



## **IHE Eastern Branch**

### **Annual General Meeting**

**Thursday 20<sup>th</sup> May 2010, 7pm  
Grafton House, Russell Road, Ipswich**

#### **Minutes of meeting**

##### **Present:**

Mark Youngman (Chair) - Suffolk County Council  
Graham Rankin - Ipswich Borough Council  
Jonathan Pearson (Secretary) – Lincolnshire County Council  
Martyn Francis – Mott Macdonald  
Richard Hendry – Norfolk County Council  
Justin Pooley - AECOM  
Derek Drew-Smith (Treasurer) – Capital Highways  
Christopher Fish - Ipswich Borough Council

#### **1.0 Welcome**

MY welcomed those in attendance to the meeting.

#### **2.0 Apologies**

Jim Rudd, Bob Leonard, Neil Lamprell, Alan Newman,

#### **3.0 Minutes of last years AGM**

Nothing to report. This was the first AGM since the Eastern Branch Committee was re-formed in 2009.

#### **4.0 Matters arising**

Nothing to report.

## **5.0 Chairman's report**

MY thanked the committee for their efforts over the last year, which had seen the Eastern Branch reform and become active once again. Although there was still a lot of work to do moving forward there and been a number of good visits and productive meetings held.

## **6.0 Treasurers report: Accounts**

6.1 DDS outlined the current financial position of the branch. The new account had now been setup with Lloyds TSB. The signatories on the account were DDS, MY and JP. One signatory could authorise cheques up to the value of £100.

6.2 DDS had reported a nil return to HQ for the accounts for the year 2009/10, with a new ledger setup for 2010/11. The balance of the account was still £0 as not yet in receipt of sponsorship payment from May Gurney for the year 2010/11.

6.3 Expenditure. Cheque handed over to JP for expenses for last years committee meeting at Scole. Travelling expenses for Jaguar factory visit still to be paid. RH to provide receipts for DDS to process.

## **7.0. Elections to committee**

7.1. Three committee members (Sharon Payne, Bob Leonard and Harry Potter) had decided to stand down this year, reducing the size of the committee to 13 members. JP reported that the committee size was still acceptable. An expression of interest to join the committee had been sent out to the wider branch membership – no responses received.

7.2. MY, JP and DDS all reported that they were willing continue in their roles as Chairman, Secretary and Treasurer respectively. This was unanimously supported by the remainder of the committee.

7.3. All remaining members had expressed a willingness to continue on the committee. This was supported by all in attendance.

The committee for 2010/11 is:

Mark Youngman – Chairman  
Jonathan Pearson – Secretary  
Derek Drew-Smith – Treasurer  
Tim Edmunds  
Justin Pooley  
Alan Newman  
Jim Rudd

Martyn Francis  
Richard Hendry  
Neil Lamprell  
Graham Rankin  
Christopher Fish  
Stephen Coleman

## 8.0 Nomination of auditors

JP advised that the committee needed to appoint two branch members (not on the committee) to independently audit the branch accounts. MY agreed to make contact with branch members to see if they would be prepared to act as auditors for this financial year.

## 9.0 Introduce and handover to incoming Chairman (if appropriate)

N/A

## 10.0 Review of next years programme

10.1. MY reported that on 2<sup>nd</sup> June 2010 UK Roads 'Road show' detailing signs, lighting, signals and safety issues / products had been arranged in Ipswich. MY to send email around to members.

10.2. Initial list of potential visits for 2010/11

<b>Site</b>	<b>to be organised by</b>	<b>date</b>
Tarmac Plant Ipswich``	M Youngman	tba
West bank Flood barrier scheme	C Fish	tba
Olympic Park revisit (+add' London visit)	G Rankin	July/Aug
Local preparing for professional review	J Pearson / HQ	tba
Annual Seminar – Drainage / SUDS	tbc	2011
Beginners guide to S106/278's	C Fish	tbc
Lotus visit (carry forward)	T Edmunds	tbc
FTA talk (through Suffolk CC / MY)	M Youngman	tbc
Google Maps / Sat Nav talk (JP to provide letter head to MF)	M Francis	tbc
Road recycling workshop (Stabilised Pavements)	M Francis	tbc

10.3 Discussion regarding the administration / work required to arrange a visit for the branch. All agreed that in order to help spread the work amongst the committee it would be reasonable to allocate one event to each member.

## 11.0 Any other business

11.1. DDS suggested that at future committee meetings each member should give a short account of their current workload / work issues / problems / matters arising from changes in legislation, new procedures and practices etc to share with the group. All agreed that this would add value and interest the forthcoming meetings.

11.2. RH gave positive feedback on Jaguar Factory and the incredibly automated process being adopted for the new XJ range.

11.3 JP to send branch members email contact details around to the committee so that anyone arranging an event is able to distribute to all members.

11.4 DDS reported the sad news that Martyn Grimwood MIHE passed away following a car accident in Essex back in April. DDS to advise HQ.

## **12.0 Date of next meeting**

Committee Meeting - July 2010 – Norwich – location / date TBC