**Minutes of the General Meeting**

**22 November 2018**

The Radisson Blu Hotel, Manchester Airport

**Attendees:** See Annex 1

**Apologies:** See Annex 2

All the papers for the General Meeting can be found on the website ([here](https://adeptnet.us13.list-manage.com/track/click?u=ddae4eea8da54bda47e9d08a6&id=14680eed30&e=e28dcc8f78" \t "_blank)).

1. **Welcome and apologies**

Neil Gibson, ADEPT President and Chair of the General Meeting, welcomed Members to the meeting. Apologies were received – See Annex 2.

1. **Minutes of last General Meeting & Annual General Meeting**

Minutes of the last General Meeting, which was held on 23rd November 2017, and of the last Annual General Meeting held on 4th May 2018, were agreed as accurate.

1. **Matters arising**

None.

1. **Finance update**

Hannah Bartram, Chief Operating Officer, presented the financial update on the current budget up to 31st October 2018. We have made excellent progress towards achieving the authority recruitment target, and retaining Corporate Partners. Against the general trend, the number of Special Honorary Members (ex-authority now working in the private sector) is falling. In summary the Association currently has 76 local authority members, 12 LEP members, 4 national members , 16 Corporate Partners , one combined authority and two STB members.

The larger the membership, the greater the impact - with that in mind, all members were asked to continue trying to recruit new members. The Association will continue to secure sponsorship for its events, and to be careful with its expenditure. It was noted that the partnership with Proving Services will generate an income in the future, which was welcomed. It was also noted that we are forecasting a small in-year deficit this year (due to the unbudgeted impact assessment review by Shared Intelligence) but overall the financial position is stable, including financial reserves.

Members agreed to note the report and continue with the proposed financial management strategy as set out.

1. **Review of ADEPT membership fees**

Nigel Riglar, ADEPT 1st Vice President, presented the paper outlining the rationale for bringing the membership fees review forward one year, and the Leadership Team’s recommended course of action.

At the General Meeting in November 2016, members approved a one-off increase in local authority and LEP fees by 20 per cent in 2017/18, remaining fixed for 2018/19 and 2019/20, with a review in 2019/20 to ensure fees remain appropriate. However, even with growing membership numbers and new income streams, rising costs and an expanding work progamme is putting considerable pressure on the budget.

Having assessed various options, the Leadership Team’s recommendation to members was to increase authority, LEP, national association and coporate partner membership fees by the CPI (2.2%), coming into effect from 1st April 2019. This recommendation was approved by those in the room. We also sought members’ approval via postal vote; of those who responded, all bar one agreed with the recommendation.

The annual subscription rate for Special Honorary members will remain fixed at £50 p.a.

1. **ADEPT policy positions**

Members noted the publication of ADEPT policy positions on Industrial Strategy, Housing and Highways Maintenance. The Waste policy position is due imminently. One member commented that the housing policy position was excellent; whereas another member suggested the highways maintenance policy position was conservative and would benefit from greater emphasis on solutions. Overall, the feedback on the documents was positive; they were seen as providing good ‘thought leadership’ opportunities for ADEPT. It was suggested that we look to be more controversial, and that we should be using a range of different techniques to help influence e.g. debates with Ministers.

Further policy positions are planned: digital connectivity, air quality, climate change. It was agreed that the air quality policy position should be broadened out to encompass the clean growth agenda. It was suggested we needed a policy position on the UK Shared Prosperity Fund, potentially in partnership with the LEP Network; also a policy position on Sub-national Transport Bodies. Having a clear position on the Spending Review was also seen as being critical.

The Secretariat will take these comments into account when developing new policy positions.

1. **Any other business**

Nigel Riglar is currently the 1st Vice President, and in line to succeed Neil Gibson at the AGM on 27 June 2019. However, having recently moved from Gloucestershire County Council to South Gloucestershire Council, he has asked to defer his presidential year. Darryl Eyers, currently 2nd Vice President, has agreed to bring his presidential year forward. Members present at the meeting agreed to the change.

It was also noted that two former members of the County Surveyors Society (precursor to ADEPT), Mr W ‘Tommy’ Thompson (who was also President) and Eddy Naylor, recently passed away. Their significant contributions to CSS were acknowledged at the meeting. The Secretariat had also published obituaries in the November newsletter.

1. **Dates of Future Meetings**

* Spring Conference & AGM – Thursday 27 June, One Drummond Gate, London
* Annual Dinner & President’s Awards – Thursday 27 June, One Whitehall Place, London
* Autumn Conference – Thursday 21 and Friday 22 November, Apex Hotel, Bath

Dates of Subject and Subnational Board meetings, along with Working Groups, are listed on the ADEPT Events Calendar (see [www.adeptnet.org.uk/news-events/calendar](http://www.adeptnet.org.uk/news-events/calendar)).

1. **Meeting closed 18:45**

**Annex 1: Attendees**

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| Ashworth | Mike | Derbyshire County Council |
| Bartram | Hannah | ADEPT |
| Church | Laura | Luton Borough Council |
| Clubb | Rupert | East Sussex County Council |
| Cox | Philip | Cheshire & Warrington LEP |
| Curruthers | Ann | Leicestershire County Council |
| Dale | David | ADEPT |
| Eyers | Darryl | Staffordshire County Council |
| Geraghty | Peter | Southend on Sea Council |
| Gibson | Neil | Buckinghamshire County Council |
| Harhof | Amy | Sandwell Council |
| Harries | Mike | Dorset County Council |
| Haydock | Alistair | Special Honorary Member |
| Hewitt | Paula | Somerset County Council |
| Kemp | Mark | Hertfordshire County Council |
| Lamb | John | Special Honorary Member |
| Lee | Steve | Honorary Member |
| Lugg | Matthew | WSP |
| McKenzie | Carolyn | Kent County Council |
| Molyneux | Peter | Transport for the North |
| Neilson | Simon | Walsall Council |
| Riglar | Nigel | South Gloucestershire Council |
| Thompson | Mike | Suffolk County Council |

**Annex 2. Apologies received**

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| Mark Cupit | Wokingham Borough Council |
| Hilary Chipping | SE Midlands LEP |
| Kevin Hicks | Birmingham City Council |
| Clifford Williams | Honorary Member |
| Alistair Dore | Wakefield Council |
| Mike Roberts | Port Talbot / CCS Wales |
| Marcel Coiffait | Central Bedfordshire Council |
| Mike Blake | North Lincolnshire Council |
| Kate McFarlane | Central Bedfordshire Council |
| Nigel Blackler | Cornwall Council |
| Adam Bryan | South East LEP |
| Paul Crick | Essex CC |
| David Owen | GFirst LEP |
| Trish Dalby | Hull City Council |
| Tom Blackburn-Maze | Milton Keynes Council |
| Phil Edwards | Birmingham City Council |
| Bev Hindle | Oxfordshire CC |
| Andy Tatt | Peterborough City Council |
| Tom McCabe | Norfolk CC |