

# **Institute of Clerks of Works and Construction Inspectorate**

## **London Chapter**

**Minutes of April meeting held on Monday 8<sup>th</sup> April 2013 at The Lukin Public House Function Room, 4 Conway street, Greater London WT1 6BB.**

**Present        Mr Pat Flatley – Chairman  
                  Mr Mark Read – Secretary**

16 members were present.  
0 interviews were held.  
CPD lecture was held 'Innovation through Insulation' from Kingspan.

The Chapter meeting started at 18.30 hrs. Mr Pat Flatley, Chairman, welcomed all members to the meeting.

### **Apologies:**

Apologies were received from Mr Ian Carey, Mr Ian Robinson, Mr Kevin Monaghan, Mr Podraig Killgannon, Mr Mark Ramsey, Mr Martin Malloney, Mr John Kelly and Mr Tom McGuire.

### **Matters Arising:**

There were no matters arising.

### **Secretaries Report:**

The minutes from the March 2013 meeting were read out in which Mr Gerry Fahay proposed as accurate and was seconded by Mr Pat Flatley. Mark Read said that there were three notices of recent upgrades to Member elections and one Licentiate, Mr Paul merralls who was welcomed to the Chapter this evening. There was also one Member certificate to be presented tonight to Mr Paul Brennan after the CPD lecture.

Mark Read confirmed that Mr Ian Carey and Mr Florian Gertz were representing the London Chapter at the Institute's annual event and Build on Quality awards that are taking place from 26<sup>th</sup> April 2013 at Newcastle and that we had not received any questions from members for the Institute's Management Board or PSC.

Mark Read said he has contacted Anne-Marie Elmer about the Awards entry processes and has the information to all members who wish to apply for the next awards in two years' time.

Mark Read asked again if the London Chapter would be interested in a monthly newsletter, possibly as a joint effort with the new South London meeting Centre. Most members at the meeting all expressed an interest and thought it was a good idea. Mark Read implied that we would require a volunteer to help with it and that he would discuss it with Mr Neil Gulvin, the secretary for the South London meeting centre and report back at Mays meeting. A sample of the North Cheshire and South Wales Chapter newsletters were passed around to all members.

Mark Read advised that the South London Meeting Centre have had their first meeting on Monday 25<sup>th</sup> March and officers had been elected.

Congratulations were passed to Mr Paul Doman as Chairman, who was present at this meeting, and confirmation was announced that Mr Florian Gertz was Vice Chairman and Mr Neil Gulvin was now secretary. Mark Read also offered some directions to the meeting centre that were printed off and that attendance would also help with obtaining more CPD for members and that we now all had the opportunity to attend one or both on a monthly basis.

Mark Read advised that a letter had been received from HQ regarding mandatory 18 hour CPD for the year and it was important that all members filled in their CPD record sheets. Mark Read showed one that he had previously filled in and would be keeping a record of the Chapter CPD lectures if anyone needed to check or update their records.

An email from Rachel Morris at HQ regarding CSCS cards was received but not read out or discussed but will be discussed at the next Chapter meeting in May as the CPD presentation was ready to begin.

### **Treasurer's report:**

The Treasurer, Mr Podraig Killgannon was not present at the meeting. Mr Gerry Fahay collected tonight's subs and confirmed that £32.00 was collected and will be passed onto Podraig. A confirmation of the account funds will be announced and confirmed at the next meeting in May. The confirmed account stands at £681.89 as of March.

### **Lecture Secretary:**

Mr Mark Read said that he had a brief discussion with Kevin Monaghan about the role. Mr Kevin Monaghan was not present at tonight's meeting as he was on holiday, but said he would discuss more in depth with me when he returned. Mark read confirmed that the CPD lecture for May would be from Trada timber products and Renolit for June.

### **Events;**

The annual ICWCI conference held in conjunction with the AGM and Building on Quality Awards will take place from 26<sup>th</sup> April 2013 at Newcastle as advertised in the Site Recorder.

**Any other business:**

Mr Barry Taylor had received some CPD certificates from Mr Neil Gulvin, secretary for London South Meeting Centre from January's CPD on 'aide-memoir for Chapter Interview Panels' and these were duly passed to members at tonight's meeting, the remainder being retained by myself for future distribution to the relevant members.

**Date of next meetings:**

Monday 15<sup>th</sup> April at The London South Meeting Centre – CPD lecture on Fire Stopping.

Monday 13<sup>th</sup> May at The London Chapter – CPD lecture on Trada timber products.