

# Draft Minutes

## CIPFA SOUTH EAST REGIONAL COUNCIL MEETING

**Date** 5 December 2018  
**Time** 3.00pm to 5.00pm  
**Venue** iMPower, 112/114 Middlesex Street, London E1 7HY

<b>Present</b>	President	Amy Crowson
	Regional Secretary/Vice President	John Barker
	Regional Treasurer	Nicki Cooper
	Regional Website Administrator	Lillian Manning
	Corporate Members	Phil Butlin
		Thomas England
		Mark Williams
	Retired Members' representative	Eric Keighley
	Registered Students	James Kidd
		Trisha Brigemohane
	Co-opted Members	Matt Bowmer
		James Cook
		Nick White
		Joanne Pitt

## AGENDA ITEMS

## Action by

1. Amy Crowson announced the birth of Charlie Long with congratulations to Kathryn.
2. Apologies were received from Kathryn Long, Stephanie Mitchener, Rosanne Nulty, William Goodchild, Lorna Baxter, Richard Harbord, Shelley, George, Philippa Watkins and Nick Carroll
3. Minutes of the meeting on 19 September 2018 were agreed, but attendee names are to be added and updated minutes recirculated (attached) **JB**

## Matters for discussion or decision

4. 2018 Development Plan, Budget Statement and Treasurer's Report
  - (1) Update on the delivery of the 2018 Plan agreed that most aspirations had been achieved.
  - (2) The 28 November 2018 Budget v Actual Statement which records income, expenditure and Reserves at that date was agreed.NC summarised for Council her proposals to agree with London Division the bank account consolidation at year end and the arrangements for the year end CSE accounts closure in accordance with CIPFA's timetable. **NC**

5. The 2019 Development Plan was submitted to CIPFA on 15 October 2018 and the 2019 subvention is now confirmed as £18k (same value as 2018) which was the assumption used for our Plan submission.

Council reviewed and approved the drafted 2019 Development Plan as submitted to CIPFA and endorsed it as the agreed version, subject to the 2019 Budget being agreed at January 2019 Council Meeting. **NC/JB**

6. Autumn Forum 15/16 November, Birmingham – feedback

CIM hosted the 3<sup>rd</sup> Regional Forum, attended by c50 delegates (most regions were represented) and presenters.

A debrief note of the event was noted and JB advised that he had requested Lindie Endelbrecht to attend and present at our 2019 AGM/Spring Conference. **JB**

7. Regional Data dashboard and Event Portal – release update

JB advised that he would continue liaison with Camilla Hayes and will circulate any further information when available. Regions will be admitted over the next few weeks to this database – and when the GDPR papers for each region are completed and returned. **JB**

8. Regional Governance and GDPR issues – progress on issues identified

JB advised Council that an adequate framework is required to demonstrate effective governance, branding and accountability and which reflects corporate support for the volunteer status of the resourcing input to deliver much of our regional activities.

Following discussion at the July and November Regional Forum meetings, regional telecoms and following from our regional council meetings, it is confirmed that it is a CIPFA corporate requirement that the identity of each respective region should be transparent (ie CSE in our case) where events or activities are undertaken by volunteers on behalf of a geographical regional council.

Council agreed that past identities that may have been used should now cease and the format CIPFA xxx Region, xxx group/event name or designation is to be used to ensure compliance with CIPFA corporate branding and communications protocols.

GDPR also requires clear accountabilities for access to membership data managed by CIPFA and accessed by or used by volunteers who have been authorised by CSE Council.

Financial regulations also apply to all sub groups within the region and each group must demonstrate a formal link to CSE Regional Council to effectively exercise lead responsibilities within that group. Any subsidiary bank accounts or financial transactions must operate within the regional council's financial regulations.

These requirements will need to be formalised in amendments to the present regional constitution. An update will be prepared for review at our January 2019 Council meeting, when the draft agenda for our 2019 AGM (on 27 March) will be available. **All to note**

9. Events Programme 2018/19 – feedback and forward proposals were noted. The current 2019 programme will be updated for review at each Council meeting during 2019. **JB**

## **Matters for information or note**

### 10. Institute Business

1. CIPFA Council – no report by Drew Cullen was available and no elected CIPFA Council members were present at this CSE Council meeting.
2. CIPFA Secretariat update – Joanne Pitt updated Council on the FRI consultation outcomes and release of findings and guidance, with roadshows planned for an early 2019 start. Work continues on the Financial Management Code – consultations during Spring 2019 with a target date for Code publication of September 2019. She will be willing to make regional presentations on both topics.

## **Reporting on group activity**

### 11. SE-CSN business

Progress report from James Kidd was noted.

### 12. Retired members' group activities –

Eric Keighley reported the cancellation of the planned Kew Gardens visit. The Spring 2019 meeting was planned to be a visit to the Post Office Museum at Mount Pleasant.

## **Any Other Business**

### 13. None

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## **Forward Diary**

### 14. Forward diary for 2019 – next meetings dates were agreed as -

30 January - Regional Council (hosted by PAC Group, Victoria) with a CPD evening to follow.

27 March - AGM/Spring Conference – (hosted by Grant Thornton, Finsbury Square).

Council Meetings - proposed dates for 2019/20 were noted as 8 May, 18 September, 4 December 2019 and 29 January 2020.

*John Barker*

*Regional Secretary CIPFA South East*

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*12 December 2018*