

**MINUTES OF AN ANNUAL GENERAL MEETING
OF THE INDEPENDENT SURVEYORS & VALUERS ASSOCIATION
held on TUESDAY 8TH MAY 2018
at TOWCESTER RACECOURSE, NORTHAMPTONSHIRE**

	Present:	Chairman: Ian Vicary and 34 ISVA Members and Council Members.	
	Apologies:	Apologies for absence were received from Council Member: Jason Williams Members: Paul Britten, Martyn Burnett, Kenneth Batty, Martin Pendered and Richard Franklin.	
	Minute taker:	Linda Cooke, ISVA Administrator	
1	MINUTES OF AGM held on 10th MAY 2017	Member Glyn Woodward asked for clarification on the use of ISVA designatory letters. The Chairman said that an explanatory document would be published on the ISVA website.	
		There being no corrections, the Chairman sought approval to adopt the minutes of the previous AGM as being an accurate record of that meeting. The meeting voted in favour by majority.	
2	CHAIRMAN'S REPORT	<p>The Chairman reported that there had been several changes to those serving on ISVA Council during the year. The death of Christopher Green had been a bitter blow to all who knew him as well as for the Association. Chris had been the main communication conduit with the RICS for many years and had given many years of invaluable service on the ISVA Council. Chris was sorely missed but the Chairman hoped that communication with RICS would continue via new Council Members. A number of Members had shown an interest in serving on Council, some of whom would be standing for election. He had also been pleased to welcome Kathryn Green onto the ISVA Marketing Group and had been delighted that Council had conferred Honorary ISVA Membership upon her.</p> <p>He commented on the challenges facing ISVA Members such as changes in the market, fee cutting, different styles of reports, use of mobile devices and noted that, increasingly, "traditional" surveyors found themselves in competition with surveyors using technology who could undercut them.</p> <p>The HomeSurvey Working Group needed to be revitalised with additional, new members. There was important work to be done in reviewing the Terms & Conditions and exploring opportunities to make ISVA reports available on cost effective software platforms</p> <p>Members were reminded to look at the government's Data Protection Guidance and to register with the Information Commissioner's Office. The new regulations would come into force and there was a useful checklist on the government website which would also be posted to the ISVA website. The Chairman had developed a Privacy Policy for his own practice which he was willing to share with Members on request. He would also be working with the Council to develop a Privacy Policy for ISVA.</p> <p>The Chairman thanked Phil Deacon and his team for the ISVA's contribution to the Government Consultation on Home Buying and Selling. Phil had been supported by Roger Conway, Jason Williams and Richard Hulls. Some of the points raised were greater transparency on fees, possible abolition of fees where clients were being referred by estate agents, introduction of property logbooks. The drive for greater transparency in particular would be of great benefit to independent surveyors.</p>	

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		<p>Members' attention was drawn to the need for the use of sensible standard phrases on damp in reports on old houses. In addition, caution was advised when using BCIS reinstatement figures for older buildings.</p> <p>The Chairman reported Owen Grainger, one of the longest-serving Council Members had stepped down. Richard Hulls had been invited to say a few words on behalf of Council and to present Owen with a certificate of gratitude for his service, conferring Honorary Life Membership of ISVA. Richard told the meeting that Owen was a founder member of the Association, having joined in 1992 and that he had served on the ISVA Council for 22 years. In that time, he had secured great deals for the benefit of the membership. He was a good colleague, loyal and always saw a job through to completion. Owen responded with his thanks to the membership and to ISVA Council and with a welcome to the new cohort of council members who he hoped would seek guidance from the older, experience members when needed.</p> <p>The Chairman's Report was duly adopted.</p>	
3	ANNUAL ACCOUNTS	<p>The financial accounts for the year ended 31st December 2017 had been prepared and been made available for review. No queries were raised. Phil Deacon had undertaken an informal audit of the accounts and raised a number of queries which had been answered satisfactorily by Linda. The Chairman advised the meeting that Phil Deacon had taken on the role of Finance Director on behalf of the Council.</p> <p>Motion: That the Annual Accounts for 2017 be adopted: Proposed by Tom Littler, seconded by Martin Brown. The meeting voted in favour by majority.</p>	
4	ELECTION OF ISVA COUNCIL	<p>Council Members still within their three-year term of office were: Martin Brown, Roger Conway, Phillip B Deacon, Sheila Graham, Ian Vicary and Jason Williams (6).</p> <p>Council Members at the end of their term of office, seeking re-election were: David Hamilton and Richard Hulls (2).</p> <p>ISVA Members seeking election were: Kathryn Green, Michael Holden, Tom Littler, Geoff Palmer (<i>in absentia</i>) and Paul Shaverin (5).</p> <p>Those seeking election or re-election were asked to make themselves known to the meeting. Geoff Palmer was not present.</p> <p>No ballot was required as the number of candidates (7) and the number of available places (7) were equal.</p> <p>The Chairman proposed that those named on the ballot sheet as standing for election or re-election to ISVA Council be elected to serve for a three-year term: The meeting voted unanimously in favour and congratulations were offered to the new Council members.</p>	
5	APPOINTMENT OF AUDITORS	<p>The Chairman sought approval from the meeting for the ISVA Council to be authorised to appoint auditors for the coming year: The meeting voted unanimously in favour.</p>	

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6	AUDITORS' FEE	The Chairman sought approval from the meeting for the ISVA Council to be authorised to fix the auditors' fee for the coming year: The meeting voted unanimously in favour.	
7	ADOPTION OF THE REVISED MEMORANDUM & ARTICLES OF ASSOCIATION		
		David Hamilton presented the meeting with some background to the Resolution. He thanked all those Members of Council who had contributed over a period of three years to what had been a complex and challenging task. In particular he was grateful to Richard Hulls and Owen Grainger for their valuable input to the process.	
		SPECIAL RESOLUTION "The ISVA Council decided to review and bring up to date the Articles and Memorandum of Association of the Company (ISVA). The revisions were unanimously approved by Council on 7 th February 2018. It was agreed that they would be put before the Association at its Annual General Meeting on 8 th May 2018 with Council's recommendation that they be approved as a Special Resolution. The proposed document has been placed on the Association's website and circulated to members"	
		Glyn Woodward asked for clarification on the method that had been used to circulate the revised Mem & Arts. It was explained that every member had received an email containing a link which, with one click, enabled them to download the document from the ISVA website for review. MOTION: That the revised Articles and Memorandum of Association the Company, as put forward by ISVA Council, be adopted unanimously. Proposed by David Hamilton, seconded by Richard Hulls. The Special Resolution was passed by majority vote with three abstentions. The Chairman thanked David Hamilton, Richard Hulls and Owen Grainger for their efforts in bringing this matter to a successful conclusion.	
8	ANY OTHER BUSINESS		
	8.1	Glyn Woodward said that the ISVA Charter had been changed without notification, and that those changes related to membership of and compliance with RICS. The Chairman was not aware of any changes having been made to the Charter and said that it was most likely that the wrong version had been published on the website. This would be investigated swiftly and the correct version put on the website.	
	8.2	Glyn Woodward offered a vote of thanks to those who served on the ISVA Council for the difficult job that they were doing on behalf of the membership.	
	8.3	CPD was confirmed at 7.5 hours as per the certificate in the Conference Packs.	
	Conclusion:	Martin Brown proposed a Vote of Thanks to the Chairman and the meeting ended at 5:15pm	



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Approved as an accurate account of the meeting

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Ian Vicary, Chairman

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Date