

## The London Constructing Excellence Club's 2021 Annual General Meeting

*2020 Annual Report to Members*

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## Meeting Agenda

### ORDINARY BUSINESS

1. To appoint a Chairperson for the meeting
2. To receive the Annual Report and the Treasurer's Report for the year 2020
3. To elect persons to hold the following posts:
  - Chairperson: Elvin Box (who is willing to be re-elected)
  - Vice Chairperson: Paul Greenwood (who is willing to be re-elected)
  - Club Secretary: Paul Brampton (who is willing to be re-elected)
  - Treasurer: Robert Read (who is willing to be re-elected)
  - Deputy Treasurer: Simon Offredy (who is willing to be re-elected)
  - Event Programme Manager: Rob Garvey (who is willing to be re-elected)
  - Post Event Evaluation Officer: Aine Kelly (who is willing to be re-elected)
  - Data Protection/GDPR Officer: George Dale (who is willing to be re-elected)
  - Systems manager & website administrator: Adrian Dawson (who is willing to be re-elected)
  - Committee members with other portfolios: Ian Farmer, Tim King, James Green, and David Keohane (who are willing to be re-elected).

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Minutes for  
The London Constructing Excellence Club's  
Annual General Meeting (AGM) 2020

**Venue:** 6 New Street Square, London EC4

**Date:** Tuesday 14<sup>th</sup> January 2020 commencing at 6:30 p.m.

**Minutes taken by:** Paul Brampton

**1.0 Ordinary Business**

- 1.1 The AGM was formally opened by the current London Constructing Excellence Club (LCEC) Chairman, Elvin Box, at 6.30pm.
- 1.2 The first item of business was to elect a Chairperson for the AGM. Elvin Box was proposed and seconded from the floor.
- 1.3 Elvin Box thanked Blake Morgan for hosting the AGM.
- 1.4 Elvin Box thanked the current and the departing Club officers.
- 1.5 LCEC's 2019 Annual Report to Members, was proposed and seconded from the floor.
- 1.6 Elvin Box summarised the Treasurer's Report, which was contained in the Annual Report, and the Treasurer's Report was proposed and seconded from the floor.

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DEPARTMENTAL/CP5/17863829.1

- 1.7 Elvin Box noted that the Notice of AGM and the AGM Agenda (contained in the Annual Report) set out the nominations for election as LCEC officers. The names and roles of the officers nominated for election and re-election were put up on the overhead projector. Elvin Box invited other nominations from the floor. None were forthcoming. The officers nominated for election and re-election were collectively proposed and seconded from the floor.

## **2.0 Special Business & Any Other Business**

- 2.1 There was no special business.
- 2.2 The Chairman invited items of “Any Other Business” from the floor but none were received.

The Chairman declared the meeting closed at 6.35pm.

## The LCEC Committee



Chairperson and Linked-in Administrator

**Elvin Box**

Elvin Consulting

[chair@londonconstructingexcellence.org.uk](mailto:chair@londonconstructingexcellence.org.uk)



Vice Chairperson and Twitter Administrator

**Paul Greenwood**

Managing Director

Greenwood Consultants Ltd

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Club Secretary

**Paul Brampton**

Partner

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Treasurer

**Robert Read**

Kingsley Napley LLP

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Deputy Treasurer

**Simon Offredy**

Currie and Brown

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Key Support for Membership Development  
Manager  
**James Green**  
Waterman Group



Systems Manager  
**David Churcher**  
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Post Event Evaluation Officer  
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Data Protection Officer  
**George Dale**  
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Event Programme Manager and Education  
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Deputy Education Officer  
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Social Media and Key Support for Systems  
Manager  
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Website Administrator  
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Committee Member  
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## Chairperson's 2020 Report

### Report & Accounts Summary: Into uncharted waters

Considering the dramatic and turbulent year the globe has experienced, one can only be grateful that the satisfactory continuation of the steady, incremental change the LCEC embarked upon since I became Chair in January 2018, has remained on track. To all intents and purpose LCEC is in good shape and the management team are confident we can keep things that way during the coming year. That is a statement closely followed by the caveat that with the UK in the mist of its third Lockdown, that is expected to last for the first quarter of this year, and as I explain below LCEC currently does not enjoy an income, we must proceed with caution.

As our Treasurer's report demonstrates, although we had to revert to online events and thus unable to generate any income from ticket sales for 8 months of the year, plus unable to seek new 'First Time' members since the end of March, the financial position is positive. Income from subscriptions is a little over £16,000.00, and with other income for such items as non-member tickets at events, our total income is a little shy of £21,000.00.

Now, we will be continuing with online events into 2021, although we hope we will be able to restart physical face-to-face evening events and networking breakfasts in July 2021.

Therefore, to acknowledge this disruption to the way we have been delivering events, and to reflect the reduced number of events in 2020, the LCEC Committee has decided to extend all current memberships through to the end of 2021.

*This means existing members will be able to benefit from free bookings when face-to-face events resume, which we presume will be from July to December 2021, with no further subscription to pay.*

Our sincere and grateful thanks go to Rob Read, who took over as Treasurer in January, and his assistant Simon Offredy, for their sterling work. Also huge thanks to our former Treasurer Phil Hynard, who very kindly provided excellent ongoing support and assistance to Rob and Simon during their inaugural year in role.

A big thank you also to the Independent Inspector of our Accounts, Nick Piling. We would also like to thank Nick for requesting that his Honorarium is to be donated to his favoured cause.

As can be seen in the Membership Development Report, due to COVID and the ensuing ceasing of physical networking events across London, we have not actively sought to attract new members. This is because our events have transferred to being delivered online and all but our Annual Wine Tasting Event, they have been free of charge to the general public. Hence there has been no requirement to subscribe to LCEC to enjoy the benefits of membership.

Therefore, as the Membership Development Report states, Membership is slightly down on last year and stands at 107. Although we have representation from across the industry, it can be taken as a given that as soon as we can recommence with physical face-to-face events we shall be actively developing our membership to enable a more diverse and evenly balanced CE community to evolve.

Our management team numbered 17 at the start of the year, however due to various challenges arising from COVID, we ended the year with 14 members.

We commenced 2020 with a regular venue for our evening events at ALUK's Design Studios near Moorgate in the City and the catering services of 'Sissi Fabulous Food', plus The Happenstance in Paternoster Square in the shadow of the iconic St Paul's Cathedral, as the venue for our Construction Breakfast Networking events.

Since March 2020 we have been unable to enjoy the services of these two venues and catering supplier. However, we remain hopeful our relationship with them can recommence once physical networking events are permitted again.

The management team continue to invest in the utilization of 'Wild Apricot', as the system enables an efficient and effective approach to managing both membership and the events we provide. Although a membership drive is currently on 'Hold', Wild Apricot will enable us to move away from 'Membership Management' to *Membership Development*, with the emphasis on retaining existing members and developing a continuous influx of new members, from all of the various disciplines.

At the AGM in January 2020, the management team did introduce two new members and were delighted to announce club members James Green and Tim King were to become involved with the administration of the club.

### **Overall resulting performance**

As can be read in Aine Kelly's excellently detailed Event's report, the management team were able to deliver prior to restrictions to physical networking events being enforced, face-to-face evening seminars during January, February and March, with monthly online events coming into play as of May and continued through, and including, November. We were able to deliver our highly sought after Wine Tasting Event once again; taking pride and place during early December in the traditional run up to the Christmas Festivities, as an online experience. This Phygital event; the divide between the physical and digital world, was made possible with the wine being delivered to the homes of the participants in the run up to the session.

As Aine Kelly's Report and Graphics demonstrate beautifully, the subject matter the seminar programme covered, will have a major impact on our industry in the immediate future: The COVID pandemic; The Grenfell Tower Inquiry; Digitalisation; Whole Life Value Design; Quality Planning.

The club was extremely grateful to those who spoke and those who not only 'attended', but fully 'participated'.

As you will note in Aine's report, we are planning to take our Construction Breakfast Networking events online during 2021 at the earliest opportunity. I should add that also goes for our Special Interest Project visits, that quite obviously have to be omitted during the COVID pandemic.

We would like to place on record our huge thanks to Kingsley Knapley for their help, support and assistance with producing our online programme for 2020.

Unfortunately, due to adjusting to life under the restrictions imposed by the COVID pandemic, the development of our partnerships with other CE affiliated clubs and construction organizations with similar values and beliefs, stalled during 2020.

*However, as Chair I was invited to represent the LCEC by such clubs and construction organizations to take part in some excellent online webinars, and thus enable LCEC to still be part of a collaborative effort to continually improve UK construction.*

The first opportunity arose in June, as I was one of the expert speakers presenting on 'Mental Health & Wellbeing in Construction' for the **CIOB's Global Members Forum**.

As we moved into October, I was invited to join the expert panel for the **CIOB London Hub's** online 'Mental Health and Wellbeing CPD event'.

This in turn led during November to being invited to join the expert panel for **MHFA** (Mental Health First Aid) **England** to discuss and answer questions on 'Supporting mental health in the construction sector.'

Very interestingly, at the end of August I was invited to represent LCEC on the **QS/001/04 Quality management in construction BSI eCommittee** that has been set up in direct response to the Hackitt Report and other issues regarding unacceptable quality management, the Government has with the UK construction industry.

At the beginning of November an international opportunity came to fruition, that had been in the planning since May 2020. The **SEE (South Eastern Europe) Conference** was initiated and organized by **PropTech Bulgaria**, the national PropTech hub of Bulgaria.

*'PropTech' is the drive for digital transformation of the property industry by promoting engagement between PropTech and Property businesses and creating an environment conducive for PropTech innovation. This was the conference for the international PropTech organisations that have been set up to drive this digital transformation.*

Strategic partner of the event was the **British Embassy in Bulgaria** and the **UK Science & Innovation Network [Bulgaria & Romania]**.

A truly multinational event, it was 10.5 hours in duration, held over 4<sup>th</sup> and 5<sup>th</sup> November. A Phygital event; the concept of blending digital experiences with physical experiences, myself, two other speakers, the event organisers and the tech team were based in a studio in the capital of Bulgaria, Sofia, where the event was broadcast live. The other speakers and participants were online. 24 countries were represented, interacting with the speakers from 15 different countries.

On behalf of LCEC I delivered a presentation on what systems writers term a 'Wicked' problem and aligned it to the COVID pandemic, and also facilitated an Innovation workshop covering: Whole Life Value Design; the UK's Digital Twin Programme; Robotics & Automation; Digital collaborative planning.

Alongside these two sessions, I was privileged to moderate the presentations delivered online by the **Head of CE, Alison Nicholl**, and **Lucy Sales** of the **Construction Innovation Hub**.

The end of November saw me represent LCEC as moderator for the expert panel discussing 'Mental Health & Wellbeing in Construction', for **London Build Online**

As you shall read in the report, our social media coverage via Twitter continues to attain followers and disseminate information of not only LCEC, but construction innovation in general. As Paul Greenwood reveals in his extensively detailed report, our evening events; although online, continue to enjoy a healthy interaction. Thus, our Twitter following is now the largest and most interactive among the UK's CE Clubs.

Regarding the LCEC LinkedIn account, we continue to attract 'members', currently recording 505. Our posts, specifically around our online events, receive a very healthy 1,000 to 2,500 views.

Added to our prescence on Twitter and LinkedIn, during this year Sophia Boyd and Paul Greenwood have done an excellent job getting up and running an LCEC Instagram account. A highly visual form of social media, we have made our mark, attracting 412 followers.

Unsurprisingly, due not only to our continued success on social media, but also very importantly with so much business activity being undertaken online, it is the intention of the management team to exploit the breakthroughs we have made over the last three years.

Very unfortunately due entirely to the COVID epidemic, our Student Prize initiative did not materialize during 2020. We have enjoyed undoubted success of this highly credible education initiative, but whilst the pandemic continues to cause major disruption to the education sector, we shall obviously struggle to ensure the Student Prize becomes a mainstay of the LCEC offering.

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As always, we would like to place on record our sincere thanks to our external website manager Robert Keir and all his support and assistance he affords our hard-working Web Site management team member; Adrian Dawson, keeping our web site updated and maintaining our email services.

### **Lessons Learned**

Aine Kelly continues to do remarkable job with 'Survey Monkey' and as her Report demonstrates, provides a healthy amount of data and subsequent information on a monthly basis for the management team to review and adjust accordingly. We are indebted to Aine for her dedicated work.

However, as always, a higher quantity of response would be extremely beneficial, as the quality that feedback produces would be vastly enhanced. Hence we call upon all participants at our events to complete and return the feedback form.

Also, it is the intention of the management team to properly review and enhance our current involvement with charitable organizations. Fortunately, at the beginning of the year we were able to make a donation of £785.00 to the construction industry charity, The Light House Club. This was raised from monies kindly passed back to us from members, in-lieu of taking their 'Early Bird' discounted subscription.

However, again due entirely to the COVID pandemic, as all current membership subscription fees for 2020 have been extended through to the end of 2021, without request for further payment, hence, we are having to look very closely at the funds we have available to make such donations.

### **Management Team members: our thanks are due**

As with all organizations; regardless of sector, management team members leave at some stage. Therefore, we must take this opportunity to thank the management team members who are stepping down after serving the club with loyalty and dedication. So, we bid a fond farewell to David Keohane, Navpreet Atwal and Hussain Tawanaee, wishing them every success for the future!

David Churcher is also taking his leave of us. Now, David has diligently served as a member of the Management Team since February 2013. His extremely polite, highly detailed and immensely knowledgeable approach to his work for LCEC has been; quite honestly, utterly brilliant. Make no mistake, we shall miss David's presence enormously.

Very fortunately for LCEC, David has been mentoring his replacement and incoming systems guru, Adrian Dawson. So as one would expect from David, he has ensured his transition shall be perfectly executed.

Many, many thanks to you David, you have been a marvelous friend and colleague and we wish you every success for the future!

I would like to take this opportunity to thank every member of the management team for not only their dedicated, self-motivated, hard work during these past 12 months, but also very importantly for their good nature and excellent sense of humour. Particularly Secretary Paul Brampton who; with the assistance of various wonderful, young, talented people, has diligently minuted our management meetings, ensured we notified everyone in the required time of the pending AGM and complied and distributed this Report and Accounts.

### **Summary and Conclusion**

The LCEC enters 2021 with cautious optimism. Although there are good indicators within this Annual Report and Accounts, and we can be encouraged by a sound financial situation, we are heading very much into uncharted waters.

As I write, the COVID pandemic is at his height and not only the UK, but the whole world waits with bated breath in the hope that the vaccination programmes being rolled out across the Globe prove successful. Our industry is all about the reality of the physical environment. Currently, although we need

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the reality of the virtual environment too, we are spending probably more time in this 'online' space than is good for us as a human race. We need to congregate; without the need to be socially distanced, to effectively and efficiently collaborate to successfully innovate.

Plus, of course, the UK is now no longer a member of the EU. A situation the UK has not faced since 1973, when with Denmark and Ireland, the UK joined the original European Communities of Belgium, France, Italy, Luxembourg, the Netherlands, and the then 'West' Germany. We trust the Government can steer us all through this complex transition.

So, I sincerely hope that this time next year I shall be waxing lyrically of a return to physical events and the enthusiasm those events generated, plus the lively response our social media sites received in the advertising and covering the return of face-2-face networking.

Plus, that our membership once again had a real opportunity to grow and that as a management team we had thoroughly mastered our management system; Wild Apricot, and we are reaping the benefits this effective and efficient management system promised.

On election at the AGM on 12<sup>th</sup> January 2021, a trim management team of 13 shall commence the year with a good balance of experienced campaigners and new starters. We do need however, to look to evolve to be ever more diverse in terms of gender, nationality and profession.

During 2021 we shall; as always, endeavor to respond to the feedback we request of our members and their guests, to ensure we provide the highest level of service our resources and capabilities can deliver.

It would be truly wonderful to state in the Report and Accounts for 2021 that due to the strength of our Financial position we can, yet again, for the 5<sup>th</sup> Report in a row, announce there is no increase in the LCEC subscription rates.

#### **Last word**

Grateful thanks to all our topic specialist presenters, members and their guests, who have been an essential part of LCEC over the past 12 months. Magnificent people all!

Their appreciation and thanks for our offering is truly heartwarming. It makes running London Constructing Excellence Club so very, very worthwhile.

#### **Elvin K. Box**

Chairperson, 6<sup>th</sup> January 2021



Chairperson  
**Elvin Box**  
Elvin Consulting  
[chair@londonconstructingexcellence.org.uk](mailto:chair@londonconstructingexcellence.org.uk)

## LCEC Treasurer's Report for year ending 31 December 20120

### Executive Summary

The London Construction Excellence Club (the Club') began 2020 with a bank balance of £29,615.35, after settlement of accruals and provisions for pre-payments.

Income during the year comprising subscriptions and ticket sales, both on the door and via pre-registration, totalled £20,671.38 (2019 - £26,532.92), set against expenditure of £4,881.82 (2019 - £25,830.32) which resulted in a surplus of £15,789.56 (2018 - £702.60).

As Treasurer, I am therefore pleased to confirm that, notwithstanding some continued investment initiatives and prudent reserves, the Club continues to be solvent and will carry forward the sum of £38,585.84 to the 2020 financial year, the details of which are set out in the following financial statements.

Given the Covid-19 pandemic in 2020, the Club has not run as many live events as it would have anticipated, although it has continued to have some of the fixed costs, such as the renewal of the Club's membership software, Wild Apricot. Therefore, and as previously been announced, we have costed that the Club is in a position to provide free membership next year to its existing members with the possibility that it may be possible for live events to resume part way through 2021. We will continue to closely monitor the financial position of the Club.

### General Details

The membership subscription rates for 2020 were agreed by the Officers to be retained at the same level as 2019.

To encourage early payment of subscriptions, an Early Bird Discount ('EBD') continued to be offered to members and future members if their subscription fee was paid before the February evening event. Corporate and NfP EBD for 2020 was confirmed as £20 and the Individual at £5.76 organisations and individuals, benefited from this in 2020 (2019 was also 76).

The above gave rise to a total of 104 subscriptions being received throughout 2020 (2019 - 121). In addition to this two retired Officers received Honorary memberships.

As required by our Constitution, the Club's funds, including all subscriptions, ticket sales, donations, contributions and bequests, are ultimately to be paid into an account operated by the Club's Officers, which must be held in the name of the Club. NatWest has continued to provide these services during 2020 and it provides both a Current Account and Business Reserve account which are held at the NatWest Bank in the Holborn Circus branch.

The Club's membership management system, Wild Apricot, that was implemented at the beginning of 2019, is linked to a Pay-Pal account and this is where subscriptions and receipts from ticket sales are initially received, before being transferred into the NatWest Current Account. The Pay-Pal account is not used for settling any of the Club's expenditure apart from the return of refundable deposits for events that demand them and other refunds of a similar nature.

The Pay-Pal account has been established with charitable and not for profit status, which means that a reduced commission is paid on each transaction as compared to that levied on commercial organisations.



The Club now has a debit card facility, which has facilitated payments which previously could only be made either by cheque withdrawals or through the 'On-line' banking facility operated by NatWest.

### Income Details

Club income for the year ending 31<sup>st</sup> December 2020 was £20,671.38 (2019 - £26,532.92) which was derived from:

- Subscriptions at £16,670 (80.64%);
- Ticket sales for breakfast meetings at £1,900 (9.19%);
- Ticket sales for Club Meetings at £425 (2.06%);
- Other (Including non-refundable deposits and bank interest) at £1,676.38 (8.11%).

Corporate subscription raised 64.79% of the subscription income whilst Individual membership brought in a further 28.79%, with the remaining subscription income from Educational and Not for Profit members. This year 11.25% of the Club's income came via ticket sales and non-members pre-registration fees for those booking and attending LCEC events throughout the year. 2016's initiative of the breakfast networking events was continued initially in 2020 up to the suspension of "in person" events due to Covid-19 and raised 9.19% or £1,900 (2019 - £3,275.00).

Wild Apricot, which was implemented at the beginning of 2019, has proved itself to be a useful administration tool for the Club's membership as well as for event management and has successfully been used for both accepting bookings and deposits, as well as refunds where appropriate. It is envisaged that as the Officers become more familiar with the system additional benefits will be derived from it. Perhaps more importantly from a compliance perspective, it has aided the Club's adherence to the GDPR regulations, which the Club would have fallen foul of using the combination of legacy systems that Wild Apricot replaced.

### Expenditure Details

Club expenditure for the year ending 31<sup>st</sup> December at £4,881.82 (2019 - £25,830.32) has been accrued principally from the cost of supporting each of the "in person" Club meetings and the online "wine tasting" event. In addition, the bi-annual charge for the renewal of the Wild Apricot licence fell due in December 2020.

The cost of providing the breakfast networking events in 2020 was £1,783.84 (2019 - £6,152.25) as against ticket sales of £1,900 (2019 - £3,275.00). The average cost incurred in providing each of the Club's 14 events (including online events) (2019 - 23<sup>nr</sup>) during 2020 was £486.92 (2019 - £771.91).

### Independent Accounts Inspection

As was the case in 2019, the annual accounts and financial statements have undergone an independent inspection, which has been undertaken by Nick Paling. The inspection opinion is attached. In a similar move to last year, Nick has generously agreed for the Club to donate his honorarium to charity.

### Conclusion

My deputy treasurer Simon Offredy and myself are both seeking re-election for the 2021 year and, subject to re-election, look forward to continuing to support the Club in our respective roles.

We are pleased that the Club's finances are in such a position that the Club is able to automatically renew the memberships of existing members for a further year at no cost to members, with the possibility of live events restarting in the summer of 2021. This has been carefully costed. We look forward to continuing to monitor the position in 2021.

**Robert Read**  
**Treasurer**  
7<sup>th</sup> January 2021

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For the attention of the Officers

**INDEPENDENT ACCOUNTS INSPECTION**  
**YEAR ENDED 31 DECEMBER 2020**

I have been asked by yourselves to examine the accounts of the London Constructing Excellence Club for the year ended 31 December 2020. I have not carried out an audit and as such do not express a formal audit opinion.

I have reviewed the books and records supplied by the Treasurer, Mr Robert Read, and received explanations from him.

Based on that review and the explanations received, I can confirm that the Income and Expenditure account for the year ended 31 December 2020 and Balance sheet as at 31 December 2020, supplied to me can be supported accurately by those books, records and explanations.

Yours faithfully

*N J Paling*

**NICHOLAS J PALING - FCCA**



# LONDON CONSTRUCTING EXCELLENCE CLUB

(www.londonconstructingexcellence.org.uk)

## INCOME and EXPENDITURE ACCOUNT for the period ending 31st December 2020

REVENUE		2020	2019
Subscriptions			
Individual		4,800.00	5,440.00
Corporate		10,800.00	14,040.00
Double Corporate		470.00	940.00
Educational / NFP		600.00	600.00
<b>Sub-Total - Subscription Income</b>		<b>16,670.00</b>	<b>21,020.00</b>
Ticket Sales - Evening Events - In Advance		425.00	1,945.00
'On the Door'		-	-
Ticket Sales - Breakfast Events - In Advance		1,900.00	3,275.00
'On the Door'		-	-
Other Income *		1,648.22	241.60
NatWest 'Business Reserve account' interest		28.16	51.32
<b>Total Income</b>		<b>20,671.38</b>	<b>26,532.92</b>
EXPENDITURE			
AGM		(1,457.40)	(543.00)
Other Evening Events		(3,526.15)	(7,607.67)
Breakfast Events		(1,783.34)	(6,152.25)
Speaker costs/gifts/travelling etc.		(50.00)	(450.00)
<b>Sub-Total - Events Costs</b>		<b>(6,816.89)</b>	<b>(14,753.82)</b>
Zurich Insurance PI		(207.20)	(207.20)
Student Prize		3,000.00	(3,320.00)
Information Technology			
Zen Internet annual charges		(128.09)	-
Mailchimp costs		(1,262.62)	(31.36)
IT Support and License Fees		2,832.00	(3,303.19)
Refunds		(965.00)	-
Early Bird / Post August Discount		(900.00)	(1,445.00)
Commission Paid to Pay-Pal		(251.19)	(302.32)
Administration Expenses		270.00	(1,200.34)
Charitable Donations		(785.00)	(235.00)
Independent Inspection Fees		-	(200.00)
Other (Including Corporation Tax)*		330.17	(832.09)
<b>Total Expenditure</b>		<b>(4,881.82)</b>	<b>(25,830.32)</b>
<b>SURPLUS / (DEFICIT)</b>		<b>15,789.56</b>	<b>702.60</b>

# LONDON CONSTRUCTING EXCELLENCE CLUB

([www.londonconstructingexcellence.org.uk](http://www.londonconstructingexcellence.org.uk))

## BALANCE SHEET at 31st December 2020

	2020		2019	
	£	£	£	£
<b>Current Assets</b>				
Cash at Bank - 31st December of Previous Year:				
Business Reserve Account	30,977.77		26,571.10	
Current Account	2,410.35		1,718.61	
Pay-Pal Account	633.90		1,498.12	
End of Year adjustment	-	34,022.02	-	29,787.83
<b>Current Liabilities</b>				
Accruals/Pre-payments		1,063.00		(10,492.75)
		35,085.02		19,295.08
<b>Net Assets</b>				
Represented by				
Retained Income brought forward from prior year		19,295.08		18,592.48
Add: Excess Income / (Expenditure) for Current Year		15,789.56		702.60
		35,084.64		19,295.08



Treasurer  
**Robert Read**  
Kingsley Napley LLP  
[RRead@kingsleynapley.co.uk](mailto:RRead@kingsleynapley.co.uk)

## Club Secretary's 2020 Report

The powers of technology allowed the LCEC Committee to continue with its monthly management meetings 'virtually' throughout 2020. Traditionally, due to holiday commitments, the Committee hasn't usually met in the month of August, although 2020 saw the team convene quorate management meetings every month. Management meetings take place in the evening on the first Tuesday of each month, and this convention was observed during 2020, with each meeting being minuted. Of course, to manage a Club like LCEC, a number of informal working meetings must also take place between committee members, and such working meetings are not minuted.

I would like to thank my fellow officers for their support and commitment throughout 2020. Committee duties were discharged with professionalism, and management meetings were conducted with care and good humour.

A significant portion of the minuted management meetings are devoted to matters such as accounts, events planning, events marketing, and social media. Such matters are best understood by reading the accompanying reports of my fellow officers in this AGM Report.

Unsurprisingly, only a small portion of the committee's time is taken up by secretarial matters, nevertheless set out below is a brief overview of some of the key secretarial matters that arose during 2020:

- At the **January** committee meeting, it was agreed that the AGM Report would be circulated electronically and not printed for the 2020 AGM. It was agreed that Crispin Henley would be stepping down as External Visit Coordinator. It was agreed that LCEC's privacy policy had been updated to be compliant with GDPR.
- At the **February** committee meeting, it was agreed that the focus of the Club should be the offering of an exciting future events programme.
- At the **March** committee, in the wake of the COVID-19 outbreak, the Club decided to cancel the scheduled Events and Networking Breakfasts. All non-member tickets for events were refunded. The committee agreed to arrange on-line monthly events for the membership until it was able to host face to face events again. Also, the committee agreed to extend the current annual memberships beyond the end of 2020 (depending on how long the Club remained unable to host face to face events).
- At the **April** committee meeting, the committee decided to support the Lighthouse Construction Industry Charity Club which had launched an urgent appeal to support the needs of construction workers and their families as a result of Covid-19.
- There were no significant secretarial matters to report from the **May** committee meeting. Please see other parts of this 2020 Annual Report for a summary of other matters.

- At the **June** committee David Churcher announced that he would be standing down from the position of System Manager at the end of the year. It was agreed that there would be a gradual handover of duties to the next System Manager who would take over responsibility for the running of the Wild Apricot system.
- There were no significant secretarial matters to report from the **July** and **August** committee meetings.
- At the **September** committee meeting holding **virtual** site visit for club members considered. Furthermore, it is decided that some of the events to be recorded in order to be available to the members.
- At the **October** committee meeting Navpreet Atwal announced that she would be standing down from the role of Membership Development Manager. The subscription fee for 2021 was also discussed. It was agreed that it seemed likely that all future Events would take place on-line until July 2021 at the earliest. On this basis it was also agreed that 2020 members should receive free membership during 2021.
- At the **November** committee meeting, it was confirmed that the 2021 AGM would take place on 12<sup>th</sup> January 2021 and so, in accordance with the Club Constitution, the Notice of AGM needed to be sent out on or before 21 December 2020. The officers required to contribute to the AGM report were also discussed.
- At the **December** committee meeting, it was confirmed that Sophia Boyd would stand back from Club duties for a short period. The committee members willing to stand for re-election, or election into a different role were also discussed.

The formal Notice for the 2021 AGM was issued to the membership electronically on 14 December 2020.

I am happy to stand for re-election again for 2021.

**Paul Brampton**

Club Secretary, January 2021



Club Secretary  
**Paul Brampton**  
 Solicitor  
 Partner  
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LCEC AGM REPORT 2021

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## Events Report for 2020

2020 brought a great challenge to the Club to continue to provide a varied and relevant schedule of events despite the restrictions that have been in place for much of the year.

We ran our Breakfast Networking events in the first quarter before Covid restrictions required us to postpone this event. We held face to face evening meetings in Jan, Feb and March with the topic of Collaboration & Contracts at the AGM, followed with Zero Carbon buildings in February and a session on the M23 and Smart Infrastructure in March. Once the restrictions were put in place we set up online sessions starting with the Insurers response to COVID in May and following through with National Digital Twin, Designing for Whole Life, the Fire Safety Bill, Insolvency & Cashflow, Construction Quality Planning and finally a Roadmap to Recovery from COVID as a direct response to members requests in the survey. And after all that we were delighted to hold our December wine tasting again, this time online. This was our first session to use break out rooms which provided a chance for interactions and networking in small groups and was a great success. This was a direct response to survey feedback where members expressed the loss of the networking element and we hope to use this again in the online 2021 events. We thank all speakers and participants for giving their time, their knowledge and their experiences to make this happen.

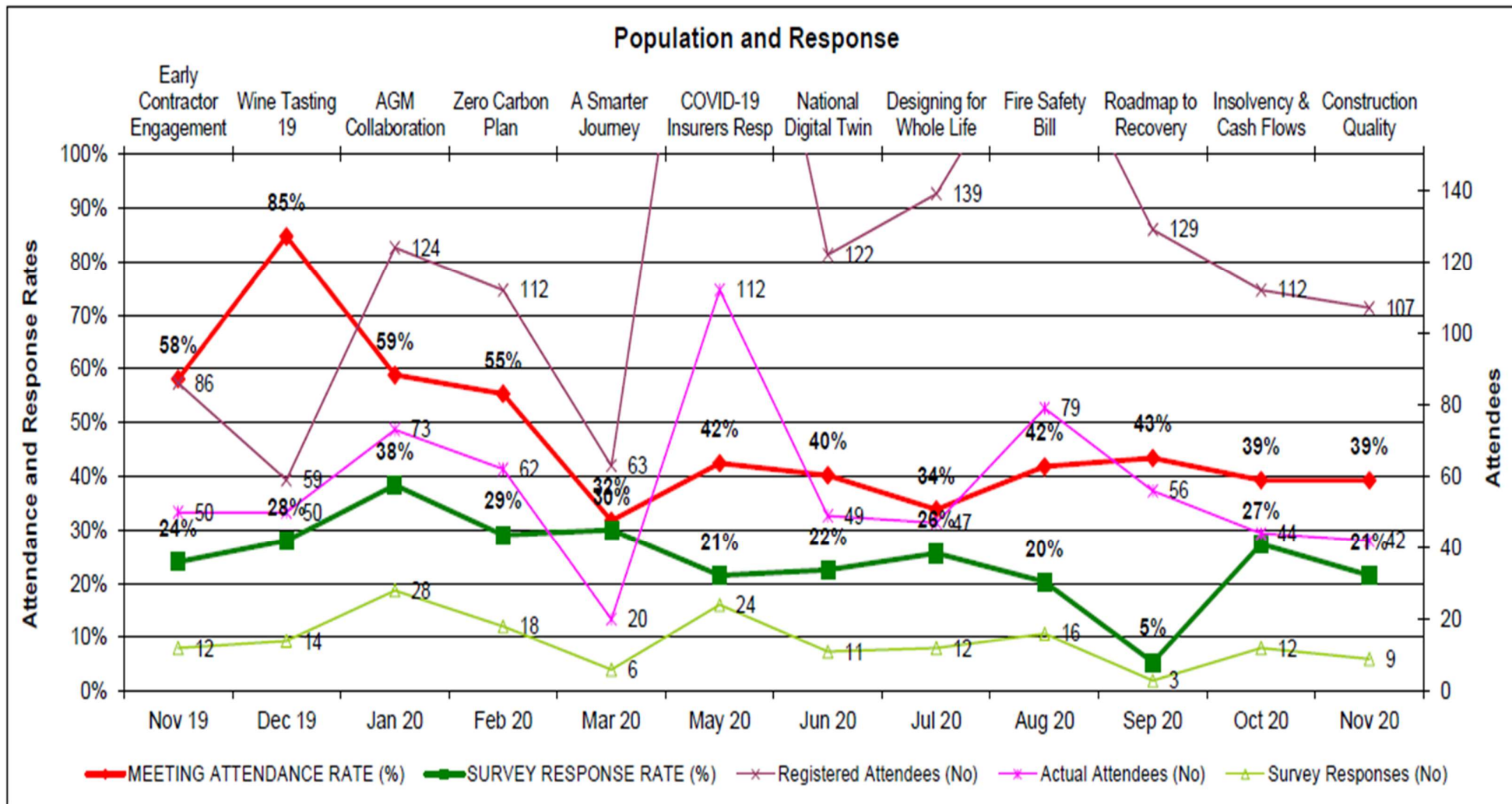
COVID the Insurers Response and the new Fire Safety Bill drew both the largest registration and the largest attendance in the year with the COVID the Insurers Response also being the most popular event of the year in the survey feedback. Zero Carbon Buildings, Designing for Whole Life and Insolvency & Cash Flow scored next highest, all above 90% for relevance among members.

Event suggestions have been provided every month: they are much appreciated, and we thank all those who have contributed to this. These are reviewed by the Committee each month and form a valuable source for ideas for future events. Site Visit Offer rates have been understandably low, and we expect these to remain so until restrictions are lifted and face to face meetings can return. If you are working on a site/project that illustrates Excellence in Construction or showcases Innovation and a visit could be arranged in the future please do bring it to our attention and we can help plan for the latter part of 2021. If you have a topic or specialty that you feel would be of interest to the Clubs membership and you would like to present this at one of our events, please contact one of the Committee.

We continue to draw consistent attendance from most demographics: equal proportions from all the main Consultancy groups through to attendance from the Main Contractor/Developer/Client sector. Sub-Contractor and Supply chain sector represents a lower proportion of attendees over the year and we continue to encourage all members to let any relevant supply chain know about the Club: who we are, what we do, the networking potentials and the knowledge gain associated with the yearly event schedule.

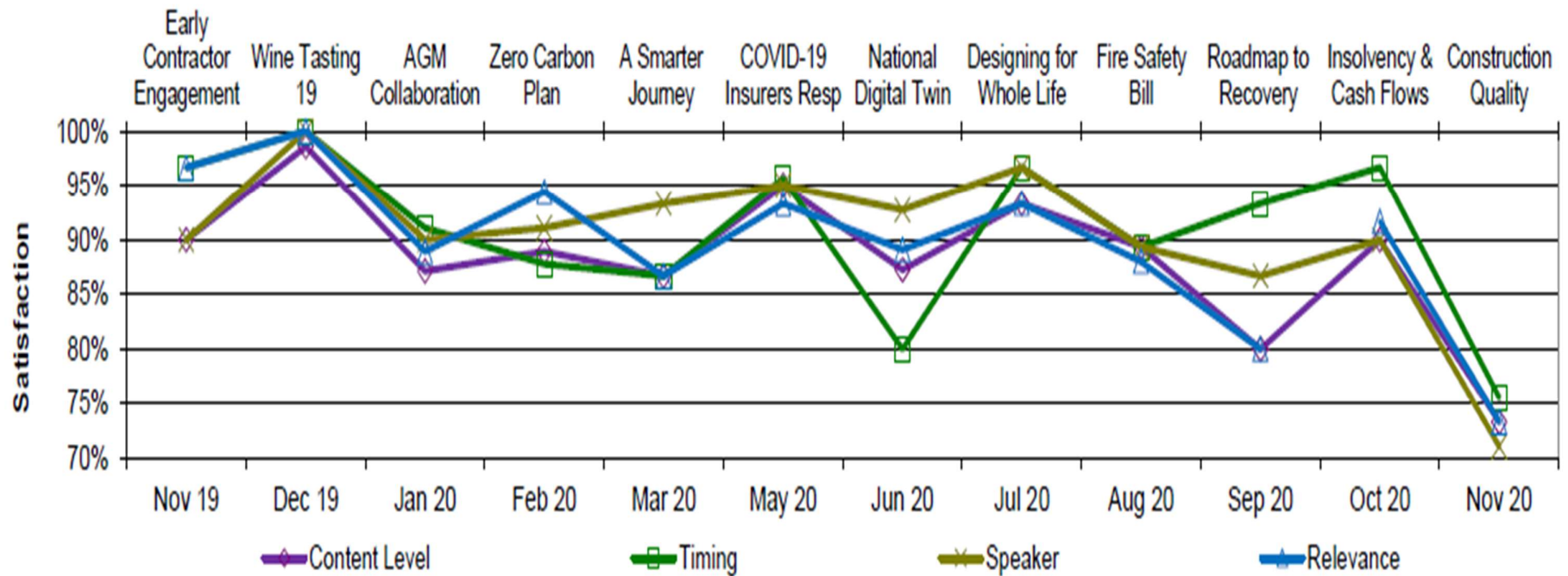
The Club continue to circulate event surveys in order to gather views from members and provide direction for the Committee when organizing events, there will be a new format for 2021 sent out after the AGM. Your suggestions and feedback are very important and help the Committee in providing future events schedules and organizing events. Thank you to all who respond to the Event surveys.

Aine Kelly  
Event Evaluation – January 2021





## Speaker/Subject-Based Satisfaction







Post Event Evaluation Officer  
**Aine Kelly**  
St George  
[Aine.Kelly@stgeorgeplc.com](mailto:Aine.Kelly@stgeorgeplc.com)

## 2021 Events Programme

### Reading the Runes For Construction & Acting Accordingly

As we always do, LCEC shall endeavour to keep abreast of what is at the forefront of UK construction in general, and in particular what Constructing Excellence is stimulating, debating and driving to steer the much needed change in the sector.

Thus, to ensure we provide the online seminars and networking events to inform our existing and potential new members accordingly, we are working on finalising the arrangements for the seminars scheduled for the first quarter of 2021, whilst also reviewing the options for speakers and subject matter for the second quarter of 2021.

Currently, we are aiming to deliver online 60-minute Evening Seminars, utilising the Zoom online platform, on the second Tuesday of every month, from February to November inclusive.

We are also aiming to commence Online 60-minute Breakfast Networking Events on the fourth Tuesday of every month, from February to November inclusive.

*Please note If it is at all feasible, we shall seek to return to physical face -2-face events during July 2021. Hopefully, this would also trigger the return of our Project Visits.*

We plan to arrange our annual December Networking Event and are hopeful it will be possible to enjoy a physical face-2-face event.

The current seminar subject matter being arranged / or reviewed is as follows:

- Platform Thinking
- Robotics and Automation
- Value Based Procurement
- The Construction Playbook
- Quality Management Systems for Construction

We shall continue to utilise Wild Apricot to directly inform our members; and those who opted to be on our mailing list, of the details of the forthcoming events and how to Log on for the event, plus advertise the events through our three social media platforms.

**Elvin K. Box**

Chair

6<sup>th</sup> January 2021

## **LCEC Membership Development Report**

### **Membership in 2020**

#### **Awaiting to Release The Handbrake**

Due entirely to the COVID pandemic, that has resulted in physical face-2-face networking events across London grinding to a halt, we have not actively sought to attract new members since the first Lockdown was announced and commenced on 23<sup>rd</sup> March.

*This is because our events have transferred to being delivered online and all bar our Annual Wine Tasting Event, they have been free of charge to the general public. Hence there has been no requirement to subscribe to LCEC to enjoy the benefits of membership.*

This has resulted in Membership numbers being slightly down on that recorded at the start of 2020, and halted the positive trajectory our membership subscriptions were enjoying.

On recommencement of physical face-2-face events, we shall endeavour to excellorate our membership development programme. Of particular interest is to attain and maintain more Principal Contractors, plus Tier one and Tier Two Specialists.

This will help us develop LCEC's membership to be more diverse and evenly balanced CE community. Below is a screen grab taken from Wild Apricot, of the current membership numbers:-

Level	Total (Bundles)	Active
Corporate (10 tickets)	36 (1)	36
Corporate (6-tickets)	276 (40)	276
Honorary Individual	3	3
Individual	60	60
Not-for-Profit (6-tickets)	20 (3)	20
<b>Total</b>	<b>395 (44)</b>	<b>395</b>

Basically, this translates to:

41 Corporate Members  
3 Not-for-profit organization Members  
60 Individual Members  
3 Honorary Members

#### **107 Total Membership**

**Elvin K. Box**

Chair

6<sup>th</sup> January 2021

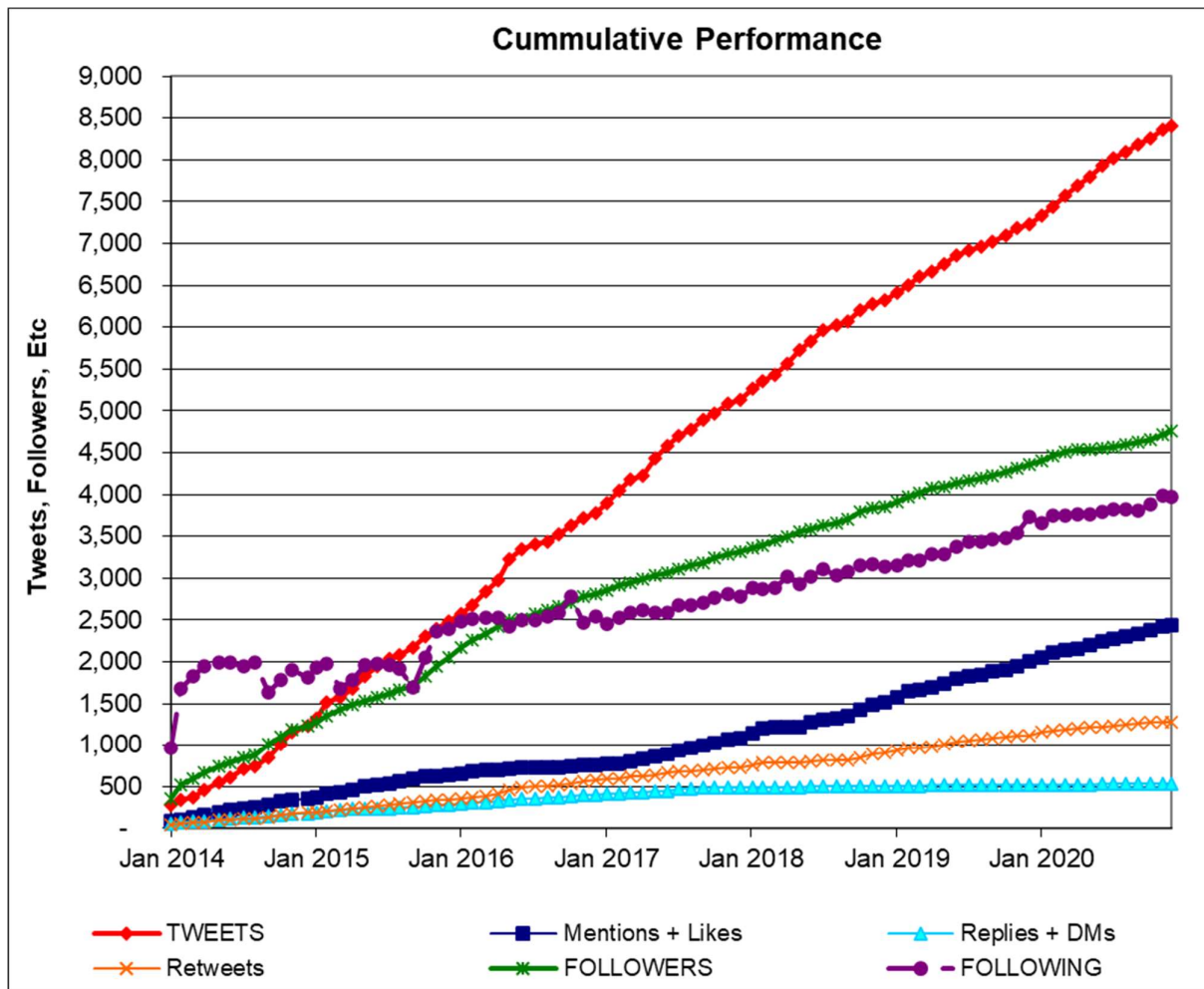
## Twitter (Social Media) Report

### Introduction

The Committee established @LondonCEClub, in 2013, to help: publicise events, provide feedback to speakers, and rebroadcast pertinent messages from the Constructing Excellence community, to our followers in London and the South-East. We do not seek to provide a nationwide or pan-industry news service, since more comprehensive feeds are available. However, during the early months of the pandemic, we rebroadcast requests for PPE, and situation and SOP updates from the CLC, Build UK and the CIC.

### Overall Analysis

The Club continues to attract a steadily increasing number of followers, and has the largest followership in the CE community, except @constructingexc (21,000). Our followers have increased by c10% in the last year, to c4,767 from c4,352, at the end of 2019. This is a reduction in the rate of growth, from c13% last year, and is expected to reduce further as we saturate the CE followership in in London and the South-East.



## ***Monthly Analysis***

The performance of our Twitter feed is analysed and reported to the Committee each month, using conventional output measures (eg. number of followers, mentions, replies) and also engagement measures (eg. impressions, profile visits, engagements).

Followers continue to be attracted by any particularly well attended and broadcast event. A-periodically, admin action is used to attract other new followers from other organisations/people that are already followers of the CE community.

## ***Thank You and Support***

Thank you to all who have followed us, or RT'd our messages, this year. In particular, thank you to Paul Wilkinson (@EEPaul), Su Butcher (@SuButcher), Elvin Box (@ElvinBox), and Rob Garvey (@Rob\_Garvey) for their early-year event Twitter feeds.

Paul R Greenwood  
Vice-Chair LCEC  
@GreenwoodCLtd

23<sup>rd</sup> December 2020



Twitter Administrator  
**Paul Greenwood**  
Managing Director  
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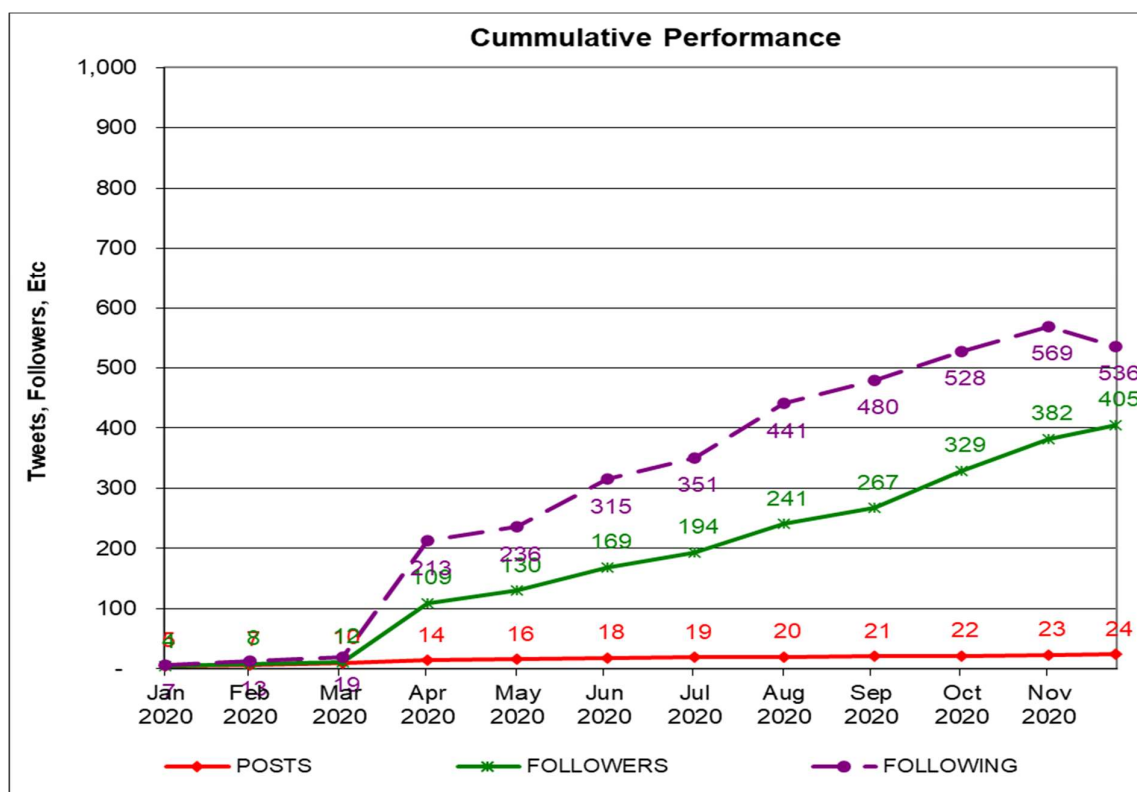
## Instagram (Social Media) Report

### Introduction

The Committee decided to commence use our Instagram account 'londonconstructingexcellence', to help publicise events to potential followers in London and the South-East. Posts, to date, consist of simple event announcements, only.

### Overall Analysis

Our few posts and some admin work have attracted c400 followers to date.



### Monthly Analysis

As with our Twitter account, performance is analysed and reported to the Committee each month, using simple output measures (eg. number of posts, followers, following).

### Thank You and Support

Thank you to Sophia Boyd who started us on the Instagram journey, and to all who have followed us or reposted our messages.

Paul R Greenwood  
Vice-Chair LCEC  
@GreenwoodCLtd  
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## **LinkedIn (Social Media) Report**

Although not a particularly sophisticated communication tool, that can produce free-of-charge useful analytics, we continue to use; and shall do for the foreseeable future, this platform.

*This is simply because LinkedIn is seen by virtually all business communities across the globe on a daily basis.*

We continue to attract 'members', from across the globe, and currently recording 505 in total. Our posts, specifically around our online events, receive a very healthy 1,000 to 2,500 views.

A more concerted and focused action plan will be launched during 2021, specifically to advertise our events, across other LinkedIn Groups that focus on: Architecture, engineering & construction; Innovation; Health, safety & wellbeing; Sustainability.

We shall also seek ways to produce useable information and data to analyse the outputs our efforts have produced.

**Elvin K. Box**

Chair

6<sup>th</sup> January 2021