

**CIPFA IN THE MIDLANDS**  
**ACTION NOTES FROM MEETING HELD ON 18<sup>TH</sup> APRIL 2007**  
**AT WALSALL METROPOLITAN BOROUGH COUNCIL**

**PRESENT:**

Carole Evans  
 Lesley Piper  
 Brian Berry  
 Andy Morley  
 Barry Mather  
 Alison Jarrett  
 Colin Sharpe  
 Sean Pearce

**APOLOGIES:**

Mark Lawrie

Paul Hector  
 Chris Gill  
 John Haste  
 Sue Smith  
 Steve Wellings  
 Rachel Edden  
 Brian Roberts

	Agenda item:	Discussion/agreed action:	By whom:	By when:
1	Welcome	As Mark had been delayed, Carole chaired the meeting.  Sean Pearce was welcomed as an observer to the meeting. His election to CIM Council was to be reported at the afternoon's AGM.		
2	Minutes of last meeting	Agreed and noted that Niel Britain should read Mel Brittain.		
3	Matters arising: <ul style="list-style-type: none"> <li>• Michael Page</li> </ul>	An email confirming the arrangements had been sent. Sue Smith agreed to draft a letter setting out the working arrangements for Carole Evans to send.  Noted that event organisers need to ensure that flyers/maps for events are sent to Colin Sharpe for	SS/CE  Event organisers	ASAP  As appropriate

		inclusion on website. Agreed that Robert Street's on-line booking service will need to be disabled and Colin agreed to pursue this.	CS	ASAP
	<ul style="list-style-type: none"> <li>CATS</li> </ul>	Sue Smith confirmed she had attended the meeting on 29 <sup>th</sup> March and that they had been notified of the Michael Page arrangement. The accountability issue remained outstanding and Sue agreed to discuss this with Mark Lawrie.	SS/ML	ASAP
	<ul style="list-style-type: none"> <li>Review of Constitution</li> </ul>	Draft had been circulated. Copies of Areas' Constitutions to be sent to Brian Berry.	Area Secretaries	ASAP
		Any comments on the circulated draft to be sent to Brian. Revised version to be brought to next CIM meeting for finalisation so that it can be taken to 2008 AGM for approval.	All	18 <sup>th</sup> May 2007
	<ul style="list-style-type: none"> <li>Hedley Marshall plaque</li> </ul>	Quotation outstanding	LP	ASAP
	<ul style="list-style-type: none"> <li>Board for the Regions regional support proposal</li> </ul>	Meeting with Mike Owen had not yet taken place, Sue agreed to circulate his diary dates. Noted that an interim report was being made to the Board on 24 <sup>th</sup> April so there was still time to include CIM's points.	SS	ASAP
	<ul style="list-style-type: none"> <li>Chief Officer survey</li> </ul>	Action plan to be presented to next CIM meeting.	SW	20 <sup>th</sup> June 2007
	<ul style="list-style-type: none"> <li>Nottinghamshire/Derbyshire/Leicestershire volunteers</li> </ul>	Carried forward to next meeting	ML	20 <sup>th</sup> June 2007
	<ul style="list-style-type: none"> <li>CIM event sponsorship</li> </ul>	Sue Smith and Paul Hector had met with Jim Moran and the information on leads had been received.		
	<ul style="list-style-type: none"> <li>AGM</li> </ul>	All the arrangements for the afternoon's AGM were confirmed.		

		Agreed that future years' AGMs should be before 31 <sup>st</sup> March and this needed to be reflected in the Constitution.	BB	20 <sup>th</sup> June 2007
4	Development Plan 2008	Carried forward to next meeting.  Agreed that CIM should move towards producing a 2 year plan, so that the 2008 document would be a review of progress against 2007 with a view to 2008.  Noted that an agenda planner was to be produced.	SS  LP	Agenda for 20 <sup>th</sup> June 2007  20 <sup>th</sup> June 2007
5	Impact <ul style="list-style-type: none"> <li>• CATS</li> <li>• Students Society</li> <li>• 2007 Annual Seminar and Dinner</li> <li>• Area reports</li> </ul>	No report.  No report.  Simon Bentley (Chairman from 18 <sup>th</sup> April) to be invited to next CIM meeting. Sue Smith to draft letter for Carole Evans to send.  30 <sup>th</sup> November at the Hyatt. Small surplus forecast. Theme to be "Building Partnerships for the Future". Band booked for the evening.  Agreed that rates would be £70 for the day, £25 for the dinner and no student discount.  The planning group was to consider how students could be attracted to the event.  Other CCAB Presidents are to be invited to the Dinner.  Northern – Report noted. CIM discussed how it could build on the few volunteers that are known. Barry Mather	SS/CE  Planning Group  LP	ASAP  20 <sup>th</sup> June 2007  30 <sup>th</sup> September 2007

		<p>agreed to email a copy of the progress report on the development of Heads of Profession for the next Board for the Regions' meeting to Carole Evans so that she can discuss it with Steve Wellings.</p> <p>Western – report noted.</p> <p>Southern – no report.</p> <p>South Eastern – no report.</p>	<p>BM</p> <p>CE/SW</p>	<p>ASAP</p> <p>20<sup>th</sup> June 2007</p>
6	<p>Communications</p> <ul style="list-style-type: none"> <li>Website</li> </ul>	<p>Barry Mather agreed to speak to Miah Spencer (covering for Sarah Lawrence during maternity leave) about organising training for Ben Jarrett who had volunteered to assist Colin.</p> <p>Barry also agreed to look at availability of statistics on visits to website as opposed to number of pages hit.</p>	<p>BM</p> <p>BM</p>	<p>ASAP</p> <p>ASAP</p>
7	CPD	<p>Agreed that Barry Mather would email a list of non-participants to Sue Smith.</p>	<p>BM</p>	<p>ASAP</p>
8	President's report	<p>No report.</p>		
9	Treasurer's report	<p>Draft surplus of £11.6k had now been confirmed and accounts had been audited and would be presented at AGM.</p> <p>Agreed that the 2008 budget needed to be aligned with</p>		

		the quartiles as opposed to the hallmarks.	AM	20 <sup>th</sup> June 2007
10	Regional Representative's report	No report as Brain Roberts had been unable to attend the last meeting. Agreed that agenda and papers for Board would be circulated to all so that and comments could be made to the Regional Representative to take to the next meeting.	SS/All	As appropriate
11	Any other business <ul style="list-style-type: none"> <li>• Conference for the Regions nominations</li> <li>• Invitation to Adrian Pulham – E&amp;T Director</li> </ul>	Carole Evans, Andy Morley, Brian Berry, Sue Smith, Colin Sharpe and Chris Gill.  Agreed that he would not be invited to a future meeting.		
12	Dates of the next meetings	Agreed as March + AGM, June, September and December.  Next meeting was agreed as 20 <sup>th</sup> June 2007 in Coventry.  Stoke and Telford were available for future meetings.	All  All	  20 <sup>th</sup> June 2007