



Association of Directors of
Environment, Economy, Planning & Transport

General Meeting

Thursday 21st November 2019

The Apex Hotel, Bath

Chair Darryl Evers

Attendees Darryl Evers, Nigel Riglar, Neil Gibson, Rupert Clubb, Sue Halliwell, Ann Carruthers, Peter Molyneux, Laura Church, David Carter, Alison Knight, Peter Geraghty, Mark Stevens, Adrian Smith, David Bowe, Paula Hewitt, Simon Neilson, Mark Kemp, Alistair Haydock

Apologies Anthony Payne

In attendance Hannah Bartram (Chief Operating Officer), David Dale (ADEPT Policy Officer), Helen Leach (Secretariat)

The meeting opened at 17:50.

	Item	Lead
1	Welcome and apologies	Darryl Evers ADEPT President
2	Minutes of last Annual General Meeting The minutes of the last General Meeting (November 2018) and the last Annual General Meeting (June 2019) were agreed. There were no matters arising from the last meetings.	Darryl Evers
3	Financial update for Q1 & 2 Membership continues to grow. We are proposing to cap corporate partner membership at 20 to keep the number of corporate partners vs. LA members in proportion. All figures relating to membership can be seen on paper 3 (LINK). Income is growing via membership and sponsorship and additional income streams such as Proving Services and Live Labs. Proving Services has not generated income as quickly as anticipated so we will be reviewing communication and marketing lines around this. Expenditure is on track for what we predicted, we anticipate that we will make a surplus.	Hannah Bartram COO
4	Membership fees: proposed increases It was agreed to increase membership fees for 2020-21 by 1.7% in line with inflation.	Hannah Bartram

	Item	Lead
5	<p>Registering ADEPT for VAT</p> <p>So far ADEPT has not applied to be VAT registered because membership fees are not vatable. Due to sponsorship income we are approaching the £85k VAT threshold and will have to register soon. There are administration costs: an upfront registration fee, plus a monthly cost, which will total around £1000 per annum. However ADEPT should be able to claim back approx. £16,000 per year in VAT so the additional cost will be more than offset.</p> <p>Nigel Riglar: this is a huge milestone and vindicates the decision to appoint a COO and put the association on a different footing. It is very significant in ADEPT's development. Thanks to Hannah and June for all their work.</p> <p>Hannah Bartram: We are also looking at the status of ADEPT. We are currently a non-registered voluntary organisation and are looking into other options. If a decision needs to be made this will be brought to the AGM in 2020.</p>	Hannah Bartram
6	<p>Policy positions published during 2019</p> <ul style="list-style-type: none"> • Climate Change • Digital Connectivity <p>These were circulated prior to the meeting for information and are to note. There was no discussion around the policy positions.</p>	Darryl Evers
7	<p>Key ADEPT meetings 2020</p> <p>Spring Conference, AGM and Annual Awards Dinner: Thursday 21st May 2020, London</p> <p>Autumn Conference, November 2020, precise date and venue to be confirmed</p>	
8	<p>AOB</p> <p>Darryl Evers asked for feedback from attendees on the conference so far. There was positive feedback around the second plenary session on Preparing for a Changing World, particularly around Professor Dieter Helm's speech.</p> <p>It was felt that the Leadership Development Programme cohort was very inspiring.</p> <p>There was also positive feedback about the venue and the city centre location.</p>	
12	The meeting closed at 18:02	