



AGENDA

Subject: 114th Annual General Meeting

Location: Aston Hall Hotel, Worksop Road, Aston, Sheffield, S26 2EE

Date and Time: Monday, 9th March 2026, 4.00pm

1. Welcome to the 114th AGM
 2. Apologies for absence: Laura Booth, Scott Simpson, Claire Thompson
 3. Minutes of the 113th AGM held on 10th March 2025
 4. Matters arising from the Minutes, not otherwise covered by this Agenda
 5. Committee Reports from:-
 - i) President, including NERF/CII
 - ii) Treasurer
 - iii) Council/Membership
 - iv) Careers and Education Secretary
 - v) CPD Secretary
 - vi) PFS/Sheffield Life and Pensions Officer
 - vii) Sports and Social Secretary
 - viii) CII/NERF Representative
 - ix) Auditors' Report
 6. Election of Officers -
 - i) President
 - ii) Deputy President
 - iii) Vice Presidents on Council
 - iv) Council Secretary
 - v) Treasurer
 - vi) Membership
 - vii) PFS
 - viii) Education and Careers
 - ix) CPD
 - x) Dinner
 - xi) Sports and Social
 - xii) Charities
 - xiii) Communications
 - xiv) Equality, Diversity and Inclusion
 - xv) CII/NERF Representative
 - xvi) Council Members
 - xvii) Auditors
 7. Nominations for new Council Members
 8. Installation of President and Deputy President for 2026-2027
 9. Any other business:
- Next Council Meeting: details to be confirmed
Date of 2027 AGM, to be confirmed



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Minutes - 113th AGM

1. Welcome to 113th AGM

- a. Attendees were welcomed by the President, Jean Cookson, and thanked them for their attendance.

2. Attendees: Jean Cookson (JC), Erica Dietsch (ED), Paul Exton (PE), Bill Padley (BP), Laura Scott (LS), Lauren Walker (LW), Owen Wright (OW)

Guests: Laura Booth (LB), Steve Bulley (SB), Nathan Manley (NM), Rob Mitchell (RM), Angie Staunton (AS), Scott Simpson (SS).

Apologies for absence: Sara Casson, Geoff Fenwick (GF), Patrick Seal (PS), Claire Thompson (CT), Jenny Wright (JW)

JC asked everyone present to introduce themselves, as there were several guests who had expressed interest in joining the Council.

3. Approval of the Minutes of 112th AGM held on 4th March 2024

- a. Approved by ED and PE, and signed by JC

4. Matters arising from the Minutes

- a. There were no matters arising

5. Reports from:

President

- a. The President's Report had been circulated prior to the meeting and was summarised for those present. It was accepted by all present.

Treasurer

- a. The Treasurer's Report had been circulated prior to the meeting and accepted by all present.
- b. The President reminded everyone that there are currently two signatories for online banking and she asked for a volunteer to help with this. She will check with the Treasurer and bank regarding the formalities required to add an additional signatory.

Council Report / Membership

- a. The Council/Membership Report had been circulated prior to the meeting and was accepted by all present.

Education and Careers Secretary

- a. The Education and Careers Secretary's Report had been circulated prior to the meeting and was accepted by all present.



CPD Secretary

- a. The CPD Secretary's Report had been circulated prior to the meeting and was accepted by all present.

PFS/Life and Pensions Officer

- a. The PFS Report had been circulated prior to the meeting and was accepted by all present.

Sports and Social Secretary

- a. The Report had been circulated prior to the meeting and was accepted by all present.

NERF/CII Representative

- a. The Report had been circulated prior to the meeting and was accepted by all present.

Auditor's Report

- a. JC advised that the person who had audited the accounts previously had retired and a replacement Auditor has not yet been confirmed. This will be done as soon as possible so that the accounts can be audited and the report will be submitted to the CII with other Annual Reporting documents.

6. Election of Officers

The election of officers was conducted as follows:-

Office	Proposer	Secunder
President - Laura Scott	Jean Cookson	Erica Dietsch
Deputy President – Geoff Fenwick,	Laura Scott	Lauren Walker
Vice Presidents on Council (with no other office) –Patrick Seal,	Jean Cookson	Paul Exton
Honorary Vice Presidents for Life (re-election not necessary) – Jean Cookson		
Treasurer - Sara Casson	Erica Dietsch	Laura Scott
Secretary - Jean Cookson	Laura Scott	Lauren Walker
Education and Careers Officers – Paul Exton Membership/Public Relations Officer – Geoff Fenwick Charities Representative – To Be Confirmed Dinner Secretary – Lauren Walker Communications – Owen Wright/Laura Scott GI - CPD Secretary – Claire Thompson PFS/SLAPS - Owen Wright CII/NERF Representative – Laura Scott/Jean Cookson Diversity Officer – To Be Confirmed Sports & Social – Paul Exton Council members: Erica Dietsch	Jean Cookson	Erica Dietsch

The positions of Diversity Officer and Sports and Social Secretary were unfilled at the time of the AGM.

There were no objections raised to any of the appointments.



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Retiring from council – Colin Matthews, Alan Sensicall, Tim Larden. Thanks are recorded to these people for all of their work on Council over many years.

7. Nominations for new Council Members

A. Nominations had been received from the following: Laura Booth, Steve Bulley, Nathan Manley, Rob Mitchell, Angie Staunton, Scott Simpson, Claire Thompson and Jenny Wright. Their nominations were approved unanimously and these people were welcomed onto Council.

8. Ballot for Council

A. Not required

9. Result of Ballot

A. Not required

10. Installation of President and Deputy President for 2024-2025

A. Jean installed Laura as President.

B. Laura confirmed that Geoff Fenwick will hold the office as Deputy President, and she will pass on the Deputy President regalia to him at a later date as he was unable to attend the meeting.

Jean thanked everyone for their support during the past year.

11. Any of Business

A. It was agreed that future meetings will alternate between online and in person meetings and will start at 4.00pm. It was agreed to hold the next Council Meeting online at 4.00pm on 9th June 2025.

B. JC advised everyone about the events organised with Sheffield Hallam University and asked if anyone might be interested in attending to talk to the students after several presentations.

C. LS advised details of her theme of Diversity for the coming year. It will aim to ensure that all members can feel involved and welcome at all events. She is working with the Diversity and Inclusion Trust and she has discussed this with other regional members of the Local Institutes Network Forum (LINF). Laura is now one of the two representatives from the North East Regional Forum (NERF) to attend LINF meetings.

D. There was a general discussion about the various roles on Council and events organised and the new members were asked to consider which aspect of Council they wished to become involved with.

Date, Time and Venue of next Meeting: 4.00pm on Monday 9th June 2025 online via Teams. LS to send out access details nearer the time.

Signed

Dated



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Report

Subject: President's Report

Author: Laura Scott

Council Position: President

Date: 9th March 2026

The last 12 months have been one of personal development for me. Having accepted the role 12 months ago, I was unsure if I was able to bring sufficient experience to do the role justice having only been on council for a few years before. It certainly has been a challenge. But it has been rewarding. I feel we've achieved a great deal through 2025/2026 which wouldn't have been possible without the support from each and every one of our council members and Sara Price.

I have met monthly with Sara Price to discuss our LI and any challenges or successes we have. Having this communication, alongside the regional townhalls and my attendance at National Conference, has enabled me to bring our Institute and our joint voice to key stakeholders and the central CII team. This has resulted in additional conversations with Matthew Hill and Adam Harper in particular on subjects we have discussed as a council.

I attended a number of dinners across the NERF area and beyond, having formed connections with the Insurance Institute of Bolton following my attendance at the National Conference in Loch Lomond in June.

My theme for 2025 continues into 2026 by exploring how DEI can make our sector more attractive to the next generation. With that our partnership with the Diversity Trust yielded 5 webinars which provided our members with additional CPD learning. They were also the recipient of our fund raising efforts for 2025, from our annual golf day and our annual dinner which raised £1,245 on the night.

Following our drive in late 2024 for additional council members, I am pleased to confirm we have an additional 8 council members who have been invaluable in the last 12 months. We have benefited from having additional resource, but also from having additional and varying opinions and challenge that provides our Institute with a healthy governance structure over both GI and PFS backgrounds.

I've attended 4 NERF meetings over the 2025 period, in which the main themes centred around collaboration (either between LI's or with other professional bodies). The NERF meetings and LINF meetings will be greatly affected by the loss of Brian Caruth in December 2025. His successor (Alex Clegg) will continue to provide these forums with guidance and structure and we look forward to supporting him in this new role.

Finally, I wanted to personally thank Lauren Walker who has decided to step down from her role on council in 2026. She has been a key person on council in various roles over the years and we'll feel her absence keenly.



Thank you to everyone for your continued support, time and effort in organising events, providing benefits to our members and giving your time and effort to our sector.

Laura Scott FCII CIA
President



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Report

Subject: FYE 2025 Treasurer Report

Ref: SC

Author(s): Sara Casson

Version: 01

Council Position Treasurer

Date 9th March 2026

TREASURER'S REPORT FOR THE YEAR ENDING 31st DECEMBER 2025

I am pleased to present my report as Treasurer of the Insurance Institute of Sheffield.

Banking facilities are held with Barclays. This is an online facility with dual authentication required on all payments. The payments are processed by myself and then authorised by Jean Cookson. Another person, Steve Bully, has recently been added to the mandate to assist in the process.

The Stripe Account is available for online payments.

INCOME

In 2025 we received an allocated ordinary grant of £17,852.80. In 2024 we received £17,797.36.

No interest has been received during the year.

The Annual Dinner generated a loss of £7,830.45 which was more than the loss for the previous year of £2,629.19. There were three sponsors (four last year), Actus, Timeline and Vanguard. All sponsored the event for £500 each and we thank them for their support. Payments outstanding at the end of the year total £720.00 (£5,320.00 last year). The evening itself was a great success and a credit to the Sheffield Institute – thank you to all involved in organising this.

A charitable donation of £300 was made to the Lloyds museum following the Lloyds visit and donations of £260 raised at the golf day are still to be paid out. Any money raised at the dinner has been paid directly to the charity.

EXPENDITURE

Educational (CPD) expenses were £11.8k net (£9.5k in 2024). We were able to offer a varied programme and this year we held both Zoom courses and meetings in person, which increased costs due to room hire.



Total expenditure has increased year by year by £7k (£41k 2025: £34k 2024).

Management activities have remained the same year on year (£4k 2025: £4k 2024)

PROFIT AND LOSS

Following a loss last year of £446.88 we have made a loss this year of £8,503.78.

Bank Assets of £13,225.10 at the year-end (£17,788.88 at end of 2024)

- £13,119.55.00 held at Barclays.
- £105.55 in the Stripe account (online payment facility)

STRATEGY/CONSIDERATIONS

The Institute remains in strong health with adequate reserves. The intention going forwards is not to make a profit (this will only see our grant reduced!) but to use the funds under our management to support our members with meaningful content both educationally and socially.

Sara Casson - Treasurer

Financial Year Accounts Summary

Income		Expenditure		Surplus/Deficit
	£'s		£'s	£'s
Income/Direct costs				
Special Grant	£0.00			
Ordinary Grant	£17,852.80			
CPD and Educational activities	£2,707.52	CPD and Educational activities	£14,533.98	
Awards	£0.00	Awards	£947.80	
Exams	£0.00	Exams	£0.00	
Income received prior year		Direct expenditure paid prior year		?
Total re Special Grant	£20,560.32	Total re Special Grant	£15,481.78	£5,078.54

Indirect/Administration Costs				
		Office supplies	£8.45	
		LI Premises costs	£0.00	
		Staff costs	£0.00	
		President's expenses	£1,744.86	
		Council and AGM Meetings	£666.00	
		Officer expenses	£1,312.43	
		Computer expenses	£155.88	
		Website costs	£0.00	
		Insurance	£0.00	
		Audit and accountancy	£0.00	
		Other professional services	£16.80	
		Indirect costs paid prior year		?
Total re Ordinary Grant	£0.00	Total re Ordinary Grant	£3,904.42	-£3,904.42

Social/Charitable Events:				
Annual Dinner	£8,240.00	Annual Dinner	£16,070.45	-£7,830.45
Social Events - other	£2,677.50	Social Events - other	£3,452.99	-£775.49
Charitable/Fundraising	£260.00	Charitable/Fundraising	£560.00	-£300.00
Social income received prior year		Social costs paid prior year		?
Total re Social/Charitable Events	£11,177.50	Total re Social/Charitable Events	£20,083.44	-£8,905.94

Note: Social/Charitable events should aim to break-even

Other Income		Other Expenditure		
Interest/Investment Income	£0.00	Bank interest and charges paid	£104.33	
Sponsorship (Not Social/Charitable)	£0.00	Sponsorship (Not Social/Charitable)	£0.00	
Other income	£0.00	Regalia	£16.80	
		Other expenditure	£650.83	
Other income received prior year		Other expenditure paid prior year		?
Total Other income	£0.00	Total Other Expenditure	£771.96	-£771.96

Total Income	£31,737.82	Total Expenditure	£40,241.60
		Net Surplus/Deficit	-£8,503.78



Report

Subject: Council Report 2025-2026 for the 114th AGM

Author: Jean Cookson

Council Position Secretary

Date Monday 9 March 2026

The Council of this Institute has continued to transact business during the 2025/2026 year under the President, Laura Scott, who agreed to hold the role for two years.

Council Members have met on four occasions, including the Pre-AGM, but not the AGM, some face to face and some on-line. There have been other ad-hoc meetings as and when necessary.

The Council has consisted of 17 Members, including five new members who joined at the 2025 AGM. All meetings have been quorate, attended by between 9 and 14 Council Members, with an average over the year of 12. Several prospective new members of Council have attended a couple of meetings.

At the beginning of 2026 there were 1,353 members of the Insurance Institute of Sheffield, an overall decrease of 3 on the number of members at the beginning 2025 (1,356). Of this total number 652 are General Insurance (GI), 682 are Personal Finance Society (PFS) and 19 are Society of Mortgage Professionals (SMP).

A varied CPD programme is a vital part of the Institute's work and has continued sometimes online and sometimes in person, to suit the needs of our members. Our sincere thanks to our GI CPD Secretary, Claire Thompson, assisted by other Council Members, and to Owen Wright and his colleagues for arranging the PFS/Financial Services events.

Our Annual Dinner was again held at the Royal Victoria Crowne Plaza Hotel in Sheffield, and was a great success with a good number of attendees. Thank you to everyone involved in the many and varied arrangements necessary to organise this event.

We were able to support a series of events throughout the year with Sheffield Hallam University (SHU). These were held in a different format to previous years and were generally well received.

In summary, this has been another successful year for the Insurance Institute of Sheffield, where once again the main emphasis has been on providing opportunities for professional development to meet the needs of our members.

Thank you to all Council Members who attend meetings and for their contributions to all of the Institute's activities.



Report

Subject: Careers / Sports & Social Report for AGM

Author: Paul Exton

Council Position: Careers, Sports & Social Officer

Date: 9th March 2026

I am pleased to summarise and report on team efforts in this area over the last 12 months.

Sports & Social:

It has been another successful installment of delivering events.

We held another successful golf day in September at Sitwell Golf Club. This tradition is multiple decades old and it was great to see a good day had by all. Costs were kept low, given we aim to make this inclusive to all standards and not put off younger players. There remains the niggling thought of changing venues for 2026 to simply freshen this up, however it may be a case of *'if it ain't broke....'* as other options seem cost-prohibitive.

We held another successful Past President lunch back in June. For the second time in two years we tried a new venue and this one seemed to work. We were lucky to experience the revamped Sheffield United Football Club Boardroom. All seemed to have a nice reminiscence about insurance days of old. The only issue being the lift was out of action. So, United and our guests failed 'to go up' that summer.

Finally, another tradition saw us finish off the year in style with an informal festive social; drinks and food amongst friends and members within our region. Once again Saigon 68 delivered a delicious banquet of Vietnamese food and the camaraderie and collaboration of this group was reinforced as always.

Careers:

Supporting the supply and emergence of talent into financials services is a key goal for everyone connected to the profession.

This area has a need to support the individual and the collective.

Our CPD programme strongly supports development and exams are a cornerstone of the CII/PFS reason for existence. Sheffield supports across both areas.

Pleasingly, our strong local links to the Business school at Sheffield Hallam University have continued and full credit to all for building on this.

Thanks for your attention and help throughout this year. My personal outlook looks challenging over the short-term so there is an opportunity for a willing council member to head up these areas. I'd be happy to support where I can.

Paul Exton, Vice President, Tel No: 07773 765 655, E-mail: paulexton@yahoo.co.uk



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Report

Subject: CPD Report – 2026 AGM
Author: Claire Thompson
Council Position: CPD Secretary
Date: 9th March 2026

In the council year 2025-2026 we have held 13 General Insurance CPD events for our members so far, all but the trip to Lloyds and the Insurance Museum were virtual in format.

We are looking at organising another event for February, I am awaiting confirmation on this.

We continue to receive positive feedback from all events held- the vast majority of scores are 3 & 4 (scale of 1-4, with 4 being excellent).

A full list of the events that have taken place during the 2025-2026 council year are outlined below:

2025

March

Farm Essentials - 1 hour

April

Advanced Contractors – 1 hour

May

7th May- Embracing AI with Compliance in Mind- 1 hour- Zing 365 £350 + VAT

14th May- Patto's story – a lesson in resilience- 1 hour- Nick Thomas £312 + VAT

20th May – Visit to Lloyds and the Insurance Museum

June

24th June – The Risks Posed by Lithium Batteries - 1 hour- Nick Thomas - £312 + VAT

July



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1st July – DEI In Practice – Working with LGBTQIA+ Communities (Provided by the Diversity Trust)

8th July – Policy terms and conditions – navigating the small print - 1 hour- Zing365 - £350 + VAT

September

17th September – Autism and Neuro-Diversity in the workplace (Provided by the Diversity Trust)

29th September - Autism and Neuro-Diversity in the workplace (Provided by the Diversity Trust)

October

14th October- ESG Emerging Risks - 1 hour- Zing 365 - £350 + VAT

November

27th November- Property & Landlords Insurance - 1 hour- Zing 365 - £350 + VAT

December

9th December – Disability Awareness Training (Provided by the Diversity Trust)

Kind Regards,

Claire Thompson FCII



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Report

Subject: SCII Council Meeting
Author: Owen Wright
Council Position: Co-opted member
Date: 9 March 2026

PFS Group Council AGM Report 9th March 2026

Event Review

During the previous year the Life & Pensions Society organised a smaller number of in-person events than in previous years, chief among those was the Annual PFS-Member Conference which took place on 10th December 2025.

Annual PFS-Member Conference

The annual PFS-Member conference was provisionally arranged for October but was required to be rearranged due to the late arrangement of the Autumn Budget. The event was very well supported, attracting over 200 registrations, and attendance of 180 was expected and catered for.

The cost of the all-day event, held at the Royal Victoria Hotel, Sheffield was £7,975. Of this amount, £4,326 was provided by participating presenters and the balance of £3,649 was paid from Sheffield CII funds.

Yorkshire PFS also contributed non-financially to the event in the form of on-day support with registration, and branded marketing material, including bags, lanyards with printed name-tags.

Other events

Members were also invited to participate in social events including the annual golf day and the winter social event organised via Sheffield General Insurance CPD programme and wider Yorkshire CII.

10th December 2025 Annual Conference - Member Feedback

Based on feedback received members have been very satisfied with the output provided by the Life & Pensions Society, which continues to strive to provide high quality, unbiased content at regular intervals.



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Member outreach

We communicate with members via a number of sources including e-flyer, website, LinkedIn and through the locally-maintained Mailchimp database.

Education update

There was no local provision of exam training during the year in review.

Committee membership

Following member-outreach the committee added additional members to the Life & Pensions Society committee during the year in review.

Owen Wright - Chair: Sheffield CII: Life & Pensions Society