



**Minutes of the 52nd Annual General Meeting of the British Parking Association
14 July 2022, 14:00**

Held virtually using Zoom Webinar.

The Chair of the BPA Board, Nigel Williams, opened the meeting and welcomed everyone to the 51st 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: Grahame Rose, Lesley Bradford and Stuart Harrison.
1. **The Minutes of the 51st Annual General Meeting of the British Parking Association** held on 15 July 2021 were signed and approved. Anjna Patel MBE 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 2022

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 invited Richard Bott of Mazars LLP to provide a brief overview on the finances of the Association for 2021/22 and outlook for 2022/23. Richard confirmed that the audit had gone well resulting in a clean audit report and no outstanding issues. He thanked the management team and in particular, Lesley Bradford and Andrew Pester who had made the process extremely smooth and were very proactive in assisting the auditors.

The Chair introduced Kelvin Reynolds, Company Secretary, who gave a brief statement on the finances of the Association for 2021/22 and the outlook for 2022/23 (in Lesley Bradford's absence). In 2021/22, Kelvin advised that a deficit budget of £113k was set across various workstreams with a further spend of £219k focussing on consolidation and innovation of existing initiatives driving added value for our members. We achieved an improved year end deficit outcome of £244k which represents an improvement of £88k and reflects for example, our robust membership levels. Kelvin confirmed that we end the year in a solid financial position. The Association ended the year with a deficit of £244k and reserves at £622k.

As the impact of Covid-19 appears to ease and continued uncertainty arising from the implementation of the Parking (code of Practice) Act 2019 we have largely set breakeven revenue budgets for 2022/23 with spend from BPA reserves of £143k and £55k from OS reserves. We are confident that the proposals in the 2022/23 budgets are appropriate and sustainable. On behalf of Lesley Bradford, Kelvin thanked the BPA Board for their support and also our auditors, Mazars LLP.

The meeting was asked if there were any questions regarding the Accounts. Peter Lowe noted the increase in direct costs from budget year 2020/21 to 2021/22 and welcomed an earlier clarification from Lesley Bradford who explained it largely reflected the impacts of the pandemic. The 2020/21 direct costs were lower due to a number of factors including: staff furlough; grant funding above budget expectations; and office costs reduced. Also, during 2021/22: we had full staff overheads; additional POPLA spend; and continued investment into Member support during 2021/22.

The Chair of the BPA Board asked for proposer and seconder on the motion to accept the Accounts. Anjna Patel MBE was proposer and Jade Neville 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. Report of the BPA Board for 2021/2022

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, Peter Lowe and a seconder, Jade Neville. **The motion was carried unanimously.**

6. To Receive the Incoming President, Vice President

The outgoing President, Mike Marrs stated that it had been a real honour to represent our Association. Mike added it had been an eventful and enjoyable experience and wished Jade and Stuart well in their new roles.

The BPA Chair thanked Mike Marrs for his commitment and efforts as President of the Association for the years 2020/21 and 2021/22. The BPA Chair asked the meeting to welcome Jade Neville as the incoming President of the Association for the year 2022/ 2023.

Jade Neville said it was a pleasure and a privilege to be President. She aims to bring a fresh perspective and build on our new strategic plan. Jade thanked Mike for being a true ambassador for our association and looks forward to working with Stuart.

The meeting received Jade Neville as BPA President and Stuart Harrison as Vice President.

7. To receive the Chair of the BPA Board 2022-2025

Nigel Williams said it has been an honor and pleasure to serve as Chair of the BPA Board for the last 8 years. Nigel added that he had learnt a vast amount during his time as Chair and concluded that we had been successful in achieving many of our aims and objectives which focused on membership support.

Nigel congratulated Anjna Patel on becoming the new Chair of the BPA Board and wished her every success in her new role.

Anjna Patel thanked Nigel Williams for an incredible job during some challenging times for our sector. She also thanked Mike Marrs for his strong contribution to our Association. Anjna urged all members to actively contribute and get involved in our Association and looks forward to working with Jade Neville and Stuart Harrison.

The meeting received Anjna Patel as Chair of the BPA Board.

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 14:45/.

Following the AGM, there was a presentation from Chief Executive, Andrew Pester with a review of the year and look ahead at 2022/23. Beyond Parking Animation was uploaded for attendees to watch.