



Adjudication  
Society

**THE ADJUDICATION SOCIETY**

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**ANNUAL REPORT 2007/2008**

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Adjudication  
Society

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**1. INTRODUCTION AND OVERVIEW BY BOB DAVIS, CHAIRMAN**

- 1.1** As mandated by our constitution the Society shall present to each general meeting the report and accounts of the Society for the preceding year which I am pleased to report has been a most productive year. The report will be posted on the website and an alert will be forwarded to members advising when this is available.
- 1.2** Of necessity we continue to monitor our constitution and under the watchful eye of Martin Potter this has been subjected to review to ensure that it remains valid and workable. It is likely that any necessary changes will be placed before the next meeting or if appropriate this will be subject of an EGM.
- 1.3** The Society, I am pleased to say has cemented its place within the dispute arena and provides useful information to all user groups in the UK and as part of our growth we look to establish greater links with overseas markets to learn from their experiences in order to share this with members.
- 1.4** In keeping with progress you will have seen the theme of this year's conference has an environmentally friendly flavour. Martin Potter once again with his able bodied sub-committee must take great credit for providing members with a full and varied programme for this ever popular event.
- 1.5** Sub-committees by their nature need a task to fulfil and my thanks to Tim Willis for his stewardship of our Legislative and Education Sub-committee who this year were able to get their teeth into the latest consultation document in respect of the proposed amendments to the Construction Act. Secondly Tim with the principle assistance of Tony Bingham is reviewing the need for a common approach for the treatment of allegations of misconduct on the Part of Adjudicators. This is in its infancy and no doubt you will hear more about this in the future.
- 1.6** Similarly our newsletter continues to improve in content and presentation, thanks to the sterling efforts of Lucy Garrett our Editor ably supported by my fellow executive board member Glenn Godfrey who cajoles and corals contributors on a regular basis.
- 1.7** It is pleasing to report with the odd exception that the regions of the Society are flourishing under the guidance of Tim Willis and his regional conveners. This can only benefit members in the long run and I urge you to support you local region which ultimately is for your benefit.
- 1.8** I wish to thank the executive committee for all their efforts during the last year and look forward to working with them in the future in our quest to continue to deliver quality events in order to enhance the education and training of our members.
- 1.9** Whilst it is not for me to suggest what your newly elected committed will concentrate on I am sure under the stewardship of your new chairman our Society will continue to provide excellent support to its members as it continues to meet with the Society's objectives.



## 2. SECRETARY'S REPORT

- 2.1 The Executive Committee has met quarterly throughout the year in London. Members should be reminded that there is a link facility on the website enabling all members to email the committee directly.
- 2.2 Current membership of the Society stands at 537 Members.
- 2.3 The membership should be reminded that it is the responsibility of members themselves to update their own details on the site.
- 2.4 There has been no need to convene an election for the Executive Committee and Honorary Officers for the coming term of office. The returning officers have certified that the committee for 2008/2009 should be constituted as follows:

Chairman	Nicholas Gould
Senior Vice-Chairman	Position Vacant
Junior Vice-Chairman	Ben Beaumont
Honorary Secretary	Position Vacant
Honorary Treasurer	Edward Quigg
Regional Co-ordinator	Tim Willis
Ordinary Member	Glen Godfrey
Ordinary Member	Liam Holder
Ordinary Member	Martin Potter
Ordinary Member	Hamish Lal
Ordinary Member	Stephen Clarke*
Ordinary Member	Andrew Milner
Ordinary Member	Bob Davis
Ordinary Member	John Riches*

\* Both have been validly elected to the Executive Committee as Ordinary Members, but have belatedly been proposed and seconded for the vacant positions identified. Should the membership approve their elections to honorary positions they would automatically relinquish ordinary membership.



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**3. TREASURER'S REPORT**

**3.1** See Treasurer's Report of AGM of 13 November 2008 For Financial Year Ending 31<sup>st</sup> December 2007

**3.2** See Accounts – as attached



**4. REGIONAL CO-ORDINATOR'S REPORT**

**Report on the Regions November 2008**

1. This report concerns Regional Matters arising since the last AGM.
2. A summary of the current position is set out below:

	<b>North West</b>	<b>North East</b>	<b>London</b>	<b>Midlands</b>	<b>South West/Wales</b>	<b>Scotland</b>	<b>Northern Ireland</b>
<b>Committee appointed</b>	No	Yes	Yes	Yes	Yes	Yes	Yes
<b>Constitution Adopted</b>	No	Yes	Yes	Yes	Yes	Awaiting signatures	Yes
<b>Bank Account opened</b>	No	Yes	Yes	Yes	Yes	No	Yes
<b>Draw down</b>	See Treasurers Report	See Treasurers Report	See Treasurers Report	See Treasurers Report	See Treasurers Report	See Treasurers Report	See Treasurers Report
<b>Arrangements made for AGM 2008</b>	NI		Yes Held 18/09/08	Yes	Yes Held over to 2009	NI	
<b>Special Funds Requested</b>	No	No	No	No	No	No	No

Draw-downs of regional grant are covered in the Treasures Report.

3. No changes to committees have been advised. The Committee members for the Regions are set out below:

<b>Scotland</b>	<b>Midlands</b>	<b>South West/Wales</b>	<b>London</b>	<b>Northern Ireland</b>	<b>North West</b>	<b>North East</b>
Neil Kelly & Others to be confirmed.	Regional Convenor Tim Willis Chairman Don Smith	Peter O'Brien Stephen Clarke Steve McCombe Jason Prosser Duncan Weir	Chairperson: Delia Dumaresq  Treasurer: David Loosemore	Pauline High  James Golden  Ian Kirkpatrick	Not yet established  Convenor vacant	Andrew Milner  Treasurer: Robin Miller  Secretary: Brodie McCadam



# Adjudication Society

	Treasurer David Simons Secretary Martin King Ordinary members: Philip Harris	Guy Cottam Paul Taplin Stephen Homer	Regional Convener: Jonathan Cope Secretary: Jeremy Glover Ordinary members: Peter Curtis and Robert Stevenson			
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4. The events that have been held are set out in Appendix 1.
5. Details of future meetings for regions are attached in Appendix 2.
6. Details of NI events recent and future Appendix 3
7. The level of activity has been greater in some regions than others. Conveners have been asked to consider why that is and to consider how the level of activity may be increased.
8. To assist regions who are finding committee support / practicalities challenging AGM's should be held before end Feb 2008

Tim Willis

Regional Liaison Officer

November 2008



**Treasurer's Report of AGM of 13 November 2008**

**For Financial Year Ending 31<sup>st</sup> December 2007**

**Accounts**

As for the previous Financial Year when the Society had yet to be registered with the Charities Commission, there was no requirement for full audited Accounts, filed at Companies House, so we have proceeded on the basis of 'Unaudited Accounts'; These have been prepared by Tenbury, Chartered Accountants and take the form of:

- The Chartered Accountants' Report to the Society
- The Income and Expenditure Report
- The Balance Sheet
- Notes to the Accounts analysing the Income and Expenditure

A copy of each of these documents has been circulated with your AGM papers and we are now able to monitor the Society's performance on a year by year basis.

**Summary of the Year**

The Annual income was £44k, very similar to last year. Of this £23k came from membership subscriptions and the balance came from events, the majority of this came from the annual conference.

The Expenditure was £32½k, which included £24½k for events and £1k for regional support, leaving £7k for general expenses. The majority of the general expenses go to maintaining the web site and dealing with e-mails.

We have £25k on deposit account on which we have earned interest of £1k.

Overall we had net assets of £76k, with a surplus for the year of £12k.

## Budget

The Society has been in existence for several years and has had a relatively stable period. It is therefore possible to produce a budget for next year as follows.

### Annual Budget

#### Income

Membership	£24,000	
Interest	£800	
		£24,800

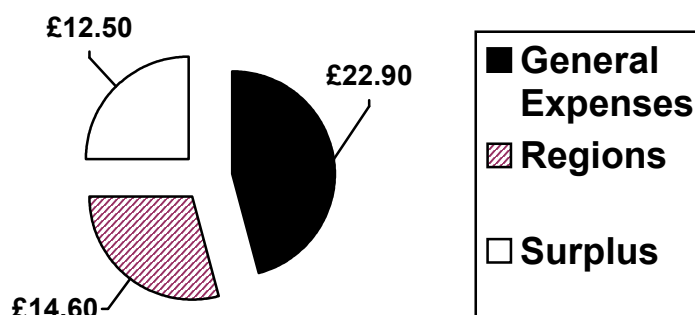
#### Expenditure

Internet	£9,000	
Accountants	£500	
CIC Membership	£500	
Ed & Training S/C	£1,000	
Regional Grant	£7,000	
		(£18,000)

Surplus £6,800

This leaves a reasonable surplus to cater for unexpected expenses and further initiatives to further the Society's objectives. The Conference will be run at or below cost.

This means the membership of £50 will be spent as follows;



## **The Conference**

The Annual Conference is our main event and is organised by a sub-committee. The executive committee decided to continue to offer members as low a rate as possible.

We have also continued the policy for students. They are entitled to attend for £120 which will include one year's membership of the Society. We hope that this will help to increase the membership of the society.

## **The Regions**

Of the 7 regions 6 have bank accounts and each receives a grant of £1,000 per annum for local events. The remaining regions are encouraged to open their accounts and claim their grant.

Each region has to produce a yearly return explaining how the grant was used.

In addition each region is encouraged to apply *ad hoc* for further funding and each such request will be considered by the executive committee.

## **Proposals**

I therefore propose that;

- The subscription is not adjusted this year
- The regions are invited to apply for additional funding for extraordinary events
- Members are encouraged to use the Society and its funds to further its objectives
- The Conference will continue to be offered at the cheapest possible price with members receiving a £50 discount over non-members

- The Student Deal will continue to be offered
- That we keep the amount held on deposit to £50k, in 2 separate banks.

The Adjudication Society

Unaudited Accounts

31 December 2007

## **The Adjudication Society**

### **Approval statement**

In accordance with the engagement letter dated 14 November 2005, I approve these accounts which comprise the Income and Expenditure Account, Balance Sheet and related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the accounting basis as set out in note 1, and for providing all the information and explanations necessary for their compilation.

E Quigg Esq

10 November 2008

## **The Adjudication Society**

### **Chartered Accountants' report to The Adjudication Society on the unaudited accounts**

In accordance with the engagement letter dated 14 November 2005, we have compiled the accounts which comprise the Income and Expenditure Account, Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

The accounts have been compiled on the accounting basis set out in note 1. The accounts are not intended to achieve full compliance with the provisions of UK Generally Accepted Accounting Principles.

This report is made to you in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the accounts that we have been engaged to compile, report to you that we have done so, and state those matters that we have agreed to state to you in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than you for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute.

You have approved the accounts for the year ended 31 December 2007 and have acknowledged your responsibility for them, for the appropriateness of the accounting basis and for providing all information and explanations necessary for their compilation.

We have examined the accounts in accordance with our terms of engagement and confirm that they are in accordance with the underlying books and records.

Tenbury Chartered Accountants

Brenchley Mews  
School Road  
Charing  
Kent  
TN27 0JW

10 November 2008

**The Adjudication Society  
Income and Expenditure Account  
for the year ended 31 December 2007**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	43,744	43,969
Direct costs	24,455	10,808
<b>Gross surplus</b>	<u>19,289</u>	<u>33,161</u>
<b>Other income/profits</b>	1,025	787
<b>Expenses</b>		
General administrative expenses	6,273	10,890
Legal and professional costs	686	459
Other finance charges	996	1,551
	<u>7,955</u>	<u>12,900</u>
<b>Net surplus</b>	<u>12,359</u>	<u>21,048</u>

**The Adjudication Society**  
**Balance Sheet**  
**as at 31 December 2007**

	Notes	2007 £	2006 £
<b>Current assets</b>			
Debtors and prepayments	398	-	
Bank/building society balances	70,907	68,478	
Branch accounts	8,229	8,185	
	<u>79,534</u>	<u>76,663</u>	
<b>Current liabilities</b>			
Trade creditors/accruals	<u>3,578</u>	<u>13,066</u>	
<b>Net current assets</b>		75,956	63,597
<b>Net assets</b>		<u>75,956</u>	<u>63,597</u>
<b>Capital account</b>			
Balance at start of period		63,597	42,549
Net surplus		12,359	21,048
		<u>75,956</u>	<u>63,597</u>

**The Adjudication Society**  
**Notes to the Accounts**  
**for the year ended 31 December 2007**

**1 Accounting basis**

The accounts have been compiled on an Income and Expenditure basis from the books and records maintained by the Society. No apportionment has been made for subscriptions paid in advance.

However, appropriate expenditure accruals have been provided.

**2 Income and expenditure account analysis**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Subscriptions	22,790	24,261
Event income	20,954	19,708
	<u>43,744</u>	<u>43,969</u>
<b>Direct expenditure</b>		
Event expenditure	<u>24,455</u>	<u>10,808</u>
<b>Other income/profits</b>		
Interest receivable	<u>1,025</u>	<u>787</u>
<b>General administrative expenses</b>		
Donations	-	50
Regional support	1,175	3,909
E-mail & website	5,098	6,931
	<u>6,273</u>	<u>10,890</u>
<b>Legal and professional costs</b>		
Accountants fees	<u>686</u>	<u>459</u>
<b>Other finance charges</b>		
Bank charges	<u>996</u>	<u>1,551</u>