

CIPFA South East Regional Council Meeting
11th July 2023, 1–3pm, virtual meeting

Present

President	John Barker
Vice President	Nicki Cooper
Junior Vice President	Tom England
Regional Secretary	Cath Edwards
Regional Treasurer	Will Goodchild
Corporate Members	Chris Chaplin-Roberts
Registered Students	Morgan McIntosh
Co-opted Members	Alina Gheorghiu-Currie, Thu Ta

1. Welcome and introductions

Welcome to Thu Ta, who is our new Regional Communications Officer.

2. Apologies

Apologies were received from Kathryn Long, Jamie Shah, Lillian Manning, Nick White, Joanne Pitt, James Cook, Ian Williams, Naeem Ahmed, Paul Clarke, Stephanie Mitchener, Amy Crowson and Chris Blundell.

3. Minutes from the 10th May meeting

Minutes were agreed.

4. Succession Planning (Nicki Cooper)

The Succession Planning Working Group is continuing to review the job roles and the Council reviewed and approved the following job roles:

- Junior Vice President
- Past President
- Corporate Member.

There has been no interest in the events role so far. Council members to continue to share with their networks and anyone who might be interested.

Post meeting note: CIPFA have sent out a mail out to members in the region.

Action: Update the CIPFA SE website with the 3 new job roles (Website Administrator) - completed

Action: Share the events role job information with their networks (All council members)

5. CIPFA Sharepoint site (Sophie Pritchard and Ben O'Neill)

Sophie and Ben presented the new CIPFA Regions SharePoint site. There will be limited access for regions (3 people per region) and they must have an @cipfa email address to access the site.

Agreed roles will need to be reviewed on a regular basis.

Would be useful to be able to use as document storage for our regional documentation.

Action: Discuss London division requirements with Sophie and Ben (Alina).

Action: Agree formal point of contact to keep up to date on developments, provide information as required and discuss using the SharePoint site for document storage (Cath and John).

6. Communication Strategy and Events toolkit (Tom England)

Tom presented a draft Communications Strategy which sets out the key areas to consider when planning a key event. The strategy is supported by a checklist to enable the development of a timeline to monitor progress on key activities.

The draft events toolkit clearly sets out what needs to be done before, during and after an events and clearly shows who is leading on each activity.

Action: Review the draft Communications Strategy and Events toolkit and send any comments/feedback to Tom (All council members).

7. Events plan (John Barker)

The updated events plan was reviewed. John is sounding out presenters/sponsors for events in the Autumn. The next London division event is being planned for October.

Annual Dinner – 3rd November at the Intercontinental Hotel. John is working on sponsorship for the night. Will hold a newly qualified members presentation reception if the numbers are high enough.

Action: Produce a 'save the date' flyer (Communications Officer)

8. Budget (Will Goodchild)

Will provided an update on the budget. Majority of the expenditure so far relates to the annual dinner. Updated budget attached.

9. Updates

Feedback from PF Live (John):

Good mix of content and seminars. Not sure having over 4 floors worked, caused some confusion for delegates and not many people around to give directions.

The CIPFA Regions stand ended up being a bit of a general information point due to its location in the exhibition hall.

CIPFA Council (Chris):

Last meeting was mainly focused on the change over of membership leading up to the AGM. CIPFA reported that that June exams on the new Rogo system had gone well.

Regional Student Network (Morgan):

Lots of events happening which are proving to be popular. Recent boat party on the Thames, beginners Excel and intermediate Excel plus a BBQ soon.

Regional Forum (John):

Attendance has only been President and Vice President in the past but would be good to have wider attendance at the virtual meetings.

10. Any other business

Post meeting note re Eric Keighley. Eric is now in the Lavender Wing, St Mary's Care Home, 3 Tooting Bec Gardens, Streatham SW16 1QY. Unfortunately he cannot walk and is not presently able to reply to letters at present. John will send a card and letter to Eric and perhaps visit him during the summer.

11. Future meetings

21 September, 3-5pm (In person)

6 December, 3-5pm (In person)

Cath Edwards
Regional Secretary CIPFA South East
July 2023