Construction Ltd, Seconded: Chris Taylor – MWC Group

### ➤ Election of Officers:

In line with our constitution and rules of association, Steve Taylor as secretary on the 16th January invited nominations / applications for the SLGTA officer positions for 2018;

#### **CHAIRPERSON, VICE-CHAIRPERSON, SECRETARY AND TREASURER**

As Emma Goldsmith had indicated her intention to stand down as vice-chairman, this position was deemed vacant with all other post-holders offering to remain in post if duly elected.

An electronic voting system was operated between 5th February 2018 & 13th February 2018.

#### **ELECTION OUTCOME;**

**91% of the 2017 members voted in support** a request was made to accept the voting system and its outcome; Proposed: Caroline Cunnington – KDH Projects Ltd. Seconded: Rachel Sumner – Westholme Plant Ltd

### ➤ **2018 BUSINESS PLAN (REVIEW OF 2017 BUSINESS PLAN)**

Due to the current CITB changes coming into place from the 1<sup>st</sup> April 2018 our business plan is still incomplete however the following review points of the 2017 plan should be noted.

- Membership has continued to grow (44 'in-scope' members & 9 associate members)
- Financial stability has been achieved with a net income of £1,923
- Training offer was accessed by 82% of members maintaining the high levels of engagement achieved in 2016. the full £25,000 CITB training grant was claimed

- All 14 key performance indicator targets as agreed with CITB were attained with the full grant of £28,000 being awarded - areas of increased attainment to the target set were;
  - Training Days organised and/or delivered directly by Training Group (455 - targeted 330)
  - Qualifying the Workforce - Includes activity at VQ Level 2 and above (37 completions – targeted 12)
  - Support for member companies resulting in an increase in applications to the Flexible and Structured Funds. (12 members totalling £53,566 – targeted 4)

Many thanks for the high level of replies received (97%) to the 'list of priorities' email sent to members, this provides a sound endorsement of the groups purpose & objectives upon which the business plan is structured.

➤ **CITB GRANT FUNDING – MEMORANDUM OF UNDERSTANDING AND TRAINING SUPPORT GRANT SUBMISSION**

CITB's new criteria have been introduced for training groups funding from 1<sup>st</sup> April 2018. They are now operating the core £28,000 funds under a 'memorandum of understanding' (copies tabled) which as a management committee we consider to be very achievable and in line with our own purpose and objectives.

**Purpose**

1. To support its member businesses to train and develop its workforce and to support the regions with construction skills

**Governance of Group**

2. Groups should ensure that business processes are implemented as appropriate- i.e. procurement, data protection etc.
3. Have a constitution with a recognised committee structure (Chair, Vice Chair, Secretary,)
4. Review the structure and effectiveness of the Group on a regular basis
5. Groups should have a minimum of 20 engaged in-scope members
6. Hold a minimum of 2 meetings per annum
7. Be focused on the 6 CITB Priorities for Industry providing local/specialist sector nuances to reflect the needs of the local/specialist construction sector
8. Produce progress reports to CITB (Maximum 1 page) at the end of each quarter

**Group Co-ordination**

9. The group are responsible for appointment of a Group Training Officer (GTO) and all related employment/contractual issues
10. Requirement for GTO to share knowledge and best practice with other training groups
11. To avoid conflict of interest, GTOs should only be appointed by or be employed by a training provider where there is a demonstrable business case agreed in writing by CITB
12. GTOs should provide information, advice and support to member companies
13. Have close links and work in partnership with CITB
14. Promote the training group to develop membership and engage with the wider industry
15. Communicate with member companies (as appropriate)

- **Supplementary funds (previously the £25k training grant)** are now classified as the **'training support grant submission'** under which groups are to pitch for funding that is relevant to industries 6 key priorities, the regional/local needs and members. The closing date for submission was the 19<sup>th</sup> February. however on the 8<sup>th</sup> February a statement issued by CITB detailed ;  
**CITB will not provide additional training grant for subsidising any short duration or approved training courses which are available through the grant scheme (including specialist skills)**, these are listed on the following link  
<https://www.citb.co.uk/qualifications-standards/training-standards/short-courses-standards/>  
 After considering this carefully the following draft submission has been compiled for discussion (**annex 'a' document tabled**).

Closing date for submissions has been extended by 2 weeks to the 05 Mar 18 – decisions are stated as being announced by CITB from week commencing 26 Mar 18

➤ **Constitution and Rules of Association:**

Steve Taylor informed the group that no amendments to Version 2 of the 2007 document were required

➤ **Any Other Business:**

**Steve Taylor** raised the following points;

- **SLGTA 2018 membership fees** – it is considered that with financial stability having been attained in 2017 and with the uncertainty of exactly what funding SLGTA will realise from CITB, the management committee recommend that the fee of £50 for a full or part calendar year remain in place. A general conversation took place with member opinion of increasing the fee to £100 being noted. However, a vote on the matter concluded that the fee remain the same for 2018. Proposed: Mark Buckle – Wilbuck Scaffolding & Hire Ltd, Seconded: Jane McDonald - Messenger Construction Ltd.
- **Training course charges** – again with the uncertainty of exactly what training support grant we will get approved by CITB it is difficult to provide an accurate budget for subsidised training. However, given the scope to provide an 'offer' of funded support by what ever means are available, it is the management committees recommendation that a minimum charge of £25/person/course be put in place for courses that fall outside the £50/person/day rate. Any grant monies received will have a pro-rata allocation to the limits previously applied to the grant. All other training will be costed on a needs led basis with SLGTA members being able to benefit from SLGTA's preferential rates with our database of providers. Proposals were voted upon for acceptance. Proposed Chris Taylor – MWC Group. Seconded Mark Buckle – Wilbuck Scaffolding & Hire Ltd.



- **Banking authorities** – Unity Trust Bank will be mandated to make changes to the authorised personnel with access to the SLGTA bank account and internet banking. Any transaction being made from the account requires approval by a minimum of 3 authorising members of the Associations Management committee. **Action ST** - to contact Unity Trust Bank to make the necessary changes.

There being no further business, Barbara Mehew thanked those attending for enduring the weather conditions before closing the meeting at 10.05am

SLGTA