

# CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION

## SOUTHERN BRANCH

### MINUTES OF THE 55<sup>TH</sup> ANNUAL GENERAL MEETING

Held on Wednesday 1<sup>ST</sup> May 2013

At the Hampshire County Council's offices, Elizabeth Court II,

The Denning Room, Winchester, Hampshire

**Members Present:** M Jones (Chairman), T Groves (Vice-chairman), A Thompson (Treasurer), A Maclean (Secretary), L Meechan (Branch Council Member), I Cross, S Found, S Haggett, P Garrod, S Haggett and L Parker.

**1. Apologies for Absence** were received from C Bowley, S Child, I Dussek, Libby Kearsley, Rachel Rombough, P Weatherill and K Willcox.

**2. Minutes of the 54th Annual General Meeting** held on 25th April 2012 were proposed as a true record by T Groves and seconded by L Meechan and signed by the Chairman. There were no matters arising from the meeting's minutes.

**3. Chairman's Report** – M Jones presented his report covering the activities of the Branch over the preceding year. He made particular mention of:

\* The usual varied programme of technical meetings during 2012/13. Attendance at the six meetings varied from single figures to 34.. Meetings were held at various locations across the region (West Sussex County Council offices at Chichester, Portsmouth University, Hampshire County Council offices at Winchester and Mott MacDonald's offices at Southampton).

\* Branch membership is 977 (April 2013). Southern branch remains the second largest branch to the London branch and accounts for 9% of the Institution's membership.

Achievements in 2012/13

- Young Professionals – the working group has gained strength ensuring the activity we pursue meets the needs of our younger members.
- "Linked In" – Branch group now has 327 members up from 272 members from last year.
- The holding of a joint dinner and dance with the Thames and Chilterns branch in Winchester which was attended by 120 people including the Institution's President and wife. The event raised over £700 for the CIHT Foundation (charity) and also made a profit for the branch.

Aims for 2013/14

- \* 5 Evening meetings

- \* Training event for TPP and CIHT
- \* Joint Annual Seminar on topic to be decided with Thames and Chilterns branch.
- \* Joint Dinner and Dance with Thames and Chilterns Branch
- \* Social events (Cycling and golf)

The Chairman concluded by stating that without the continued dedication and input from the branch committee officers and members the branch would not be such a vibrant branch and he thanked them for their hard work and support during the previous year.

**4. Council Member's Report** – L Meechan gave his report which covered the main items and facts arising from the Institution's Council work the previous year. These included the following:

\* The Institution had continued to perform well despite the difficult economic circumstances. Membership numbers have been broadly stable which is seen as recognition of the value of membership of a respected professional body in uncertain times.

\* The Institution continued to work hard to make itself “the voice of our industry” with government and the media and this had resulted in responding to many government technical consultations with a consequential raising of the Institutions media profile as an expert in the field.

\* The use of Social Networking continues to grow. The CIHT is represented on “Linked-In” (2508 followers – 1255 last year) and “Twitter” (1216 follower – 502 last year) These types of social media sites are increasingly being used for raising awareness of CIHT activities.

\* There continues to be an effort to ensure that branches’ and their members’ needs are being identified and being met by the Institution. The current CIHT Vice-Chairman, D Gibby, has been tasked with championing this liaison with the branches.

**5. Honorary Treasurer's Report** – A Thompson presented the Treasurers Report.

The 2012 budget forecast was for a deficit of £1,100. However, branch activities in the year to 31<sup>st</sup> December 2012 resulted in a surplus of £1,432.66.

Branch activities in the year to 31<sup>st</sup> December 2012 resulted in an income of £2,224.65 from the Southern branch's share of the joint Thames and Chiltern/Southern Branch Annual Dinner and Dance and an expenditure of £791.99 made up of prize money for the Young Professionals competition,, evening meeting venue hire, postage, telephone printing and stationery and bank charges.

No cash was transferred either to or from the Institution in 2012, and effective cash is £4,000.63.

The accounts have been certified following independent examination by Kim Slater.

(The Branch Income and Expenditure Account for the year ending 31<sup>st</sup> December 2012 were subsequently placed on the Southern Branch mini-web site).

The Accounts were proposed by S Found and seconded by L Meechan as a true record of the Branch's financial activity for the year to 31<sup>st</sup> December 2012. This was approved unanimously.

**6. Election of Chairman** – The Chairman has completed his two consecutive years in office. The Vice Chairman, T Groves, was proposed as the new branch Chairman for the next two years by I Cross and seconded by P Garrod and approved unanimously. No other candidate was proposed.

**7. Election of Vice Chairman** – The branch committee recommended T Ingram be elected as the new branch Vice Chairman for the next two years by S Found and seconded by A Thompson and approved unanimously. No other candidate was proposed.

**8. Election of Branch Officers** – A Maclean (Secretary) and A Thompson (Treasurer) had indicated to Committee that they were willing to continue in their present roles. Their re-appointment was proposed by S Haggett and seconded by L Parker and approved unanimously. No other nomination for Secretary or Treasurer had been received.

**9. Election of Committee** – There were three members of the committee (S Found, Mrs L Kearsley and P Weatherill) finishing their statutory three year period on the committee. All three members had indicated they were willing to continue for a further three year period.

T Ingram was co-opted onto the branch committee in November 2012 and indicated he wished to become a committee member.

There were no other nominations received.

It was proposed by L Meechan and seconded by I Cross and approved unanimously that S Found, T Ingram, Mrs L Kearsley and P Weatherill be elected as committee members.

The new Branch committee constitution for 2013/14 was as follows:

T Groves (Chairman), T Ingram (Vice Chairman), A Maclean (Secretary), A Thompson (Treasurer), L Meechan (Branch Council Member), I Cross, S Found, P Garrod, S Haggett, M Jones, Mrs L Kearsley, Rachel Rombough, C Weatherill and K Willcox.

Co-opted Member C Bowley (IHIE representative)

EX-Officio Members D Tarrant Institution President (2008 – 2009)

I Dussek OBE Past Institution President

Prof. J Wootton CBE Past Institution President

B.L Parker MBE Hon. Member of Institution

**10. Election of Honorary Auditors** – A Thompson proposed and A Maclean seconded that Ms K A Slater be elected as Honorary Examiner of the Branch financial accounts for the financial year 2013/14. No other nomination was received. This was approved unanimously.

**11. Summer Visits and Social events 2013** – R Rombough (Social Events Organiser) advised that that a visit to the Whitehill Bordon eco-town in and a cycle ride in Gosport (July 2011) had been arranged and well attended.

R Rombough requested ideas for possible events for the forthcoming year.

**11. Evening Meeting Programme 2013/14** – There was presently no Winter Programme Organiser but a programme was being prepared and would be discussed at the branch's June committee meeting. The Committee welcomed member's suggestions on future evening meeting topics and speakers.

**12. Golf Secretary's Report** – In the absence of the Golf Secretary (P Weatherill) A Maclean reported on the Southern Branch's had come a respectable fourth in the LOCAN Cup golf competition hosted by the North Western branch at McDonald Portal Hotel Tarporly,

CheshireNairn in North East Scotland in September 2012. This year's LOCAN Cup is to be held at St Mellion Golf Club in Cornwall in September 2012.

**13. Annual Seminar 2012** – T Groves advised that the Thames and Chilterns branch were to be contacted with a view to holding a joint seminar on a topic to be agreed.

**14. Dinner & Dance 2012** – P Garrod reported that the joint Southern and Thames & Chilterns branch Dinner and Dance on 12 October 2012 at the Winchester Hotel & Spa, Winchester. The event had been botha social and financial success and that preparations were underway to hold a similar joint event on 12<sup>th</sup> October 2013 at the Hilton Hotel, Newbury.

**15. Any Other Business** – None

Signed .....

Tim Groves

Chairman  
Southern Branch  
15th May 2014