



**MINUTES OF THE ANNUAL GENERAL MEETING  
HELD USING TEAMS ON FRIDAY 1ST MARCH 2024**

<b>PRESENT:</b>	Committee	Members
	D Norton (Hon Chairman)	Andrew Capel
	S Parsons (Hon Secretary)	Michael Moore
	R Skinner (Hon Treasurer)	Michael Thorpe
	H Ashraf	
	K Baksh	
	S Earland	
	D J Evans	
	M Gough	
	T Griffin	
	C Hart	
	M Robins	
	P Siggery	
	C Weil	
<b>APOLOGIES:</b>		
	D Gibbons	
	D King	
	S Parmar	
	J Rose	
	P Vannan	
	H Zettler	

## 1. MINUTES OF PREVIOUS AGM AND MATTERS ARISING

**Note: This AGM was held virtually.**

The minutes of the previous Annual General Meeting held on Thursday 10<sup>th</sup> March 2023 were reviewed. There were no corrections.

It was proposed by Malcolm Robins and seconded by Chris Hart that the minutes be accepted as a true record of the 2023 AGM. This was agreed by a unanimous vote.

See AGM agenda attached to the end of these notes.

**Matters Arising:** See Any Other Business.

## 2. CHAIR'S REPORT

The Chair expressed his thanks to Prof. Tassos G. Karayiannis for his Presidency in 2023, in particular the excellent President's Night at Imperial College on 1<sup>st</sup> November 2023.

The Chair gave his report as a PowerPoint presentation. The relevant slides are inserted here. Any comments or votes related to an individual slide are included below the report.

# HTS AGM - 2024

via Teams

## Agenda

- Minutes of Previous Meeting and Matters Arising
- Chairman's Report
- Mike Ackrill Trophy
- Treasurer's Report
- Approval of Accounts
- Election of Officers and Committee
- Election of Auditors and Auditing System
- Resolutions
- AOB

# Minutes of Meeting – AGM 2023

- Held on Friday 10<sup>th</sup> March 2023 via Teams
- 15 Attendees including two members
- Matters arising



Chairman's  
Report

- Acknowledgements



## HTS Forum Events - Mike Ackrill Trophy

- May 2023: R.F. Materials- Dr. Roger Francis
  - The Limits of Use of Copper Alloys and Stainless Steels in Heat Exchangers
- July 2023: Element Digital Engineering– Tom Elson
  - Methodologies Available to Design a Heat Exchanger and Solve In-service Heat Transfer Problems
- September 2023: Progressive Energy– David Walker
  - HyNet - Making Low Carbon Happen
- October 2023: The Equity Engineering Group – Philip Henry
  - Managing Tube Rupture Failure Risks in Pressure Relief Systems



## Membership Status - 2024

- Total current membership count                      148
- (2023 membership count)                                      149
  
- Society ties and scarves | stock replenishment
  
- Discussion Point: Charging Non-UK members.



## Accounts - 2024

### FINANCIAL REPORT FOR YEAR ENDING 31 DEC 2023

#### INCOME

	2023	2022
Subscriptions	£1,937.00	£1,817.00
AGM and Forums	£0.00	£0.00
Annual Dinner	£5,660.00	£3,661.00
	<b>£7,597.00</b>	<b>£5,478.00</b>
National Westminster Clubs/Societies Account Interest	£1.35	£0.19
National Savings Bank Deposit Account Interest	£0.00	£2.04
Mailshots	£0.00	£0.00
Ties	£0.00	£0.00
Refund of unauthorised direct debit payments	£0.00	£0.00
Dinner raffle	£905.00	£0.00
Conferences / Exhibitions	£0.00	£0.00
	<b>£906.35</b>	<b>£2.23</b>
<b>Total</b>	<b>£8,503.35</b>	<b>£5,480.23</b>



## Accounts - 2024

### FINANCIAL REPORT FOR YEAR ENDING 31 DEC 2023

#### EXPENDITURE

	2023	2022
AGM and Forums	£262.00	£201.50
Annual Dinner	£6,478.50	£7,491.00
Subscription Refunds	£60.00	£0.00
	<b>£6,800.50</b>	<b>£7,692.50</b>
Unauthorised direct debit payments	£0.00	£0.00
Postage/Printing/Stationery/Sundries	£446.37	£611.56
Registry of Friendly Societies	£0.00	£0.00
Insurance	£131.12	£127.68
Donation (dinner raffle)	£905.00	£0.00
Conferences / Exhibitions	£0.00	£0.00
HTS Award	£0.00	£0.00
Web Site	£116.48	£171.33
	<b>£1,598.97</b>	<b>£910.57</b>
<b>Total</b>	<b>£8,399.47</b>	<b>£8,603.07</b>



## Accounts - 2024

### FINANCIAL REPORT FOR YEAR ENDING 31 DEC 2023

#### STATEMENT

	2023	2022
Balance Brought Forward	£9,888.81	£13,011.65
Plus Income	£8,503.35	£5,480.23
Less Expenditure	£8,399.47	£8,603.07
Balance Carried Forward	£9,992.69	£9,888.81

#### ACCOUNT SUMMARY

Balances given as at 31 December

	2023	2022
National Westminster Bank Current Account	£7,680.92	£7,578.39
National Westminster Bank Clubs/Societies Reserve Account	£118.56	£117.21
National Savings Bank Deposit Account	£2,193.21	£2,193.21
<b>Total</b>	<b>£9,992.69</b>	<b>£9,888.81</b>

**Excess Income over Expenditure** £103.88 **-£3,122.84**

#### REVIEWER'S NOTES

The Society is able to disapply the need for a full audit in accordance with the Friendly Societies Act 1974, as amended by the Deregulation (Industrial and Provident Societies) Order 1996. A vote of reaffirmation for un-audited accounts was approved at the Society's last AGM.

In our opinion, the foregoing account balance sheets and notes give a true and fair view of the statement of affairs of the Society, for the year ended 31 December 2022.



## Election of Officers and Committee

- Chairman: David Norton
- Secretary: Simon Parsons
- Treasurer: Russell Skinner
- Committee:
- Dr. Hezlin Ashraf
- Kassem Baksh
- Simon Earland
- David Evans
- David Gibbons
- Martin Gough
- Tim Griffin
- Chris Hart

Dave King  
Malcom Robins  
Sanjeev Parmar  
John Rose  
Phil Siggery  
Peter Vannan  
Colin Weil  
Hans Zettler



# Election of Auditors and Auditing System

The Society is able to disapply the need for a full audit in accordance with the Friendly Societies Act 1974, as amended by the Deregulation (Industrial and Provident Societies) Order 1996 and required by the Financial Conduct Authority. A vote of reaffirmation for unaudited accounts is required at the AGM each year.



## Resolutions

### Code of Conduct:

It is the policy and practice of the Heat Transfer Society to observe and encourage the highest standard of ethical conduct from all officers, committee members and members.

The Society encourages behaviour in a manner that is lawful and complies with current moral and community standards.



# Any Other Business

- NHTC Conference – September 2024
  - Industrial Section / Sub-conference
  - Speakers from HTS
  - Sponsorship opportunities available
    - Platinum
    - Gold
- HTS Award.
- Future Forums
  
- HTS / IChemE Joint Event March 2025
  - Focused topic presentations / keynote speech. Hydrogen / Ammonia
  - Held at UCL or similar.
  - Coincide with the HTS Annual Dinner.
  - Proposal of Subcommittee (IChemE member to sit on this committee).



The following are the discussions related to the agenda and Chair's slides.

## 3. MIKE ACKRILL TROPHY

Selection of the winners should be based on the Forum that most moves the industry forward, and/or has the greatest technical relevance, and/or shows that the presenter put 'extra effort' into the preparation of their material. The President's presentation should not be considered as a possible winner.

The individual Forums are listed within the Chair's slides.

The winner, chosen by the AGM attendees is:

October 2023: The Equity Engineering Group

Philip Henry

- Managing Tube Rupture Failure Risks in Pressure Relief Systems

## 4. MEMBERSHIP INCLUDING TREASURER'S REPORT

The Financial Report for the year ending December 2023 was presented. The report has been reviewed by Dave Evans. The accounts will be made available to the members on the HTS website.

There was discussion about charging non-UK residents and the committee agreed to charge.

## 5. APPROVAL OF ACCOUNTS

Approval of the reviewed accounts was proposed by Colin Weil and seconded by Tim Griffin. The accounts were approved by a unanimous vote.

## 6. ELECTION OF OFFICERS AND COMMITTEE

**Officers:**

The Officers' nominations below were elected unanimously.



Chairman	David Norton	proposed by	M Gough	seconded by	M Robins
Secretary	Simon Parsons	proposed by	K Baksh	seconded by	M Thorpe
Treasurer	Russel Skinner	proposed by	C Hart	seconded by	S Earland

**Committee:**

All current members of the committee have said they wish to continue.

Due to the complications of a virtual meeting, it was proposed by David Norton and seconded by Simon Parsons that a single vote by the committee was acceptable to propose and elect all the committee members.

The nominations below were elected unanimously.

H Ashraf	proposed by	seconded by
K Baksh	proposed by	seconded by
S Earland	proposed by	seconded by
D Evans	proposed by	seconded by
D Gibbons	proposed by	seconded by
M Gough	proposed by	seconded by
T Griffin	proposed by	seconded by
C Hart	Proposed by	Seconded by
D King	proposed by	seconded by
M Robins	proposed by	seconded by
S Parmar	proposed by	seconded by
J Rose	proposed by	seconded by
P Siggery	proposed by	seconded by
P Vannan	proposed by	seconded by
C Weil	proposed by	seconded by
H Zettler	proposed by	seconded by

David Evans informed this would be his last year on the Committee.

**7. ELECTION OF REVIEWERS AND SELECTION OF AUDITING SYSTEM**

The Society is able to disapply the need for a full audit in accordance with the Friendly Societies Act 1974, as amended by the Deregulation (Industrial and Provident Societies) Order 1996 and required by the Financial Conduct Authority. A vote of reaffirmation for un-audited accounts is required at the AGM each year. It was so proposed by Mike Moore and seconded by Colin Weil and approved by a unanimous vote.

**8. RESOLUTIONS**

With respect to the standing resolution recommending that the committee should develop a Code of Conduct for the Society’s members. The chair presented the wording (see report). It was agreed that the code of conduct should be added to the membership application, including an online version. **ACTION BY SIMON EARLAND**

**9. ANY OTHER BUSINESS**

**9.1.** David Norton outlined the plan to support the UKNHTC Conference in September 2024. There will be an industrial section where company representatives from HTS will speak. Details of sponsorship opportunities at the UKNHTC will be distributed to the membership.

**9.2.** There was discussion about the HTS Award and Colin Weil suggested discussion with the UKNHTC about a HTS award presented at the UKNHTC Conference.

**9.3** Simon Parsons discussed plans for a joint HTS and IChemE - Fluid Separation SIG at UCL in March 2025.

**Meeting Closed at 13.30 hours.**



**ANNUAL GENERAL MEETING**

**Friday 1 March 2024**

## **Annual General Meeting Notice**

### **1. AGENDA**

- 2. Minutes of Previous Meeting and Matters Arising
- 3. Chairman's Report
- 4. Mike Ackrill Trophy
- 5. Treasurer's Report
- 6. Approval of Accounts
- 7. Election of Officers and Committee
- 8. Election of Auditors and Auditing System
- 9. Resolutions
- 10. Any Other Business

11. The AGM will start at 12 noon on MS Teams (90 minutes)

**Registration Link:** [HERE](#)

### **Enquiries**

Membership@hts.org.uk

### **Elections to the committee**

Anyone seeking election to the committee should complete the following form and return to

**Simon Parsons, Hon. Secretary, 25, Parkside Ave., Bromley, Kent, BR1 2EJ**  
by Monday 26<sup>th</sup> February 2024, or email: [simon@abbeysales.co.uk](mailto:simon@abbeysales.co.uk)

## **2024/2025 Committee**

We nominate \_\_\_\_\_ (print name) for the following *hts* post  
(please circle the one applicable):

**Honorary Chairman / Honorary Secretary / Honorary Treasurer / Committee Member**

and can confirm that the nominee is prepared to stand.

	<b>Signature</b>	<b>Print name</b>	<b>Date</b>	<b>Mem. No.</b>
<b>Proposer</b>				
<b>Secunder</b>				