



**Minutes of the 47th Annual General Meeting of the British Parking Association
5 August – 2pm**

Held at Chartered Institute of Highways & Transportation, London

The Chair of the BPA Board, Nigel Williams, opened the meeting and welcomed everyone to the 47th Annual General Meeting of the Association. The meeting was declared quorate.

- The Secretary was asked to read out Apologies for Absence: Keith Fowler, Kirsty Reeves, Mike Marrs, Roy Tunstall
1. **The Minutes of the 46th Annual General Meeting of the British Parking Association** held on 29 June 2016 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 2017**

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 Head of Finance, Lesley Bradford, gave a brief statement on the finances of the Association for 2016/17 and the outlook for 2017/2018.

The Head of Finance commented that there were some challenges at the beginning of the year due to the under achievement of sponsorship and some event revenue in 2016. Much of this was mitigated towards the end of 2016 through prudent financial management. .

For 2017/18 the budgets are once again forecast to break even across the Association's various work streams.

The Head of Finance commented that she is confident that the proposals in the 2017/2018 budgets are appropriate and sustainable.

Finally, the Head of Finance 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 Head of Finance then introduced Katherine Peacock from Mazars who gave a brief presentation to the meeting. Katherine Peacock congratulated the Association for returning a surplus after a difficult previous 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. Especially as it has not been much more than three months after year end shows a great team effort and thanked Lesley Bradford and her team for their hard work.

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 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 2016 / 2017

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, Nick Lester-Davis. The motion was carried unanimously.

7. To Receive the Incoming President, Vice President

The outgoing President, Stephen Brown stated that he had enjoyed his year as President and he remarked for 12 months he had been amongst friends.

Stephen remarked that it had been an interesting year, starting off with BREXIT, and finishing by welcoming a new Chief Executive.

Stephen noted that his key purpose, as stated in his speech at the President's Reception last year, was member engagement and that he has strived to achieve this by travelling to all parts of the compass to meet and listen to members.

Stephen thanked staff in helping him throughout the year to fulfil his role. Secondly he thanked his former employer Equita Ltd and current employer Dukes Bailiffs Ltd for their full support during this period. Thirdly he thanked all members for their support.

The BPA Chair thanked Stephen Brown for his commitment as President of the Association for the year 2016/2017.

The BPA Chair asked the meeting to welcome Peter Lowe as the incoming President of the Association for the year 2017/2018 and wished him every success, congratulations and good luck. The meeting received Peter Lowe as BPA President and Zulfiqar Ali 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 2.24pm

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 2017/2018.