



DRAFT ACTION POINTS FROM COUNCIL MEETING

DATE OF MEETING: Friday 31st January 2025

At ACES Council Meeting on Friday 31st January 2025, the following ACTION POINTS were agreed:

Minute No.	Agenda Item	Lead Council Member(s)	Next Action By	Agreed Action\Comment
-	Matters Arising	Secretary/Assistant Secretary	24/04/2025	<p>Given identified benefits, the previous proposal for an On-Line Terrier to be revived and costings updated. Council agreed if costings were under £5,000, CMT to consider and make firm Recommendation either to Council or All Members, via On-Line Voting.</p> <p>Council agreed that July Council Meeting to be held in Manchester rather than Preston to improve meeting accessibility.</p>
1542	President's Report	President	N/A	Report Noted - No further action required
1543	Secretary's Report	Secretary	24/04/2025	New Invoicing Arrangements to be in place so that ALL Members are invoiced at the same time by 01/01/2026.

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				Trevor Bishop and Chris Hewitt to provide details of current Member Subscription Arrears and proposed actions arising.
1544	Financial Matters	Treasurer	24/04/2025	Current Financial position noted. Neil Webster and David Pethen to undertake some soft market testing for interest from Recruitment Agencies in use of ACES Job Vacancies.
1545	Report of Head of Engagement	Head of Engagement	N/A	Report Noted - No further action required
1546	Consultations	Senior Vice President	24/04/2025	All Council Members to feedback to Alan Richards re Consultations – Ongoing – Update to April Council. Jeremy Pilgrim to feedback on RICS Red Book Seminar he is attending – Update to April Council
1547	ACES Terrier	Editor	24/04/2025	All Council Members to encourage provision of Articles/Reports for the Terrier on an ongoing basis.
1548	Core Management Team	CMT	24/04/2025	CMT confirmed view that 3 Key Items for progression in 2025 are: <ul style="list-style-type: none"> • Constitution Review • Membership Review • Data Protection Compliance

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				<p>David Pethen to investigate options re availability of Data Protection Consultants.</p> <p>David Pethen to scope his availability to support additional Key Tasks, so Council may consider possible extension of his Role.</p> <p>CMT to consider options for seeking further additional external support.</p> <p>Branch Secretaries to seek support from Branches.</p> <p>CMT to discuss further with Sara Cameron to agree a Specification for temporary delivery of part of Social Media Manager Role.</p> <p>Sara Cameron to set up a Conference Call as a priority to accelerate progress for appointing a Junior Vice President (JVP).</p> <p>CMT to develop a “Pipeline” to secure early appointment of future JVPs going forward.</p> <p>Chris Hewitt to review current Invoice Approval Policy, so that ACES president is involved with ACES Officer Invoices by Exception – Routine approval by Secretary and Treasurer.</p>
1549	ACES Constitution – Proposed Changes	Member of Council – North East Branch	24/04/2025	Council agreed allocation of a budget of up to £5,000 for Fieldfisher/suitable Consultant to undertake Constitution Review and delegation to CMT to progress.

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				<p>CMT to produce Updated/Draft ToR of options for what type of Organisation ACES should/could be for consideration/approval by April Council.</p> <p>Once CMT have produced Updated/Draft ToR, Jeremy Pilgrim supported by David Pethen (if required), to re-establish his previous contact with Fieldfisher regarding their previous offer of Pro Bono advice re ACES' Constitution.</p> <p>Council to sign off Terms of Reference (ToR) for formal appointment of a Consultant to undertake the Constitution Review.</p>
1550	ACES Membership Review	CMT	24/04/2025	<p>Council approved CMT's recommendation to ask David Pethen to look at potential impact of Local Government Review (LGR) on future profile of ACES Membership.</p> <p>David Pethen to provide report to April Council.</p>
1551	Forward Plan 2024	Secretary/Head of Engagement	24/04/2025	<p>Trevor Bishop and Neil Webster to continue to develop "Graphical Representation" of Forward Plan and to ensure Key Priorities identified, so they may be adequately resourced</p>
1552	Annual Conference Plan	President	24/04/2025	<p>Council approved the Presidents Financial Plan for the 2025 Annual Conference on 24/25th September 2025.</p> <p>Dan Meek to book Venues and progress planning the Annual Conference.</p>

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1553	National AGM 2025	Secretary/Assistant Secretary/Senior Vice President	24/04/2025	David Pethen to Book Cardiff Castle for the 2025 AGM in November 2025. Date to be agreed in liaison with President/Senior Vice President and Secretary.
1554	ACES Award For Excellence 2025	Senior Vice President	24/04/2025	Alan Richards to report to April Council on proposed minor changes to Awards for Excellence with a view to wider circulation of details in June 2025
1555	Asset Management In The Public Sector	Secretary/Member of Council - Co-ordinator for Post Graduate Courses and Diplomas	24/04/2025	<p>Trevor Bishop to advise CIPFA, that ACES are in principle agreeable to further collaborative working, subject to obtaining necessary advice on potential Tax Implications and finalising remuneration terms for ACES/individual ACES Members.</p> <p>Council unanimously approved the payment of a further Honorarium of £500 to Malcolm Williams for all his hard work/input to the SAM Diploma in 2024. Council also approved a further £500 payment for 2025 (plus the agreed increase in ACES Officer remuneration rates) , should Malcolm Williams wish to continue supporting the SAM Diploma in 2025.</p> <p>Trevor Bishop to advise Malcolm Williams accordingly.</p>
1556	Branch Liaison Officer	Branch Liaison Officer	24/04/2025	Subject to any final comments from Council Members by 14/02/2025 , Marcus Perry to commission production of hard copies of "Trifold" and an electronic Online Version via Marcus Macaulay .

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				<p>Council approved Marcus Perry having a temporary role to keep South East Branch ticking over in “Special Measures” due to current significant operational issues, including lack of a replacement Chair and low attendance, with authority to report actions to CMT for approval.</p> <p>Marcus Perry to Chair an on-line South East Branch Meeting in March. David Pethen to contact ACES Colleagues he is in touch with, to gauge interest in becoming Chair and to liaise with Marcus Perry. Jeremy Pilgrim to support with some CPD on CPO and Landlord and Tenant Legislation.</p>
1557	Co-Ordinators, Branches & External Working Groups	Relevant Liaison Officers	24/04/2025	<p>Liaison Officer and Branch Reports received were considered and Council thanked colleagues for their detailed and topical input.</p> <p>Following their verbal update, Lee Dawson and Jeremy Pilgrim to produce an article for the Spring Terrier on Commercial Asset Management and a further topical paper on Commercial Asset Management following their recent work with Carter Jonas.</p>
1558	Future Meetings	Secretary/Assistant Secretary	24/04/2025	<p>David Pethen to proceed with Booking 2025 Council Meeting Venues in liaison with Council Members as appropriate.</p>
1559	Any Other Business	Secretary/Assistant Secretary	24/04/2025	<p>Alan Richards to provide further update on 2026 Presidential Conference in Southend to April Council</p>