

Meeting Date: Tuesday 23 July 2024
Time: 9:30 – 10:30am
Location: Online via Teams. [Join the meeting now](#)
Chair: Ben Hickman

	Agenda Item
1.	Welcome and Apologies
2.	Ordinary Resolution: To approve the minutes of the AGM held on 26 July 2023 and Matters Arising
3.	Ordinary Resolution: To approve the appointment of three new Directors – <i>see pages two to six for candidate biographies</i>
4.	Ordinary Resolution: To approve the Directors' Report and Accounts for the year ending 31 December 2023 – <i>see Directors' Report and Accounts</i>
5.	Ordinary Resolution: To approve the appointment of accountants for the Ensuing Year – Thomas Quinn
6.	2023 Report from the Board and Executive – see 2023 Annual Report
7.	Ordinary Resolution: Announcement of the outcome of the voting
8.	Any Other Business

If you are unable to attend the meeting and would like to submit a proxy to vote on your behalf, please complete the [proxy form](#) and return it to lisa.nieddu@property-care.org by **Monday 15 July at 5:00pm**.

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Paper	To approve the appointment of three new Directors																																
a)	<p>Introduction</p> <p>This year three Directors, John Bradley, Alex Brooks and Cormac Rooney have all decided to stand down from the Board by rotation. The Board would like to thank all three Directors for the support and dedication shown to the PCA.</p> <p>The Board should be reflective of PCA membership and current Board members and the sectors they represent is listed below.</p> <p>There are three vacancies available on the Board and each members will be able to vote for three of the seven nominated candidates, whose biographies are available below.</p> <p>There is limited ventilation representation on the Board, and it is recommended that members choose one candidate who would fill this skills gap.</p>																																
b)	<p>Current Board Members</p> <p>Board members who will continue on the Board in 2023/24 are:</p> <table><tr><th>Name</th><th>Company</th><th>Sector</th><th>Board Role</th></tr><tr><td>Ben Hickman</td><td>Independent surveyor CSSW London</td><td>Structural waterproofing</td><td>Chair Executive Board</td></tr><tr><td>Richard Schofield</td><td>Contractor member Phlorum</td><td>Invasive Weeds</td><td>Deputy Chair Executive Board</td></tr><tr><td>Mark Edwards</td><td>Contractor member Timberwise (UK) Ltd</td><td>Damp and timber Structural waterproofing Structural Repair Residential Ventilation</td><td>Treasurer Executive Board</td></tr><tr><td>Neil Marsden</td><td>Independent surveyor Neil Marsden Associates</td><td>Damp and timber Structural Waterproofing</td><td>Executive Board</td></tr><tr><td>Adrian Dawson</td><td>Contractor member Olympic Construction</td><td>Damp and timber Structural waterproofing Structural Repair Sprayed Foam Evaluation</td><td></td></tr><tr><td>Robert Tiffin</td><td>Contractor member Eco Tiffin</td><td>Damp and timber</td><td></td></tr><tr><td>Emily Walker</td><td>Manufacturer member GCP Applied Technologies</td><td>Structural waterproofing</td><td></td></tr></table>	Name	Company	Sector	Board Role	Ben Hickman	Independent surveyor CSSW London	Structural waterproofing	Chair Executive Board	Richard Schofield	Contractor member Phlorum	Invasive Weeds	Deputy Chair Executive Board	Mark Edwards	Contractor member Timberwise (UK) Ltd	Damp and timber Structural waterproofing Structural Repair Residential Ventilation	Treasurer Executive Board	Neil Marsden	Independent surveyor Neil Marsden Associates	Damp and timber Structural Waterproofing	Executive Board	Adrian Dawson	Contractor member Olympic Construction	Damp and timber Structural waterproofing Structural Repair Sprayed Foam Evaluation		Robert Tiffin	Contractor member Eco Tiffin	Damp and timber		Emily Walker	Manufacturer member GCP Applied Technologies	Structural waterproofing	
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c)

Board Member Applications

Biographies from each of the candidates has been received and their details are summarised below. Full candidate biographies are available in section d) below.

Name	Company	Sector
Laura Beveridge	Manufacturer Member British Polythene Ltd T/A Visqueen	Damp Structural waterproofing Ground gas
Graham Bruce	Contractor Member Richardson & Starling	Damp control Timber preservation Structural Waterproofing Structural Repair
Liam Leonard	Manufacturer Member Wykamol	Damp and timber Structural waterproofing Ground gas
Tony Sakalys	Manufacturer Member Master Builder Solutions	Structural waterproofing
Richard Williams	Contractor Member Cornerstone	Residential Ventilation Damp

d)


Candidate Biographies

Laura Beveridge (Visqueen)

Job Title – Contract Design and Competency Manager

I have over twelve years of experience in the built environment, including six years at Visqueen LTD. In my current role, I specialise in ensuring competency and excellence in design for our clients, with the Building Safety Act serving as the cornerstone of our methodology. For the past two years, I have dedicated myself to comprehending and implementing the Building Safety Act, integrating its principles into Visqueen's operations and client projects. I frequently collaborate with our innovation team to develop new products and am currently creating a platform to further educate our employees, enhancing their competence in relevant areas. I am passionate about continuous learning and am committed to exceeding the expectations of my company, the industry, and myself.

Outside of work, I hold my CrossFit Level 1 Trainer certificate and am currently pursuing certifications in Olympic Lifting and Velocity Training coaching. I am dedicated to advocating the benefits of resistance training for women of all ages. Once a week I coach an all-female class at a local CrossFit Gym. In my spare time, I



volunteer at sporting events within the CrossFit community. I also actively engage with the Crohn's and Colitis UK network, promoting awareness and supporting their cause, a disease I have personal experience with.

Graham Bruce (Richardson & Starling)

I began working in the property industry with a local chartered surveying practice in Ayrshire, whilst studying Land Economics at Paisley University. The small surveying practice was absorbed by national building surveying firm D M Hall where I continued training as a property valuation surveyor. I moved to Richardson & Starling as a trainee preservation surveyor in October 1996. My training within R&S involved on the tools experience and practical learning through direct involvement with surveying, planning and supervising all elements of building preservation, progressing to CSRT qualified surveyor in 1999 and CSSW in 2006. Internal promotions lead to various positions within R&S of senior surveyor, assistant branch manager, branch manager, area manager, regional director and managing director in April 2021. I have a passion for traditional preservation repair methods and also keen on new innovation within the damp and timber preservation sector.



Experience & Key Skills

- Over 25 years of experience within the damp and timber preservation sector.
- People development and training.
- Innovation and fresh approach.

I currently hold CSRT, CSSW, SMSTS and IOSH.

Outside of work, I enjoy time with my family and when time permits, I compete in motorsport in the form of stage rallying, also enjoy clay pigeon shooting and fishing.

Liam Leonard (Wkyamol)

With over 16 years of experience in structural waterproofing and roofing industry, I believe I can contribute meaningfully to the strategic direction and governance for the Property Care Association.

My professional journey has equipped me with a comprehensive understanding of Type B Watertight Concrete and waterproofing, as well as the roofing industry. I have developed several key skills to allow me to progress into challenging roles from heading up the technical department at DB Group Ltd and Sika Roofing having led small to large teams. I have successfully implemented changes to improve processes, new product development, Innovative ideas, and strategic decisions with SMT / Board of Directors demonstrating my ability to drive and support growth, foster innovation, and ensure excellence is always maintained. Currently as Head of Technical Services for Wykamol Group Limited I am responsible for the group technically as well as supporting the wider business.

I am committed to charity work closely working with Huntingdon Disease Association, Children with Cancer, and Bowel Cancer UK. My experience has honed my skills in collaborative decision-making, risk management, and stakeholder engagement. I am excited about the opportunity to contribute to Property Care Association's vision and help navigate the challenges and opportunities that lie ahead.

I currently hold CSSW, AMICT through ICT, sat on the committee for update to BS8102, as well numerous technical committees.

With my strategic mindset, coupled with my passion for watertight concrete, waterproofing, and the construction industry, will bring valuable perspectives to the board.



Tony Sakalys (Master Builders Solutions)

With over 20 years of experience in Concrete Technology and Sustainability and now also waterproofing solutions, I am keen to contribute to the executive board of the Property Care Association. My career has been predominantly based in the management of both people and processes that ensure compliance and conformity of required practices and standards. To include BSI and QSMRC auditing and quality control systems and record keeping. With a keen eye on legal implications as well as health and safety requirements.

I am dedicated to advancing concrete technology, implementing effective waterproofing strategies, and promoting sustainable practices within the construction industry.

I have successfully led initiatives that not only reduced carbon footprints but also enhanced the performance and lifespan of concrete structures. My recent work in waterproofing has made me very aware of the PCA and its importance and relevance to the industry. Recognising its potential implications when giving advice and information to the wider audience. My strategic planning abilities and deep understanding of regulatory standards have enabled me to guide organisations in adopting new technologies and sustainable practices.



Additionally, I have served on industry boards and committees, contributing to the development of standards and best practices in concrete technology and sustainability. My goal is to bring a practical, forward-thinking perspective to the board, helping to shape the future of property care.

With a unique blend of technical expertise, management experience, I am eager to support the Property Care Association in achieving its vision and fostering long-term success.

Other points

- Current Job title and company - Technical Sales Manager - Master Builders Solutions
- Sectors – Structural waterproofing, concrete technology and admixtures
- Category of membership - Manufacturer & Distributor.

Richard Williams (Cornerstone)

During my career I have worked with the big three ventilation manufacturers (Nuaire, EnviroVent and Volution Group), holding senior positions with two of them. This has provided me with valuable insights into how major manufacturers serving our sector work.

Whilst at these companies, I have been at the forefront of Building Regulation consultations. A major achievement was helping to keep Positive Input Ventilation in the 2010 revision. This was achieved by working with another manufacturer for the common good of our industry and those who rely on this method of ventilation. Following on from this I was contacted by the German ventilation trade association in connection with developing a BS/EN13141 standard for PIV. I chaired working group 156 for CEN which is the European equivalent of British Standards with 34 member states involved. Diplomacy and negotiation skills were of greater importance than outright technical knowledge.



At this moment in time there is no trade association representing the growing number of residential ventilation specialists. My belief is that it is far better to attract them to engage with the PCA rather than a potential rival organisation, with different values and beliefs to ours. There are exciting and challenging times ahead, and I believe that my experience of 25 years, skills, and knowledge could serve to enhance the brand and reputation of the Property Care Association. I believe that a strong ventilation representation on the board is key to developing skills of existing members and attracting new members.

Richard Williams
Principle Consultant – Property Health