



THE INSTITUTE OF QUARRYING LONDON & HOME COUNTIES BRANCH

Branch Secretary: Mary Carter

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LONDON & HOME COUNTIES BRANCH OF THE INSTITUTE OF QUARRYING

Annual General Meeting

I hereby give notice that the Annual General Meeting of the London and Home Counties Branch of the Institute of Quarrying will take place at 15.30 hrs on Thursday 23 March 2017, at Mytime Active, Orpington Golf Centre, Cray, Ruxley, Sandy Lane, Orpington, Kent BR5 3HY (www.mytimeactive.co.uk) or transaction of business in accordance with the enclosed agenda.

A copy of the Branch accounts for the year ending 31 December 2016 will be available at the meeting.

Enclosed is a nomination form for Branch Officers together with guidance notes which should be returned no later than 1 March 2017.

Please do not propose anyone who has not agreed to stand.

Your support for the Annual General Meeting would be most welcome.

Yours sincerely

Mary Carter

Mary Carter
Hon Branch Secretary

NOTES FOR GUIDANCE FOR THE 2017 ANNUAL GENERAL MEETING

Present Officers:

Chairman	Iain Ormrod
Vice Chairman	Sharon Spain
Council Representative	Tyrone Partridge
Honorary Treasurer	M B Benson
Honorary Secretary	M Carter
Honorary Auditor	M Carter

Committee Members:

Glyn Richards
Matthew Paul Cross
Will Taylor

AGENDA FOR ANNUAL GENERAL MEETING

- 1 Notice convening the meeting
- 2 Apologies
- 3 Minutes of Annual General Meeting dated 14 April 2016
- 4 Matters Arising
- 5 Correspondence
- 6 Chairman's Report
- 7 Council Report
- 8 Financial Report
- 9 Technical Evenings – Programme and Field Visit
- 10 Election of Branch Officers
- 11 Any Other Business

Nominations for Branch Officers and Committee for 2017 - 2018

I have pleasure in placing before the Annual General Meeting the following nominations for Officers and Committee (**they have consented to stand**)

- Chairman**
- Vice Chairman**
- Council Representative**
Corporate Member only
- Honorary Treasurer**
- Honorary Secretary**
- Honorary Auditor**
- Committee Members**

Signed: **Date:**

Name:

Address:

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Please return to: Mary Carter, c/o Frank Lyons Plant Services, Hollingson Meads Quarry, Pole Hole, Gilston, Harlow, Essex. CM20 2RN
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Minutes of the Annual General Meeting of the London and Home Counties Branch of the Institute of Quarrying held at Woodlands Manor Golf Club at 15.30 hrs on Thursday 14 April 2016

Present: Glyn Richards, Mary Carter, Iain Ormrod, Sharon Spain, Tyrone Partridge

1 The Secretary read the notice convening the meeting

2 Apologies for absence

Were received from Matthew Cross, Mike Benson

3 Minutes of the Annual General Meeting held on 26 March 2015

Were read, agreed and signed

4 Matters Arising

None

5 Chairman's Report

Attached

6 Council Report

No report. However a Branch Development Day meeting has been called for members to attend at IQ HQ on 25.05.2016 with a webinar being available outlining the reason for the meeting. As soon as feedback is available this will be forwarded to L&HC committee members in lieu of a Council Report.

7 Financial Report

A copy of the Branch accounts was produced by Treasurer and presented by the Secretary in his absence for the year ended 31 December 2015. A copy of the Branch Accounts is available by request to the Secretary for those Committee Members who were unable to attend the meeting. The accounts for 2015 were audited by M Benson/M Carter on 11.04.2016.

In summary:

Current bank balance as at 31.12.2015 - £755.57

National savings as at 31.12.2015 - £11858.08

Total monies held overall as at 31.12.2015 - £12613.65

Technical evenings finished the year of 2015 as a negative of £140.00

Interest on National Savings was £88.27

Sundry expenses for the year ended 2015 were zero.

This gives a final loss for the year ended 31 December 2015 of £51.73

M Benson has agreed to carry on the role of Honorary Treasurer.

8 Election of Officers

Glyn Richards stood down as Hon Chairman and the members of the L&HC Branch thank him for his endeavours over the past three years. Iain Ormrod was elected as Honorary Chairman with Sharon Spain elected as Deputy Hon Chairman (proposed Mary Carter, seconded Tyrone Partridge).

Mary Carter continues as Honorary Secretary and Honorary Auditor.

Mike Benson remains as Hon Treasurer.

Tyrone Partridge continues as Branch Representative to Council.

Matthew Paul Cross remains as a valued Committee member.

Glyn Richards will remain on the Committee after standing down as Hon Chairman and will take on the role of organising the annual field visit and helping to source speakers for technical meetings.

It was agreed to endeavour to expand the Committee with SS approaching Hope for a volunteer to join the Committee. MC contacted Gary Langton of Brett after the meeting and Will Taylor of Brett was subsequently voted onto the Committee on 22 April 2016.

9 Programme and Field Visit

i) Field Visit – GR to organise a field visit at Datchett near Slough during 2016.

ii) Technical Meetings

It was agreed that two technical meetings be held for the 2016/2017 season, possibly in conjunction with SEQLG meetings as locations are the same and many attendees are also the same. Final format to be agreed, but if this is to be the case the dates and locations will be:

Thursday 20 October 2016 - Thorney Park Golf Club, West London

Thursday 27 April 2017 - AGM
Woodlands Manor Golf Club

SS to liaise with SEQLG Governance Committee members and give feedback of the result to L&HC Branch committee members.

Discussions were had as to how to reach members using sites as training hubs and holding technical webinars. Hon Chairman IO to contact Mike Phillips at IQ HQ to request cluster mapping of L&HC members and advice on the practicalities of holding technical webinars and what is involved.

10 Any Other Business

There still continues to be a lack of support for attendance at Branch meetings hence the decision to keep the meetings to two per annum and look at other avenues of reaching and engaging L&HC Members.

A letter was received from M Isles re Benevolent Fund requesting contribution from L&HC Branch. GR to respond outlining current position of L&HC Branch and regretfully declining to give a contribution from the L&HC Branch.