



**LOCAL GOVERNMENT TECHNICAL ADVISERS GROUP
ANNUAL GENERAL MEETING**

**HOLIDAY INN LONDON-HEATHROW ARIEL, HAYES
WEDNESDAY, 19 MAY 2009 AT 6.30 PM**

A G E N D A

1. Welcome by the TAG President, Bob Donaldson
2. Apologies for absence
3. Minutes of the AGM held at the Marriott Hotel, Sunderland on
Wednesday 14 May 2008 **Appendix No 1**
4. Report for 2008/9 by TAG President, Bob Donaldson
5. Report of Honorary Treasurer, Jim Kinchesh - to be handed out at the AGM
Statement of Accounts to 31 March 2009
Budget 2009/2010
TAG Subscriptions 2009/2010
6. Appointment of Auditors
7. Exceptional Service to TAG Awards
8. Installation of Martin Low as TAG President for 2009/2010
9. Vote of thanks to the outgoing TAG President
10. TAG Senior & Junior Vice Presidents for 2009/2010
Senior VP - Tim Walker, Belfast City
Junior VP – Satbir Gill, LB Hounslow
11. TAG Officers for 2009/2010
General Secretary Roy Fairclough
Honorary Treasurer Jim Kinchesh
PRO & Webmaster John Elliott
12. Address for 2009/2010 by the new TAG President, Martin Low
13. Any other urgent business.
14. The next meeting of TAG Council is on 17 July 2009 at the Institution of
Highways & Transportation, London.

Roy Fairclough
TAG General Secretary



**LOCAL GOVERNMENT TECHNICAL ADVISERS GROUP
ANNUAL GENERAL MEETING**

**MARRIOTT HOTEL, SUNDERLAND
WEDNESDAY, 14 MAY 2008 AT 6.30 PM**

MINUTES

ATTENDANCE

Michael Murphy	TAG President
Bob Donaldson	TAG Senior Vice President
Andy Morris	TAG Past President
Joe Weiss	LoTAG Chairman
Mick Stone	LoTAG Secretary
Tim Walker	TAG Northern Ireland
Steven Keetley	TAG Member
Roy Fairclough	TAG National Secretary
Jim Kinchesh	TAG Honorary Treasurer
John Holdsworth	TAG PRO/Webmaster

1) Welcome by the TAG President, Michael Murphy

The TAG President welcomed everyone to Sunderland and thanked those who had travelled a long way to reach the cold North East.

2) Apologies for absence

Apologies read out by the Secretary were noted

3) Minutes of the AGM held at the Jurys Inn, Newcastle, Wednesday 16 May 2007

The minutes in Appendix No 1 of the Agenda, were proposed as an accurate record by M Murphy, seconded by A Morris and approved unanimously.

The Secretary reported that an auditor had been found to audit the accounts.

4) Report for 2007/8 by TAG President, Michael Murphy

Mick reported that it had been an interesting year for him. He had attended a very successful LOTAG event in London and visited TAG Northern Ireland, where he had been made most welcome. Mick had also attended the CSS Dinner in London, where he had forged links with their Chairman and hoped for good communication between them in the future. Mike Robinson chaired an ICE Municipal Panel meeting recently which Mick had also attended and found very interesting.

Last year's TAG seminar in Newcastle and the recent TAG seminar in Bradford had both been very successful and had been attended by a wide variety of people who are not normally involved with TAG work. Some good contacts had also been made in Yorkshire following the Bradford seminar.

Mick had also raised the TAG profile with the Surveyor magazine that had featured several TAG articles over the year.

His key message throughout the year had been that TAG is an opportunity for personal development and he had tried to involve more people in TAG activities. The North East had responded well and the regional group is now committed to TAG working, but he would still like to see more people committed to TAG.

TAG have a strong Transport Committee and an active Coastal and Fluvial Committee and TAG Northern Ireland can also be considered TAG's Waste Committee, due their expertise in this area. He would particularly like to see closer links with ICE, which could be achieved through Mike Robinson.

Mick would still like to do more for TAG and so he volunteered to start a Climate Change Topic Group.

He then thanked the TAG officers for their help and support during his year of office.

5) Report of Honorary Treasurer, Jim Kinchesh

Jim handed out to those present, the following documents:-

Statement of Accounts to 31 March 2008

Budget 2008/2009

TAG Subscriptions 2008/2009

5a) Statement of Accounts to 31 March 2008

Jim was asked to provide a zero budget at the last AGM but he reported that there is likely to be a small deficit this year. Although the TAG Officer's honorarium were reduced and Council meetings cost less, more was spent on the TAG Website development, the TAG Bulletin, as more paper copies were circulated and the subscription income underachieved the budget figure. Jim was still chasing payment from some authorities.

A discussion ensued about those authorities who take advantage of TAG networking, meeting and seminars, but who are not paid up members of TAG. It was agreed to chase those authorities in the NE, LoTAG and NI, not only to increase subscription income, but also to encourage more people to become involved in TAG.

TAG members were aware of a raft of new legislation due to roll out and it was considered that TAG should be seen as the first place where local authority staff can get the information which explains the consequences to them, either through meetings or short seminars. These should be seen as learning, personal development and networking opportunities. Expectations need to be raised and at the same time, TAG needs to deliver the goods. This will require a critical mass to achieve and maintain momentum, but should be sustainable thereafter.

It was felt that the TAG subscription needs to be packaged to the right people within local authorities, so that payment is seen as value for money and an efficient, cost effective way of keeping up to date with issues that directly affect them.

It was suggested that the excellent work of the TAG Committees should be pushed out to more people and their profile raised further, especially in the press.

TAG's strength is the sharing of technical expertise.

The President agreed to provide an article for the Surveyor about the AGM and the comments above, with a view to encouraging people to join TAG.

Jim confirmed that the last three years accounts had now been audited and that he was carrying out the minor changes as suggested by the auditor.

5b) Budget 2008/2009 & TAG Subscriptions 2008/2009

Jim went through his proposal for a zero based budget for next year and the proposed 5% rise in TAG subscriptions, as agreed at the AGM last year as part of a three year programme of increases.

As the TAG Officers honorarium had been held again for another year, there would be no need to reduce the Bulletin budget further. There also may be some extra income if the subscription income increases.

Tim explained that in Northern Ireland they are focussed on waste, but that all 26 authorities attend over a year and other organisations now look to TAG NI to discuss issues. He suggested that all local authorities should be billed to join TAG and relevant officers asked to send someone to the meetings.

Joe agreed to write to all London Boroughs and chase them all to join TAG, so they can take part in LoTAG activities.

All other regions were asked to do the same and to get a senior officer to sign the letter.

The budget for 2008/9 was proposed by M Murphy, seconded by B Donaldson and agreed unanimously. Jim was asked to regularly review the actual outturn for the year.

6) Appointment of Auditors

The Secretary suggested that Ken Abraham, who had recently audited the TAG accounts, should be asked to enter into a 5-year agreement, to audit the TAG accounts annually over the next 5 years. All agreed and Jim Kinchesh to arrange accordingly.

7) Exceptional Service to TAG Awards

The TAG President said there had been problems handing out the awards from last year. He gave Tim Walker the award to be presented to Tony McGurk at a suitable NI meeting and he would post the other remaining award to John Freer, as there had been no suitable opportunity to meet him.

Following a short discussion it was proposed and agreed, that the following should receive an Award for Exceptional Service to TAG:-

John Quinn - Past TAG NI Chairman

Martin Wright - Chair of TAG Coastal & Fluvial Committee

The TAG President and Senior Vice President agreed to arrange suitable presentations.

8) Installation of Bob Donaldson as TAG President for 2008/2009

Mick was delighted to hand over the TAG Presidential Chain of Office to Bob Donaldson.



9) Vote of thanks to the outgoing TAG President

Bob thanked Michael for all the time and hard work he had put into TAG over the last year. He agreed with the way Mick had managed and directed TAG and he hoped to continue his good work over the next 12 months.

10) TAG Senior & Junior Vice Presidents for 2008/2009

There had been no firm agreement to the position of TAG Vice President.

A discussion ensued and several TAG members were considered suitable for the Vice Presidential positions.

The TAG President undertook to contact those concerned with a view to both positions being filled at the next TAG Council meeting.

11) TAG Officers for 2008/2009

The TAG Officers for 2008/9 were unanimously confirmed as:-

General Secretary	Roy Fairclough
Honorary Treasurer	Jim Kinchesh
PRO & Webmaster	John Holdsworth

12) Address for 2008/2009 by the TAG President, Bob Donaldson

Bob thanked Mick and Andy for their support and encouragement to become TAG President and for helping to encourage more people in the NE to be a part of TAG.

He also had good support for the TAG Presidential Seminar on the following day and he hoped that it would live up to expectations of previous seminars.

During his year of office, Bob would like to broaden the TAG membership by building up from a regional base. Where there are pockets of activity he would like to expand them into regional wide activities. He couldn't do this alone and was seeking everyone's assistance to build upon the good name of TAG and to continue its expansion. See the TAG Bulletin or TAG website for further details of Bob's address.

13) Any Other Urgent Business.

TAG members were having problems accessing the TAG membership list on the revamped TAG website. John agreed to circulate the new code to all TAG members. John was asked to place the forthcoming TAG Presidential Seminar presentations on the website and to circulate an email to encourage all TAG members to view the TAG website. John asked TAG members to view the revamped TAG website and to let him have any comments about its development for discussion at the next TAG Council meeting.

S Keetley informed TAG members that HELG is meeting and he is now back on the circulation list. He suggested that we try video conferencing for future TAG Council meetings.

14) The Next Meeting of TAG Council

The next meeting of TAG Council is on 11 July 2008 at the Institution of Highways & Transportation, London, commencing at 10.30 am.

15) Close & TAG Dinner

There being no further business, Bob closed the AGM and invited everyone to meet other colleagues for the TAG Dinner in the hotel restaurant.

Roy Fairclough
TAG General Secretary