

**THE INSTITUTE OF CLERKS OF WORKS  
AND CONSTRUCTION INSPECTORATE**

**STAFFORDSHIRE & DISTRICT CHAPTER**

**THE MINUTES OF THE ANNUAL GENERAL MEETING  
DATED**

13<sup>th</sup> March 2013



ICWCI

**Present:- Mr David Gray, Mr. Ken Edmondson, Mr. Paul Marshall, Mr. Stephen Meredith, Mr. Ernie Walker, Mr. Robert Baker, Mr. Robert Anslow, Mr. Ron Dower, Mr Richard Jordan, Mr Robert McKenzie, Mr Bryn Richards, Mr Andrew Tolley, Mr Paul Wesley.**

<b>1.0</b>	The Chairman, Mr. Marshall, opened the meeting at 7:00pm and welcomed the members present. A special welcome was extended to the President of the Institute Mr David Gray MICWCI.
<b>2.0</b>	<b>Apologies for absence</b> – Mr. Frank Thornton.
<b>3.0</b>	<b>Minutes and Matters Arising</b> The minutes of the 2012 AGM Meeting were accepted as a true record by the members present.
<b>4.0</b>	<b>Matter arising from the minutes:</b>
<b>4.1</b>	Mr Anslow and Mr Marshall have now been added as signatories to the bank account.
<b>5.0</b>	<b>Introduction of the Institute President:</b> The Chairman Mr Marshall introduced the President Mr David Gary MICWCI. The President thanked the Chapter for inviting him to the AGM.
<b>6.0</b>	<b>Introduction of any new members/guests:</b> Mr Meredith introduced Mr Andrew Tolley LICWCI to the Chapter. Mr Tolley told the meeting how he had recently been interviewed for membership and about his current job role. All Members present welcomed Mr Tolley to the Chapter.
<b>7.0</b>	<b>Annual Report and Comments.</b> The annual report was put to the Members for approval. It included: Chairman's Report by Mr Marshal, Chapter Secretary's report by Mr Meredith, Financial statement by Mr Edmondson and the ICWCI in the West Midlands by Mr Anslow. The report was approved for publication and circulation
<b>8.0</b>	<b>Any additional reports or comments by the Chairman, Secretary, Treasurer, CPD Officer.</b> Mr Anslow said following on from his report about the ICWCI in the West Midlands he would now like to propose a motion to the floor for an Officer for the West Midlands to be elected at the AGM and for the Chapter to offer new prospective members the chance of being interviewed in the West Midlands. Mr Edmondson seconded the motion. The Chairman put the proposal to the floor and it was duly carried. The President welcomed the Chapters efforts in the West Midlands, but suggested the Chapter work with the East Midlands Chapter in regards to the ICWCI in the West Midlands.

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<p><b>8.0</b></p> <p><b>9.0</b></p> <p><b>9.a</b></p> <p><b>9.b</b></p> <p><b>9.c</b></p> <p><b>9.d</b></p> <p><b>9.e</b></p> <p><b>9.f</b></p> <p><b>9.g</b></p> <p><b>10.0</b></p>	<p><b>Any additional reports or comments by the Chairman, Secretary, Treasurer, CPD Officer (contd)</b></p> <p>The President said by making sure West Midlands CPD's do not clash with the East Midlands events, it gives members the choice to attend each others events and not put Chapters in direct competition with each other. This in turn makes the Institute stronger.</p> <p>The Members present agreed with the president and Mr Meredith his going to make contact with the East Midlands Secretary reference the West Midlands.</p> <p>The President suggested the new West Midlands officer is called West Midlands Coordinator.</p> <p><b>Election of Officers:</b></p> <p>The Chairman Mr Marshall asked if any Officers would like to retire from their posts prior to everyone standing down for election of new Officers.</p> <p>Mr Edmondson said he would like to stand down and not be reconsidered for election to a Chapter Officer post. The Chairman accepted Mr Edmondson's resignation and stood all Officers down fore with.</p> <p><b>Chairman:</b> Mr Marshall nominated by Mr Anslow, Seconded Mr Baker. No further nominations, Mr Marshall therefore elected.</p> <p><b>Vice Chairman:</b> Mr Walker nominated by Mr Meredith, seconded by Mr Marshall. No further nominations. Mr Walker elected.</p> <p><b>Secretary:</b> Mr Meredith nominated by Mr Marshall, seconded by Mr Jordan. No further nominations. Mr Meredith therefore elected.</p> <p><b>Minutes Secretary:</b> Mr Anslow nominated by Mr Edmondson, seconded by Mr Marshall. No further nominations. Mr Anslow therefore elected.</p> <p><b>Treasurer:</b> Mr Dower nominated by Mr Meredith, seconded by Mr Marshall. No further nominations. Mr Dower therefore elected.</p> <p><b>CPD Officer:</b> Mr Baker nominated by Mr Meredith, seconded by Mr Anslow. No further nominations. Mr Baker therefore nominated.</p> <p><b>West Midlands Coordinator:</b> Mr Dower nominated by Mr Anslow, seconded by Mr Edmondson. No further nominations. Mr Dower therefore nominated.</p> <p><b>Comments by Retiring Officers:</b></p> <p>Mr Edmondson said he now wished to stand down as a Chapter Officer as he was now retired and planned on further his other interests. This meant he may not be able to attend every Chapter meeting and felt the Chapter would be better served by someone who could.</p>	<p>SM</p>
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<b>11.0</b>	<b>Comments by the President:</b>	
<b>11.1</b>	The president thanked the Chapter for inviting him to the AGM. He thanked all members for attending the AGM and all Chapter Officials for their hard work on behalf of the ICWCI.	
<b>11.2</b>	The President thanked Ken Edmondson for all his work on behalf of the ICWCI.	
<b>11.3</b>	The President urged all members to vote in the forth coming elections for the Management Board. All members should now have received their voting forms.	
<b>11.4</b>	The President explained that Mr Anslow and Mr Marshall can give a presentation based on the ChIPS training they attended at HQ and this will count for CPD. All retired members can still interview on the ChIPS panel as long as they keep up their CPD. The President confirmed CPD was now mandatory and all members where required to keep their own CPD records up to date.	
<b>11.5</b>	The president suggested that an attendance sheet be kept at every meeting so average attendance can be reported as part of the AGM. Mr Edmondson pointed out this information is available from the chapter meeting minutes, however it will be good to report this information at future AGM's..	
<b>11.6</b>	The President asked if anyone would be attending the ICWCI AGM and Build on Quality Awards, Mr Meredith confirmed he would be attending.	
<b>11.7</b>	The President asked if everyone had now seen the ICWCI DVD on You Tube, everyone agreed it was excellent. The President said he was disappointed there had not been more feed back from the Chapters when the DVD was being made.	
<b>11.8</b>	The President stated the ICWCI had to promote the importance of QC control inspections as Contractors had been using ISO9000 as a tool to self police QA. This in turn was costing the jobs of Clerk of Works and Construction Inspectors.	
<b>11.9</b>	Mr Anslow asked the President why the ICWCI would not formally recognise the ICWCI Linkedin group. The President asked him to e-mail him the details and he would look in to this. The President advised that Mr Meredith could bring this up at the Chapters Representatives meeting.	RA SM
<b>12.0</b>	<b>Thanks by the Chairman to the President:</b> Mr Marshal thanked the President for attending the AGM on behalf of the Chapter and for his address to the floor.	
<b>13.0</b>	<b>Any other Business:</b>	
<b>13.1</b>	Mr Dower was presented with his corporate membership certificate by the President. Photographs where taken for the Site Recorder and the ICWCI web site. A group photograph was also taken.	

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<b>13.1</b>	<b>Any other Business (Contd):</b>	All
<b>13.2</b>	Mr Meredith said he had received copies of Chapter news letters and he was going to send them to Mr Anslow for distribution to the mailing list. Mr Meredith said distribution of these news letters could be further discussed at the next General Meeting.	
<b>14.0</b>	<b>Meeting closed by the Chairman:</b>	
	The Chairman closed the AGM at 9.00pm and invited everyone to a curry with the President in Stoke central.	
<b>15.0</b>	<b>Date of next AGM:</b>	
	Wednesday 12 <sup>th</sup> March 2014 at 7.00pm Chapter 10 <sup>th</sup> Annual General Meeting.	