



**Minutes of the 50th Annual General Meeting of the British Parking Association
15 July 2020, 14:00**

Held virtually using Zoom Webinar.

The Chair of the BPA Board, Nigel Williams, opened the meeting and welcomed everyone to the 50th Annual General Meeting of the Association. Nigel advised that the meeting was being recorded; anyone who disagreed was given the opportunity to leave. The meeting was declared quorate.

- The Company Secretary was asked to read out Apologies for Absence: Alasdair Macmillan, Jane Hack, Elisabeth Herles, Ian Goodwin, Ian Gamble.

1. The Minutes of the 49th Annual General Meeting of the British Parking Association held on 16 July 2019 were signed and approved. Carried unanimously. 7 abstentions.

2. Matters Arising - There were none.

3. The Accounts and Report of the Auditors for the year ending 31 March 2020

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 Chair introduced Lesley Bradford, Head of Finance, who gave a brief statement on the finances of the Association for 2019/2020 and the outlook for 2020/2021. Lesley advised that the year ended with a deficit of £215,049. This was largely due to an investment of £266k from reserves into several key member support projects across the Association's activities. Lesley continued to advise that 2019/2020 was a strong year and our Auditors have confirmed our reserves at £849,929 going into 2020/2021.

As we approached the end of the financial year and due to the Coronavirus pandemic, it was clear that this would have a severe and unprecedented affect on the Association. The BPA Board convened weekly meetings to monitor the situation and ensure that everything possible was being done to mitigate the effects of the pandemic, to protect our association and enable us to support our members. We were able to quickly offer support to our members facing financial difficulties such as payment plan options which will continue throughout 2020/21.

Working with the accounting division of our Auditors, Mazars, we have created a 12-month cashflow forecast model which will allow us to monitor our cashflow as we navigate through and beyond the pandemic. Lesley confirmed that we entered the current financial year in a strong position and operationally we have been able to react quickly to the crisis and deliver excellent member benefits.

The Chair invited Katherine Peacock, Mazars to say a few words. Katherine said that it had been an unusual end to 2019/2020 as we started to see the impact of pandemic. The most visible impact was the cancellation of Parkex 2020 which will result in a loss of income in the 2020/2021 accounts.

Katherine advised that the annual audit was carried out later than usual, taking place in May 2020. This was due to the announcement of lockdown and to allow the BPA Finance Team time to focus on updating the cashflow projection and contingency planning during the unprecedented time. Katherine confirmed that the audit was carried out virtually using

secure document sharing tools and daily virtual meetings. Katherine thanked Lesley and her team for their excellent support during the audit.

Katherine continued to advise that it is encouraging to see that membership numbers are currently stable and increasing and the Association has a strong cash position with sufficient and significant reserves to continue trading. These are very challenging times but, due to the work that the BPA has done over the recent years, the Association is in a position where there are sufficient reserves to continue to support the members through this period and to build for the future.

The meeting was asked if there were any questions regarding the Accounts. A member asked the nature of the increase in investment, and to clarify the debtors balance. Katherine explained that the increase in investment was a BPA Board decision to diversify some of the spare funds into an investment portfolio rather than holding it in low interest cash deposit accounts. The debtors balance relates to Parkex having to be delayed from 2020 to 2021.

The Chair of the BPA Board asked the meeting to vote in favour of accepting the Accounts. The meeting approved the accounts with 1 objection and 4 abstentions.

4. Appointment of Auditors and Auditor's Remuneration

The Chair of the BPA Board stated that the Association was 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 in favour of the appointment and setting of remuneration. The meeting approved the remuneration unanimously with 5 abstentions.

5. To Receive the Incoming President, Vice President

John McArdle advised the meeting that the BPA Board and Council have decided, extraordinarily, to postpone all elections for 12 months due to Coronavirus and that he, as the current President, and Vice President, Mike MARRS will continue until July 2021, when Jade Neville will become Vice President. John advised the meeting that Nigel Williams has agreed to continue chairing the BPA Board for a further 12 months.

John handed over to Mike MARRS who thanked John McArdle, Nigel Williams, and Andrew Pester for their support. Mike reiterated what an eventful 12 months the Association has had and complimented the Association's ability to adapt quickly and efficiently during such uncertain times. Mike continued to advise of the upcoming virtual Annual Conference which has been designed to be inclusive, inspiring, and informative. Mike described his time as Vice President as a pleasure and a privilege and that he is looking forward to supporting John for a further 12 months.

The Chair thanked John, Mike and Jade for their patience, understanding and continuing commitment to the Association and the parking community. The meeting attendees took this opportunity to extend their thanks to John, Mike and Nigel for their continued support and leadership during a difficult time. Attendees also praised the leadership of our staff team and their ongoing and significant innovations to support members.

6. Report of the BPA Board for 2018/2019

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 a link was shared during the meeting.

The Chair asked the meeting to receive the Annual Report of the BPA Board and called for a proposer, Anjna Patel MBE and a seconder, Manny Rasores de Toro. The motion was carried with 1 objection and 3 abstentions.

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

There was no further business. The meeting closed at 14:42.

Following the AGM, there was a brief presentation by Chief Executive, Andrew Pester with a Review of the year and a look ahead at 2020/2021.