



**Minutes of the 48th Annual General Meeting of the British Parking Association
27 June 2018, 14:00**

Held at University of Westminster, 115 New Cavendish Street, London W1W 6UW

The Chair of the BPA Board, Nigel Williams, opened the meeting and welcomed everyone to the 48th Annual General Meeting of the Association. The meeting was declared quorate.

- The Secretary was asked to read out Apologies for Absence: Conor Greely, Dean Fennell-Connell, Keith Fowler, Trevor Clark, Yvette Widdowfield, Bob Spicer, Mark Anfield.
1. **The Minutes of the 47th Annual General Meeting of the British Parking Association** held on 5 July 2017 were signed and approved. Carried unanimously.
 2. **Matters Arising** - There were none.
 3. **The Accounts and Report of the Auditors for the year ending 31 March 2018**

The Chair of the BPA Board drew the meetings' attention to the Audited Accounts that had been circulated to all members as part of the Annual Report, prior to the meeting and made available on the website.

The BPA Company Secretary, Kelvin Reynolds, gave a brief statement on the finances of the Association for 2017/18 and the outlook for 2018/2019 on behalf of Head of Finance, Lesley Bradford.

The Company Secretary commented that this had been an interesting year, welcoming a new CEO, a new Company Secretary, a new department and a new Head Quarters. There was an increased focus on performance services provided by contractors, including Parkex and Parking News, as well as the introduction of a flatter structure in the Head Office staff team. This has all resulted in an extraordinary increase in reserves and the details of this can be found in the official accounts.

For 2018/19 the budgets are once again forecast to break even across the Association's various work streams.

The Company Secretary commented that he is confident that the proposals in the 2018/2019 budgets are appropriate and sustainable.

Finally, the Company Secretary gave thanks to the auditors, Mazars LLP, who provide advice and guidance on many aspects of the finances on top of their statutory duties and of course, the finance team for their ongoing support in ensuring the Association achieves a successful financial outcome for its members.

The Company Secretary then introduced Katherine Peacock from Mazars who gave a brief presentation to the meeting. Katherine Peacock congratulated the Association for an extraordinary year.

Katherine reported that the audit had gone well resulting in a clean audit report, that will be signed off that day.

Katherine commented that the credit control at the BPA is one of the most efficient seen. The BPA are the first of Mazars's clients to have their finances signed off this year with a clean report and no outstanding issues. Katherine commented on how happy and engaged BPA staff were when Mazars visited the office and particularly liked the 'Brag Board' which compliments and acknowledges all achievements and upcoming events.

Katherine commented that the key risk areas had been reviewed and no issues had been noted.

Overall, Mazars reported that the Association is in a great financial position with appropriate systems and controls in place with no issues for the use of funds.

The meeting was asked if there were any questions regarding the Accounts, there were none.

The Chair of the BPA Board asked the meeting to vote by a show of hands in favour of accepting the Accounts. The meeting approved the accounts unanimously.

4. Appointment of Auditors and Auditor's Remuneration

The Chair of the BPA Board stated that the Association were seeking approval of the re-appointment of the Auditors, Mazars, LLP, and the fixing of the auditor's remuneration at a fee to be agreed by the BPA Board. The Chair asked the meeting to vote by a show of hands in favour of the appointment and setting of remuneration. The meeting approved the appointment unanimously.

5. Report of the BPA Board for 2017/2018

The Chair of the BPA Board stated that all members were notified of the publication of the Annual Report which was published on the BPA website and that printed copies were available if required. The Chair stated that he was happy to take questions on the Annual Report, there were none.

The Chair asked the meeting to receive the Annual Report of the BPA Board and called for a proposer, Peter Lowe, and a seconder, Zulfiqar Ali. The motion was carried unanimously.

7. To Receive the Incoming President, Vice President

The outgoing President, Peter Lowe stated that his year of Presidency was an absolute whirlwind of events, one of which involved him ascending Mount Snowden dressed as a daffodil, in aid of the Associations Charity, Marie Curie. He had a brilliant time.

Peter discussed the variety of meetings he has been involved with over the past 12 months, including the first ever Welsh Conference and the first ever AOS Conference. He talked about the different sporting grounds he has been able to visit and the fabulous dinners he has attended, his favourite being the Irish Parking Associations Chairman's Annual meeting (aka Christmas Dinner).

Peter thanked everybody that has helped him throughout the year to fulfil his role. All the members, Council, the Board and all the BPA staff. He continued to describe how he has watched the BPA grow to it's current, strong position and how he supported it to continue to grow and how he cannot wait to see what happens next.

Lastly, Peter wished Zulfiqar Ali and John McArdle a great year together.

The BPA Chair thanked Peter Lowe for his commitment as President of the Association for the year 2017/2018.

The BPA Chair asked the meeting to welcome Zulfiqar Ali as the incoming President of the Association for the year 2018/2019 and wished him every success, congratulations and good luck. The meeting received Zulfiqar Ali as BPA President and John McArdle as Vice President.

8. To Transact Any Other Business which can be legally conducted at an Annual General Meeting.

There was no further business. The meeting closed at 14:40.

Following the AGM, there was a brief presentation by Chief Executive, Andrew Pester with a Review of the Year and a brief look ahead at 2018/2019.

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