



## 2019 AGM MINUTES

6<sup>th</sup> February 2019  
(9.00am – 10.00am)

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

### AGENDA

- **APOLOGIES**
- **MINUTES OF PREVIOUS AGM MEETING**
- **MATTERS ARISING**
- **CHAIRMANS REPORT**
- **TREASURERS REPORT**
- **ELECTION OF OFFICERS**
- **2019 BUSINESS PLAN / CITB GRANT FUNDING**
- **CONSTITUTION & RULES OF ASSOCIATION (amendments)**
- **ANY OTHER BUSINESS**

Please send apologies to:

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## Minutes of the SLGTA – 2019 AGM

### Venue:

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

### ➤ Attendees:

Barbara Mehew – SLGTA Chairman / **Princebuild Ltd**  
Wendy Mazzocchi – SLGTA Vice Chairman / **JM Building Developments LLP**  
Steve Taylor – SLGTA Training Officer / Secretary  
Carole Jones – CITB Advisor Greater Lincolnshire  
Nathan Wilkins – CITB Local Manager  
Lee Driver – CITB Apprenticeship Officer  
Sharon Farr – **Regenerated Ltd**  
Chris Taylor – **MWC Group**  
Mark Buckle – **Wilbuck Scaffolding & Hire Ltd**  
Tom Dixon - **Magna Scaffolding Ltd**  
Paul Dexter – **Messenger Construction Ltd**  
Janette Meeney – **Messenger Construction Ltd**  
Hayley Rudkin – **Orchard Builders Ltd**

### ➤ Apologies:

Jenny Robson – Treasurer  
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  
Caroline Cunnington – **KDH Projects Ltd**  
Paula Markham – **Baker Plant Hire Ltd / ABC Floors Ltd / Ambrey Baker Construction Ltd**  
Robert Speakman – **Aarsleff Ground Engineering Ltd**  
Jamie Ringsell – Essential Site Skills  
Deb Ward – **JT Ward Joinery Ltd & JT Ward Kitchens & Bedrooms Ltd**  
Cheral Sissons – **Lees Scaffolding**  
Ross Grant – **Grantham Ceilings & Interiors Ltd**  
Mel Reid – Cathedral Training Ltd  
Rachel Sumner – **Westholme Plant Hire Ltd**  
Steph Lansell – Arion Training 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**  
Matt Hamer – **HH Adkins Ltd**  
Mel Newman – **Newman Moore Ltd**  
Carol Haith – **JMAW Groundwork & Buildings Ltd**

➤ **Minutes of the last meeting:**

The minutes of the AGM meeting for 2018 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 Paul Dexter Messenger Construction Ltd and seconded by Mark Buckle Willbuk Scaffolding & Hire Ltd

➤ **Matters arising:**

3 points from the matters arising;

- STEVE TAYLOR TO FORWARD ELECTRONIC FINANCIAL STATEMENTS/ACCOUNTS TO CAROLE JONES – **COMPLETED**
- BANKING AUTHORITIES – STEVE TAYLOR TO MAKE THE NECESSARY AMENDMENTS - **COMPLETED**
- STEVE TAYLOR TO DISTRIBUTE MINUTES OF THE LAST AGM TO MEMBERS – **COMPLETED**

➤ **Chairmans report:**

*Barbara Mehew provided the following report;*

*Wow where did that year go? It doesn't seem 5 minutes since the last time we sat here. I am proud to say that even with the challenges and hurdles we have had to overcome, in respect to finances and changes to procedures etc. we have yet again had a very successful year.*

*Taking these hurdles and challenges in our stride, our foot has kept firmly on the throttle when it comes to delivering training and development to an extremely high standard and excellent value for money. Without the network of outstanding training providers, we would not be able to do this. So on behalf of SLGTA I would like to take this opportunity to thank you for all your hard work and commitment over the last 12 months.*

*Our presence at the local forums and other partnership meetings has continued. A big Thank you to Carole for delivering sessions for our members on our own turf so to speak. The meetings are valuable to our ongoing understanding of the funding streams and CITB developments.*

*Our passion and commitment for promoting Careers in Construction across Education, Employment and Training has continued. Throughout the year we have kept up the momentum in respect to our presence and attendance at school/college careers events, Jobcentre Recruitment Fairs, employment support days etc. Our interaction with pupils from primary and secondary schools, college students, Jobcentre and those classed as "NEET" still continues on as a strong focus for SLGTA.*

*A really big thank you to Gary, Richard and the Team from New College Stamford for hosting the Stamford Construction Event 2018 back in November. Once again it was a resounding success. Fantastic responses received from the schools and pupils who were in attendance. Without the time, materials and commitment from New College Stamford this would not have been possible – please accept our sincere thanks for your continued support.*

*As a group we continue to champion the recruitment of CITB Construction Ambassadors. They are a valuable link between the business and education. CITB Ambassadors are given the tools to support their own knowledge and experiences when sharing their apprenticeship journey with others. If you haven't got any Ambassadors in your business yet, then please speak to Steve and we will get them scheduled in on the next course. The course is also a great way to aid your employees' personal development.*

*We are extremely proud to have been able to celebrate the achievements of our members over the last 12 months. We have had successful bid applications, apprenticeship completions and award winning apprentices just to name three areas. Congratulations to you all.*

*We strive to continue to raise the profile of the group for existing and potential new members. We do this by promoting the Careers Events that we deliver and also sharing Best Practice with other training groups.*

*Earlier last year I was invited to take up a position on the Training Group for the FMB – Federation of Master Builders. Two meetings in and I do believe that it will be a valuable ongoing resource and platform to raise SLGTA's profile.*

*One thing in particular we shall be focusing on in 2019 is the recruitment of individuals into construction from other industries. Looking at the transferable skills they have and highlighting routes into Construction that may not be obvious. One route we shall be looking at is how we can maximise on the demise of the retail industry. If you have any thoughts on how we can progress with this, then please share with us going forward.*

*We shall also be looking at how we can support our members and supply chain with embedding positive mental health into the workplace. More will follow on this after April 2019 so watch this space.*

*What is around the corner is not clear in respect to the "B" word (that is Brexit not Barbs!!) and the uncertainty of where things go after the 29th March 2019, however one thing that is certain is that your management committee will continue with the passion and commitment as they have done in the past. They will continue to support the needs of yourselves and your businesses and continue to fly the flag for SLGTA locally and nationally.*

*I would like to take this opportunity to thank you all for your continued support and in particular for embracing the many off the wall ideas that tend to come up from time to time!. Thank you.*

*Thank you to Wendy for being an outstanding Vice Chair and for your hardwork and commitment over the last 12 months. Sincere thanks to Carole for being the fountain of all knowledge in respect to CITB and keeping us all up to date and abreast of the many developments and changes along the way.*

*Finally a really big thank you to Steve – GTO extraordinaire. As always you have done an amazing job steering the helm of the SLGTA Ship. Your ongoing hard work and commitment to raise the profile and awareness of what we do is really appreciated. Thank you on behalf of the Members and the Committee for getting SLGTA well and truly marked on the map. Here is to another great year ahead.*

*Barbs  
Chair*

➤ **Treasurers report:**

Copies of the SLGTA – 2018 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 2018 total income £89,464 has once again increased on the previous year (£85,370). CITB grants (Admin support, Training & Careers activity) totalled £48,054, Annual membership fees of £2,050 and the Training course fees of £39,360 make up the total income.

## Expenditure

Expenditure details an increase to the cost of Stamford Construction event, this is largely attributed to the Training Offices time being charged to the event (reduction in Training Officer charges reflects this)

All other expenditure remains fairly consistent with 2017.

## Balance Sheet

### **Assets**

In 2017 there was a net value of a laptop of £269 and a net value of an ipad of £170. The laptop depreciated over three years and the ipad over two years. Both now depreciated to zero value at the end of 2018 showing a nil balance.

### **Debtors**

This is the total value of invoices to members which remained unpaid at the end of the year.

### **Creditors**

This is the total value of invoices from suppliers which hadn't been paid by the end of the year.

### **Accruals**

Any costs (or revenue) that we know should be in the year 2018 accounts.

The figure under Assets of £877 is the remaining claim due from CITB for December. The claim was submitted but not paid within the accounting period.

The accrual under Creditors is the amount posted to cover both the Accountants fee and Bookkeepers fee for work carried out for that year. These costs will be shown in the 2018

**Licences** The costs showing under Licences and Permits is the charge made by SCIS UK Ltd for domain renewal and web hosting.

## Summary

It is pleasing that for a second year running financial stability has been achieved with an overall net income of £7,899

The closing balance within SLGTA Unity Trust bank account at the end of December 2018 was £18,377.91 Given the current demands on cash-flow (outlay of training costs prior to reimbursement of claims and member charges) it is considered important to maintain a working surplus.

Carole Jones requested electronic copies of the 2018 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: Paul Dexter - 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 9th January invited nominations / applications for the SLGTA officer positions for 2019;

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

No new notifications of interest were received for the management posts for 2019

All current post holders had indicated their willingness to remain in post

An electronic voting system was operated between 29<sup>th</sup> February 2019 & 5<sup>th</sup> February 2019.

**ELECTION OUTCOME;**

SLGTA had 44 'in-scope' members with voting rights at the end of 2018. **77% of those members voted in support of re-electing on block.** A request was made to accept the voting system and its outcome; Proposed: Chris Taylor – MWC Group & Seconded: Paul Dexter - Messenger Construction Ltd

**Confirmation of post holders for 2019:**

SLGTA Chairman – Barbara Mehew – Princebuild Ltd

Vice Chairman – Wendy Mazzocchi – JM Building Developments Ltd

Group Training Officer / Secretary – Steve Taylor – Independent

Treasurer / Bookkeeper – Jenny Robson - Independent

➤ **2019 BUSINESS PLAN (REVIEW OF 2018 BUSINESS PLAN)**

The 2019 Business Plan will follow a similar format and function to that adopted in 2018.

The core of this being adherence and compliance to the statutory requirements of CITB funding streams, these will fall under 2 main headings;

- **CITB Training Groups Admin / Support grant**
- **CITB Additional grant**

Although the full use of our funding allocation for **2018** is still incomplete (CITB funding year runs April 18 – Mar 19) the following summarises the group performance.

- **CITB Training Groups Admin / Support grant £28,000** - £14,000 of this grant has been awarded, the remaining balance remains outstanding (ST to follow up payment as Q3 update has been submitted to CITB)
- **CITB Additional grant (various elements) £30,452**
  - Training Grant £5,352 – fully claimed (inclusive of January 2019 claim).
  - Construction Careers & Skills Events £6,200 – claimed £3,646
  - Construction Ambassador Training £4,100 – claimed £3,380
  - Schools / College engagement events £2,400 – fully claimed
  - HMP Work-readiness programme £8,800 – nil claimed
  - Work Experience programme – nil claimed
- **CITB Additional Grant window (Jan - Mar 2019) £13,255**
  - Training grant £13,255 (on going)

➤ **Constitution and Rules of Association:**

Steve Taylor informed the group that 2 amendments are considered necessary to the current document (now at revision 4 of the 2007 document) These are to cover GDPR & Modern Slavery acts.

➤ **Any Other Business:**

**Steve Taylor** raised the following points;

- **SLGTA 2019 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 conversion took place with member opinion confirming that there is to me no change to the current £50/calendar year membership fee.
- **Training course charges** – It was agreed that training should continue to be supported by offering an 'Additional' discount to the preferential rates that our data base of providers offer. This will be financed through CITB grants accessed by SLGTA

There being no further business, Barbara Mehew thanked those attending before closing the meeting at 10.00 am