



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 8 January 2018

1. Welcome and Apologies:

The Chair George Allcock, gave a warm welcome to all Members and, especially, BHSEA President Rosi Edwards and Jane Lassey from the HSE who gave the keynote speech.

Apologies: David Hughes, BHSEA Vice-Chair
Steve Lewis, MACE Group
Judith Richardson, QBE
Andy Rolinson, Engie

2. Adoption of the Minutes of the last Annual General Meeting held 9 January 2017:

A further copy of the Minutes of the last meeting had been circulated to Members on 13 December 2017.

Correction:

The 2017 minutes stated that the proceeds from the sale of the Quinton premises on 5 January 2017 had been invested. However, although the intention was (and is) to invest the proceeds, they had not been invested at the time of the AGM.

Proposal to adopt the minutes:

Proposed: Ralph Weaver
Seconded: John Jones

3. Matters Arising:

None.

4. Annual Report and Accounts 2016/2017:

A copy of the Annual Report and Accounts had been circulated to Members on 13 December 2017. Members were reminded that the BHSEA financial year runs from 1 October to 30 September.

Some key points were picked out as follows:

Summary of Achievements:

Two of the major achievements were:

- the introduction of the Harry Jakeman Memorial annual construction event and
- the Business Continuity Seminar in April, which was well received.

BHSEA is now making use of social media to aid promotion, publicity, networking and sharing. Special thanks were given to Michael Abbott who has been largely instrumental in introducing and developing this platform. Many of the Members present confirmed they had uploaded their profiles to LinkedIn.

Thanks were extended to all Trustees, Management and Council Members for their continuing voluntary effort and also to Liz and Janice for their support 'behind the scenes'.

Programme of Events / Meetings – 2017:

The average meeting attendance has seen a slight dip. The challenge going forward is to make sure that BHSEA remains relevant and continues to provide value to Members.

Members' Corner:

The Members' Corner presentation is a 10 minute slot within the monthly programme, on a relevant health and safety topic. Any Members willing and able to contribute are encouraged to take part and share with the Membership their experience and also the health and safety challenges for their business.

Membership Numbers:

The apparent rise in the number of resignations has been as a result of taking the decision to remove inactive members (largely uncontactable), from the database. However, new members are coming through. All Members are encouraged to promote the benefits of BHSEA Membership to their contacts wherever possible, to continue the upward trend.

Partnerships:

Special mention was given to the continued support from solicitors Pinsent Masons and also to ARCO, who have been very supportive in making their premises available for BHSEA Construction Sub-Group meetings as well as hosting 'Harness Awareness' training sessions.

Income and Expenditure:

The sale of Acocks Green led to a major loss of rental income. The sale proceeds were invested but initially, growth was slow and for 3 years the accounts were running at a deficit. However, BHSEA is now in a surplus position. There is a steady income from investment. These legacies help to fund/subsidise events like the monthly programme meetings.

The Chair clarified that the "small accommodation costs going forward" were in relation to occasional use of meeting rooms for administration purposes, as the Secretary and her Assistant work largely from home.

Assets and Liabilities:

Investments are held with four investment managers to spread the risk. Returns/yields are closely monitored. The free reserves of £150k currently held in a bank account will be reduced to a smaller working capital of £24k, with the remainder being invested to generate income. Assets are currently around £1m.

Governance and Management:

The Association continues to operate taking due account of Charities Commission rules, regulations and guidelines, including those related to public benefit.

The EQFM business model 'guides' the Association in ensuring its activities and key events are carried out in a structured, planned and timely manner.

Future Actions / Improvement Opportunities:

The Association has been occasionally renting office accommodation at the National Metalforming Centre and special thanks were given to Peter Bowers (ICDM) and Steve

Westerby (ARCO), for allowing us to store BHSEA furniture/records/equipment at their premises in Bromsgrove and Merry Hill respectively. And also, for the use of their facilities and office accommodation.

There will again be a major seminar in 2018, which will take the form of a Mock Trial. Further information to follow. New and improved initiatives need to be considered in order to attract more members.

Administration continues to be streamlined with systems and procedures currently under review to enable revenue to be directed towards promoting health and safety.

Succession Planning of Honorary Members and Secretary

All Members are welcome to put themselves forward for consideration for these roles.

Construction Section

Neil Boon, Construction Chair, is stepping down due to increased work pressures. Neil has been extremely active in his role, helping to ensure the success of construction events and we thank him for his outstanding contribution.

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

This was circulated to Members in December. This report is supplementary to, and follows on from, the BHSEA Report and Accounts. Prepared by Nicklin LLP, (Accountants), that BHSEA has been using for the past few years. All relevant documents have been signed off by the independent examiner and accountants as a true reflection of finances for the period in question.

5. Adoption of Accounts and Balance Sheet for 2016/2017:

Proposed: Dalvinder Masaun

Seconded: Lee Dargue

6. Election of Honorary Officers & Council Members for 2017/2018: (see slide 'January 2018 Elections – Potential Organisation Structure 2018/19', attached to these minutes)

Nominations:

- George Allcock to continue as Chair
- David Hughes to continue as Vice Chair
- Andy Rolinson appointed as Construction Chair
- Dalvinder (Dally) Masaun, as a previous Chair, continues as a Trustee

Management Committee Members and Honorary officers will, assuming they are re-elected, co-opt people from Council to assist them as and when required.

Four new candidates are putting themselves forward to Council:

- Ken Davies, City of Wolverhampton College
- Linda Ley, Unipart Logistics
- Robert Boyd, Measham Heating
- Lee Dargue, Siemens Rail Automation Holdings Limited

George Allcock recommended that all be elected to the roles as shown on the slide.

Proposed: Christine Saaler

Seconded: Ralph Weaver

7. Any Other Business:

No items raised.

Close of AGM.