



## 2020 AGM MINUTES

25<sup>th</sup> February 2020  
(9.00am – 10.00am)

**Venture House  
Boston Enterprise Centre  
Endeavour Park, Boston , PE21 7TW**

### AGENDA

- **APOLOGIES**
- **MINUTES OF PREVIOUS AGM MEETING**
- **MATTERS ARISING**
- **CHAIRMAN'S REPORT**
- **TREASURER'S REPORT**
- **ELECTION OF OFFICERS**
- **2020 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 – 2020 AGM**

**Venue:** Venture House, Boston Enterprise Centre , Endeavour Park, Boston , PE21 7TW

### ➤ **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  
Lee Driver – CITB Apprenticeship Officer  
Sharon Farr – **Regenerated Ltd**  
Shaun Farr – **Regenerated Ltd**  
Carol Haith – **JMAW Groundwork & Buildings Ltd**  
Olivia Haith – **JMAW Groundwork & Buildings Ltd**  
Jon Portess – **ST Portess & Sons**  
Victoria Robinson – **George Barnsdale & Sons Ltd**  
Donna Simpson – **George Barnsdale & Sons Ltd**  
Jamie Ringsell – Essential Site Skills  
Paul Dexter – **Messenger Construction Ltd**  
Janette Meeney – **Messenger Construction Ltd**  
Sarah Mitchell – New College Stamford

### ➤ **Apologies:**

Jenny Robson –Treasurer  
Jamie West – **JM Building Developments LLP**  
Tom Dixon - **Magna Scaffolding Ltd**  
Chris Taylor – **MWC Group**  
Gary McPartland – New College Stamford  
Mark Buckle – **Wilbuck Scaffolding & Hire Ltd**  
Caroline Cunningham – **KDH Projects Ltd**  
Darrell Allen – **DNA Scaffolding Ltd / AJH Contract Builders Ltd**  
Paula Markham – **Baker Plant Hire Ltd / ABC Floors Ltd / Ambrey Baker Construction Ltd**  
Robert Speakman – **Aarsleff Ground Engineering Ltd**  
Ian White - **Aaarsleff Ground Engineering Ltd**  
Deb Ward – **JT Ward Joinery Ltd & JT Ward Kitchens & Bedrooms Ltd**  
Ross Grant – **Grantham Ceilings & Interiors Ltd**  
Rachel Sumner – **Westholme Plant Hire Ltd**  
Sophie Spencer – Arion Training Ltd  
Hayley Rudkin – **Orchard Builders Ltd**  
Chris Jones – **LCJ Building Services Ltd**  
Ken Smith – **Hydrogrit Ltd**  
Joshua Brown – **Trinity Steel Ltd**  
Liz Gilbert – **Taylor Pearson Construction Ltd**  
Julie Drakard – **D Brown Building Contractors Ltd**  
Linda Lindstead – **Kier**  
Deborah Ledbrook – **Manorcrest Homes Ltd**  
Matt Hamer – **HH Adkins Ltd**  
Liz Dickinson – **Newman Moore Ltd**  
Paul Coleman – **Seagate Homes Ltd**  
Matthew Barnes – **The Scaffold Company Ltd**

➤ **Minutes of the last meeting:**

The minutes of the AGM meeting for 2019 were distributed, Barbara Mehew requested if those members who were in attendance accepted them as a true record of the meeting Proposed Paul Dexter – Messenger Construction Ltd . Seconded Sharon Farr – Regenerated Ltd

➤ **Matters arising:**

1 point from the matters arising;

- Steve Taylor to forward electronic copies of the year end accounts to Carole Jones - Completed

➤ **Chairmans report:**

*Barbara Mehew provided the following report;*

It's that time again. Another year has passed and once again it has been extremely fast paced. We have successfully delivered a vast range of training courses, welcomed new member companies to the group, supported education by attending Careers Events, drop down days and running our two day Stamford Construction Event, which I am proud to report that once again it was a resounding success.

We have also shared our Construction Event "model" to business across the midlands at the CITB Conference in Castle Donington. Our little Construction Event video has gone global across the socials also.

We have been able to Congratulate JM Build on their success in the Peterborough ET Business Awards. Thank you to Wendy for being an amazing Vice Chair and for your support throughout the last year.

We have been an Ambassador for promoting change within the construction industry when it comes to Mental Health Awareness and Mental Health First Aid Training. A big congratulations to all those who have successfully qualified as MHFA Adult Mental Health First Aiders over the last 12 months and also to everyone who has completed the MHFA Mental Health Awareness Course.

Behind all of this is the constant changes to course delivery, syllabus changes other educational and industry demands. Changes to our bidding process for funding, balancing the books to get the most value we can out of the income we receive from the CITB.

I wanted to say a few thank yous:

- A big thank you thank you to all our members for your continued support and for believing in everything we do. For taking time out to support our careers events by running sessions or allowing your apprentices/construction ambassadors the time out of the business to support the events.
- To our associate members for supporting our training requirements and delivering courses for our members.
- A really big thank you to New College Stamford for once again hosting the Stamford Construction Event and for allowing us to take over the college over the 2 days.
- To the Students of New College Stamford for supporting the event by joining in as Construction Ambassadors for the day.
- To Princebuild Ltd for supporting the event by sponsoring the Trophies for the two days and for allowing your Apprentices and Trainee Project Managers to support with the delivery of the sessions over the two days.

It has once again been a great honour to be your Chair for the last 12 months. Very proud to share everyone's hard work and commitment to inspire and influence others to come into the construction industry.

Only a few weeks ago did we receive the sad news of the passing of Karen Adams. A highly respected health and safety trainer/instructor. Karen has been an associate member of SLGTA for many years and will be sadly missed. After discussions with Steve we hope to honour Karen's support, commitment and energy in some form going forward. Watch this space .....

I would also like to take this time to thank Carole and Lee for your ongoing support and for helping us all try and make sense of the CITB policies, procedures and apprenticeships throughout the never-ending reams of links, webpages and paperwork.

Finally a big thank you to my partner in crime – Mr Steve Taylor for his commitment, energy, passion and time in making this group run so smoothly. We could not achieve the results we do without you. Great job Mr T, now brace yourself for 2020/21.

## **Barbs - Chair 2019-2020**

### ➤ **Treasurers report:**

Copies of the SLGTA – 2019 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 2019 total income has once again risen and now stands at **£102,570** an increase of just over £13,000 on the previous year. CITB grants (Admin support, Training & Careers activity) totalled £63,789, Annual membership fees £2,200 and the Training course fees of £36,581 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 2018.

#### **Balance Sheet**

##### **Assets**

Nil balance.

##### **Debtors**

This is the total value of invoices to members which remained unpaid at the end of the year. A total of £200 was 'written off' as bad debts (4 members elected to not renew their SLGTA membership) KG Contractors Eastern Ltd, LCJ Building Services, Lees Scaffolding & Milne Joinery Ltd)

##### **Accrued income**

Accrued Income of £1004 comprises two claims made to CITB for December which haven't yet been paid by CITB: Additional Grant Funding Claim £621.88 and Stamford Event Claim £382.50

##### **Creditors**

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

##### **Accruals**

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 2019 accounts

## Summary

For a third year running financial stability has been achieved with an overall net income of £8,340 very slightly up on 2018. By far the greatest expenditure has been on training £57,272 however this has been supported by income from CITB grant £25,928 and fees to members for training £36,581 (totalling £62,509)

The closing balance within SLGTA Unity Trust bank account at the end of December 2019 was £20,199.77

Given the current demands on cash-flow and uncertainty of how much impact will be placed on the groups accounts with CITB Skills & Training collaborative funds, it remains important to maintain a healthy balance.

Carole Jones requested electronic copies of the 2019 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: Wendy Mazzocchi - JM Building Developments LLP  
Seconded: Sharon Farr – Regenerated Ltd

## **Election of Officers:**

In line with our constitution and rules of association, Steve Taylor as secretary on the 6th February 2020 invited nominations / applications for the SLGTA officer positions for 2020;

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

No new notifications of interest were received for the 2020 management posts

All current management team members had indicated their willingness to remain in post

An electronic voting system was operated between 18<sup>th</sup> February 2020 & 24<sup>th</sup> February 2020

### **ELECTION OUTCOME;**

SLGTA has 49 'in-scope' members with voting rights. **80% of those members (39) voted in favour of re-electing on block.** A request was made to accept the voting system and its outcome;

Proposed: Jon Portess – ST Portess & Sons Ltd

Seconded: Janette Meeney – Messenger Construction Ltd

### **Confirmation of post holders for 2020:**

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

➤ **2020 BUSINESS PLAN (REVIEW OF 2019 BUSINESS PLAN)**

The 2020 Business Plan will follow a similar format and function to that adopted in 2019. Whilst the aims and objectives of the Group remain unaffected, the financial conduit for the groups' activity will be via adherence and compliance to the statutory requirements of CITB funding streams, these will fall under the following headings;

- **CITB Training Groups Admin / Support grant**
- **CITB Skills & Training fund for training groups**
- **CITB Careers Themed funding**

Although the full use of our funding allocation for **2019** is still incomplete (CITB funding year runs April 19 – Mar 20) the following summarises the group performance.

- **CITB Training Groups Admin / Support grant £28,000** – full amount claimed via quarterly reports to CITB and awarded
- **CITB Additional Grant window (Jan - Mar 2019) £13,255**
  - Training grant £13,255 – claimed £9,902 (£3,352 not used)
- **CITB Additional grant various elements (Apr 2019 – Mar 2020) £43,740**  
**(Information below details up to the end of December 2019)**
  - Training Grant £23,540 – claimed £15,847 (balance of £7,693)
  - Construction Careers & Skills Events £5,400 – claimed £5,961
  - Schools / College engagement events £2,400 – fully claimed
  - HMP Work-readiness programme £8,800 – nil claimed
  - Work Experience programme £3,600 - claimed £1,500 (balance of £2,100)

➤ **Constitution and Rules of Association:**

Steve Taylor informed the group that the current constitution and rules remain at revision 4 of the 2007 document. No changes deemed necessary for 2020

➤ **Any Other Business:**

- Carole Jones – CITB Advisor wished to thank the SLGTA Management Team for their work in 2019, SLGTA is regarded as being a very active and well run Training group.
- Vic Robinson – George Barnsdale & Soins Ltd thanked Carole Jones and SLGTA management for their support despite George Barnsdales being quite 'distant' from the group for a few years.
- Jon Portess – ST Portess & Sons Ltd also noted his thanks for the support received.
- SLGTA 2020 membership fees – The decision regarding a review of the current SLGTA membership fee (£50) was deferred to the Group meeting so that more information regarding the changes to CITB funding of groups could be covered in more detail. **Action ST** to implement any change resulting from the Group meeting 25<sup>th</sup> February 2020.

There being no further business, Barbara Mehew thanked those attending before closing the meeting at 9.45 am