

Minutes of the Annual General Meeting

20th May 2016

Institution of Civil Engineers, One Great George Street, London

Attendees: see Annex 1

1. Welcome and apologies

Heather Barnes, ADEPT President and chair of the AGM, welcomed those attending the meeting. Apologies were received from a number of members – see Annex 2.

2. Minutes of last Annual General Meeting (see [here](#))

Resolution: agreed as a true record.

3. Matters arising

None

4. Honorary Secretary & Treasurer's Report (see [here](#) for more detail)

Overall, income was £51,000 below target. This is mainly due to two aspects:

- £25,000 of research funding received in 2014/15 from Ringway had also been budgeted for in 2015/16.
- Events income was £20,614 below target.

Measures to address the deficit:

- Recruit more members (15 new authorities and 5 new LEPs) and maintaining a high retention rate
- Review membership fees for 2017/18
- Introduce a corporate partner membership
- Attract sponsorship for all events
- Reduce expenditure.

Comments include:

- Opportunities for greater income generation by securing higher attendance at the annual conference
- Welcome the publication of the authority / LEP membership maps

Resolution: the report was noted and approved.

5. Constitutional change: corporate partner membership (see [here](#) for more detail)

ADEPT is looking to establish more strategic, long-term relationships with corporate companies. With this in mind, Paper 5.1 proposed the creation of a corporate partner

membership. The proposed annual membership fee is £5,000 plus VAT. The offer, and cost, has been benchmarked against similar organisations such as CIHT. The proposal has received positive feedback from those organisations the President's Team has discussed it with.

Comments from the floor include:

- 'Access to President's Team' would need to be clearly articulated as part of the offer
- Benefits of working with the private sector
- Business will help to strengthen the voice of ADEPT with government
- Will there still be sponsorship opportunities to businesses that aren't corporate partners?
- Partnership emphasis rather than sponsorship
- Any corporate partner will need to be supportive of the ethos of ADEPT
- Governance arrangements need to be clearly defined to avoid any prejudice

Resolution: motion carried.

6. Refresh of the Policy Prospectus

Thank you to Heather Barnes for a successful event in Devon and the quality of the policy debate.

Resolved: Policy officers and COO will take the actions forward.

7. Key board activities updates (see [here](#) for more info)

Comments from the floor

- East Midlands Sub-National Board – met twice in recent months. Priorities include highways and strategic transport. Challenge is identifying who is leading on what.
- East of England Sub-National Board has a new chair - Tom McCabe.
- CSS Wales now have a new website and publishes reports directly.

8. President's update (see [here](#) for more info)

Heather thanked Michael Selfe for his kind donation of two books on the County Surveyors Society.

9. Changes to the President's Team (see [here](#) for more info)

9.1 Re-election of Honorary Secretary & Treasurer

Sonia Davidson-Grant proposed, motion carried

9.2 Confirmation of 1st Vice President

Rupert Clubb retrospectively proposed, motion carried

9.3 Confirmation of President

Rupert Clubb proposed, motion carried

Rupert Clubb paid tribute to the success of Heather's career and tremendous contribution that she has made to shape the future of ADEPT.

Looking forward to the next year, Rupert outlined his main priorities:

- To recognise, and to build on, the strengths and values of the ADEPT membership.
- To foster and promote ADEPT's relationships with central government.
- To help build the right conditions for growth based on the right skills.

He also stressed the need for more, ongoing policy support.

Rupert then completed the process of electing the remainder of the President's Team.

9.4 Election of 1st Vice President

Simon Neilson proposed, motion carried

9.5 Election of 2nd Vice Presidents

Nigel Riglar proposed, motion carried

Neil Gibson proposed, motion carried

10. AOB

None

11. Dates of future meetings

These are available on the ADEPT website (see [here](#))

Paul Crick referenced a workshop that the ADEPT Transport Board is co-organising with the Campaign for Better Transport and BIS, on 15th July. More information will be circulated soon.

12. Meeting closed 11:00am

Annex 1.

ADEPT AGM attendees			
	Adams	Paul	Luton Borough Council
	Barker	Bill	SCOTS
	Barnes	Heather	Devon County Council
	Bartram	Hannah	ADEPT
	Beckett	Paul	City of London Corporation
	Brown	Peter	Special Honorary Member
	Carcary	Jasmin	ADEPT
	Clubb	Rupert	East Sussex County Council
NO	Coiffait	Marcel	Central Bedfordshire Council
NO	Cooper	Barbara	Kent County Council
	Crick	Paul	Essex County Council
	Cufley	Alan	Portsmouth City Council
	Dale	David	Gloucestershire County Council
	Davidson-Grant	Sonia	Essex County Council
	De Bernhardt	Camilla	ADEPT
	Eyers	Darryl	Staffordshire County Council
	Geraghty	Peter	Southend on Sea Borough Council
	Gregory	Tim	Nottinghamshire County Council
NO	Hayes	Neil	Hertfordshire LEP
NO	Jones	Alyn	Somerset County Council
	Kemp	Mark	Oxfordshire County Council
	Khansari	Parvis	Wiltshire County Council
	Lee	Steve	Special Honorary Member
	Lugg	Matthew	Special Honorary Member
	Neilson	Simon	Walsall Council
	Osala	Ann	Thurrock Council
	Riglar	Nigel	Gloucestershire County Council
	Selfe	Michael	Special Honorary Member
	Waugh	Liz	Coast Communications
	Wheeldon	Paul	Torfaen CBC
	Yeo	Michael	Special Honorary Member
ADEPT EU Debate Attendee list			
	Baldock	David	Executive Director, IEEP
	Brown	Patricia	Chair , London Festival of Architecture
	Buckland OBE	Nick	Chair, Engineering Development Trust

ADEPT

ASSOCIATION OF DIRECTORS OF ENVIRONMENT, ECONOMY
PLANNING AND TRANSPORT

	Handyside	Alistair	Chair, South West Tourism Alliance
	Irwin	Chris	Vice Chair, TravelWatch South West
	Wardrop	Scott	Chief Executive, Ringway
	Westcott	Andrew	Head of Policy, ICE
	Worsfold	Mark	Director of Asset Management, South West Water
	Hibberd	Nick	Brighton & Hove City Council
	Granat	Michelle	Bucks County Council
	Dickman	Martin	Bucks County Council
	Cockersole	Martin	Honorary Member
	Freestone	Mike	Bucks County Council
	Lawrence	Clare	Wokingham Borough Council
	Mawdsley	Ian	Gloucestershire County Council
	Rondel	Gareth	Kier
	Kent	Paul	Southern Water
NO	Tipton	Catherine	CH2M
	Reefer	Russell	LGA
NO	Boll	Ian	Bucks County Council
NO	Wykes	Ian	Staffordshire County Council
	Lewis	Jessica	LEDNet
	Cushing	James	CEDOS
	Donovan	Jennie	Environment Agency
	Moffatt	Tracy	CIWM
	Collyns	Saul	Central

Annex 2. Apologies received

Local Authorities		
Bedford Borough Council	Stewart	Briggs
Blackburn with Darwen Council	Tom	Flanagan
Bournemouth Council	Bill	Cotton
Bristol City Council	Peter	Mann
Buckinghamshire County Council	Neil	Gibson
Calderdale Council	John	Lamb
Cambridgeshire County Council	Graham	Hughes
Cheshire West & Chester Council	Sue	Begley
City of London Corporation	Carolyn	Dwyer
City of Wolverhampton	Tim	Johnson
City of York Council	Andrew	Willison
Cornwall Council	Paul	Masters
Derbyshire County Council	Mike	Ashworth
Doncaster Council	Peter	Dale
Dorset County Council	Mike	Harries
Hampshire County Council	Stuart	Jarvis
Hertfordshire County Council	John	Wood
Hull City Council	Trish	Dalby
Kirklees Council	Jacqui	Gedman
Leeds City Council	Martin	Farrington
Leicestershire County Council	Ann	Carruthers
Lincolnshire County Council	Richard	Wills
Newcastle City Council	Michael	Murphy
Norfolk County Council	Tom	McCabe
North Somerset Council	David	Carter
North Yorkshire County Council	David	Bowe
Northamptonshire County	Ian	Achurch
Northumberland County Council	Geoff	Paul
Nottingham City Council	David	Bishop
Peterborough City Council	Simon	Machen
Plymouth County Council	Anthony	Payne
Solihull MBC	Anne	Brereton
Somerset County Council	Paula	Hewitt
South Gloucestershire Council	Steve	Evans
Suffolk County Council	Mark	Stevens

Surrey County Council	Trevor	Pugh
Trafford Council	Helen	Jones
Wakefield Council	Andy	Wallhead
Warrington Borough Council	David	Boyer
Warwickshire County Council	Monica	Fogarty
Wokingham Borough Council	Heather	Thwaites
Wolverhampton City Council	Tim	Johnson
National Associations		
Transport NI	Pat	Doherty
Local Enterprise Partnerships		
Black Country LEP	Sarah	Middleton
Buckinghamshire Thames Valley	Richard	Harrington
Cheshire & Warrington LEP	Philip	Cox
Cornwall and Isles of Scilly LEP	Sandra	Rothwell
Greater Cambridge Greater	Neil	Darwin
Heart of the South West LEP	Chris	Garcia
New Anglia LEP	Chris	Starkie
Northamptonshire Enterprise	Jo	Lappin
Solent LEP	Anne-Marie	Mountifield
Gfirst	David	Owen
Special Honorary / Honorary members		
	John	Deegan
	Steve	Kent
	Brian	Smith
	George	Batten
	Geoff	Allister
	Edward	Chorlton
	Allan	Mowatt
	Stephen	Child
	David	Hutchinson