# Minutes of the SOUTH WEST AREA 67th ANNUAL GENERAL MEETING

**DATE:** Friday 22nd April 2016  
**TIME:** 5.00pm  
**VENUE:** Bristol Water, Bridgewater Road, Bristol BS13 7AT

## OFFICERS IN ATTENDANCE:
- Chair – Mark Hitchmough (MH)  
- Area President – Toby Harding (TH)  
- Vice President – Nigel Martin (NM)  
- Vice Chair/Secretary - Karen Wright (KW)  
- Area Rep - Frank van der Kleij (FVDK)  
- Treasurer - Julian Collingbourne (JC)

**DISTRIBUTION:** All South West Area members

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Welcome</td>
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<tr>
<td></td>
<td>Toby Harding, the Area President, welcomed members and guests to the meeting. He thanked Bristol Water for arranging the venue and Frank van der Kleij briefly described the health and safety procedures for the venue.</td>
<td>KW read the meeting notice.</td>
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<tr>
<td>2.</td>
<td>Apologies</td>
<td></td>
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<tr>
<td></td>
<td>Apologies were received from the following:</td>
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<tr>
<td></td>
<td>Steve Hodges, Tony Cooke, Rob Gwyther, Kevin North, John Vinson, Jason Harvey, Sophie Edwards, Richard Barton, Simon Bennett, Lewis Jones.</td>
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<tr>
<td>3.</td>
<td>Minutes of 66th AGM 15th April 2015 and Matters arising:</td>
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<tr>
<td></td>
<td>The minutes were proposed by Barrie Light and seconded by Phill Mills and voted as a true record by a show of hands.</td>
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<td></td>
<td>There were no matters arising from the previous meeting minutes.</td>
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<tr>
<td>4.</td>
<td>Chair’s Annual report for 2015</td>
<td></td>
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<tr>
<td></td>
<td><em>The report is appended to these minutes.</em></td>
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</table>
MH presented his report picking out the highlights. There were no questions on the report.

Adoption of the Chairman’s report was proposed by Nigel Martin and seconded by Phill Mills and confirmed by a show of hands.

5. **Financial Statement and Treasurer’s Report for the year ended 31st December 2015**

The full financial statement and Treasurer’s report is appended to these minutes.

Julian Collingbourne presented the Financial Report and circulated the accounts to the meeting. Julian thanked the Area’s sponsors for their support through the year. There were no questions on the report.

The report was proposed by Jason Harvey and seconded by Barrie Light. Acceptance of the accounts was confirmed by a show of hands.

6. **National Report 2013/14**

The report is appended to these minutes.

Frank van der Kleij presented the National Report and explained that the Area Forum representative role would be handed over to Phill Mills for the coming year.

7. **Election of Officers 2015-16**

TH announced the following as nominations from SW Area Committee for approval at the AGM:

- Area President - Nigel Martin
- Area Chair - Karen Wright
- Area Vice Chair - Jason Harvey
- Secretary - Jorgen Jonsson

The nominations were proposed “en bloc” by Mark Hitchmough, seconded by Phill Mills and approved unanimously by a show of hands.

8. **Vote of thanks to Retiring Officers**

TH thanked Mark Hitchmough and Karen Wright on behalf of the SW Area members for all the hard work they had had put in for their respective roles.

9. **Election of General Committee Members for 2015-16**

TH announced the following as nominations from SW Area Committee for general committee members:
- Ruth Allen (RSKW Ltd)

The appointment was proposed by JC, seconded by KW and confirmed unanimously by a show of hands.

<table>
<thead>
<tr>
<th>10.</th>
<th>Welcome to Incoming Chair</th>
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<tr>
<td>MH introduced KW as incoming chair. Karen said she welcomed the chance to lead the committee and taking into consideration the results from the recent survey of area members would like to concentrate on using the events programme to bring in new members and create better value to existing members to aid retention. We now have a more varied committee in terms of age profile and gender so we should utilise this to reach out and increase the younger membership. KW thanked Mark for his work over the past few years as Chair.</td>
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<thead>
<tr>
<th>11.</th>
<th>Welcome to Incoming President</th>
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<tbody>
<tr>
<td>TH welcomed NM as incoming President and passed over the chain of office. Nigel said that he was pleased to be taking over as President and was in an ideal position to strengthen the links into Wessex Water to bring the benefits of membership to a wider audience. He would like to see more use of the Institute by apprentices and technicians as he believed it could bring them great benefit in their personal development. NM thanked TH for his work as President over the last 2 years.</td>
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<tr>
<th>10.</th>
<th>Any Other Business</th>
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<tbody>
<tr>
<td>There was no other business raised.</td>
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<tr>
<th>11.</th>
<th>Presidential Address</th>
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<tbody>
<tr>
<td>NM closed the meeting and introduced the Evening event:</td>
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<tr>
<td><strong>Perspectives on Innovation</strong></td>
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<td>Hans Jensen - CEO UKWIR “UKWIR &amp; Strategic Research”</td>
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<tr>
<td>Patric Bulmer - Head of Environment Strategy, Bristol Water “Bristol Water's Biodiversity Index - putting biodiversity into an investment programme”</td>
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</tbody>
</table>
South West Area Chairman’s Report - 2015/2016

I would like to start my report with a thank you to all the members of the South West Committee who have made my tenure as Chair so enjoyable. Whilst the meetings sometimes lack structure and discipline – clearly the fault of the Chair – they never lack enthusiasm or interest.

I would also like to specifically thank those committee members who have arranged, managed and suffered in providing our book of events.

Unfortunately I missed this year’s Dragon’s Den, my highlight event of the previous year, but my spies tell me it was an enjoyable experience for all involved. The Dragon’s Den event, in my view, exemplifies what the Institute is all about – innovation, enthusiasm, sharing ideas, wide ranging discussions and “unique” presentations. Long may this continue to be part of our annual programme.

My alternate highlight of the year was the process of selection for the South West Area’s Rising Star. I’m aware this is becoming a bit of a theme but the enthusiasm and knowledge of the industry’s newcomers is an encouragement to us all. I was involved in the interview stage, supported by Barrie Light, and I think we were both amazed at what the candidates had to offer the Institute and the industry, and also by their knowledge and lucidity as they explained their specialist subjects. Our Rising Star, Jo Lamont, was inspiring and I, (briefly), understood more about lasers than I ever have before or will again.

The Weekend School was a great success and showed the willingness of senior industry figures to give up their time to help the understanding of the masses. It is not an easy thing to organise and Toby, Phill and Julian in particular must be complimented on putting on a terrific event. In fact the working relationship with Toby, as our Area President, is something I have really appreciated.

In leaving the role of Chair it may be customary to express a proudest achievement over the two years in the role. However, I don’t think the South West Area works like that. There is no achievement that hasn’t been a team effort, or challenge that hasn’t been mitigated by the support and contributions of the whole committee.

If I had to define the most significant change in the period, I would say it is in the makeup of our current committee, where we have seen an increase in youth as well as a more equitable female/male balance. The future of the Industry, and the Institute, is in its young members, I hope we can continue to support their progress in the South West Area.

Although I will be stepping down as Chair at the AGM, I do intend to remain an active member of the committee, if my colleagues can tolerate me for another year of meetings.

I would like to conclude my report by once again thanking the committee for their friendship and support over the last two years and to offer the incoming Chair, Karen Wright, all my best wishes as she takes on what for me has been a very rewarding role.

Mark Hitchmough
South West Area Chair
7th April 2016
2015 Treasurers Report - South West Area

The 2015 accounts for the Institute of Water South West Area recorded a surplus of £3,186.05 for the year against a break-even budget. This compares with a deficit of £26.26 for last year.

The surplus was the result of another successful year that included a well-attended Weekend school on ODI’s at the RNLI College in Poole. We are proposing to carry this 2015 surplus forward into 2016, enabling us to provide greater benefit and value for our members through planned events.

Besides our local account situation, the South West Area has in excess of 150 members whose membership descriptions have contributed circa £20,000 in 2015 towards meeting the general overheads of the Institute of Water on a national level.

Thanks go once again to all of the Companies that have sponsored events; their kind support helps to reduce the costs of attendance to members, resulting in both a fuller events calendar and stronger attendance. Thanks also to the organisers; their excellent work has provided us with a very interesting calendar of events that have been well-received by our members, whilst also managing to minimise costs.

We look forward to a successful Institute of Water annual conference, this year being held in Birmingham on the 12th and 13th of May, and hope to see you there.

Julian Collingbourne
Area Treasurer
South West Area
22nd April 2016
### Sales Receipt

**Bournemouth Water Limited**

**SW Area Presidents Dinner - Member Rate**

**Bill**

**Water Save**

Balance for Presidents Dinner 2015

20067 8911 66.67

Invoice 20052

Bill

1 X Non Member Rate

20067 8911 66.67

27/01/2015 Invoice 9819 Primayer Limited Sponsorship of the South West Area Presidents Dinner 2015 100.00 Paid

28/01/2015 Invoice 9828 Cognica Ltd Sponsorship of the South West Area Presidents Dinner 100.00 Paid

28/01/2015 Invoice 9822 WRc plc Seat at the South West Area Presidents Dinner 2015 50.00 Paid

28/01/2015 Invoice 9823 WRc plc Seat at the Presidents Dinner - Ian Walker Wife 25.00 Paid

28/01/2015 Invoice 9823 WRc plc Seat at the Presidents Dinner - Ian Walker 25.00 Paid

28/01/2015 Invoice 9824 Boummouth Water Limited 2 X Members Seats at the Presidents Dinner - Richard Barton & Barrie Light 100.00 Paid

28/01/2015 Invoice 9824 Boummouth Water Limited 1 X Guest Seat at the Presidents Dinner - Emma Barton 25.00 Paid

28/01/2015 Invoice 9821 BWBS Ltd Sponsorship of the South West Area Presidents Dinner 2015 300.00 Paid

05/02/2015 Invoice 6959 SW Area Presidents Dinner - Member Rate 50.00 Paid

05/02/2015 Invoice 6918 SW Area Presidents Dinner 2015 - Member Rate 50.00 Paid

05/02/2015 Invoice 6595 SW Area Presidents Dinner - Guest Rate 25.00 Paid

05/02/2015 Invoice 6918 SW Area Presidents Dinner 2015 - Guest Rate 50.00 Paid

05/02/2015 Invoice 6918 SW Area Presidents Dinner 2015 - Guest Rate 50.00 Paid

05/02/2015 Invoice 6595 SW Area Presidents Dinner - Guest Rate 25.00 Paid

05/02/2015 Invoice 6918 SW Area Presidents Dinner 2015 - Guest Rate 50.00 Paid

05/02/2015 Invoice 9732 SW Area Presidents Dinner 2015 - Member Rate 50.00 Paid

10/02/2015 Invoice 10096 Innovyze Ltd South West Area Weekend School - Exhibitor Stall & Accommodation for Luca Serina & Tom Merrifield 1,005.00 Paid

14/09/2015 Invoice 20000 SISAMS Ltd South West Area Weekend School - Exhibitor Stall for 2 exhibitors, including accommodation 1,005.00 Paid

14/09/2015 Invoice 20001 Z-Techn Control Systems South West Area Weekend School - Exhibitors Stall and accommodation for Luke Startridge & Michael Whinsoe 1,005.00 Paid

30/09/2015 Invoice 20032 LSC Group Ltd South West Area Weekend School - Accommodation for 2 exhibitors 150.00 Paid

30/09/2015 Invoice 20032 LSC Group Ltd South West Area Weekend School - Exhibitors Stall and attendance for Andrew Perry 500.00 Paid

07/10/2015 Invoice 20041 Primayer Limited South West Area Weekend School Exhibitors Stall And Accommodation For Kevin Brook, 655.00 Paid

08/10/2015 Invoice 20048 Hy-Ram Pipeline Products Ltd South West Area Weekend School Exhibitors Stall and Accommodation For Deb Hallam 655.00 Paid

14/10/2015 Invoice 20050 Wat er Slave South West Area Weekend School 2015 (No Accommodation) - David Barrow & Kym Glover 400.00 Paid

14/10/2015 Invoice 894 SW 8994 South West Area Weekend School 2015 350.00 Paid

15/10/2015 Invoice 12429 SW 12429 D Collingbourne South West Area Weekend School 06/11/2015: Danni Collingbourne & Vicky Worstold 200.00 Paid

15/10/2015 Invoice 12445 SW 12445 C Mchmough South West Area Weekend School 06/11/2015 100.00 Paid

16/10/2015 Invoice 20052 Boummouth Water Limited South West Area Weekend School 2015 - One Day Rate - Barrie Light 200.00 Paid

16/10/2015 Invoice 20052 Boummouth Water Limited South West Area Weekend School 2015 - Sunday Accommodation- Ben Lamberts 310.00 Paid

16/10/2015 Invoice 20051 Primayer Limited South West Area Weekend School 2015 - Saturday Evening Event 200.00 Paid

20/10/2015 Invoice 6509-SW 6509 South West Area Weekend School 06/11/2015 350.00 Paid

21/10/2015 Invoice 22463 SW 12463 South West Area Weekend School 06/11/2015 395.00 Paid

23/10/2015 Invoice 7654 SW 7654 South West Area Weekend School 06/11/2015 200.00 Paid

26/10/2015 Invoice 3981 SW 3981 South West Area Weekend School 06/11/2015 175.00 Paid

28/10/2015 Invoice 6509-SW 6509 South West Area Weekend School 06/11/2015 Partner Rate 100.00 Paid

30/10/2015 Invoice 20051 AECCM South West Area Weekend School 06/11/2015 - One Day Rate- Ben Ward 250.00 Paid

30/10/2015 Invoice 20056 Celtic Process Control Limited South West Area Weekend School 06/11/2015- John Horan 395.00 Paid

30/10/2015 Invoice 20056 Celtic Process Control Limited S West Area Event Income 100.00 Paid

30/10/2015 Invoice 20057 AECCM South West Area Weekend School 06/11/2015 One Day Partner Rate- Ben Ward 80.00 Paid

03/11/2015 Invoice 891 SW 8911 S West Area Event Income - South West Area Weekend School 2015 350.00 Paid

04/11/2015 Invoice w 13012 7331 S West Area Weekend School 2015 350.00 Paid

05/11/2015 Invoice 20060 waterBusiness South West Area Weekend School 06/11/2015- John Patrick Charles Vinson 350.00 Paid

13/11/2015 Invoice 20064 Bristol Water plc South West Area Weekend School 06/11/2015 - One Day Rate 200.00 Paid

17/11/2015 Invoice 20066 WRc plc South West Area Weekend School 06/11/2015 - Karen Wright 350.00 Paid

19/11/2015 Invoice 20067 Boummouth Water Limited South West Area Weekend School 06/11/2015 - No Accommodation Or Evening Meals 100.00 Paid

19/11/2015 Invoice 20067 Boummouth Water Limited South West Area Weekend School 06/11/2015 - Partner Rate 50.00 Paid

25/11/2015 Invoice 8444-SW 8444 South West Area Weekend School 2015 350.00 Paid

27/11/2015 Invoice 2248-SW 12448 South West Area Weekend School 2015 150.00 Paid

Total for SW Area Income £14,820.83

### SW Area Cost

#### 2015 Surplus

Total for SW Area Cost £11,834.78

Karen Wright – Secretary South West Area Institute of Water

Address: WRc plc, Frankland Road, Blagrove, Swindon SN5 8YF

Email: karen.wright@wrcplc.co.uk

Carry forward £1,886.05

Remaining Surplus £0.00
National Report 2015/16

MEMBERSHIP

Although we continue to attract new members (383 since 1 March 2015), total membership has fallen by 285 as we continue to archive non-payers. Total membership now stands at 1913, including 99 Company Reps (March 2015: 2198 including 108 Company Reps). We will continue to archive offenders but are ensuring all members know they have an invoice due and are aware of the consequences of non-payment. Also looking at “go cardless” payment option to enable monthly payment of subscriptions.

The President’s Cup went to Wales last year but many of the new members in Wales were given free membership for attending our ‘Introduction to the Water Industry’ course and have not renewed. Free memberships have now ceased and delegates from the course can join at a reduced rate. The only Area to show an increase this year is Eastern; a number of these have attained Professional Registration which significantly improves the retention rate. Cut-off for the President’s Cup will be the end of April but the position at 12 Feb is:

<table>
<thead>
<tr>
<th>Area</th>
<th>Mar-15</th>
<th>Feb-16</th>
<th>Change</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA</td>
<td>248</td>
<td>285</td>
<td>+37</td>
<td>+15</td>
</tr>
<tr>
<td>MI</td>
<td>211</td>
<td>171</td>
<td>-40</td>
<td>-19</td>
</tr>
<tr>
<td>NI</td>
<td>169</td>
<td>157</td>
<td>-12</td>
<td>-7</td>
</tr>
<tr>
<td>NO</td>
<td>306</td>
<td>260</td>
<td>-46</td>
<td>-15</td>
</tr>
<tr>
<td>SC</td>
<td>306</td>
<td>290</td>
<td>-16</td>
<td>-5</td>
</tr>
<tr>
<td>SE</td>
<td>350</td>
<td>304</td>
<td>-46</td>
<td>-5</td>
</tr>
<tr>
<td>SW</td>
<td>204</td>
<td>157</td>
<td>-47</td>
<td>-23</td>
</tr>
<tr>
<td>WA</td>
<td>361</td>
<td>264</td>
<td>-97</td>
<td>-27</td>
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<tr>
<td>OS</td>
<td>43</td>
<td>25</td>
<td>-18</td>
<td>-42</td>
</tr>
<tr>
<td>Total</td>
<td>2198</td>
<td>1913</td>
<td>-285</td>
<td>-13</td>
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FINANCE

Provisional results are a surplus of £88k including £30k from Areas – lower than 2014 due to a lower Conference surplus – but still a healthy outcome. Accumulated Funds stand at £540,860 with tangible assets of £81,404 and bank balance of £400,660.

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<tbody>
<tr>
<td>Income:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Subscriptions</td>
<td>209,088</td>
<td>192,542</td>
<td></td>
<td></td>
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<tr>
<td>Induction Course</td>
<td>6,600</td>
<td>3,200</td>
<td></td>
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<tr>
<td>Sponsorship</td>
<td>14,362</td>
<td>10,120</td>
<td></td>
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<tr>
<td>Conference</td>
<td>42,499</td>
<td>66,871</td>
<td></td>
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<tr>
<td>IWEX/Drilling &amp; Tapping</td>
<td>22,688</td>
<td>16,936</td>
<td></td>
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<tr>
<td></td>
<td>295,237</td>
<td>289,669</td>
<td></td>
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<tr>
<td>Expenditure:</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>HQ, Boards &amp; Committees</td>
<td>237,347</td>
<td>208,560</td>
<td></td>
<td></td>
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<tr>
<td>Net Income</td>
<td>57,890</td>
<td>81,109</td>
<td></td>
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<tr>
<td>Net Area Surplus</td>
<td>30,361</td>
<td>18,475</td>
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<tr>
<td>Net Income</td>
<td>88,251</td>
<td>99,584</td>
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VISION, VALUES & OBJECTIVES
Our strategic objectives remain to improve member experience, increase membership and be sustainable.

Our growth strategy continues to focus on Professional Registrations and we now offer the full suite of qualifications for Engineers (CEng, IEng and EngTech), Scientists (CSci, RSci and RsciTech) and Environmentalists (CEnv and REnvTech). New Registrant numbers in 2015 were Science 22, Engineering 5 and Environment 8. We are looking to hold new events in the coming year to tie in with each of the three Registration themes.

We are aware that some people who are serious about a career in the water sector may not be interested in pursuing a professional qualification: Vice Chair Natalie Akroyd is addressing this in a group looking at “the Institute for All”. We are also looking to engage more with Regulators, academia and consultants/contractors, to expand our membership beyond the water utilities.

STAFF
2015 brought some new faces to the team: Sarah Dunn (Professional Registration Co-ordinator) and Lucy Archer (Marketing & Events Administrator) joined Lynn Cooper (Chief Executive), Dan Barton (Marketing & Communications Manager) and Jordan Maloy (Business Admin Apprentice).

Sarah is the main point of contact for all aspects of Professional Registration from initial enquiry through to application, assessment and registration. Sarah also manages our CPD monitoring and Annual CPD Awards.

Lucy supports Dan in delivering the Annual Conference and marketing upcoming events to members. Lucy also administers the Drilling and Tapping Competition and the Innovation Awards – the latter under the guidance of new Board Member Tim Wagstaff.

WEBSITE
In 2015 we introduced a new Volunteers area to our website; this will continue to evolve over time. We are pleased to report our online mentoring system is now ready to launch, just as soon as we have enough volunteer mentors to cope with the demand.

LOOKING AHEAD
IWA Young Water Professional Conference, University of East Anglia, 30 Mar-01 Apr
IWEX (featuring Drilling & Tapping), NEC Birmingham, 17-18 May
2016 Conference & Exhibition, Birmingham Rep, 12-13 May: ‘It’s Water We Do Best’
On line Mentoring – seeking Mentors – open to mentees when we reach 100

Most of you will be aware that Martin Baggs has announced he will be leaving the water industry this year. Martin will still lead our Annual Conference but will not take on the role of President. The Board has asked Peter Simpson to serve a further year and Peter has willingly agreed: the search is now on for a Vice President to support him.

OFFICE BEARERS

<table>
<thead>
<tr>
<th>Role</th>
<th>2015</th>
<th>2016</th>
</tr>
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<tbody>
<tr>
<td>President</td>
<td>Peter Simpson</td>
<td>Peter Simpson</td>
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<tr>
<td>Vice President</td>
<td>Martin Baggs</td>
<td>TBA</td>
</tr>
<tr>
<td>Vice President Engineering</td>
<td>Sam Phillips</td>
<td>Sam Phillips</td>
</tr>
<tr>
<td>Vice President Environment</td>
<td>Ian Barker</td>
<td>Ian Barker</td>
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<tr>
<td>Vice President Science</td>
<td>Robin Price</td>
<td>Robin Price</td>
</tr>
<tr>
<td>Chair</td>
<td>Ian Limb</td>
<td>Natalie Akroyd</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Natalie Akroyd</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Karen Wright – Secretary
South West Area Institute of Water
Address: WRc plc, Frankland Road, Blagrove, Swindon SN5 8YF
Email: karen.wright@wrcplc.co.uk