



**Minutes of the 46th Annual General Meeting of the British Parking Association
29th June 2016 - 2pm**

Held at Hamilton House, London

The Chair of the BPA Board, Nigel Williams, opened the meeting and welcomed everyone to the 46th Annual General Meeting of the Association. The meeting was declared quorate.

- The Secretary was asked to read out Apologies for Absence: Andrew Dunn, Christina Onesirosan Martinez and Stacey Chaplin.
1. **The Minutes of the 45th Annual General Meeting of the British Parking Association** held on 29th June 2015 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 2016**

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 Hon Treasurer, John McArdle, gave a brief statement on the finances of the Association for 2015/16 and the outlook for 2016/17.

The Hon Treasurer commented that it had been a hard year for the Association. In addition to the general financial challenges that the BPA and its members faced in these times of austerity, two specific events had taken place which had a direct impact on finances. The first concerned the Independent Appeals Service (IAS) and arose from the decision of the Supreme Court on the matter of Parking Charges and whether they should represent only a genuine pre-estimate of loss and the other was the continued expansion of the International Parking Committee (IPC) set up as an Accredited Trade Association by the DVLA in competition with the BPA's Approved Operator Scheme (AOS). These events caused a significant draw on reserves, however as reported these were extraordinary one off items.

For 2016/17 the budget is aimed at delivering the strategy, and is forecast to break even across the various work streams.

The Hon Treasurer paid tribute to members who support the Association either directly, through advertising and sponsorship or indirectly by the release of valuable staff to contribute to the work of the Association.

Finally, the Hon Treasurer 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 Head of Finance, Lesley Bradford, and her team for their ongoing support in ensuring the Association achieves a successful financial outcome for its members.

The Hon. Treasurer then introduced Katherine Peacock from Mazars who gave a brief presentation to the meeting. Katherine Peacock reported that the audit had gone well resulting in a clean audit report and thanked Lesley Bradford and her team for their hard work.

Katherine commented that whilst it had been a challenging year, the key risk areas had been reviewed and no issues had been noted.

Overall, Mazars reported that the Association is in a good financial position with appropriate systems and controls in place.

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 2015 / 2016

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, Anjna Patel and a seconder, Steve Brown. The motion was carried unanimously.

7. To Receive the Incoming President, Vice President

The outgoing President, Philip Hammer stated that he had enjoyed his year as President and he remarked it had been a great experience and privilege.

The BPA Chair asked the meeting to welcome Steve Brown as the incoming President of the Association for the year 2016/2017 and wished him every success, congratulations and good luck. The meeting received Steve Brown as BPA President and Peter Lowe as Vice President.

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

The Chair of the Board, Nigel Williams, advised those assembled that Jane Hack, Company Secretary, had tendered her resignation and would be leaving the Association at the end of August 2016 and this would be her last AGM. Nigel thanked Jane for the support she had provided over the years and wished her well in her retirement.

There was no further business. The meeting closed at 2.15pm

Following the AGM, there was a brief presentation by Chief Executive, Patrick Troy with a Review of the Year and Chief Operating Officer, Andrew Pester, gave a brief overview on Information Management.