

Meeting: CFTF AGM
Date: Thursday 28 February 2019
Time: 10:30am – 12:30pm
Location: Aldenham Golf Club, Church Lane, Aldenham, WD25 8NN
Chairman: Steve Hammond
Paper: Minutes



Attendees

Steve	Hammond	CFTF Chairman	Martyn	Price	O'Halloran & O'Brien
Robert	Thompson	CFTF Vice Chairman	Niamh	Burke	Realtime Civil
Marcus	Parnham	Anchor Bay	Jan	Rejek	CITB
Martina	Oyite	Byrne Bros	Steve	Regan	CONSTRUCT Chair
Sean	Brosnan	C J O'Shea	Dave	Campbell	CONSTRUCT
Martin	Cunningham	Carey Group	Jake	Springford	CONSTRUCT
Tony	Sheehan	Getjar	Dave	Armsworth	CONSTRUCT
James	Brennan	J P Dunn Construction			
Grace	Johnson	M Anderson			
Neil	Marney	Marney Construction			
Joe	Mitchell	Mitchellson Formwork			
Ligia	Lonescu	Morrisroe			
Tracy	Botley	O'Halloran & O'Brien			

Apologies

Elaine	Keyes	Ground Construction	Sarah	Bloom	Stephenson Group
Lucy	Akinlosotu	J Reddington	Garry	Malpass	Southern Concrete
Niamh	Faughnan	J Reddington			

1. Welcome & Apologies

The Chairman welcomed everyone to the meeting.

It was noted that the apologies that had been received would be recorded in the minutes.

2. Minutes of Last Meeting held on 30 November 2017 and Matters Arising

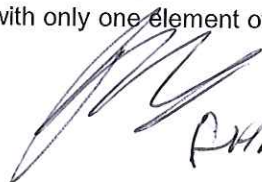
The Chairman proposed that the minutes of the last meeting held on 30 November 2017 should be accepted. This was unanimously approved by members.

There were no matters arising.

3. Annual Report

The Annual Report and the financial accounts were circulated with the papers for this meeting.

Dave Campbell talked through the accounts, which showed solely the training income and expenditure lines from the main CONSTRUCT accounts, as they are not separate legal entities. The Committee agreed it would be useful to see the full CONSTRUCT accounts, as it was difficult to see the financial health of the organisation with only one element of the accounts. Dave agreed


 Steve Hammond
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to send the full accounts next time, and confirmed that CONSTRUCT is in a healthy financial position and supports the work of CFTF on training for the industry.

There were no further questions on the annual report for 2017.

Action Secretariat to:

- **Provide full CONSTRUCT accounts to the next AGM.**

4. Election of Committee

In accordance with the CONSTRUCT Articles of Association, the CFTF Council shall consist of: Chairman, Vice Chairman, up to a further Council members.

It was proposed by Tony Sheehan (Gejjar) that Steve Hammond (M Anderson Construction) continues in the role of Chairman. This was seconded by Robert Thompson (A J Morrisroe & Sons) and unanimously supported by CFTF members.

It was proposed by Tony Sheehan (Gejjar) that Robert Thompson (A J Morrisroe & Sons) remains in the role of Vice Chairman. This was seconded by Joe Mitchell (Mitchellson Formwork & Civil Engineering) and unanimously supported by CONSTRUCT members.

The Chairman proposed that the following four members be elected en-bloc to the Committee:

1. Martina Oyite (Byrne Bros)
2. Sean Brosnan (C J O'Shea & Co)
3. Elaine Keyes (Ground Construction)
4. Martyn Price (O'Halloran & O'Brien)

This was seconded by Robert Thompson (A J Morrisroe & Sons) and unanimously supported by CFTF members.

5. CITB Update

The Chairman invited Jan Rejek (CITB) to give an update on the progress of its new model. Jan took questions from CFTF Members and invited their feedback on the new system. It was decided that CONSTRUCT would liaise with Jan to design a questionnaire to be circulated to members to gather feedback on the new system. This would then be approved by CFTF Committee members.

Action Secretariat to:

- **Liaise with Jan to design feedback questionnaire**

5. Priorities for 2019

Dave Campbell (Secretariat) led a discussion on the priorities for the CFTF in 2019.

The group agreed priorities should be focussed in the following areas:

- Being the single voice of standardisation
- Providing a forum for sharing information about funding, training and other relevant skills information
- Helping to identify gaps in skills & training within the industry and helping members access the right training (and with funding where available)
- The promotion of excellence in Health & Safety, and Apprenticeships

- Assisting members with CITB levy and grant.

CITB called for bids for funding to support training, that needed to be submitted by 2 March, but would not be able to extend the deadline for CFTF to undertake a comprehensive research project into the training needs of members. Dave Campbell (Secretariat) asked the group for suggestions for courses that could be included in the bid, which the attendees agreed were:

- Temporary Works Coordinator
- Temporary Works Supervisor
- Mental Health First Aid
- Concrete Pump Operator
- Concrete Pump Supervisor
- Temporary Works - Concrete Specialist

Dave invited members to submit further requests within the next two days if there was a need.

Actions

- **Members to forward on more requests for funding support before 2 March, if a need for training is identified**
- **Secretariat to submit funding bid based on the training identified as this meeting (and subsequently from members).**

6. Any Other Business

a) AGM and CFTF Meeting Venues

CONSTRUCT would source a venue for the next AGM and circulate this to members.

b) Concrete Pump Training Course

Dave Armsworth invited comments from members on the Concrete Pump Training Course and updated that it should be approved in April

c) Future Meetings

2 May 10:00-12:00 – CFTF Meeting – 8 Northumberland Ave, London

2 May 15:30-17:00 – CONSTRUCT AGM – 8 Northumberland Ave, London

2 May 17:00 Onwards – Members Networking Drinks, 8 Northumberland Ave, London

5 June – HS&E Meeting – Venue TBC

1 August – CFTF Meeting – Venue TBC

11 September – HS&E Meeting – Venue TBC

4 October – CONSTRUCT Day – The Brewery, London

21 November – CFTF Meeting – Venue TBC

4 December – HS&E Meeting – Venue TBC

