



The Insurance
Institute of Exeter
Chartered Insurance Institute

Annual General Meeting 2023 Minutes

Subject: Annual General Meeting

Location: Exeter Golf & Country Club & via Zoom

Date and Time: Wednesday 29 March 2023 at 13:00

Meeting Closed: 13:17

Present: Exeter Golf & Country Club – Council

Theresa Atal	Claire Lashbrook
Trudy Herniman	Marie Macfarlane
Helen Jones	

Present: Exeter Golf & Country Club – Non-Council

Geoff Butler	Adam Field
Liz Bloomfield	Andy Philpott
Richard Davies	

Present: Zoom – Council

Sam Bennett	Harvey Lupton
Graham Brown	Ben Mear
Mark Fowles	Philip Wilson

Present: Zoom – Non-Council

Andrew Hammond	
----------------	--

Apologies:

Luke Parsons	Matthew Pyke
--------------	--------------

Convening of Meeting:

The President, Claire Lashbrook, called the meeting to order for the Annual General Meeting (AGM) of the Insurance Institute of Exeter.

Notice:

The President asked the Secretary, Marie Macfarlane, to read the notice (sent by E Flyer dated 18 February 2022) calling the meeting and which she did verbatim. Confirmation was provided by the Secretary that no AOB matters had been notified.

Apologies:

Apologies for absence were read out by the Secretary, Marie Macfarlane, and were duly noted as confirmed above.

AGM Minutes 30th March 2022:

The President referred to the pack of papers issued in advance of the AGM, including Minutes of the AGM held in the previous year on 30th March 2022. The President asked that the Minutes may be taken as adopted. The President moved that the Minutes be adopted. This was Proposed by Trudy Herniman, seconded by Theresa Atal and agreed unanimously. There were no queries or matters arising.

ORDINARY BUSINESS

Annual Report of Council:

President

The President's Annual Report had been previously circulated to the AGM attendees. A copy of such report can also be found at the end of the Minutes. There were no matters arising.

Accounts for the year to 31 December 2022:

In relation to the accounts, we have a copy of the Treasurer's report for the AGM from Graham Brown. Graham Brown was thanked for his report. We do not have the full set of accounts. We cannot therefore move to adopt the full statement of accounts as we do not have the accounts. The President invited any questions regarding the Treasurer's report. There were no questions. The President asked that we have the accounts for the next Council meeting. The Treasurer agreed and explained the accounts have to be produced for CII London in any event. The Treasurer said that he wanted to tidy the accounts following the Institute of Exeter annual dinner. He would simultaneously send the draft accounts to Peplows, who would be carrying out the external audit. He hoped to get the finalised accounts completed by the middle of April 2023.

The President summarised the Treasurer's submissions for the benefit of those attending the AGM in person (as the Treasurer was attending remotely) and said the accounts should be available by the time of the next Council meeting in May. The Secretary confirmed the next Council meeting was on 22 May 2023.

Following a question raised by Geoff Butler, the Secretary confirmed the process for the CII Annual Returns and explained the mechanism for audit depended upon the number of institute members. The Secretary referred to the Constitution and offered a physical copy to Geoff Butler at the AGM and which request was declined. The Secretary agreed to email a copy of the Constitution to Geoff Butler.

The motion:

"THAT the Accounts for the year ended 31 December 2022 be received and considered" was postponed to the Council Meeting on 22 May 2023.

Appointment of an Examiner of Accounts:

The Treasurer confirmed that the nominated Examiner of Accounts was Peplows.

The motion:

"THAT Peplows be appointed as the Examiner of Accounts for the Presidential Year " was agreed.

Re-Election and Election of Council:

The Secretary read out the names of the nominated members for election and re-election to Council in the year 2023-2024, in accordance with the list issued in advance of the AGM, all of whom had been previously selected and agreed by Council. The President moved that those nominated be elected. The nomination was proposed by Andy Philpott and seconded by Helen Jones.

Office Bearers:

The President proposed the office bearers for the forthcoming session previously nominated to Council for election and approved by Council. The Secretary explained that the Constitution sets out the Office Bearers as the President, Deputy President, Treasurer and Secretary and read out the names of the nominated members for election and re-election as office bearers and others to Council in the year 2023-2024, in accordance with the list below and as also issued in advance of the AGM, and as requested by the President. The nomination was proposed by Helen Jones, seconded by Andrew Philpott and agreed unanimously.

Theresa Atal	President
Trudy Herniman	Deputy President
Graham Mark Brown	Treasurer
Marie Macfarlane	Secretary

Other:

Luke Parsons	Education Secretary
Luke Parsons	CPD Programme Secretary (CII)
Theresa Atal	CPD Programme Secretary (PFS)
Matthew Pyke	Regional Forum Officer <i>(Including LI Regional Representative & National Forum Officer)</i>
Marie Macfarlane	Membership Secretary
Helen Jones	Dinner Secretary
Ben Mear	Careers Officer
Claire Lashbrook	Charities Representative
Trudy Herniman	Communications, Publicity & PR Officer
Phillip Wilson	Diversity Officer
Sam Bennett	New Professional Group Leader

New President:

The President, Claire Lashbrook, confirmed that the incoming President, Theresa Atal, was the Compliance Director at Trusted Financial Advice, installed her in office and stated she would hopefully take on the presidency for the next two years. The President then transferred over the chain of office.

Theresa Atal took the chair as the new President. She expressed her thanks for the opportunity and looked forward to her presidency.

Past President Badge:

Theresa Atal thanked Claire Lashbrook for everything she had done. Claire Lashbrook confirmed it had been a pleasure and thanked Council for assisting her in her three-year presidency, which had been fantastic. She was confident that the new President, Theresa Atal would be able to move things forward with the assistance of the new Deputy President, Trudy Herniman. Claire Lashbrook confirmed she would support wherever she could as she was remaining on Council.

Helen Jones thanked Claire Lashbrook for her Presidency, especially given it was undertaken during Covid-19.

Mark Fowles congratulated the new President and thanked the previous one.

Graham Brown welcomed the new President and thanked Claire Lashbrook for her sterling three years of service.

Theresa Atal thanked Marie Macfarlane for her work on behalf of the Insurance Institute of Exeter.

SPECIAL BUSINESS**Date of next year's AGM:**

The date of next year's AGM was previously agreed as 13 March 2024 and the venue as the Exeter Court Hotel, Kennford.

Other:

The President asked if there were any questions. There were none. The AGM concluded at 13:17 hours.

Insurance Institute of Exeter (IIE)
AGM Reports 29th March 2023

Annual Report of Council 2022/2023 -Claire Lashbrook, President

The year commenced with a hybrid AGM held both in person and with members dialing in through Zoom. Council meetings have all been held in a hybrid way this year enabling both face to face and virtual participation offering flexibility to Council Members and enabling higher numbers to attend.

Claire Lashbrook was re-elected as President for her final term of a three-year Presidency. Theresa Atal took the role of Deputy President and is currently our President Elect ready to step into the role of President at this AGM.

We welcomed a new Council Member this year Sharon Shier and welcomed back Luke Parsons. Luke has taken the role of CPD for the CII side of the institute. Details of any vacant roles on council will be published on the IIE website for members to apply for or to register interest in joining council or taking a vacant role, please attend this AGM.

We have had another productive year in terms of CPD, with 30 events taking place across CII and PFS and we have strengthened our joint members proposition by providing topics that can be attended by all members. PFS are conducting most events face to face with breakfast still the most popular timing but online content is still proving very popular with CII members. We continued to run examination revision sessions in partnership with the Insurance Institute of Plymouth.

In November, we met with Alan Vallance, the new CEO of the CII, to provide our views on how we believe the CII can work in partnership with local institute volunteers. Off the back of that meeting the CII have now agreed to look in to the following topics on behalf of the local institutes:

- *staffing for the Regional Membership Team*
- *further transparency on the financial position of the CII Group*
- *getting data back from the Regional Membership Team*
- *corporate engagement at a local level*
- *current customer service levels provided by the CII*

The New Professional Group has returned to face-to-face events with a Day at the races in Taunton combined with CPD. This was well attended and the group look forward to offering more networking events throughout 2023/2024.

Our strong Council, commitment to CPD and working with other regions whilst fostering good relations with our PFS members, has seen us placed as one of the top institutes of the country again at our annual assessment achieving a rating of “exceeding” which means, once again, we are eligible for the maximum CII grant for 2023.

Finally, during this year, we have maintained our membership at 1781 members (as at 1 February 2023) and recently welcomed 190 guests to our Annual Dinner on Friday the 24th of March at Sandy Park, Exeter.

Summary of Accounts for the year to 31st December 2022 – Graham Brown, Treasurer

- The excellent work by the wider Council has ensured we were awarded the maximum CII funding available of 100% at £25,317.29.
- The accounts remain robust after another full CPD packed year.
- The accounts for the year to 31st December 2022 will be ready early April 2023 for sign off by a local accountant in accordance with CII guidance.
- Current Account £35,275.97 as at 27th March 2023.

Some positive outcomes this year with Marie MacFarlane obtaining confirmation from the CII that the sponsorship monies for the Annual Dinner will be ringfenced and will not be drawn into the financial assessment calculation for any claw back by the CII, provided we continue to break even or make a profit on the Annual Dinner.

The 2023 Annual Dinner is predicated to show a profit, once again, despite a slight reduction in table numbers this year.

Charity collection has raised £1,672.50 net of Gift Aid which is a credible amount.

Nominations for **Election**/Re-election of Council 2023/2024

These are as follows:

Theresa Atal	Harvey Lupton
Sam Bennett	Marie Macfarlane
Graham Brown	Ben Mear
Mark Fowles	Luke Parsons
Trudy Herniman	Matthew Pyke
Helen Jones	Philip Wilson
Claire Lashbrook	

Nominations for Office Bearers

These are as follows:

Name	Office
Theresa Atal	President

Trudy Herniman	Deputy President
Graham Mark Brown	Treasurer
Marie Macfarlane	Secretary
Luke Parsons	Education Secretary
Luke Parsons	CPD Programme Secretary (CII)
Theresa Atal	CPD Programme Secretary (PFS)
Matthew Pyke	Regional Forum Officer <i>(Including LI Regional Representative & National Forum Officer)</i>
Marie Macfarlane	Membership Secretary
Helen Jones	Dinner Secretary
Ben Mear	Careers Officer
Claire Lashbrook	Charities Representative
Trudy Herniman	Communications, Publicity & PR Officer
Phillip Wilson	Diversity Officer
Sam Bennett	New Professional Group Leader