

Minutes

Meeting: CIPFA Cymru-Wales Branch Executive
Date/time: Monday 25 January 2016 14.00 – 16.30
Venue: Wales Audit Office
 Cathedral Road, Cardiff

With telephone link to GM and SO

Present:

Executive:

Gill Lewis (GL) – Past President
 John Dwight (JD) – Secretary
 Rebecca Nelson (RN) - Treasurer
 Steve O’Donoghue (SO) – by telephone
 Tony Era (TE)
 Gerard Moore (GM) – telephone
 Lisa Young (LY)
 Tom Bowring (TB)

CIPFA:

Agenda items

	Welcome
1	<p>Welcome</p> <p>GL welcomed members to be meeting and advised members that unfortunately Iolo’s mother had passed away earlier in the day. She would be chairing the meeting in his absence. Members stood for a moment of silence in respect.</p> <p>GL also advised members that KF had not been well and was in hospital following a suspected heart attack. He was responding to treatment. Our thoughts were with both him and Iolo.</p>
2	<p>Apologies for absence</p> <p>Executive: Iolo Llewelyn (IL) – President Rhian Evans (RE) – Vice President Tony Hagland (TH) Ken Finch (KF) Lisa Young (LY) Sheila Crossley (SC) Bev Peatling (BP)</p> <p>CIPFA: Chris Tidswell (CT)</p> <p>Although CT had passed on details of the meeting to Don Peebles and Giles Orr, as CIPFA officers responsible for Wales, we should also formally invite them to Branch</p>

	Executive meetings.
3	Declarations of interest None
4	Minutes from previous meeting Minutes from meeting 12 November 2015 Minutes approved. There were no matters arising that were not resolved or covered elsewhere on the agenda. Attendance record 2015 – updated. This should include the December away days.
5	Business plan and events programme Updates to the Business Plan were discussed and made from 2 of the 3 groups following the away day. JD to meet with IL to finalise the third section and consolidate into a revised 2016 Business Plan. In discussion, there were a number of areas where we needed advice and /or answers from CIPFA central. JD to meet with IL to draft a letter from the Executive to Head of CIPFA in Wales (and/or CIPFA Chief Executive) to try and get these issues resolved in order to finalise the Business Plan. 2016 events programme discussed. There had been delays at CIPFA in issuing the January members' e-mail – which would include the 18 February charities event. Given this, and only one member signed up for the event, it was agreed to defer the event until later in the year. JD to contact CIPFA to remove the event (and report our disappointment in the delay in issuing the e-mail). We now need to resolve this and get the AGM advertised as soon as possible. GM & RN to establish new date for the charities event and a repeat of this in Cardiff later in the year. Events programme discussed and proposals set out for 2016 events.
6	2016 conference – 24 November 2016 JD to e-mail executive members for volunteers to join a conference working group. Meeting then needed for de-brief on last year (with or without CIPFA Scotland), and start to firm up plans for this year.
	CIPFA 'central' matters
7 - 9	No matters considered.
	CIPFA Cymru-Wales Branch matters
10	Treasurer's report 2015 financial position reported by RN. Potentially a small surplus, but significant income still to be received from members who had attended to conference. RN to ask CIPFA Scotland to re-issue invoices, as it was unclear how non-members had been contacted, and whether members had realised invoices were now in 'my CIPFA'. It had not been possible to pay invoices on line – RN had spoken to CIPFA when paying hers to get this sorted out!

11	<p>AGM – 2 March 2016</p> <p>See comments above about advertising this. JD to speak to co-opted members about nominations for formal election.</p>
12	<p>Spreadsheet deadlines</p> <p>Schedule of early 2016 dates considered. April issue (deadline 4 March) – report on fraud event in Swansea June issue (deadline 6 May) – comment on Charities event, if finalised</p>
13	<p>Items of correspondence</p> <p>Request for amendment to the Constitution from the retired members’ group considered and re-wording agreed. JD to prepare as an item for the AGM.</p>
14	<p>Next meeting</p> <p>2 March 2016 – in the morning of the AGM.</p>
	<p>Any other business</p> <p>Nominations for CIPFA Council. GL will remain on Council for another year. May need to consider regional representative to Council, as replacement for SO. GL to confirm when/how this needs to be done.</p>

Action points

Agenda item	Actions
2	We should formally invite Don Peebles and Giles Orr to Branch Executive meetings
5	<p>JD to meet with IL to finalise the third section and consolidate into a revised 2016 Business Plan.</p> <p>JD to meet with IL to draft a letter from the Executive to Head of CIPFA in Wales (and/or CIPFA Chief Executive).</p> <p>JD to contact CIPFA to remove the 18 February event (and report our disappointment in the delay in issuing the e-mail).</p> <p>GM & RN to establish new date for the charities event and a repeat of this in Cardiff later in the year.</p> <p>JD to circulate proposed events programme for members to action.</p>
6	JD to e-mail executive members for volunteers to join a conference working group. Meeting then needed for de-brief on last year (with or without CIPFA Scotland), and start to firm up plans for this year.
11	JD to speak to co-opted members about nominations for formal election.
13	Request for amendment to the Constitution from the retired members' group considered and re-wording agreed. JD to prepare as an item for the AGM.
AOB	May need to consider regional representative to Council, as replacement for SO. GL to confirm when/how this needs to be done.