

# Draft Minutes

## CIPFA SOUTH EAST REGIONAL COUNCIL MEETING

**Date** 1 February 2017  
**Time** 2.30pm to 5.00pm (tea/coffee available from 2.15pm)  
**Venue** Boardroom, iMPower Consulting Ltd, 112-114 Middlesex St, London E1 7HY

**Present**

President	Rosanne Fleming
Vice President	Amy Crowson (T/C)
Regional Secretary	John Barker
Regional Treasurer	Nicki Cooper
Corporate Members	Phil Butlin
	Nick White

Retired Members' representative	Eric Keighley
Registered Students	Daniel van Bregt
	Trisha Brigemohane

Co-opted Members –

Alan Finch  
Stephanie Mitchener  
Mark Williams  
Lulu Yang

CIPFA Management Team and Secretariat Link	Jane Payling
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## AGENDA ITEMS

## Action by

1. Apologies received - Lillian Manning, Jane Cika, John Thornton, Alison Sweeting, Kristina Afford, Kathryn Long, Philippa Watkins. No response from Gareth Robinson. Jane Cika and John Thornton had given notice to stand down as corporate members and Council recorded their thanks to both for their involvement.
2. Minutes from meeting on 7 December 2016 were agreed.

## Matters for discussion or decision

3. Development Plan and Budget delivery in 2016
  - (1) Council confirmed the plan delivery as shown in the attached 2016 Plan.
  - (2) The 2016 Budget v Actual Statement records income and expenditure and our reserves

(3) 2016 Financial Statements are delivered to CIPFA and will be audited prior to the AGM.

These documents record regional activity which will be summarised in the Regional President's Annual Report 2016 and presented with the audited Financial Statements for approval at the AGM on 23 March 2017.

Council approved these documents as the basis for the 2017 AGM reports. Nicki Cooper reported on the issues with late receipt of London Division information for year end consolidation – Council agreed that integration of LD finances into mainstream CSE records should be arranged during 2017. **RF/NC/JB**

#### 4. Draft Development Plan 2017

This draft was prepared using our 2016 base activity, plus developments identified for 2017. The draft budget reflects that. It has been submitted to CIPFA in draft form to meet the timescales for 2017 regional subvention allocations that were considered during the Regional Forum, although current indications from CIPFA are that the subvention levels for 2017 will be based on historic elements, not the new Development Plan concept. **JB**

#### 5. 2017 AGM and Spring Conference Programme – 23 March 2017

- (1) Draft AGM notice and agenda – noted and agreed for publication **JB**
- (2) Regional Council succession planning – agreed and will be reported to AGM **RF/JB**
- (3) Draft Spring Conference Programme – noted and agreed **JB**

#### 6. CIPFA Council elections 2017 - regional nominations

John Matheson's email of 26 January to all CIPFA members confirmed the 2017 CIPFA Council Honorary Officers plus the Nomination Committee's message to all members regarding the 2017 CIPFA Council elections. It also noted that the Channel Islands Branch members should stand in CIPFA SE Region.

Council agreed that Rosanne Fleming should be endorsed as their recommended candidate and Rosanne should include this in her election summary profile. Council members were asked to publicise Rosanne's candidature to colleagues and elsewhere as appropriate. **All**

#### 7. Newly Qualified Members' Presentation Ceremonies – 17 May 2017 and beyond

Lillian has booked 17 May for the usual dedicated ceremony and several Council hosts are requested for that date. A successor to Lillian will be asked to evaluate what pattern of presentation ceremonies we could follow after May 2017 and make recommendations to May 2017 Council. **All to note – any volunteer successors to contact Lillian**

#### 8. 60<sup>th</sup> Anniversary Weekend School, Wantage Hall, Reading University, 7/9 September 2017

The organising group are planning a special programme to mark this anniversary. A verbal progress report outlined the work so far. Programme should be available in April/May **AS**

## **Matters for information or note**

### 9. Mentoring Scheme – progress report.

Following the endorsement of the initial proposals at our December meeting Tom England reports that work is continuing. A progress report should be made at the May 2017 Council meeting following further discussion with a potential sponsor. **TE**

### 10. Events programme 2017/18 and related issues were noted.

Reinstatement of Anglia Conference (June) was highlighted – to be based on Wessex format which was attracting increased support this year.

JB reported that London Marriott Hotel had offered near similar terms for Annual Dinner (date to be 10 November) and Council agreed an early confirmation would help secure table sponsorship to maintain attractive ticket prices for 2017.

Hub event dates requested to develop the programme detail for 2017. **JB**

### 11. Institute Business

#### 1. CIPFA Council – report by RF outlined –

- Financial performance concerns for 2016
- CFC progress/income generation
- Council/Trustee Board relationship
- Student recruitment reviews

Council noted these issues.

#### 2. CIPFA Secretariat update – report by JP included –

- Faculties events planning developments
- Devolution influences on events planning
- Devolution lead to be confirmed soon

## **Reporting on group activity**

### 12. SE-CSN business

Progress report from DvB confirmed Frances Slack as his successor.

### 13. Retired members' group activities –

Report from EK confirmed 25 April (Farnborough Airport) and 17 October (Windsor Castle) as planned visits for 2017.

## **Any Other Business**

14. None

## **Forward Diary**

15. Forward diary for 2017/18 – next meeting date confirmed as 11 May (subsequently amended to 10 May at iMPOWER Boardroom.

AGM/Spring Conference – Grant Thornton hosting on 23 March 2017

Regional Council (provisional date) 13 September, 6 December 2017, 31 January 2018

Are to be confirmed at May Council.

*John Barker*

*Regional Secretary CIPFA South East*

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*8 March 2017*