

		Sheet No. 1 of 3
Notes of Meeting Held at:		
Crowne Plaza Hotel, Holliday Street, Birmingham		
Purpose of Meeting:		Meeting Date:
Annual General Meeting		13 June 2011
Attended by:		
Name:		Name:
<u>Voting Members</u> Ian Medd (Chairman) Julian Bartlett (Vice Chairman) Alan Rookes (Secretary) John Barrell (Treasurer) Libby Sands (Immediate Past Chairman) Stuart Kay (Committee Member) Kevin Nicholson (Committee Member) Peter Monger (Committee Member) Deborah Sims Yngve Granne Bob Sargeant Daniel Weir Renata Barnes Chris Brown Marian Coleman Gideon Kamyia-Lukoda Alistair Haydock Paul Fenton Paul Matthews David Graham Clive Ashby Edward Rose Dr Keith Jones Trevor Taylor Ian Shelton John Moseley Peter Taylor Phillip Balderstone		Stewart Knowles Mike Bowen Shane Martin Richard St Leger Stuart Summerfield John Bowman Steve Hickson Charles Thompson Steve Hagreen Brian Parry Tim Young James Lomas Richard Jones Nico Bentall Simon O'Connell David Chen Steve Willoughby Ian Wheeldon Andy Haunton Steve Proctor Phil Gasston Katerina Ermilova Kate Carpenter Peter Cooke Angharad Bradley Dennis Symons Lyn Salmon Elaine Emmett
<u>Non Voting Visitors</u> Chris Whitehead Bruce Woodhams Kathryn Phelps Goodman		James Higgins Caroline Nash Andrew Phipps
Distribution:		
All Members of SoRSA via the Society's website		
Produced by: A J Rookes		Date: 18 June 2011

The Meeting commenced at 1730 hours

1. **Apologies for Absence**

Stewart Paton (Committee Member), Tim Cheesebrough (Web Officer), David George (Committee Member), Chris Kettell (Committee Member), Alison Jones, Keith Woodcock, Malcolm Bulpitt, Helen Pace (Committee Member), Bill Pitcher, Francis John and Lance Fogg (Committee Member)

2. **Chairman's Report**

The Chairman, Ian Medd, drew attention to the continuing good health of the Society, most notably the level of attendance at the Conference and AGM, the increase in membership from 270 to 326 over the last twelve months and numbers of persons putting their name forward for the various officer and committee member elections. He thanked all those persons who were seeking election.

The Chairman also drew attention to the activities undertaken over the last twelve months and in particular drew attention to the opening-up of the Society to non-CIHT members, the Society's contribution to the review of HD 19/03 and EU Directive certification process and the modified membership form.

As Ian was standing down from the role of Chairman at the end of the meeting, he thanked all the Committee Members for their work, making particular comment about the work of the Secretary. Ian also wished his successor as Chairman, Julian Bartlett, every success.

3. **Election of Vice Chairman**

Two nominations had been received, proposing Stuart Kay and Alan Rookes. In answer to a question, Alan Rookes confirmed that he would withdraw from the election for the Secretary if he was successful in the Vice Chairman election. A vote was undertaken.

4. **Election of Events Officer**

Two nominations had been received, proposing Elaine Emmett and Lance Fogg. A vote was undertaken.

5. **Election of 2 Ordinary Committee Members**

Six nominations had been received for the two vacancies, proposing Mike Bowen, Marian Coleman, Stewart Knowles, Edward Rose, Peter Smith and Dennis Symons. A vote was undertaken.

6. **Election of Secretary**

Two nominations had been received, proposing Kevin Nicholson and Alan Rookes.

7. **Minutes of the Third Annual General Meeting**

Approved.

8. **Matters Arising from the above Minutes**

No matters were raised.

9. **Financial Report**

The Treasurer, John Barrell, circulated copies of the 2010 accounts, as attached to these minutes.

The Treasurer advised that the Society was in a strong financial position, primarily due to the excellent attendance at the Conference and the fact that committee members generally did not claim their expenses.

John thanked CIHT for not charging for the hire of meeting rooms and the committee members for their support. He also thanked AlderCross for their professionalism and assistance in arranging the Conference.

The Net Current Assets of the Society at the end of 2010 were £13,060.63, plus the value of the Chairman's Medal. The Treasurer explained that the Society was looking to fund a relevant

research project with some of the surplus.

The Treasurer drew attention to the work of the Independent Financial Examiner (Gordon Wanless) and thanked him for his efforts.

10. **Approval of 2010 Annual Accounts**

Acceptance of the 2010 Annual Accounts was proposed by Libby Sands and seconded by Julian Bartlett. The accounts were approved nem con.

11. **Appointment of Independent Financial Examiner**

On the recommendation of the Treasurer and seconded by Julian Bartlett, the continuing appointment of Gordon Wanless as the Independent Financial Examiner was confirmed.

12. **Approval of Modified Constitution**

The Secretary highlighted the proposed changes to the Constitution and explained the background to the proposals. In addition, he advised that the Executive Board of CIHT had approved the changes, subject to:

- Clauses X 2 and X 3 being reversed; and
- Minor wording changes to new clause X 3.

Acceptance of the modified Constitution, including the changes proposed by the Executive Board of CIHT, was proposed by the Secretary and seconded by John Barrell. The modifications were approved nem con.

13. **Appointment of Vice Chairman, Secretary, Events Officer, Newsletter Editor, Ordinary Committee Member (Ireland) and 2 Ordinary Committee Members**

The Chairman announced that the following had been elected to the various officer and committee member roles:

- Vice Chairman – Alan Rookes
- Secretary – Kevin Nicholson
- Events Officer – Elaine Emmett
- Newsletter Editor – Helen Pace (there had been no election for this role, as Helen was the only nomination)
- Ordinary Committee Member (Ireland) – Stuart Summerfield (there had been no election for this role, as Stuart was the only nomination)
- Ordinary Committee Members – Marian Coleman and Stewart Knowles.

The Chairman proposed that the voting forms be destroyed and Libby Sands seconded the proposal. The resolution was approved nem con.

14. **Handover to New Chairman**

The outgoing Chairman, Ian Medd, then handed over the Chairman's Medal to Julian Bartlett and wished Julian every success.

In accepting the Medal and Chairman's role, Julian thanked Ian for his work and invited him to continue his commitment to the Society.

The Meeting was closed at 1823 hours.

THE INSTITUTION OF HIGHWAYS & TRANSPORTATION
BRANCH EXAMINER'S REPORT TO BE ATTACHED TO BRANCH ACCOUNTS
INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF :-

.....SoRSA.....BRANCH

I report on the accounts of the branch for the year ended 31st December ...2010 set out on pages 2 to 4 of the attached

The local committee are responsible for the preparation of the accounts; it is my responsibility to state whether certain matters have come to my attention on the basis of work done specified by the Institution.

My examination included a review of the accounting records, and a comparison of the accounts with those records. I also considered unusual items, and obtained explanations from the Branch Treasurer. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examination, no matter has come to my attention to indicate anything other than that accounting records have been properly maintained, and that the accounts comply with the records. No matter requires particular attention in order to enable a proper understanding of the accounts.

Name G.R. Warless
Date 3/2/11

Mr Gordon Warless
45 Grange Road
Fenham
Newcastle upon Tyne
NE4 9LB

CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION								
2009			BRANCH NAME	SORSA				
INCOME & EXPENDITURE ACCOUNT for the year ended 31st December 2010								
INCOME	EXPEND	TOTAL		NOTES	INCOME	EXPENDITURE	TOTAL	
-		-	SEMINARS		-	-	-	
-	-	0.00						
-	-	0.00						
-	-	0.00	TRAINING		-	-	-	
-	-	0.00						
21,010.00	-17,951.34	3,058.66	CONFERENCE		31,410.00	(29,309.45)	2100.56	
2,885.00	(1,067.76)	1,817.24	DINNERS & SOCIAL EVENTS		5,150.00	(781.65)	4,368.35	
	(322.85)	-322.85	AGM		-	(321.89)	(321.89)	
	(1,000.00)	-1,000.00	OTHER		-	-	-	
		0.00			-	-	-	
2,885.00	(2,390.61)	494.39			5,150.00	(1,103.54)	4,046.46	
			BRANCH MEETINGS & OTHER COSTS					
	(286.90)	(286.90)	MEETINGS INCOME/EXPENSES			(155.00)	(155.00)	
		0.00	POSTAGE & TELEPHONE				-	
	(9.57)	-9.57	PRINTING & STATIONERY				-	
		0.00	SPONSORSHIP			-	-	
	(2,913.05)	-2,913.05	OTHER		-	-	-	
		0.00	prev year		-	(155.00)	(155.00)	
0.00	(3,209.52)	(3,209.52)						
23,895.00	(23,551.47)	343.53	TOTAL (SURPLUS)/DEFICIT		36,560.00	(30,567.99)	5,992.01	
CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION								
31st December 2009			BRANCH NAME			SORSA		
BALANCE SHEET as at 31st December 2010								
ACCUM FUND B/FWD 1/1/09			ACCUMULATED FUNDS			ACCUM FUND B/FWD 1/1/10		
7,024.36						6,000.00		
FROM HQ	-		FUNDS FROM HQ					
(TO) HQ	(1,612.83)	(1,612.83)	FUNDS (TO) HQ					
VAT ON OUTPUTS	VAT ON INPUTS		VAT OUTPUT LESS INPUT 2010			1,068.62		
3,584.25	-3,339.31	244.94				0.00		
		5,656.47				SURPLUS/(DEFICIT) 2010		
		343.53				5,992.01		
		6,000.00				NET WORTH @ 31/12/10		
						13,060.63		
3,350.00			REPRESENTED BY:					
0.00		3,350.00	FIXED ASSETS AT BRANCH	AT COST	3,350.00			
				ACCUM DEPRECN	50.00	3,300.00		
7,733.83			BANK BALANCE-CURRENT A/C		13,060.63			
0.00			BANK BALANCE-DEPOSIT A/C					
0.00		7,733.83	OTHER BANK/CASH A/C			13,060.63		
			DEBTORS					
			STOCK OF PUBLICATIONS					
			OTHER STOCK					
			less					
		(1,733.83)	CREDITORS					
NET CURRENT ASSETS		(1,733.83)			NET CURRENT ASSETS	13,060.63		
TOTAL ASSETS		6,000.00			NET TOTAL ASSETS	£ 16,360.63		
		0.00				diff		
						£3,300.00		

IHT SoRSA Branch

Account Reconciliation as at : 31-Dec-10

	Expenditure	Income	Balance
Balance brought forward			£6,000.00
2010 Conference	-£29,309.46	£31,410.00	
		£0.00	
Funds from HQ		£0.00	
Dinners and Social Events	-£781.65	£5,150.00	
AGM	-£321.89	£0.00	
Technical Papers		£0.00	
Other		£0.00	
VAT	-£5,311.00	£6,398.00	
	-£35,724.00	£42,958.00	£7,234.01
Meetings	-£155.00		
Postage and Telephone	£0.00		
Printing and Stationary	£0.00		
Student Support	£0.00		
Committee Expenses	£0.00		
	£0.00		
	£0.00		
VAT	-£18.38		
	£0.00		
	-£173.38		-£173.38
VAT Payment (via HQ)			
Surplus Contribution to HQ	£0.00		
Funds to HQ	£0.00		
	-£35,897.38	£42,958.00	
Account Balance			£13,060.63
Bank Balance at 04 December 2009		£13,060.63	
Cash in Hand		£0.00	
Creditors			
Transfer to HQ			
		£0.00	
Debtors		£0.00	
		£13,060.63	

IHT SoRSA Branch

Statement of Profit for the Annual Meeting

VAT collected		£6,398.00	
Dinner		£5,150.00	
Accommodation		£7,410.00	
Exhibitions		£0.00	
Delegate Fees		£24,000.00	
		<hr/>	
		£42,958.00	£36,560.00
VAT paid	£5,311.00		
AGM Room hire	£321.89		
Pre Dinner Drinks	£781.65		
24 hr Delegate Rate	£15,259.27		
Day delegate rate	£1,760.94		
Comms + PA	£280.86		
Organisation costs	£12,008.38		
		<hr/>	
		-£35,723.99	-£30,412.99
Gross Profit		<hr/>	
		£7,234.02	
VAT settlement		<hr/>	
		£1,087.00	
		<hr/>	
	Nett Profit	£6,147.02	

Branch Assets

Branch Medal valuation as at 05/05/10	£3,300.00		
		<hr/>	
		Total Assets	£16,360.63

THE CHARTERED INSTITUTION OF HIGHWAYS & TRANSPORTATION

AUDIT FOR THE YEAR ENDED 31st December ...2010.....

BRANCH EXAMINER FORSORSA.....BRANCH

<u>Step</u>	<u>Work to perform</u>	<u>Comment</u>
1	Review a copy of the local constitution, meeting minutes for the year, and accounting systems in place	Reviewed (SRM) 3/2/11
2	Review the accounting records and consider whether they are up to date, well organised, and contain sufficient detail in respect of all transactions	Reviewed (SRM) 3/2/11
3	Compare the accounts to the balances shown in there accounting records, and test check some postings	Compared (SRM) 3/2/11
4	Review cash books and bank reconciliations for the year, and enquire into any unusual items	Reviewed (SRM) 3/2/11
5	Compare the accounts with prior year, and any budgets, and inquire into any apparently unusual items, fluctuations or inconsistencies	Reviewed & Compared (SRM) 3/2/11

6	Ensure that the accounts comply with the minimum requirements of the last layout sent from 6 Endsleigh Street	Reviewed (GRN) 3/2/11
7	If any enquiry is not satisfactorily resolved, investigate further by reference to third party evidence, such as invoices	N/A (GRN) 3/2/11
8	Confirm that there is no evidence of the branch operating outside the objectives of the Institution	Confirmed (GRN) 3/2/11
9	Are there any matters which require further explanation to enable a reader to gain a proper understanding of the accounts	No (GRN) 3/2/11

Signed : Date: 3/2/11

Any relevant Qualification: ... Current Account & Church Treasurer

Name and address
 MR. G. F. WAINWRIGHT
 45 GREENGATE ROAD
 FENSTHAM
 NENECASTLE UPON TYNE
 NE4 9LS