

## Minutes of Group AGM Held on Thu 7<sup>th</sup> March 2019 at Garfield House Hotel, Glasgow

<b>Present:</b>	Alan Kirkwood-Geo Leslie, Adrian Aikman & Janine Coll -Luddon, Edvins Balodis-Kilmac, Cara Hilton-CECA Scotland, Bart De Lombaerde-Meadowhill Accounts, Kerwin Stephen & Helen Carroll-R J McLeod, Saffron Grant-SOFC, Walter Ritchie-Allma Const., Michael Coyle-KN Group, Andy Rycroft & Jan Peart-W H Malcolm, Gary Logan-Advance Const. Cat McFarlane & Vanessa Gallant-CITB, Jenny MacIver & Teri Urquhart-Eastwick
<b>Apologies:</b>	Barry Robertson-KN Group, Grahame Barn-CECA Scotland, Scott Harvey-MacKenzie Const Ian Young-RJT Excavations, Tony Boyle-Boyle Const.
<b>1 Welcome</b>	Chairman welcomed everyone to the group AGM.
<b>2 Guest Speakers</b>	<p>Peter Ashcroft – Sygma Solutions provided a short demonstration plus Q&amp;A session on Location &amp; Avoidance of underground services.</p> <p>Saffron Grant of SOFC provided a brief update on the Graduate Research project and received useful feedback from members. The survey results are already collated but it was agreed to keep this open until the end of March as Saffron is presenting at the Scotland Build event at the SEC, Glasgow on 21<sup>st</sup> March and may get some feedback from that.</p> <p>Cat McFarlane from CITB provide a brief update on outstanding grant claims and ATO status. All members are encouraged to claim all training carried out backdated to April 2018 and please contact Cat for any assistance. <a href="mailto:Cat.mcfarlane@citb.co.uk">Cat.mcfarlane@citb.co.uk</a></p>
<b>3 Chairman's Report</b>	<p>Chairman provided an overview of some outstanding issues facing the group this year. HMRC are looking into the group's liability for Corporation Tax but at our start up we sought advice on this from Ernst &amp; Young and made some changes to our Articles of Association to show we are non-profit making which should mean we are not liable.</p> <p>We have had a Vat inspection and HMRC have served us with a bill for approx. £11.7k for vat on all funding received from CITB – this is being appealed via Ernst &amp; Young and may yet go to a tribunal. We will seek funds from CITB and perhaps from other training groups to support our appeal and or tribunal.</p>
<b>4 Accounts Report</b>	On behalf of our bookkeeper, Bart De Lombaerde, the Chairman provided info on accounts to date and these are included with the minutes which are available to view on the SCTG website members page.
<b>5 GTO's Report</b>	<p>Jenny provided an update on training delivered in 2018 – there were 476 training days and the year ended with 38 member companies.</p> <p>In 2018 we bid to CITB for £37k funding towards subsidised training plus two projects and have applied for additional funding of £14k from Jan-Mar 2019 to cover the same.</p> <p>Our 2019-20 funding application has been submitted to CITB and if approved this will allow us to discount courses by approx. 25% from April 2019. This will be in addition to already existing discounts</p>

negotiated from local training providers. New courses will be uploaded within the next week or so or as soon as funding is approved by CITB.

Teri provided information on the recent civils supervisory course – this was well attended resulting in us running two pilot courses with 9 delegates on each and initial feedback so far has been excellent. Employers will now be requested to complete some feedback on impact from the employer perspective.

There will be two Asbestos in Soils short sessions to raise awareness of how this is now impacting on the civils sector and training managers / supervisors / safety officers etc. are encouraged to attend these free sessions in **Glasgow on 25<sup>th</sup> March**. Booking details on the website <https://scottishcivilstraining.co.uk/?s=asbestos+in+soils>

We will be offering some of Sygma Solutions' cable location courses on the new programme. Any requests for training not currently advertised, please let us know.

## **6 Election of office bearers**

Current office bearers all remaining in post, there was one nomination and one volunteer for the committee. We still require a Treasurer and anyone interested should contact any member of the committee.

The Chairman thanked all the committee members who volunteer their services, thanked CECA & CITB for their contributions during the past year. He also welcomed 2 new members onto the committee for the coming year: Michael Coyle-K N Group & Andy Rycroft-W H Malcolm.

## **7 Any Other Business & Date of Next Meeting**

Vanessa Gallant mentioned potential links with CECA's Fairness Inclusion & Respect Toolkit. Cara & Vanessa to take this further.

Next OGM will take place on 12<sup>th</sup> Sept 2019 - venue to be advised.