



**TO ALL MEMBERS**

**The fifteenth annual general meeting of the  
Chartered Institution of Civil Engineering Surveyors**

**will be held on**

**Wednesday 20 September 2023  
Commencing at 9.30am**

**This is a virtual AGM and pre-registration is essential  
[www.cices.org/events](http://www.cices.org/events)**

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By order of Council of Management  
A Holmes, Honorary Secretary  
29 August 2023



**AGENDA FOR THE FIFTEENTH  
ANNUAL GENERAL MEETING OF THE  
CHARTERED INSTITUTION OF CIVIL ENGINEERING SURVEYORS**

1. Notice convening the meeting
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3. Proceedings of the fourteenth AGM of the Chartered Institution of Civil Engineering Surveyors held on 21 September 2022
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5. Finance report and accounts to 28 February 2023 (approval of accounts)
6. Election of auditors
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# **PROCEEDINGS OF THE FOURTEENTH ANNUAL GENERAL MEETING OF THE CHARTERED INSTITUTION OF CIVIL ENGINEERING SURVEYORS HELD ON 21 SEPTEMBER 2022 VIA MICROSOFT TEAMS**

The president determined the virtual meeting to be quorate and commenced the meeting at 9.30am.

## **1. Notice convening the meeting**

President Dr Andrew Evans welcomed members to the virtual AGM and read the notice convening the meeting.

## **2. Apologies**

Apologies received from Simon Bailey; Bill Bordill; Gordon Clarke; John Fraser; Batsetswe Motsumi; Bill Pryke; Rory Stanbridge and Steve Thurgood.

## **3. Minutes of the thirteenth AGM of the Chartered Institution of Civil Engineering Surveyors, held virtually on 22 September 2021 via Microsoft Teams**

The record of proceedings of the thirteenth AGM of the Chartered Institution of Civil Engineering Surveyors were confirmed as correct; proposed by Chris Preston and seconded by Stephen Slessor.

## **4. President's address**

The president welcomed the 48 members who had attended the virtual meeting and referred to his report which had previously been sent out to members. In particular he drew attention to the following achievements, issues and observations:

- That he officially took over as president in March 2022.
- Welcomed and introduced the new CEO, Simon Hamlyn.
- During these challenges, the institution staff have continued to provide unrivalled support to us, and the president would like to place on record his personal thanks for all for their continuing dedication and unwavering commitment to our members.
- The publishing of the white paper 'Transforming the Civil Engineering Surveyor' in May 2022 that is being promoted at a number of conferences in the UK and overseas.
- Past CEO Ann Allen resigned in December 2021 and new CEO, Simon Hamlyn has taken over on 21 September 2022 – the day of the AGM.
- The strategy was put in place in the Autumn of 2021.

- The new website and database will be launched soon which will result in an even higher level of professional support from our staff and a modern member experience for everyone.
- The regional structure, which keeps members close to the overall delivery of our objectives, remains strong and effective. Hybrid methods have become 'business as usual' ways of communicating and this has helped establish monthly regional chair meetings with all regions across the globe and is helping connect members in Hong Kong, Macau, and China with those in Yorkshire, Scotland and London.
- The next white paper will focus on sustainability and the civil engineering surveyor.
- The future of our profession depends on our ability to attract, develop and retain diverse talent. We continue to support and promote diversity and equality as we believe they are critical to the success of our organisation and to the future of our profession and this can be seen in how we open new opportunities across various roles in the institution.

## **5. Finance report**

Chris Birchall presented the finance report which had previously been circulated.

Key points included:

- Thanking all the CICES staff, and SURCO directors and staff for their hard work and dedication throughout the year.
- The accounts had once again achieved a surplus at year end and this is a reflection of the extraordinary efforts of the staff in Sale.
- The institution registers consolidated accounts (accounts which include both CICES turnover and that of its trading company, SURCO).
- During this reporting period, the accounts of the institution are showing a surplus of £209,000 after an allowance of approximately £21,000 for depreciation.
- Thanks were given to John Battersby and all staff at JV BK SURCO for showing a profit.
- It was noted that SURCO had made a loss of £19,000 in the face of uncertainty around publishing and the need for training. This is not a major concern, and given the impact of Brexit and the pandemic, it is considered this to be a good result. SURCO and its staff are an integral part of the institution which is beneficial to the running of the organisation as a whole, and its worth to CICES is considerably more than appears in figures on the balance sheet.

- The overall surplus/profit of the two companies combined is therefore £190,000. The significant surplus created this year is partly due to the savings made from the reduction in activities as a result of the pandemic.
- Tribute was paid to Alan Lees who will be retiring shortly, after 25 years working for SURCO as media sales manager. Alan's hard work has played a major part in maintaining the financial stability of SURCO, and in turn the institution as a whole. Alan will be sorely missed and we wish him well in his retirement.
- This is the eleventh year in a row that CICES has reported a surplus, following a number of years of significant losses. We can be proud of this achievement which owes a great deal to the hard work of the staff in HQ.
- Looking ahead, the effects of the pandemic on the country are likely to be felt for many years.
- The industry has been hit with significant increases in the cost of materials, fuel, etcetera and the recent events in Ukraine have only served to increase the pressure on the economy of the country and our industry. We cannot be certain of the effects all these factors will have on the finances of the institution.
- The main income is from subscriptions, and to date CICES hasn't suffered a significant reduction in membership.
- However, the financial model is also very much dependent upon SURCO's trading activities.
- The income from advertising continues to be uncertain, and it is expected to suffer further losses during the coming year.
- The financial model in place for training does not expose us to real risk.
- We are now in the first year of our new strategic plan, and Council of Management has agreed a five-year budgetary plan, involving significant overspend year on year. Despite the possible financial pressures which we might face we are strong financially, and we remain bullish and committed to delivering the plan.
- The institution faced major financial challenges during the period 2008-2011, but the challenges were met, and as a result of the measures taken, and the careful financial management of recent years, we are much stronger financially.
- CICES is committed to providing the best service it can to its members, but rest assured, the financial situation will be monitored closely and necessary actions taken to maintain the financial stability of the institution.

In conclusion, the accounts were commended to the meeting and these were agreed; proposed by Peter Hallsworth and seconded by Stephen Slessor.

## **6. Election of the auditors**

Thanks were passed to Murray Smith Accountants who were re-elected as auditors of the institution; proposed by Peter Paskell and seconded by Chris Birchall.

## **7. Composition of Council of Management**

The president thanked those Council of Management members who had given their time so generously and were now stepping down, Dr Francine Baker; John Battersby; Peter Hallsworth; Colin Murphy and Patrick Waterhouse. It was also noted that Alison Watson had been elected to the presidential chain as vice-president.

The president reminded members that in accordance with our royal charter and bye-laws, our Council of Management is composed of the president, immediate past president, senior vice president and vice president and up to a maximum of 14 elected members. There are six vacancies to be filled at the AGM today. In view of the fact that eight bona fide nominations had been received, it has been necessary to hold a ballot in order to elect individuals to fill the six vacancies. The ballot has been conducted by Murray Smith Chartered Accountants who acted as independent scrutineers. It was also noted that there is a requirement within our regulations (52) that those members of the council who are elected are done so on the basis that at least one third of the members thereof (excluding the president) shall be either geospatial engineering surveyors or commercial managers.

Following the ballot, the six individuals who have been elected on to Council of Management, based on number of votes achieved and compliance with our regulation 52 were:

- Laxman Ghimire
- Peter Hallsworth
- Lewis Jefferson
- Marek Suchocki
- Byron Tyson
- Russell Welsh

On behalf of the institution, the president congratulated those who had been elected as new members.

Those who had put their names forward to become members of Council of Management but were unsuccessful were encouraged to re-apply next year and thanked for the continued commitment to the institution. The president and CEO would write to those who had been unsuccessful to arrange a meeting to see how their enthusiasm can be taken up in other areas where they may get involved.

The new Council of Management comprises:

Dr Andrew Evans	president
Stephen Slessor	immediate past president
Batsetswe Motsumi	senior vice president
Alison Watson	vice president

Alexandra Axford  
Chris Birchall  
John Fraser  
Laxman Ghimire  
Peter Hallsworth  
Robert Edward Hubbard  
Lewis Jefferson  
Paul MacArthur  
Jim McCluskey  
Michael McIlhatton  
Marek Suchocki  
Byron Tyson  
Russell Welsh  
Adrienne Yarwood

### **8. Any other business applicable to an AGM (with prior approval of the president)**

Darrell Smart shared screen shots of the new website that will be launched shortly.

The meeting closed at 9.50am.



# **FINANCE REPORT TO THE FIFTEENTH ANNUAL GENERAL MEETING OF THE CHARTERED INSTITUTION OF CIVIL ENGINEERING SURVEYORS**

Mr president, fellow members and friends of the institution.

I would like to begin by expressing our sincere thanks to our CEO Simon Hamlyn, the CICES staff, and SURCO directors and staff, for their hard work and dedication throughout the year. This year's accounts show that we have again managed to show a surplus in income, despite experiencing some difficult economic times. That is very much as a result of the tremendous efforts of the team in Sale, and I would like to assure them that their hard work and dedication is very much appreciated.

I would remind you that the institution now registers 'consolidated accounts', i.e. accounts which include both CICES turnover and that of our trading company, SURCO.

## **SURCO**

For those of you who aren't aware, SURCO is the trading arm of the institution, and obtains all its income from advertising and training. During difficult times it is difficult to obtain income in these fields, but we have taken care to ensure that we have a financial model in place which protects the institution from exposure to large financial risks.

Commercial training and geospatial training has been very limited this year. Since the pandemic, online video training has become very much the norm, so it is even more difficult to obtain revenue in these areas at present. Despite this, BK SURCO (a far east subsidiary of SURCO) still managed to make a significant contribution to SURCO income and we must thank John Battersby and his staff for their fantastic work during this year.

Although training income is limited at the moment we believe that it is important that good relevant training is available to our members, and we are committed to increasing the level of training activity. We would remind members that we have an ongoing agreement with Built Intelligence ([www.builtintelligence.com](http://www.builtintelligence.com)) whereby members can obtain a discount for online commercial courses.

The publishing (advertising) arm of SURCO has been affected by the downturn in the industry, but only suffered a relatively minor loss for the financial year.

SURCO as a whole lost approx. £66,000 in the year. This is little more than budgeted, but there are specific reasons for this and in most respects we consider it to be a good result, especially when we bear in mind the ongoing financial pressures on the industry, and on the country as a whole. Although SURCO might show a loss, that doesn't tell the whole story, as SURCO and its staff are a vital and integral part of the institution.

### **Overview of financial statements for year ending February 2023**

This year was the first year of our 5-year Strategic Plan, and we had budgeted for a significant overspend, in support of the plan. The planned increase in expenditure, which included an increase in numbers of staff at HQ in Sale in order to provide improve services to members, didn't quite reach the intended levels due to an element of turnover of staff, and some recruitment difficulties. However, we are now at full staffing levels.

Excluding the trading activities, the institution has made a surplus of £98,000 after an allowance of approximately £23,000 for depreciation. The overall surplus/profit of the two companies combined is therefore £32,000 (including a SURCO loss of £66,000).

This is the twelfth year in a row that we have reported a surplus, following a number of years of significant losses. We can be proud of this achievement, which owes a great deal to the hard work of the staff at HQ.

### **Loking ahead**

So far we have managed to deal with the economic pressures on the industry brought about by significant increases in the cost of materials, fuel etc. and the increases in interest rates. Our main income is of course from subscriptions, and to date we haven't suffered a significant reduction in our level of membership. Income from SURCO's trading activities continues to be uncertain, but fortunately, the financial model which we have in place for training activities limits our exposure to risk.

We are now in the second year of our new strategic plan, for which Council of Management has agreed a five year budgetary plan, involving significant additional expenditure year on year. Despite the possible financial pressures which we might face we are strong financially, and we remain bullish and committed to delivering the plan. We wish to provide the best service we can to our members, but rest assured, we will continue to monitor the situation closely,

and take whatever actions are necessary to maintain the financial stability of the institution.

I trust that the accounts are self-explanatory, and thank our auditors, Murray Smith for their preparation.

I commend the accounts to you and invite your acceptance of them.

Chris Birchall  
Treasurer, Chartered Institution of Civil Engineering Surveyors



Head Office: Dominion House • Sibson Road • Sale • Cheshire • M33 7PP • United Kingdom  
+44 (0)161 972 3100 • [www.cices.org](http://www.cices.org)

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