

General Meeting

Thursday 17th November 2022

The Hilton Hotel, Leeds

Chair Mark Kemp

Attendees Mark Stevens (LB Haringey), Anthony Payne (Plymouth CC), Angela Jones (Cumbria CC), Karl Battersby (North Yorks CC), Carolyn McKenzie (Surrey CC), Matthew Lugg (Special Honorary member), Andy Gutherson (Lincolnshire CC), Steve Lee (Special Honorary member), Nigel Riglar (South Glos. Council), Barrie Mason (North Yorks CC), Paul Crick (Essex CC), John Lamb (Special Honorary member), Steve Read (West Sussex CC), Sophie Broadfield (BNES Council), James Bailey (Staffordshire CC), Matt Davey (West Sussex CC), Sarah Valus (Wiltshire Council)

Apologies None received

In attendance Hannah Bartram (Chief Executive Officer), David Dale (ADEPT Policy Officer), Helen Leach (Secretariat)

The meeting opened at 17:30.

	Item	Lead
1	Welcome and apologies	Mark Kemp ADEPT President
2	Minutes of last Annual General Meeting The minutes were agreed and signed off	Mark Kemp
3	Financial update The finance update was circulated prior to the meeting. Key points: <ul style="list-style-type: none"> • LA membership is slightly down this year, more so for LEP membership. We are unlikely to meet this year's targets for these memberships. • We have a waiting list for Corporate Partner membership. This is currently capped at 22 to ensure a good balance between LAs and CPs. • LA retention & recruitment could both be a challenge next financial year due to budgetary pressures. • However, we continue to add to portfolio of what we offer, which helps to attract new members. • Income: <ul style="list-style-type: none"> ○ We have more income this year – additional funds coming in to project manage Live Labs 2. ○ In addition, we are project managing the Woodland Creation Accelerator Fund for the Forestry Commission/Defra. ○ The L&D courses are also generating income. 	Hannah Bartram Chief Executive Officer

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	<ul style="list-style-type: none"> • Expenditure: <ul style="list-style-type: none"> ○ Has been higher than expected – on staffing and comms costs. ○ Staffing – we are using a freelance consultant to work on the Levelling Up, People & Places project. ○ Comms – it’s been a busy year for comms, and that is unlikely to change. We will reflect this in the budget for 2023/24. <p>Overall, income still exceeds expenditure, so we remain on track to make a surplus.</p> <p>Questions & comments</p> <p>Paul Crick – do we do an exit survey for LAs that haven’t renewed?</p> <ul style="list-style-type: none"> • We ask why – sometimes it’s budget, sometimes it’s a change in place director or they haven’t optimised what we offer. <p>Carolyn McKenzie – it would be good to know who we are targeting so that members can recruit non-members</p> <ul style="list-style-type: none"> • It was agreed to send an up-to-date list round. <p>John Lamb – among the LAs who leave, do you find that there is usually only one colleague engaged with ADEPT and is that a weak point we need to address?</p> <ul style="list-style-type: none"> • This tends to be the case. We do encourage place directors to join other boards on joining and at renewal; and to promote the opportunities to their teams too. <p>Andy Gutherson – while I understand the need to balance public/private sector membership, should we raise the cap?</p> <ul style="list-style-type: none"> • Original cap for CPs was set at 20 when there were 80 LA members. It has crept up slightly to 22. • Now that we have 90+ LA members - it was agreed that the Leadership Team will review the cap. 	
4	<p>Membership fees for 2023/24</p> <p>As outlined in the paper, the Leadership Team does not propose to increase membership fees for the next financial year.</p> <p>The membership agreed with this proposal.</p> <p>Hannah Bartram reminded Board chairs that if they have an idea for e.g. an event or piece of research, whilst there is no allocated budget, there are opportunities to seek sponsorship. Hannah gave the example of the National Traffic Managers’ Conference, which is sponsor-funded and makes a surplus.</p>	Hannah Bartram
5	<p>Changes to Leadership Team</p> <p>Ann Carruthers was proposed as 2nd Vice President by Nigel Riglar, seconded by Paul Crick.</p>	Mark Kemp

	Item	Lead
	<p>Karl Battersby was proposed as 2nd Vice President by Mark Stevens, seconded by Anthony Payne.</p> <p>Both appointments were agreed by the membership present.</p>	
6	<p>ADEPT Strategic Plan 2023-26</p> <p>The plan was agreed in principle – it was agreed to arrange further communication to membership to ensure that all members have full visibility of the plan.</p>	Mark Kemp
7	<p>Policy positions published during 2022</p> <ul style="list-style-type: none"> • Speed management (April) • Climate change & green growth (May) • Various briefing notes • Consultation responses <p>These were circulated prior to the meeting for information.</p>	
8	<p>Any other business</p> <p>None raised</p>	
9	<p>Key ADEPT meetings 2022</p> <ul style="list-style-type: none"> • 25th May 2023: Spring Conference & AGM One Great George Street, London • 25th May 2023: Annual Awards Dinner One Whitehall Place, London • 16th & 17th Nov 2023 (TBC): Autumn Conference <p>The Leadership Team asked the membership to suggest regions/cities for next year's Autumn Conference.</p>	
10	<p>The meeting closed at 17:50</p>	