**PSE Meeting Minutes**

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| **Meeting Venue:**  Ricoh Arena, Phoenix Way, Foleshill, Coventry. CV6 6GE |  | **Meeting Date:** 14th January 2014 |

**Minutes of the 121st Management Committee Meeting**

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| **Attendees (Members, Consultants, Guests)** |

**Members**: Andrew Cartwright Sonia Gilbert

Michael Harper Gareth Hayward

Gareth Rogers Christian Heritage

Clive Owen Peter Lewis

Jonathon Worsfold

**Consultants**: Shaun Allen Sean Whittle

**Guests**: George Shaw; Noel Doyle; Geoff Gilbert. Theo Coyne, Beating Bowel Cancer

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| # | Subject | Discussion & Comments | Action By |
| 1 | **Welcome** | MM to inform all PSE members that there is a position available on the committee (action carried over from last month’s minutes).  MM had written a report, which was distributed by SA at the meeting & read by all. | MM |
| 2 | **Apologies** | Martin Murdoch, Colin Silvester, Tom Costello |  |
| 3 | **Election of Chairperson for the meeting** | Shaun Allen put himself forward to chair the meeting. |  |
| 4 | **Acceptance of Minutes from previous meeting** | Minutes from the Scotland meeting were approved by JW & seconded by AC. |  |
| 5 | **Finance** | CS had produced a handout highlighting the financial position of the PSE, which SA distributed and discussed at the meeting.  Bank position £12,199.44 as of 12th January 2014  There are enough cleared funds to take care of all fixed cost into the new financial year.  A new treasurer needs to be appointed by 31/03/2014. At which time it might be beneficial to move the registered office nearer to MM. | ALL |
| 6 | **Membership** | MM noted membership numbers of 99, with 13 new members secured during 2013, but 6 members not renewing.  A lengthy discussion concerning the development and growth of the membership followed.  GH explained the basic sales plan he had put in place to assist in getting things moving. All committee members to be emailed this plan and the suggested reports to be used.  All agreed the best way forward was for MM to contact every member before the next meeting, filling in the “Customer Contact and Information Sheet” fully. Using the form “Number of PSE members called this Month” all calls and basic details to be recorded and emailed to committee members prior to the next meeting.  Committee members are not aware of those companies that make up the PSE membership. MM to email sheet “Number of Current PSE Members” to each committee member prior to each meeting. | GH  MM  MM |
| 7 | **Website** | PSE website location map to be amended to promote those members that have the NSQ qualification. | SG |
| 8 | **Terms and Conditions** | No issues or actions arising this month. |  |
| 9 | **NSQ** | MM to arrange for PSE representatives (MM, SA & GH) to meet with Paul Hardwicke from Human Focus to see what they can do to promote the NSQ qualification.  Two major issues to address: getting the NSQ qualification externally recognised and getting “buy in” from all PSE members.  MM to contact a marketing company (McCullough Moore?) to see if they would be interested in promoting the NSQ qualification and at what cost.  MH to contact Bob Harper or A Plant representative to ensure they push the NSQ card with both their employees and all subcontractors.  CO to obtain contact details for as many water companies (sewage treatment works) for marketing company to contact.  PL suggested a NSQ sticker for delivery, service vehicles. MM was to contact Atlantic Coast for ideas and costs. (action carried over from previous months minutes) | MM  MM  MH  CO  MM |
| 10 | **Health & Safety Executive (HSE)** | Continuing issues with hot water hand washing facilities, welfare units and the recent Scottish court case. MH on the case and would report back to the committee as and when things change. Nothing to report this month. | MH |
| 11 | **Environmental Agency (EA)** | Water quality – CS kindly offered to draw up both risk assessment and method statement to cover this issue. (action from last months minutes)  Legionnaires’ disease – Jonathon Reid kindly offered Portacabin’s risk assessment documents to assist with this issue; he also suggested a Code of Practise be drawn up for the members.  These documents to be reviewed, amended if necessary (by MM) and uploaded onto PSE website (SG to organise). | CS  MM  SG |
| 12 | **VOSA** | Questions asked at the previous months meeting were answered by CO. No issues or action arising this month |  |
| 13 | **PSExpo** | McCulloch Moore has been instructed to organize the PSE Expo for 2015.  The committee were uncertain if an Awards dinner/networking evening would still take place in 2014 and be used to launch the “new look” Expo. MM to advise. | MM |
| 14 | **Any other business** | Theo Coyne, Beating Bowel Cancer Charity provided a presentation for the committee. All agreed it was a worthwhile charity, with strong links to our business. SG to look into a suitable sticker that could be used by members to promote and improve awareness of the charity. News item on bowel cancer to be added to PSE website along with website links to/from both websites.  Southern Water has trebled their costs over the past 12 months! MM to contact OfWat for further information.  Waste transfer note change? With the lack of response from the membership, the committee decided not to pursue this further.  SA noted that if trackers are used by a company, they need to have, either a vehicle tracking policy or reference to this within their employees contracts of employment.  SW to sort a Strategy Document for the association. Discussion and implementation to take place at next months meeting. It is important that all committee members give enough thought to what they would like to see within the strategy document and the aims and objectives of the association for the next 12 or 24 months.  With committee membership comes responsibility. All committee members must be expected to spend a reasonable amount of time (outside of meetings), working on specific projects and helping to steer the association in the agreed direction. The majority of issues discussed at this meeting would not have been necessary if the correct steerage had been provided by the committee. We all need to look at our performances and ensure that moving forward we give of our best. | SG  MM  SW  **ALL** |
| 15 | **Date and venue of next meeting** | Tuesday 11th February – Ricoh Arena  Friday 14th March – Manchester  Tuesday 8th April – Ricoh Arena  Tuesday 13th May – Ricoh Arena or Bristol  Wednesday 18th June – Bridgend  Friday 26th September – Dublin  Tuesday 21st October – Ricoh Arena  Wednesday 26th November – Scotland |  |
| 16. | **Thanks to our hosts and members present** | Many thanks to Christian Heritage for sponsoring the refreshments for this meeting. |  |