

**THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION**  
**ANNUAL GENERAL MEETING**

**Minutes of the fifteenth Annual General Meeting held as a hybrid meeting at 119 Britannia Walk on 18th June 2025. The meeting started at 16.30hrs.**

The President Glenn Lyons took the chair and explained how the hybrid AGM would be run, and it was confirmed that the meeting was quorate.

NOTICE: The Notice convening the meeting was taken as read.

MINUTES: The Minutes of the fourteenth Annual General Meeting of CIHT held on 19 June 2024 were approved. The motion to approve the minutes, proposed by the President and seconded by Karen McShane, was carried unanimously.

REPORT: The President confirmed that the Annual report and accounts had been available on the website from 16<sup>th</sup> May 2025 and highlighted that the Trustees' Report is included in the statutory accounts which are a public document filed with the Charity Commission. The annual report includes feedback on our achievement of CIHT's strategic aims and performance highlights for 2024, a statement on how we deliver public benefit, and confirmation from Trustees that CIHT is accounted for as a going concern, among other matters. The President proposed acceptance of the Report. Mitesh Solanki seconded the motion which was agreed unanimously.

ACCOUNTS: Simon Hindshaw, Honorary Treasurer, reported on the 2024 Annual Accounts. He informed members that the Group reported an annual overall group surplus of £284k after the results on investments. The surplus reflects an £84k increase in the value of our investment holdings, £143K positive increase on restricted funds, and an £82k drawdown on designated funds during 2024. All other income streams are broadly consistent. CIHT retains a strong balance sheet position with total net assets of £5.03m. The external audit was carried out by Sayer Vincent and no significant issues were found, resulting in an unqualified audit. The Trustees carried out the analysis of the forward financial projections to support our going concern statements in the report. This assessment was scrutinised by the external auditors who concurred with the judgment that Trustees had reached. The Honorary Treasurer proposed the Accounts be adopted. This was seconded by Gordon Baker. The motion was carried unanimously.

AUDITORS: The President proposed that Sayer Vincent be reappointed as CIHT's Auditors. Karen McShane seconded this motion which was carried unanimously.

OFFICERS: The President announced that Council had elected the following to serve as Honorary Officers for 2025-26:

<b><i>Mitesh Solanki</i></b>	President
<b><i>Kate Carpenter</i></b>	Vice President

**Simon Hindshaw**                      Honorary Treasurer

The AGM confirmed the recommendation to appoint the Honorary Officers as seconded by Council. The motion was carried unanimously.

ELECTION OF COUNCIL MEMBERS: Peter Dickinson, Chief Scrutineer, presented his report. An online ballot had been conducted once again through specialist company Mi-Voice. The results of the election for Ordinary Members were as follows:

1,035 valid votes were cast online. In alphabetical order, the following candidates were duly elected to serve on the Council for the next three years:

**Jo Field**

**Eric Hill**

**Louise McMahon**

Five candidates stood in the Regional elections this year, and the following five were elected:

**Daniel Jackson** ..... London

**Kaine Lynch** ..... Northern Ireland

**Jon Parker**.....East Midlands

**Graham Pointer** .....South East

**Richard Ward-Jones** .....West Midlands

Furthermore, following a resignation of an Ordinary Council member, a casual vacancy has to be filled. Council agreed earlier today for the new Council vacancy to be filled by appointing the candidate with the next highest number of votes in this year's elections. Therefore, the additional Council member that will be taking up the remaining term of office post is **Agnieszka Jezierska**.

The report confirmed that Mi-Voice had been instructed to destroy the ballot papers.

The President congratulated those successfully elected.

CHANGES TO CIHT'S STANDING ORDERS: Recommended changes to the Standing Orders were approved by trustees and pertain the clarification on terms of office for Council members.

The proposed changes are:

- Clarification on terms of office for Council members – Any Council member must step down from Council for at least one year once they have completed six consecutive years in post, unless they are appointed to an Officer of the Institution post (i.e., President, Vice President or Honorary Treasurer) or to the Chair of the Board of Trustees role.

A Council member who has served three terms as Past President must also step down from Council for at least one year before they can be elected to other posts.

The Board of Trustees proposed that the AGM confirm the recommendation to approve the amendments to the Standing Orders. The motion was carried unanimously.

There being no matters of any other business, the President declared the meeting closed at 16:50.

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