



## ***Birmingham Health, Safety & Environment Association***

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Registered Charity No. 255523

*Secretary: Liz Prohett B.A.(Hons), CMIOSH, CIPD*

### **Minutes - Annual General Meeting 9 January 2017**

1. Welcome and Apologies:  
The Chair George Allcock gave a warm welcome to all Members and, especially, BHSEA President Rosi Edwards and Paul Billinger from the HSE to give the keynote speech.
2. Adoption of the Minutes of the last Annual General Meeting held 11 January 2016:  
A further copy of the Minutes of the last meeting had been circulated to Members on 14 December 2016.

Proposal to adopt the minutes:

Proposed: Mike Morton

Seconded: David Hughes

– (latecomers came in at this point)

3. Matters Arising: – none.
4. Annual Report and Accounts 2015/2016:  
A copy of the Annual Report and Accounts had been circulated to Members on 14 December 2016. Some key points were picked out as follows:

Organisation Structure – page / slide 5

Rosi Edwards agreed to take up role of President in February 2016. David Hughes stepped into the role of Vice Chairman following Stephen Parton's resignation.

Summary of Achievements and Milestones – page / slide 6

The newly changed cabaret style meeting layout has been successful in facilitating greater networking and sharing opportunities.

Due to the success of the Effective Claims Management Seminar in April, BHSEA will now run a similar event each year.

Administration continues to be streamlined, with members receiving more information electronically. This allows revenue to be spent on the key objective of promoting health and safety. Systems and procedures are also under development.

Thanks were extended to all Trustees, Management and Council Members for their continuing voluntary effort and also to Liz and Janice for their support and ensuring things happen.

Programme of Events / Meetings – 2016: – page / slide 7

The overall attendance for meetings has been reducing. Members are encouraged to promote the value of BHSEA membership to their contacts where appropriate.

Membership:

Although there had been a number of resignations during the year, there have also been new applications received.

Income and Expenditure:

There is no longer an income deficit, caused by the loss of rental income following the sale of the Acocks Green premises. The invested sale proceeds are now earning dividends.

Assets and Liabilities:

Fixed assets at the end of the year were the Quinton premises, which were sold on 5 January 2017. The sale proceeds have been invested. Rental office accommodation is now being sought.

There was a major VAT tax liability, which HMRC brought to our attention during the year. This was due at the time of the sale of the Acocks Green premises but had been inadvertently overlooked by all those involved in the sale process. However, despite having paid this overdue tax liability BHSEA accounts still remain extremely healthy.

Governance and Management:

The Charity Commission require BHSEA to have robust processes in place - which is the case – for both strategic planning and day-to-day activities.

Future Actions / Improvement Opportunities:

There is a need to identify and develop officers prior to Elections next year.

The Council meeting in February will be discussing repeating the Member Survey conducted a few years ago.

The BHSEA website is to be redesigned. The virtues and values of connecting to social media are also to be explored.

Increased Membership participation in events is to be encouraged, for example by inviting Members to put themselves forward for Members' Corner slots.

In Memoriam:

Special mention was made of the loss during 2016 of two key and long-standing former members who had made outstanding contributions to BHSEA:

Liz Chappell, wife of former Secretary Andy Chappell, and Harry Jakeman, former Chair.

Independent Examiner's Report, Financial Statement and Balance Sheet:

This was circulated to Members in December. All relevant documents have been signed off by the independent examiner and accountants as a true reflection of finances for the period in question.

The Report and Accounts has been signed off by all Trustees.

5. Adoption of Accounts and Balance Sheet for 2015/2016:

Proposed: David Hughes

Seconded: Louise Mansfield

6. Any Other Business:

David Hughes asked that any Members with relevant IT expertise who could be of assistance with the website or social media and who would like to become members of Council to contact the Secretary.

Rosi Edwards encouraged all health and safety professionals to be constantly aware of issues in their workplace and actively look for solutions.

Rosi also spoke of the benefits of social media such as Twitter as a means of promoting organisations like BHSEA via Members simply tweeting colleagues of when meetings were occurring and, afterwards, what had transpired/what they had enjoyed.

7. Close of AGM:

With no further business being raised, the meeting was brought to a close.