



**Minutes of the 51<sup>st</sup> Annual General Meeting of the British Parking Association  
15 July 2021, 14:00**

*Held virtually using Zoom Webinar.*

The Chair of the BPA Board, Nigel Williams, opened the meeting and welcomed everyone to the 51<sup>st</sup> Annual General Meeting of the Association. Nigel Williams advised that the meeting was being recorded for minute taking purposes only. The meeting was declared quorate.

- The Company Secretary was asked to read out Apologies for Absence: Paul Necus and Richard Hein.
1. **The Minutes of the 50<sup>th</sup> Annual General Meeting of the British Parking Association** held on 15 July 2020 were signed and approved. Zulfi Ali proposed and Ian Gamble seconded. **Carried unanimously.**
  2. **Matters Arising** - There were none.

3. **The Accounts and Report of the Auditors for the year ending 31 March 2021**  
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 2020/21 and the outlook for 2021/22. Lesley advised that the Covid-19 pandemic had a significant impact on our activities which included the cancellation of our physical events programme including Parkex 2020. Given the challenging situation we used the government furlough scheme and took robust cost management measures throughout this unprecedented year. The Association ended the year with a surplus of £16,122 with reserves at £866,051.

Lesley confirmed that we end the year in a solid financial position and operationally we have been able to react quickly to the pandemic and deliver excellent member benefits. Our focus over the last year has remained on membership support and we have adopted a range of innovative new services including 'The Meeting Place' our new suite of digital resources.

Lesley Bradford invited Katherine Peacock of Mazars LLP to provide a brief overview on the finances of the Association for 2020/21 and outlook for 2021/22. Katherine agreed that it had been a challenging year but that the end of year position was a significant achievement and testament to the hard work and focus on virtual member services.

Katherine confirmed that the audit had gone well resulting in a clean audit report and no outstanding issues. She said the BPA staff team had made the process extremely smooth and were very proactive in assisting the auditors.

Katherine advised they are taking a thorough approach with all clients around cash flow projections for the short to medium term. Katherine advised there were no concerns with the BPA's current cash flow and recommended the BPA Board to maintain its monitoring over the medium term. Katherine concluded that despite the very challenging environment, the work undertaken by the BPA over recent years, has helped ensure it has strong 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, there were none.**

The Chair of the BPA Board asked for proposer and seconder on the motion to accept the Accounts. Peter Lowe was proposer and Mike MARRS was seconder. **The meeting approved the accounts unanimously.**

#### **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 appointment unanimously.**

#### **5. To Receive the Incoming President, Vice President**

The outgoing President, John McArdle stated that this was the end of an enjoyable but unexpected 2 year term as President. The transition of the Presidency and all elections were delayed last year given the significant impact of the Covid-19 Pandemic. He also wished Mike MARRS and Jade Neville well in their new roles.

The BPA Chair thanked John McArdle for his commitment and expertise as President of the Association for the years 2019/20 and 2020/21. The BPA Chair asked the meeting to welcome Mike MARRS as the incoming President of the Association for the year 2021/ 2022. Mike MARRS thanked John McArdle, Nigel Williams, and Andrew Pester for their brilliant support.

Mike MARRS said it was a pleasure and a privilege to be President. He acknowledged this has been a challenging 12 months for our Association and that he aims to build on the amazing work of John McArdle. He outlined the key themes of his Presidential year which focus on encouraging Innovation and championing diversity and inclusion across our Community.

Mike MARRS introduced Jade Neville who said it was a privilege to be Vice President of the BPA at this exciting time and outlined the important activities of our Women in Parking Group.

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

The meeting received Mike MARRS as BPA President and Jade Neville as Vice President.

#### **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, Ian Gamble. **The motion was carried unanimously.**

#### **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 14:38.

Following the AGM, there was a presentation by Chief Executive, Andrew Pester with a Review of the year and a look ahead at 2021/22.