



THE INSTITUTE OF QUARRYING LONDON & HOME COUNTIES BRANCH

Mary Carter

On behalf of the Chairman

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LONDON & HOME COUNTIES BRANCH OF THE INSTITUTE OF QUARRYING

Annual General Meeting

On behalf of the Chairman 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 22 March 2018, at Woodlands Manor Golf Club, Tinkerpot Lane, West Kingsdown, Sevenoaks, Kent TN15 6AB for transaction of business in accordance with the enclosed agenda.

A copy of the Branch accounts for the year ending 31 December 2017 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 2018.

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
On behalf of the Chairman

NOTES FOR GUIDANCE FOR THE 2018 ANNUAL GENERAL MEETING

Present Officers:

Chairman	Iain Ormrod (standing down 22 March 2018)
Deputy Chairman	Gary Langton
Council Representative	Tyrone Partridge
Honorary Treasurer	M B Benson (standing down 22 March 2018)
Honorary Secretary	M Carter (stood down 30 November 2017)
Honorary Auditor	M Carter (stood down 30 November 2017)

Committee Members:

Will Taylor
Glyn Richards (standing down February 2018)

AGENDA FOR ANNUAL GENERAL MEETING

- 1 Notice convening the meeting
- 2 Apologies
- 3 Minutes of Annual General Meeting dated 23 March 2017
- 4 Matters Arising
- 5 Correspondence
- 6 Chairman's Report
- 7 Council Report
- 8 Financial Report
- 9 Future of the L&HC Branch including technical evenings and field trips
- 10 Election of Branch Officers
- 11 Any Other Business

Nominations for Branch Officers and Committee for 2018 - 2019

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

Chairman

Deputy 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 on behalf of the Chairman
Tel: 07850 818604
E-mail:mary@elcsafety solutions.uk

Minutes of the Annual General Meeting of the London and Home Counties Branch of the Institute of Quarrying held at Orpington Golf Club at 15.30 hrs on Thursday 23 March 2017

(Please note that these are also the minutes of the L&HC Branch Committee meeting which was held at the same time as the AGM – separate Committee meeting minutes will not be produced)

Present:

Iain Ormrod, Sharon Spain, Mary Carter, Tyrone Partridge, James Thorne, Simon Edwards

1 The Secretary read the notice convening the meeting

2 Apologies for absence

Were received from Glyn Richards, Will Taylor, Mike Benson. Matthew Cross was also absent.

3 Minutes of the Annual General Meeting held on 16 April 2016

Were read, agreed and signed

4 Matters Arising

MC introduced James Thorne of IoQ.

5 Correspondence

IO produced letter from Phil Redmond advising that James Thorne would be attending branch meetings to introduce himself and go through the upcoming Centenary arrangements for this year. MC produced letters regarding donation for Harry Crowfoot and response from the hospital charity concerned. All of this correspondence is available by email from the Hon Secretary on request.

6 Chairman's Report

Attached

7 Council Report

No report.

8 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 2016. 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 2016 were audited by M Benson/M Carter on 20.03.2017.

In summary:

Current bank balance as at 31.12.2016 - £615.57

National savings as at 31.12.2016 - £11929.33

Total monies held overall as at 31.12.2016 - £12544.90

Technical evenings finished the year of 2016 as a negative of £40.00

Interest on National Savings was £71.25

Sundry expenses for the year ended 2016 were £100.00 (Harry Crowfoot donation)

This gives a final loss for the year ended 31 December 2016 of £68.75

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

9 Programme and Field Visit

- i) Field Visit – GR to organise a field visit at Datchett near Slough during June 2017. GR to confirm date asap.
IO has offered Tarmac, Tyttenhanger for a field trip early 2018 to view the new processing plants and the landfill. Date to be confirmed.
- ii) Technical Meetings – it was agreed that the field trip would replace the second technical meeting in 2017. Whilst the combined SEQLG/IQ meeting was successful it was agreed to continue to look at options for IQ alone activities wherever feasible. The AGM will continue to be held in March/April of each year regardless.

10 Election of Officers

Iain Ormrod remains as Honorary Chairman. Sharon Spain stood down as Deputy Hon Chairman.

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 committee status to be reviewed.

Glyn Richards will carry on the role of organising the annual field visit and helping to source speakers for technical meetings.

Will Taylor remains on the Committee and to be approached for the role of Deputy Hon Chairman by MC. (Gary Langton of Brett subsequently approached by MC and elected with the agreement of the other members of the Committee as Deputy Chairman).

11 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.

James Thorne outlined the Centenary events for the year:

Quarry Garden at Chatsworth on 7 – 11 June 2017, discounted tickets for member to be advised shortly. Quarry Garden will then be moved to the National Arboretum in Staffordshire later in the year.

There will be a conference on 19 October 2017 at the Belfry. The Centenary book will be launched at this event and there will be a conference related dinner at this event. Many branches are holding their own Centenary events so the decision was made not to hold a large Centenary dinner at the conference.

A cycle route scheme will also be made available.

Members of the Committee had a long and frank discussion with James Thorne regarding the problems the L & HC Branch is continuing to have with branch member engagement. Simon Edwards (HSE) also contributed to this discussion. IO produced demographics of where branch members are located and the locations of the two meetings we have had in the past are suitable. The only other location that could potentially be looked at would be north of London. However, attendance at meetings is extremely poor and it is not financially viable to hold meetings with such poor attendance. All of the Committee would like to drop the £10.00 charge we currently levy for meetings. Suggestions were made such as webinars which although efficient from an attendance point of view do not give any networking opportunities. More feedback was asked for from IQ HQ and more support when approaching the higher levels of companies to ask them to encourage their employees to support the L & HC branch. Discussions were also held regarding the 'Fit Five' and how successful they were in improving attendance at the meetings. The Committee expressed their frustration at the current status of L & HC member engagement and that will appreciate any help available in improving same.

The L & HC Committee would like to thank James Thorne and Simon Edwards for their contribution to the meeting.