



Minutes of the North West Branch Annual General Meeting Thursday 7th September

Held at Environment Agency Offices, Penrith

Attendees:

Andrew Swapp – Chair
Jenny Jones – Secretary
Julie Ferguson
Bernard Kershaw
Paul Thompson
Billy Royle
Ian Kilroy
Peter Morris
Joe Bell
Dharmesh Nayee
Joanne Tarpey
Andrew Sharrock
Andre Hunt
Richard Greene
David Owens
Sarah Riley
Norman Powell

1. Welcome & Introductions	Actions
<p>Andrew Swapp welcomed all members of the branch to the Annual General Meeting. He then thanked Bernard Kershaw for arranging the event & Paul Thompson for hosting the event. The morning session featured presentations from staff from the Environment Agency looking at the various areas of work that the Environment Agency cover. Copies of the presentations will be available in the branch area of the website.</p>	<p>JJ to arrange for presentations to be shared</p>
<p>2. Apologies The following apologies were received: Mark Bartlett Rachel Hutchinson Suzanne Pritchard Martin Blackburn Hope Thomas David Winchester Ian Winchester Mike Schofield David Lawrence Hugh Morris Phil Stockford Alison Love Neil Furness</p>	



Nic Mayor

3. Minutes of the last meeting

The minutes of the last branch AGM dated 27th September 2016 were agreed by the group.

4. National update (AGM and conference)

Andrew Swapp gave the following updates:

AGM will take place on the 20th September from 2pm at the NEC Birmingham to coincide with the Emergency Services Show. If members are unable to attend then they can send a proxy vote. AS will be attending and is happy to be named on proxy votes. JJ will circulate a link to the proxy form and AS membership number for returns.

AS advised that an email has been sent from Tony Thompson in relation to the Grenfell Fire public enquiry, any members wishing to comment should make returns directly to the EPS.

5. Branch update

AS gave the following updates:

Membership – The North West Branch membership has remained fairly static with 103 members broken down as follows:

- Student – 1
- Associate – 65
- Member – 29
- Fellow – 4
- Retired – 4

AS advised that he is keen to see the numbers remain above the 100 mark and he asked the group for ideas on how membership could be increased. PT queried whether members who paid for their own membership rather than being funded by their company could receive a discount as fewer companies are now supporting membership fees. JF queried whether the universities offering EP qualifications had been approached as we could have students in the NW area who are carrying out distance learning from a university in another part of the country.

AS advised that the new member upgrade process is now in place which should make it easier to for associates to upgrade to member status. It was agreed that the branch will support members wishing to upgrade their membership. Paul Thompson queried whether a workshop/briefing for the branch may be beneficial, AS agreed to seek advice on this.

JJ to circulate proxy vote info

AS to seek advice on upgrade process



Finances

AS advised that finances are still maintained centrally. In March 2017 the annual branch grant was £200 and then a further £3.50 per member was allocated, giving us a budget of £536 for the year. It should be noted that the £3.50 member allowance is only applied to those who have renewed their membership by 31st March so it is vital for all members to renew their membership on time to benefit the branches finances. The only outgoings in the last 12 months have been for refreshments for the branch study days so there remains a healthy balance.

Communications

AS advised that Rachel Hutchinson has now moved to issuing the newsletter twice a year & he made a plea for members to support the newsletter by sending articles/information to her for inclusion.

Future Events

BK advised that a date has now been set for the next NW Branch study day event which will be hosted by Lt Col Ray Carolin from HQ 42 (NW) Brigade at their Fulwood Barracks in Preston. The date will be Thursday 19th April 2017. The morning session will involve presentations on the role of the MOD in major incidents as well as a chance to view a military command post exercise which will be taking place at the Barracks that week, the branch visit will co-inside with a visit from the General who will be in attendance to observe the exercise and is keen to meet EPS members. Lunch will be available with the option for members to visit the military museum on site and then the usual branch meeting will take place in the afternoon. BK requested that JJ send a save the date email to all members with further information to follow in early 2018.

AS advised the group that planning had begun for the next joint study day which we have previously run with the Yorkshire & Humberside branch. As the last event was held in Wakefield it is the NW Branch turn to host the event and following some early discussions it has been decided that the theme for the event will be the Manchester Arena attack. It is hoped that the event will take a seminar format with a number of guest speakers taking us through the incident from both the response and recovery phases. A date & venue are yet to be agreed but it is hoped that a Manchester venue could be used and the group are looking for a date in early March 2018. If any members are aware of any suitable venues (around 100 people) please let JJ know.

BK requested that if anyone has any ideas for a study day topic/venue for Autumn 2018 please contact him directly.

All to send articles to RH

JJ to send a save the date email

All to consider venues & inform AS

All to consider future topics



Branch Executive – election of officers

AS advised the group that the current executive committee has now been in post for 2yrs and so an email had been circulated prior to this meeting to ask if there were any nominations for any of the posts. None were received and all current members have agreed to stand for a further year as follows:

Chair – Andrew Swapp
Vice Chair – Julie Ferguson
Communications Officer– Rachel Hutchinson
Events Co-Ordinator– Bernard Kershaw
Secretary/Treasurer – Jenny Jones

The group were in agreement of the executive committee membership remaining the same.

6. AOB

Norman Powell advised that the NW COMAH Group will be sending out a questionnaire to anyone who is involved in COMAH work, this piece of work is to assist the HSE in re-writing the COMAH documents and so assistance in completing the questionnaire would be appreciated.

Andrew Swapp thanked everyone for their attendance & advised that he would look forward to seeing people at the next North West event.