

**MINUTES of the JOINT SECURITY INDUSTRY COUNCIL
ANNUAL GENERAL MEETING**

held on
WEDNESDAY 6TH JULY 2005

at the
**MIDDLE EAST ASSOCIATION, BURY HOUSE, 2ND FLOOR, 33
BURY STREET, ST JAMES'S, LONDON SW1Y 6AX**

Present:

Voting Members: -

T Imossi (ABI)	C Gordon-Wilson (ASC)	P Fry (CCTV User Group)
G McFall (DMA)	V Phillips (ESA)	R Flenley (Canary Wharf Group)
D Fell (ISM)	J Allan (IIS)	P Somerville (IPSA)
B Davis (ISSEE)	L Stanley (MLA)	S Sowter (NAHS)
S Hill (NASDU)	I Sanderson (NSI)	S Hay (SITO)

Non-Voting: T Bakewell MoD

Proxy Votes: Four voting members having given their proxies: -

H Varney (Davis Coleman)	S Timmis (NTIPDU)
R Repton (EPIC)	G Poulter (Rolls-Royce)

1. APOLOGIES received from: -

EPIC	NTIPDU	The Security Watchdog	Prudential
Rolls Royce	Esoteric	Davis Coleman	

A letter of apology had been received from the President, Rt. Hon Bruce George, MP; this is appended to these minutes.

2. MINUTES of AGM 2004: - I Sanderson proposed acceptance of these minutes, seconded by D Fell, **Unanimous - MINUTES SIGNED**

3. Accounts 2003/4: - L Stanley elaborated on the statement made by R Childs at the EGM held on 2 May 2005; full statement attached. Boxes of JSIC documentation were received from R Childs less than four weeks prior to this meeting. She had 'audited' the accounts for the period since 2000 in conjunction with G Rendall (ECA) & not independently. R Heiser had already submitted the 2003/4 accounts to Companies House & Inland Revenue. L Stanley has checked documentation, giving special attention to the Bank Statements and confirmed that everything appeared in order. She recommended the meeting formally adopt these financial statements. Motion proposed by P Somerville, seconded by J Allan. **Unanimous - MOTION CARRIED**

4. Accounts 2004/5: - L Stanley circulated copies of the accounts from 1st August to date and including a projection to the end of July; these appended to these minutes. V Phillips proposed acceptance of these statements, seconded by D Fell. **Unanimous - MOTION CARRIED**
S Hay proposed a vote of thanks to L Stanley for undertaking the task of bringing the accounts up to date; the meeting warmly endorsed his comments.

5. Appointment of Auditors: L Stanley stated that, as she is currently dealing with the accounts on a day-to-day basis, she feels that it is not ethical for her to be auditor. She could find someone to carry out this work if necessary. A discussion took place on this issue and G McFall proposed that it would be

prudent to engage an independent auditor, with no connections to any director, even if there is a cost involved, S Hay seconded the proposal.

2 against, 14 for (13+ 4 proxies) – MOTION CARRIED

The Management Committee will deal with this in due course.

6. Election of Management Committee:

There are two vacancies on the Management Committee. One is C Gordon-Wilson - time served and prepared to re-stand, the other is due to the retirement of R Flenley from Canary Wharf Group. S Timmis (NTIPDU) has been nominated and is prepared to stand. C Gordon-Wilson proposed by P Somerville, seconded by R Flenley. Sandra Timmis proposed by Lorraine Stalnely, seconded by P Somerville. The meeting voted them onto the committee.

Unanimous – MOTION CARRIED

7. Election of Chairman:

The out-going Chairman, Richard Flenley, explained his position regarding JSIC. He has reached the specified retirement age with the Canary Wharf Group, although CWG will remain members, and as he will not be an employee will not be able to represent CWG at JSIC. This is his reason for stepping down; he wished JSIC every success in the future and believes that it has a very valid place in the industry.

C Gordon-Wilson nominated Patrick Somerville (IPSA) as chairman, seconded by S Timmis. P Somerville agreed to stand.

Unanimous – MOTION CARRIED

The meeting was unanimous in offering R Flenley a vote of thanks for his very valuable input during his tenure as chairman. He has given good leadership and assisted in stabilising JSIC finances.

8. Election of Vice-Chairman:

S Timmis had nominated Lorraine Stanley (MLA) as vice-chairman, seconded by I Sanderson. L Stanley agreed to stand.

Unanimous – MOTION CARRIED

9. Election of Company Secretary/Treasurer;

To maintain legalities, L Stanley registered as Company Secretary immediately upon the resignation of R Childs and following the EGM. R Childs has forwarded all JSIC documentation that he held to L Stanley and, as reported above, she is undertaking the treasurership. She was prepared to continue until such times as the way forward has been clearly established.

P Somerville proposed that L Stanley continue as Company Secretary/Treasurer, seconded by D Sowter.

Unanimous – MOTION CARRIED

10. Business Plan:

There was a JSIC & SIA meeting immediately prior to this AGM; P Howgill and R Flenley attended and P Howgill made a report to AGM on the draft Terms of Reference for the consultancy to determine the Business Case for JSIC as a non core stakeholder representative body. The study is intended to be in the joint names and ownership of SIA & JSIC; SIA will fund £10,000 to have this written by a consultant chosen with the agreement of the the parties.

There are several issues relating to the 'Business Case' that the new Management Committee must address, as soon as possible.

- a) clarification of voting and non-voting members and incorporation in byelaws
- b) define the way forward for JSIC
- c) determine desirable links with other Government bodies including SIA – Home Office, DTI etc.
- d) review the membership structure

The meeting had strong thoughts on item d) including that full membership of JSIC should only be available to Associations.

11. Any Other Business:

- a) **Income:** Payment of annual subscriptions due on 1st August need to be requested as soon as possible to generate income. G McFall recommended that a 'six months membership' be invoiced. S Hay suggested that, as there was good support for JSIC from its current members, full members be invoiced for a full year and associate members for ½ year. The Management Committee had already decided that a letter of explanation of the current position and future aims should go out with the invoices. This was agreed, also fees to remain unchanged at this time.
- b) **Membership records:** P May offered to assist with the review of the membership lists
- c) **Forum;** this event to be left until JSIC's base has been established, but meanwhile it might be feasible to hold another function such as a dinner or luncheon.
- d) **BSIA & JSIC Parliamentary Group;** re-establishment of this group to be explored.
- e) **Bank Account Signatories:** L Stanley requested that a formal minute be made of the requirements for signatories.
P Somerville proposed, seconded by S Hay, that the authorised signatories to any JSIC Bank Accounts will be – Chairman, Vice-Chairman and Treasurer. For amounts up to £1,000 any one signatory, for amounts over £1000 two signatories required.

Unanimous – MOTION CARRIED

Closure

R Flenley brought the meeting to a close by wishing JSIC well for the future and offered this advice that, whatever direction it moves in, it should not allow individual personalities to dominate its activities as had occurred in the recent past.

The members were unanimous in expressing their thanks to Richard Flenley and Lorraine Stanley for their outstanding work and support over the last few months.

Signed.....Date.....
Chairman