

THE SURVEY ASSOCIATION
THIRTY SEVENTH ANNUAL REPORT

YEAR 2016
AND ACCOUNTS FOR 2016



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THE SURVEY ASSOCIATION
OFFICERS AND OFFICIALS 2016

OFFICERS

PRESIDENT	- Mr Mark COMBES (Resigned 21/10/2016)
PRESIDENT	- Mr Adam BRADLEY (Appointed President from 21/10/2016)
VICE-PRESIDENT	- Mr Adam BRADLEY (Stood down 21/10/2016)
VICE PRESIDENT	- Mr Nick HAMPSON (Appointed 21/10/2016)

OFFICIALS

SECRETARY GENERAL - Mr Rory M STANBRIDGE

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THIRTY SEVENTH ANNUAL REPORT **OF THE COUNCIL OF TSA** **YEAR 2016**

1 THE ASSOCIATION

1.1 Introduction

The year of 2016 has proved to be another successful one for TSA as membership numbers increased to 175 with the introduction of fourteen new members during the year. A record year for TSA since its formation! This again shows the high esteem in which TSA is held by the profession and its relevance to surveying whilst the number of application packs being sent out continues to rise.

The running of The School in Worcester placed extra pressure on both The Secretariat and Council and resulted in the decision to employ an additional P/T administration assistant in Worcester; Sharon Wilkins joining the team in October 2016. Sharon will also, in time, be responsible for the registration of people applying for the Level 3 qualification being developed by TSA just now.

To ensure a structured and consistent approach, a Board of Governors consisting of the TSA President, Vice President, one committee Chairman and The Secretary General was formed to oversee the management of The School and this group met twice in 2016. The group is also responsible for developing a business plan for The School.

As in previous years, there were two major TSA events held in the year, the AGM and the Discussion Group now known as "The TSA Conference." The AGM was held at the National Motor Cycle Museum in Birmingham and it proved to be a superb day made even better by the wonderful weather enabling lunch to be taken outside on the balcony. The Conference was held in November at the Avoncroft Museum. Another excellent day out for the members! More of this in the MIA report.

TSA once again took an active role in the SLG (Survey Liaison Group) with RICS, AGI and CICES. The group continues to work closely on a number of issues with particular emphasis on the production of guidance information, some of these documents being triple badged. The main thrust of the group in 2016 was to continue the development of the GeoBusiness show held in May, once again, at the Business Design Centre in Islington. This year an increase in the number of both visitors and exhibits clearly indicated the appetite for the show which in 2017 will again be held at the same venue with a conference alongside it.

The TSA website which has just recently been totally redesigned continues to be well supported and the Job Opportunities page provides members with a FREE recruitment service. Despite earning TSA revenue, Council decided that this is such a benefit to the membership that non-members are no longer permitted to advertise on it. At the time of writing there are more than 50 positions available and the site had unique visits from a total of 181 countries in the year.

Council met as usual four times in the year, the meetings being spread around the country to make it fair and easier for all to attend. Unfortunately in October 2016, Mark Combes found it necessary to stand down from both Council and the Presidency due to personal reasons. Both TSA Council and the membership would like to offer Mark their thanks for his past sterling service.

A Level 3 Geospatial Apprenticeship scheme is currently being developed via an external consultant and a working group all funded totally by TSA.

From an administration point of view, 2016 was again a successful year in terms of the number of "Application to join TSA" packs sent out, this year totalling 128. This is in part to the increased PR that TSA is engaged on having employed a professional writer, the increased traffic through the website and the requirement by a number of clients for all sub contractors to be members of TSA.

Once again TSA awarded a bursary to two students from Newcastle University, the cheque being handed over to the recipients by The President, Adam Bradley, at the TSA Conference held at the Avoncroft Museum.

Message from the President – Adam Bradley



What a year we have seen, from Leicester winning the Premiership, to BREXIT, to having a world number one for the first time in Tennis, to Donald Trump winning the US Presidential race. More on this (well some of this) later, but firstly I would like to thank Mark Combes, TSA President from April 2015 to October 2016 who had to stand down for personal reasons. Mark was very influential in the current direction of TSA, in particular to strengthen our profession at grass roots level through TSA taking over The Survey School and working closely with a TSA funded consultant to get (finally) an approved Government backed Apprenticeship scheme for Geospatial Mapping and Science Specialists. Thanks go to Mark and we wish him all the best as he juggles running a large survey company with ever increasing family commitments.

As the new President of The Survey Association I would like to reflect on the last 12 months and then give my thoughts on the future.

TSA Membership has grown considerably in the period, with 14 new members and a record number of applications, taking total membership to 175. This combined membership of full, affiliate, associate, supplier companies and academia sets TSA in a very strong position to continue to influence our profession going forward and looks like 2017 will see us break another milestone in our history by achieving 200 members.

So what have been the highlights for me? Firstly the success of the Survey School. Since TSA took this over back in 2014 we have continued to develop and grow the school to a nationally recognised academic institution in its own right. With support from the manufacturers and a dedicated team of lecturers, TSA student numbers have been at their highest and the graduation ceremony at Worcester race course in July 2016 saw a number of awards presented and senior representation from RICS and CICES. A number of specialist short courses have been run and are well supported and these in themselves show the breadth of technical expertise our profession can deliver to industry. Whilst on the theme of academia, the recent announcement that we now have a Government approved Apprenticeship scheme for Geospatial Mapping and Science Specialists is very exciting. This is long overdue and a special thanks to Richard Maltby for his persistence in ensuring the vision never disappeared. The Employer Steering Group are still finalising the apprenticeship delivery model and more on this will be discussed at the AGM, but be assured TSA will continue to support as appropriate.

We often send out 'Polls' to our members and ask them for topics that they are really concerned about. Skills shortage and CSCS cards were the two things that stood out in 2016 and TSA, through Rory Stanbridge and Nick Hampson, have really pushed hard with the latter as this was of considerable concern. Having developed an Ofqual approved Level 3 Diploma in Engineering Surveying and getting The Survey School approved as a ProQual Assessment Centre, we now have a route for experienced survey staff without one of the recognised (by CSCS) survey qualifications to gain the appropriate certification by the September 2017 deadline.

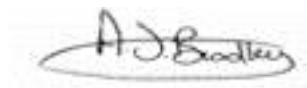
The future of our profession in terms of grass roots surveying is looking very bright and the skills gap will continue to be at the forefront of TSA's agenda looking forward we will ensure this aligns with supporting the wider STEM initiative. We will continue to have an influential presence at industry conferences/events and through our seat on the Survey Liaison Group (TSA/AIG/RICS/CICES) can and do make a difference. Two things I wish to concentrate on this year are tackling equipment theft and our role in Survey4BIM. Work is already underway on the former, working with an external consultant, the manufacturers and Police. Through Martin Penney, TSA have an individual that not only chairs the Survey4BIM group but sits as Co-Chair of the UK BIM Alliance which feeds into the

Governments BIM Task Force. We have a seat at the 'top table' and I'm keen to explore what this means for our membership and how we can all benefit.

Whether hard or soft BREXIT, our political monitoring and lobbyists MHP continue to keep us updated and these uncertain times ahead mean we all need to reevaluate our business plans and with that in mind, as I work to update TSA's five year business plan, I'd be keen to hear your thoughts on what this should include.

Will we see another British world number one tennis player? Probably. Will Leicester win the Premiership title again? Probably not. Will Donald Trump get re-elected? Who knows? Should I have had a few quid on an accumulator for those original outcomes at +1million/1? Would have been nice right, but without that crystal ball, I'm here and excited to take on the role of President and look forward to build on the great work that we have already achieved.

And finally, I'd like to thank the hard work of the Secretariat in the running of TSA, the Council Members who do this in their own time and to you, our membership, who without, we would not be able to influence and contribute to the direction of our beloved profession.

A handwritten signature in black ink, appearing to read 'A.J. Bradley', enclosed within a simple oval border.

**Adam Bradley BSc (Hons) MRICS FCInstCES
TSA President**

1.2 The Officers of the Association

At the 2016 Annual General Meeting, Mr Mark Combes of The Severn Partnership was confirmed as having been elected President by the Council for one year, and Mr Adam Bradley of Jacobs Ltd was confirmed as Vice President for one year. Mr Combes then stood down in October 2016 and Mr Bradley assumed the role of President with Mr Nick Hampson becoming Vice President.

1.3 The Council

Council members at 31 December 2016 are listed at Appendix I. Others who served Council during the year have also been included.

1.4 The Committees of the Council

Membership of the Committees is shown at Appendix II. Summaries of the work of the Committees are in Section 2 of this Report, along with a brief resume of other activities and developments.

1.5 Financial Results

The notes to the 2016 accounts can be found at APPENDIX III. The full set of accounts for 2016 are attached and will be posted on the website once approved. Those of previous years may be also found on the Members' Only area of the website.

1.6 Minutes of the previous meeting

The minutes of the previous meeting held in 2016 can be found at the end of this document.

2 THE ASSOCIATION'S ACTIVITIES

2.1 Introduction

All Council members serve on one of the three core Committees, whose activities are listed below. The Council has adopted a policy of co-opting member company representatives onto Committees to provide a wider spread of expertise to those Committees and to provide a wider range of awareness of TSA activity to member companies.

Thanks are due again to all those who have devoted time to Council and Committee activities during 2016. Without this support of the Association by the member companies, there would be no TSA. All member companies are encouraged to have a greater involvement in Association affairs. Everything counts – completing the QISS return, attending meetings, providing feedback to the Secretariat and responding to circulars. The use of online mini polls continues and these are regularly supported by up to 75% of the membership.

Political lobbying continued in 2016 with the watching and reporting brief by TSA's lobbyists, MHP and the monthly report continued to be submitted to members via the TSA Update newsletter. MHP have also assisted TSA in writing relevant letters to MP's, Ministers and Government Departments and delivered a very well received BREXIT update at the TSA Conference in November 2016.

Supplier Members, the numbers of which are still increasing, are encouraged to become more involved with sponsorship of events, and thanks go to those members that contributed last year, especially those that have assisted with the development of The Survey School. Further opportunities for the running of technical seminars are currently at the planning stage to enable the Supplier members to take an even more active role in TSA business.

2.2. Membership and Internal Affairs Committee



Adam Bradley, Chairman

Part of the remit for the MIA committee, chaired by Adam Bradley in 2016, is to assess the suitability, both professionally and financially, of new applications to join the Association. During 2016 a number of new applicants were assessed by the committee and the procedures for membership entry were improved and strengthened. A total of 128 companies requested the membership application packs and a record total of 19 applications were received from which 14 new members were admitted to the association. At the time of writing this report, a further 7 companies are going through the vetting process for membership.

The bulk of the work for the MIA committee in 2016 was assessing new applicants, changing procedures, seeking out new member benefits and again assisting the members with support and advice. In previous years, a number of technical and business seminars have been run. The annual H&S seminar was again held at Leica offices in Milton Keynes to a record number of attendees and our thanks once again go to Leica Geosystems for continuing to host it each year.

The annual Discussion Group meeting, now known officially as "The TSA Conference" was held in November at the Avoncroft Museum on the topic of "Building For The Future." Matt Shaw from SCANLAB delivered a brilliant presentation on laser scanning just prior to his numerous appearances on BBC TV with Alexander Armstrong. Other topics included Smart Cities, using UAVs, Revit, Right

To Light, Historic Building Surveys, BIM and of course the annual Bursary Presentation to two Newcastle University Students. These events afford the members a great networking opportunity and this one was no exception.

The members' Helpline, provided by Croner, continues to be well used by members and is seen as a major benefit of membership to potential applicants.

The new TSA developed Level 3 qualification, made necessary by the changes in the regulations for the issuing of CSCS cards, is near completion and should be available to members in the middle of 2017. At the same time a new Apprenticeship scheme, based on The Survey School curriculum, is being developed and paid for by TSA.

The CCD scheme introduced in 2009 is continuing to gain new members. Although the scheme is voluntary, members are encouraged to take part in the self-assessed scheme and are recognised on the TSA website as participants. The total completing the return form in 2016 being 47. An official CPD scheme is being introduced in 2017

The PI scheme run by Lockton continues to attract new members. At the end of 2016, well over 60% of eligible members were included in the scheme. Lockton continue to work with TSA and its members giving advice and guidance when required. In 2008, Lockton introduced and sponsored the President's Award which in 2016 was presented to Graham Mills. Graham, a past President of TSA, and current PR Chairman, had served in the post of President for five years, the only President ever to do so. The award was given in recognition of his outstanding and lengthy service to TSA.

JELF, another supplier member of TSA, continues to promote their survey equipment insurance policy exclusive to members of TSA. The policy called SURVEYSURE became operational at the beginning of 2010 and has already saved members a considerable amount of premium money. This despite it being a critical time for insurers in light of the increase in the number of pieces of survey equipment currently being stolen and reported. MIA was instrumental in organising a seminar on stolen equipment at the 2016 Geo Business Show with the cooperation of the manufacturers, the Police, Smartwater and Lockton. The session was chaired by Adam Bradley and proved to be the best attended associate meeting at the show.

MIA continues to look for opportunities to assist the membership both in terms of advice and benefits. A number of new ideas are currently being considered for 2017 and as always we welcome suggestions on these from member companies.

2.3 Public Relations Committee



Graham Mills, Chairman

The Committee was chaired by Graham Mills in 2016.

TSA continued to work on Promotion and PR with Ruth Badley in 2016, putting in place a system whereby all TSA Client Guides are now proof read by Ruth and standardised in terms of TSA's house style. Ruth completed a piece on the Best Student and a new prize, the TSA Vice President's Award, presented at the TSA Surveying Course Graduation Day on Friday 8th July, at the new location of Worcester Racecourse. Ruth is also refreshing the case studies on the Become A Surveyor website,

producing a new interview with the 2015 Best Student with a 'One Year On' feature:
www.becomeasurveyor.com/case-studies/steve-cottis/

TSA continued with the media partnership with ICE for 2016, being a sponsor of the Mock Service Strike Trial held at City Hall on 16th September. TSA was also a media partner of the Marine & Coastal Civil Engineering Expo 2016 being held on 12th & 13th October.

TSA booked and hosted two tables at the Chartered ICES President's Dinner on Friday 23rd September.

GEO Business 2016 was held on 24th and 25th May and TSA shared a joint stand with ICES, RICS, AGI and ICE. This year, the stand was situated at the very entrance to the show hall, which proved to be very successful. The stand was busy for the two days, with lots of interest in Membership and also the Survey School courses. Another promotional film was shot at the show, this time on the subject of 'Why are you a TSA Member?': <https://youtu.be/-93NgbCYZkg>. This link is now sent out with all Application Form requests.

New promotional material was produced for GEO Business 2016, including branded pens, bags and also a TSA-branded Rubik's Cube which was hugely popular and drew a lot of visitors to the stand. The Survey School was once again part of the 'Education Zone' at the GEO Business Show, with the stand staffed by Andrew Crumpler and Steve Hurl for a day each.

TSA held an Associated Meeting on Stolen Equipment at 11.45am on 25th May, which was the second day of the exhibition. The three main manufacturers – Leica Geosystems, Topcon and Trimble – put on a show of unprecedented unity, presenting an unbranded talk on the problem of theft from their perspective. DC Julian Crabb from PANIU also spoke, as did Andrew Mulholland, Police & Client Liaison. Acting on behalf of SmartWater. 71 attendees were recorded for this meeting, which was by far the best attended Associated Meeting over the two days of the Show.

A new, separate website for The Survey School was completed: www.surveyschool.org.uk halfway through 2016. The School now also has its own Twitter account: <https://twitter.com/TheSurveySchool>

Work continued through the latter half of 2016 on the new design of TSA's own website, which was then launched in early 2017. TSA's website attracted over 75,000 unique visitors from 181 countries in 2016. The Job Opportunities page continues to be the most popular page on the website, with over 26,000 unique visitors over the course of the year. TSA members continue to benefit from being able to post Job Adverts free of charge.

TSA's LinkedIn Group continues to increase to over 3,000 individual members and is a place for discussion. TSA's Twitter account now has over 2000 followers and has been a direct source of membership enquiries and drives traffic to the main TSA website.

MHP continue to provide the monthly political report. James Pignon of MHP spoke at the TSA Conference on 9th November on BREXIT, which was very well received.

Technical Committee (Below Ground)**Mike Page, Chairman****Technical Committee (Above Ground)****Mike Hopkins, Chairman**

The Technical Committee under its structure of BELOW Ground and ABOVE Ground has worked well producing documents on a number of vitally important topics relating to the surveying industry throughout the year. The documents are all downloadable FREE from the TSA website and in 2016 the Client Guide/Guidance Notes page alone was visited by 111 countries.

The download statistics are analysed every six months, which showed the following Client Sector percentages in 2016:

Engineering Consultancy: 43%
Survey company/Survey supplier: 29%
Architects: 11%
Local Authority/Govt Department: 10%
Education: 7%

The main focus for the Below Ground Committee has been the alignment of the Essential Guide to Utility Surveys to incorporate PAS128 and other Utility Mapping issues. This has taken longer than expected, but the Committee hope to launch the updated Utility Guide in the Spring of 2017. The title will be 'Utility Detection Survey Main Guide'.

A Mini Guide of this document is also being prepared and is expected to be launched around the same time.

Completed projects:-

- Photogrammetry Client Guide
- Offshore Hydrography Client Guide

Work in Progress topics:-

- Survey Specification for Architects
- Work Samples (these were being sourced through members and then added to the work sample page on TSA's website).
- TSA's H & S Scheme Appraisal
- Assignment, Copyright & Liability (Members Briefing Note)

OS Copyright

Committee had looked through all our guides and found only two instances of OS background mapping copyright issues and the drawings concerned were removed.

Anti-Theft Measures for Instruments

A meeting had taken place in August, hosted by SmartWater at their office in London. TSA's President and TSA's Manager, along with representatives from Leica, Trimble, Topcon and Lockton were in attendance. Also attending were Steve Wills (Police & Client Liaison Consultant) and Gary Higgins (Director of Security Services) of SmartWater.

It is intended that 'A Best Practice Guide' be produced and is to be a joint effort from the group that met in August (TSA, Manufacturers and Insurance).

Utilities Accreditation Scheme

Lloyds Register had been appointed for this Accreditation Scheme and the Pilot Study member companies have all signed the Confidentiality Agreement, this is still very much in its early stages. A Chairman for the Steering Group is yet to be decided, but it is hoped this can be moved forward over the coming months.

2.5 Finance Report

At the AGM in 2016, a motion to seek a new firm of accountants for TSA was approved. Following interviews with different firms of accountants, Park Accountancy Ltd was appointed as TSA accountants in August 2016.

As a result of appointing new accountants, a restructuring of the coding for the accounts has been undertaken resulting in a better structured set of accounts which conform to accepted modern practices.

The TSA budget produced in January 2016 was expected to produce a break even figure for the year ending December 2016. In the event a profit has been made as a result of the following:-

1. An increase in membership beyond that predicted. The highest ever intake in one twelve month period.
2. A delay to 2017 in the expenditure on two major initiatives, The Apprenticeship Scheme and the development of the Level 3 qualification.
3. A minor underspend by the committees due to pressure of work and changing priorities.
4. An increase in commission from the adopted insurance schemes.
5. Lack of progress on the Utility Accreditation Scheme for a number of reasons.

Members will already be aware that on the 1st May 2014, TSA took over responsibility for the running of The Survey School in Worcester. The asset purchase agreement for TSA to take over the running of The School involved a small upfront payment of £10,000 payable to 40SEVEN to account for furniture, equipment, ongoing contracts and Good Will. 40SEVEN ran The Survey School for many years and, whilst running the TSA course on behalf of TSA, paid an annual royalty on non-member students. As part of the asset purchase agreement a 50/50 profit share between TSA and 40SEVEN ran until the 30th April 2016. This agreement is now finished.

The Survey School is set up as a separate department within TSA and a P/L for the department forms part of the 2016 accounts.

TSA has recently signed a new lease with the landlords of the building in Worcester which will run until November 2020 with a two year break clause in operative in 2018. A new Business Plan for the School is being developed currently.

Two admin members of staff are now employed at The School in addition to the Senior Tutor, Andrew Crumpler. An element of the salary for the bookkeeper in Newark is also costed to The Survey School. Other courses using external tutors have been introduced with great success and a second, self-employed tutor is now trained and running courses both in Worcester and externally.

The Supplier members of TSA, in particular Leica Geosystems, Trimble and Topcon have all been very generous in their support of both TSA and The School for which we give our sincere thanks.

For the first time, TSA has paid two specialists to write new client guides which have been very well received. This has saved the volunteers on the technical committee a considerable amount of time and effort.

The Reserves currently stand at their highest level ever but there will be considerable further investment in The School, the Apprenticeship Scheme, the Level 3 qualification and an increase in the cost of running The Secretariat as TSA continues to expand.

Once again, it is good to be able to report that TSA has never been more financially sound and the future looks very bright.

APPENDIX I

THE COUNCIL: 2016

Mr Mark Combes	-	Severn Partnership (President) (to 21/10/2016)
Mr Adam Bradley	-	Jacobs UK Ltd (Vice-President) (to 21/10/2016)
Mrs Olivia Masters	-	Airbus Defence & Space Ltd
Mr Tony Rogers	-	APR Services Ltd
Mr Oliver Viney	-	Atlantic Geomatics (UK) Ltd
Mr David Watterston	-	CD Surveys Ltd
Mr Adrian Halliwell	-	M&A Surveys Ltd
Mr Nick Hampson	-	Malcolm Hughes Land Surveyors Ltd
Mr Stuart Dimond	-	MK Surveys Ltd
Mr Mike Hopkins	-	Storm Geomatics Ltd
Mr Mike Page	-	Subscan Technology Ltd
Mr Graham Mills	-	Technics Group

APPENDIX II

COMMITTEE STRUCTURE: 2016

1. Membership and Internal Affairs

Mr Adam Bradley	(Chairman)
Mr Nick Hampson	
Mr Adrian Halliwell	
Mr Tony Rogers	

2. Public Relations

Mr Graham Mills	(Chairman)
Mr Stuart Dimond	
Mr Oliver Viney	
Mr Mark Combes	(resigned 21/10/2016)

3. Technical

Mr Mike Page	(Chairman Below Ground)
Mr Mike Hopkins	(Chairman Above Ground)
Mrs Olivia Masters	
Mr David Watterston	

Notes:

1. Seconded participants in Committees were:-

Mr Steven Woodards	Airbus Defence and Space
Mr Sam Roberts	Met Geo Environmental
Mr Luke Steadman	CAT Surveys
Mr Paul Bryan	English Heritage
Mr Andrew Crumpler	The Survey School
Mr Nick Blakeway	Jacobs UK Ltd.

Committee Terms of Reference

MIA – To consider all membership matters including the recruitment and selection of new members and maintaining standards among existing members. Maintenance and development of services to members. Responsible for the TSA Conference, seminars and the AGM.

PUBLIC RELATIONS – Responsible for all matters external to the Association, including relations with other organisations, marketing and promotional activity.

TECHNICAL – Responsible for development of advice and guidance on all technical matters relating to surveying or bearing on the survey business, as well as provision of technical advice to external bodies.

APPENDIX III

ACCOUNTS: 2016

The full set of accounts is attached to this report and can also be downloaded from the Members Area of TSA's website once they have been approved.

(Notes to the annual accounts, major items only.)

TSA – Detailed Income and Expenditure Account.

Turnover:

Membership subscriptions: this item is for TSA membership subscriptions

Commission receivable & miscellaneous income: commission received from the Insurance schemes run by Lockton and JELF. This also includes income from other partner benefits.

Application fees: application fees for new members to join TSA.

Website income: the sums derived from non-member advertising job vacancies on the TSA website. This is now a TSA Member-only benefit.

Direct Expenses:

Marketing & promotion: the cost of the PR campaign, brochure design, filming at Geo Business and hire of photographer for TSA events.

Exhibitions, conferences, etc.: Costs for Geo Business exhibition, NATS Seminar and annual H&S Seminar, Mock Trial costs.

Lobbying: annual fee for the engagement of the TSA lobbyists, MHP.

AGM & Conference: Costs associated with the two major meetings of the year.

Technical support: technical support for Newark including data backup, software and website support and costs of using external specialists to develop TSA client guides.

IT Services: Website updates.

Miscellaneous Expenses: Annual bursary payment (£2000) plus expenses, other minor items such as Gala Dinner for Geo Business and ICES dinner.

Application costs: the cost of new member evaluation including assessment visit travel, time, credit references and other associated costs.

Expenditure:

Management fee: fee for the running of the Secretariat. This fee is now based on a percentage of the T/O figure of TSA but excludes T/O for The Survey School.

Travelling: Council and Secretariat costs for attendance at meetings, seminars and other relevant events.

Members' training: Costs for the development of the Level 3 qualification in Engineering Surveying. There will be further costs in 2017.

Council meetings: the costs of venues and Council members' attendance at Council meetings.

Apprenticeship Scheme: Costs incurred to date. A sum of £10,000 has been allocated by Council towards this.

Legal & professional fees: legal costs, data protection fees, debt collection and other professional services.

Consultancy fees: additional time support from the Secretariat for additional meetings/seminars.

The Survey School - Detailed Income and Expenditure Account.

Turnover:

Survey School Course Fees: Fees generated by the TSA course and other short courses than have been run in the year 2016.

Direct Expenses:

Tutor fees: Fees for both internal and external tutors.

Course fees: This includes for course lunches and hire of Pitchcroft (adjacent land owned by council) and graduation day costs.

Expenditure:

Management fee: cost of the admin staff at The Survey School plus a proportion of the bookkeeper's salary in Newark. This fee will increase next year as the second member of staff was engaged in October 2016.

Repairs and maintenance: These costs mainly relate to ongoing decorating of the building, minor items purchased and some maintenance of the building as agreed with landlord.

Post and stationery: This includes for the cost of printing course manuals and postage.

IT Support: Development of new website, laptop installation, general IT support and data backup services.

Depreciation: depreciation of equipment bought for The School. Assets at The School are the only assets owned by TSA.

APPENDIX IV

MINUTES OF AGM – 2016

REPORT OF THE 36th ANNUAL GENERAL MEETING OF THE UK LAND & HYDROGRAPHIC SURVEY ASSOCIATION LTD HELD AT 10.15 ON WEDNESDAY 13th APRIL 2016 AT THE NATIONAL MOTORCYCLE MUSEUM, BIRMINGHAM.

Attendees

Mark Combes – Severn Partnership (AGM Chairman)
Steven Woodards – Airbus Defence & Space Ltd
Thomas Harling – Airbus Defence & Space Ltd
David Johnson – Amethyst Surveys
Stuart Harry – Anthony Brookes Survey Ltd
Tim Viney – Atlantic Geomatics
Steve Bury – Bury Associates Ltd
Phil Tapp – Bury Associates Ltd
David Watterston – C D Surveys
Stephen Walker – Construction Skills Training Academy
Neal Sadd – Constructions Skills Academy
Nathan Spencer – CSL Surveys (Stevenage) Ltd
Berkeley Dandon – Dando surveying Ltd
Colin Tickle – Drilline Products
Jill Tickle – Drilline Products
Elaine Ball – Elaine Ball Technical Marketing Ltd
Ashley Mathieson – Freedom g map
Kate Bazeley – Freedom g map
John Hallett-Jones – Glanville Group
Graham Stroud – Ground Surveys
Rob Stroud – Ground Surveys
Kevin Riddell – Ground Surveys
Bob Dimond – H D Surveying Ltd
Mike Guntripp – J C White Geomatics Ltd
Nick Blakeway – Jacobs UK Ltd
Andy Barton – Jelf
Oliver Brooks – Korec Group
Andrew Beckerson – Korec Group
Peter Collings – Land Development Services Ltd
Stephen Hawkins – Laser Surveys Ltd
Susan Stewart – Laser Surveys
Martin Edwards – Leica Geosystems
James Whitworth – Leica Geosystems
Chris Lennon – Lockton
Scott Brown – Lockton
Richard Maltby – Maltby Surveys
Adrian Halliwell – M & A Surveys
Rob Brassington – M J Rees & Co
John Flaherty – Met Geo
Stuart Dimond – M K Surveys
Gordon Livie – M K Surveys
Nick Hampson – MHLS
Kai Duebbert – Murphy Surveys
Diarmuid Murphy – Murphy Surveys

Andrew Thompson – Ogilvie Geomatics
Stewart Hunt – Ogilvie Geomatics
Maz Owczarek – Ordnance Survey
Matt Feeny – PCM
Chetan Varma – PCM

Stephen Postians – RPS Group
Phil Marsh – SCCS
Steve Jones – Severn Partnership
Simon Bailey – Site Vision Surveys
Damian Taylor – Site Vision Surveys
David Crossley – Siteline
Alison Gentle – Stanburys
Roy Stanbury – Stanburys
Mike Hopkins – Storm Geomatics
Mike Page – Subscan Technology
Peter Barker – Sumo Services
Claire Graham – Sumo Services
Dave Orritt – Survey Operations
James Cooper – Survey Solutions
Pete Ashcroft – Sygma Solutions
Gareth Philips – Sygma Solutions
Graham Mills – Technics Group
Mat Kellett – Topcon GB Ltd
Ian Pennington – Trimble
Tor-erik Djupos – Trimble

Also Present:

Rory Stanbridge – TSA Secretary General
Rachel Tyrrell – TSA Manager
Susan Murphy – TSA Office Manager

Guests

Bill Pryke – ICES
Katie Holt – ICES
Serena Ronan – ICES
Terry Mundy – Lloyds Register
Samantha Lee – Lloyds Register

1 Apologies

Tony Rogers – APR Services
Chris Tutin – CT Surveys
Luke Steadman – CAT Surveys
Nick Spenceley – CAT Surveys
Chris Edge – Glanville Group
Malcolm Wheatman – Global Surveys
Alex Richards – Insight Marine
Jane Richards – Insight Marine
Adam Bradley – Jacobs UK Ltd
Anne King – Kingsland Surveyors Ltd
Mark Johnson – Landmark Surveys (Wales) Ltd
John Fraser – Leica Geosystems
Duncan Rose-Clarke – Midland Survey
Marc Ashley – Monument Geomatics
Norman Oliver – N D Oliver & Co
Jon Mills – Newcastle University
Phil Wright – Ogilvie Geomatics
Steven Ashcroft – Paragon Surveys
Matthew Powers – Powers & Tiltman
Lucy Powers – Powers & Tiltman
Rachel Alison – Siteline
Neil Richardson – Spatial Data
Nolan Forwood – Survey Design Services

2 Approval of the report of the previous meeting

The minutes of the previous meeting were accepted without amendment. Proposed by Graham Mills and seconded by Adrian Halliwell.

3 Matters arising

There were no matters arising.

4 To approve the Resolution: To receive the 36th Annual Report and the report and accounts for 2015.

These were accepted without amendment subject to the inclusion of Tony Rogers on the list of Council members.

Proposed by Mike Hopkins and seconded by Tim Viney.

5 To approve the Resolution: To appoint CBR Accountancy as the Association's accountants for the coming year.

The Chairman stated that CBR had once again provided an excellent service to TSA during 2015. However it was agreed that the accounts are now becoming more complex with the inclusion of The School and it was agreed to seek out a larger accountancy firm later in 2016 to engage. CBR will continue to be engaged for the time being.

The resolution was approved unanimously. Proposed by Nathan Spencer and seconded by David Watterston.

6 To announce the composition of the Council, and the incoming President and Vice President

The Chairman announced the composition of the new Council as:

Mark Combes – President Vice President – Adam Bradley

Council: Graham Mills, Stuart Dimond, Adrian Halliwell, Nick Hampson, Olivia Masters (Steve Woodards is standing in during Olivia's maternity leave,) Mike Hopkins, David Watterson, Oliver Viney, Mike Page and Tony Rogers.

The Chairman expressed his thanks to both Graham Mills and Adrian Halliwell for continuing in post for another three year period on Council and welcomed Mike Page who has now been elected on to Council.

7 Special Resolution – Change to the Articles and Rules of TSA.

RMS explained the background to this resolution, which was "To change the Articles and Rules of the Association to reduce the stated current notice of membership period required from six months to three months."

The resolution was approved unanimously.

Proposed by Mike Page and seconded by Richard Maltby.

8 President's Award

The President informed the meeting that Lockton, the recommended PI Insurers for TSA, had introduced in 2008 an annual prize to be awarded at the discretion of the President. The Award is given to a person who the President believes has made an outstanding contribution to The Survey Association or our industry.

This year, the award was given to Graham Mills for his outstanding contribution to both TSA and the Industry in general. The Chairman went on to say that Graham had acted as President for a record period of five years and also acted as Chairman of both the PR and Technical Committees. He has also performed the duties of Chairman of the Accreditation Committee. In addition to the trophy provided by Lockton and presented by Scott Brown, a cheque in the sum of £100 will be donated to a charity of Graham's choice.

The President then expressed his sincere thanks once again to Lockton for continuing to sponsor this very important prize.

9 Any other business

There was no AOB.

10 Closing of AGM

The Chairman expressed his thanks to all members of Council and Committees for their continued efforts on behalf of TSA and to the Secretariat for their excellent and continuing support.

He then announced that the next TSA Conference will be held on Wednesday 9th November 2016, at the Avoncroft Museum, Bromsgrove. The topic for this will be "Building Surveying."

The meeting closed at 10.50.