

Draft Minutes

CIPFA SOUTH EAST REGIONAL COUNCIL MEETING

Date 10 May 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	Amy Crowson
	Junior Vice President	Kathryn Long
	Regional Secretary/Vice President	John Barker
	Regional Treasurer	Nicki Cooper
	Regional Website Administrator	Lillian Manning
	Corporate Members	Phil Butlin
		Stephanie Mitchener
		Thomas England
		Mark Williams
	Immediate Past President/CIPFA Council Member	Rosanne Fleming *T
		Trisha Brigemohane
	Co-opted Members	Nick White

AGENDA ITEMS

Action by

1. Apologies received from Eric Keighley, Frances Slack, Kristina Afford, Alan Finch, Alison Sweeting, Philippa Watkins, Lulu Yang and Jane Payling.
2. Minutes of the meeting on 1 February 2017 were agreed.

Special Agenda Item

3. Regional Council Tributes to Bill Capps (1935 – 2017) who died on 4 April 2017 were invited and several Council members shared their memories of his contributions to our Region.
Bill's long and successful career with our Institute was followed by enthusiastic involvement with the South East Regional Council. Several present and former Regional Council members attended Bill's funeral on 20 April in Keymer, Sussex along with CIPFA colleagues from Bill's days at Robert Street. Noel Hepworth has prepared an obituary for *Spreadsheet*.
Council agreed to record this tribute to Bill and agreed a donation of £100 from our funds in Bill's memory to RNLI and Rotary Club Burgess Hill.

NC

Matters for discussion or decision

4. Regional Council co-options for 2017/18 and CIPFA Council Election results 2017
These prospective Council Members as co-optees were reported to our Regional AGM and are shown here for formal Council approval – which was given.

Kristina Afford
Alan Finch
Alison Sweeting
Philippa Watkins
Nick White
Lulu Yang

Council agreed that added co-options for the year to represent activity in our regional engagements and/or sectors may be required.

Council congratulated Rosanne Fleming who was successful in the CIPFA Council Elections. The other elected candidates in our region will be invited to actively support the role and work of our Regional Council, in the spirit of the intentions of the CIPFA 2015/16 Governance Review. The full election results are at

www.cipfa.org/about-cipfa/cipfas-governance-structure/council-elections-2017

JB

5. Budget Report and related matters and Development Plan update for 2017.

(1) Budget v actual report at 1 May 2017 was reviewed and agreed.

(2) Treasurer's Report at 1 May 2017 was reviewed and Council approved Nicki's proposals to share the Treasurer's workload and designate James Cook as our Deputy Regional Treasurer. James will be a co-opted member of the Regional Council. Nicki confirmed that David Ewart has accepted the Auditor role for 2017. **JB**

(3) Council noted that the intention to use Regional Development Plans to assist subvention allocations has been deferred for 2017. The format and purpose for 2018 will be revisited during this year. **All to note**

Accordingly, our regional draft for 2017 was not submitted formally to CIPFA.

An adapted version may be used for our Council monitoring in 2017 to demonstrate activity against our budget usage. The 2017 Regional Forum events will consult further on an updated format, content and purpose for 2018.

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

Lillian has confirmed 17 May for the usual dedicated ceremony for 11 new members (plus guests – making an expected total c40 people). Volunteer Council hosts are to be TB and AS, plus any additional volunteers to follow (and to advise LM if available).

Council was reminded that Lillian has given notice to stand down as organiser after that Event and agreed to designate a successor volunteer who will be requested to evaluate what pattern of presentation ceremonies we could follow after May 2017 and

to make recommendations to our next Council meeting.

Lillian's work to organise these ceremonies was acknowledged by Council and she was thanked by the Regional President for her time in the role.

TB expressed a potential interest in succeeding Lillian and will let JB know in due course if she is able to take on the role for Autumn 2017. Inviting candidates and again presenting certificates as part of the 2017 Annual Dinner is a fall back option, particularly if there is only a limited interest in an autumn presentation ceremony.. **JB/TB/AC/NC**

7. Regional Forum Developments 2017

The proposed Spring Forum (April) did not take place and Council was advised that 8 June 2017 has been suggested for the next Forum – to be hosted by CIPFA in the Midlands.

A formal invitation setting out a provisional agenda and suggested attendance should be received by each region shortly.

Council agreed to authorise our Regional President to agree attendance at this next Forum when further details are received. **AC/JB**

There are no further details available yet for the expected Autumn Forum to be hosted by CIPFA Scotland in September/October 2017. Council asked that adequate notice should be given for each future Forum to allow effective representation from each region.. **JB**

8. CIPFA Annual Conference 2017 (12/13 July, Manchester)

Regional Council and CSN – SE delegate attendance

Expressions of interest came from AC, JB, SM, TE, NC and TB to attend as Council delegates. RF will be a CIPFA Council delegate and there will be others attending in a work capacity. JB will circulate invitations received from the NW Region for the regional networking reception and evening meal on 12 July.

Delegates will be confirmed by our Regional President and Regional Treasurer within our budget provision. **AC/NC/JB**

Matters for information or note

9. 60th Anniversary Weekend School, Wantage Hall, Reading University, 7/9 September 2017

RF outlined the organising group's progress and some confirmed elements of the programme which will soon be finalised.

Council members were requested to support personally and to publicise the programme as appropriate. **All to note/act**

10. Annual Regional Dinner – 10 November 2017

The booking with the London Marriott Hotel is now confirmed with negotiated rates very similar to 2016. JB is in dialogue with previous sponsors and will seek new support during

Annual Conference. Ticket prices are planned to remain as 2016 if sponsorship exceeds 2016 levels, as the Annual Dinner is budgeted to be a break even event. **JB//NC**

11. Regional Events Programme 2017/18 at 7 May 2017

Council noted the latest schedule which shows confirmed or provisional events. Hub group leaders are requested to supply some forward confirmed/provisional dates to assist JB in securing presenters for requested events later this year and into 2018. **JB/Hub Leaders**

12. Institute Business

1. CIPFA Council – Regional Council received a verbal report by Regional Past President (now elected to CIPFA Council) and reviewed Drew Cullen’s briefing Note which was commended as a useful format.
2. CIPFA Secretariat update – not given as Jane was unable to attend.

Reporting on group activity

13. SE-CSN business

Frances Slack has succeeded Daniel van Bregt as CSN-SE President and plans to attend future meetings of Regional Council.

A progress report from Frances and Daniel will be circulated later as Frances was not Able to attend this meeting. **FS**

14. Retired members’ group activities –

The next meeting is 17 October – a visit to Windsor Castle. Details will be circulated to the group shortly. **EK**

Any Other Business

15. No items

Forward Diary

16. Forward diary for 2017/18 – next meeting dates were agreed for 2017/18 as - .

20 September, 6 December 2017 and 31 January 2018 **All to note**

AGM dates for 2018 to be canvassed with Grant Thornton as a Finsbury Square hosting request. **JB**

John Barker

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Updated 18 September 2017