



**Minutes of the 45th Annual General Meeting of the British Parking Association
29th June 2015 - 2.00pm**

Held at the Chartered Institute of Highways and Transportation, London

The Chair of the BPA Board, Nigel Williams, opened the meeting and welcomed everyone to the 45th Annual General Meeting of the Association. The meeting was declared quorate.

- The Secretary was asked to read out Apologies for Absence : Graham Brown, Russell Corin, Sylvia Donnelly and Christina Onesirosan Martinez

- 1. The Minutes of the 44th Annual General Meeting of the British Parking Association** held on 2nd July 2014 were signed and approved. Carried unanimously.
- 2. Matters Arising** - There were none.
- 3. The Accounts and Report of the Auditors for the year ending 31 March 2015**

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 Hon Treasurer, John McArdle, gave a brief statement on the finances of the Association for 2014/15 and the outlook for 2015/16.

The Hon Treasurer commented that this year's report was very similar to previous years, and an echo of his periodic reports to the BPA Board and other meetings.

Once again it had been a good year for the Association despite the challenging financial climate, a hostile media at times and political uncertainty. The Hon Treasurer paid tribute to members who support the Association either directly, through advertising and sponsorship or indirectly by the release of valuable staff to contribute to the work of the Association.

A cautious break even budget had been set for 2014/15 in order to continue to deliver the BPA's Five Year Strategy and all activity, income and expenditure had been closely monitored and managed. It was pleasing to note that the budget turned out broadly in line with projections and the overall position of the BPA reserves has slightly improved.

The award of the POPLA Contract to Ombudsman Services has been significant for the Association and will provide consolidation in the advances of this service. Our thanks to London Councils for their continued support and contribution to the success of the Approved Operator Scheme, despite external challenges

The Association continues to administer and promote the successful Safer Parking Scheme and tribute should be paid to field staff who have risen to the challenge and extended their role to deliver our vision and mission with regard to both the AOS and the SPS.

With regard to the 2015/16 budget, this was again built from a zero base and we are confident that it is appropriate and sustainable. We have noted that public and private high

street parking will continue to be an issue for the sector but the outcomes from the work the Association is undertaking are proving worthwhile in building public credibility.

Finally, thanks to our auditors, Mazars LLP, who provide advice and guidance on many aspects of our finances on top of their statutory duties and of course, the Head of Finance, Lesley Bradford, and her team for their ongoing support in ensuring the Association achieves a successful financial outcome for its members.

The Hon. Treasurer then introduced Katherine Peacock from Mazars who gave a brief presentation to the meeting. Katherine Peacock reported that the audit had gone well resulting in a clean audit report and stated that the BPA is the first March year end the Mazars sign which couldn't be possible without a lot of hard work by Lesley Bradford and her team.

The key audit risks were income recognition, especially in relation to IAS membership, management override of controls and bad debt recovery but no issues identified on any of these and therefore no audit adjustments required.

Katherine also mentioned the decision to start accruing dilapidations in the coming year in preparation for the end of the lease on the current office premises in 2018. In addition, Katherine mentioned the challenges of the IAS but reported that Mazars believed that the right costs had been recognised in 2014/15.

Overall, Mazars reported that the association is in a good financial position with appropriate systems and controls in place.

The meeting was asked if there were any questions on the Accounts, there were none.

The Chair of the BPA Board asked the meeting to vote by a show of hands in favour of accepting the Accounts. The meeting approved the accounts unanimously.

4. Appointment of Auditors and Auditor's Remuneration

The Chair of the BPA Board stated that the Association are seeking approval of the re-appointment of the Auditors, Mazars, LLP, and the fixing of the auditors remuneration at a fee to be agreed by the BPA Board. The Chair asked the meeting to vote by a show of hands in favour of the appointment and setting of remuneration. The meeting approved the appointment unanimously.

5. Report of the BPA Board for 2014 / 2015

The Chair of the BPA Board stated that all members were notified of the publication of the Annual Report which is published on the BPA website and that printed copies are available if required. The Chair stated that he was happy to take questions on the Annual Report, there were none.

The Chair asked the meeting to receive the Annual Report of the BPA Board and called for a proposer, Anjna Patel and a seconder, Zulfiqar Ali. The motion was carried unanimously.

7. To Receive the Incoming President, Vice President

The outgoing President, Ashley Bijster stated that she had enjoyed her year as President and was proud to have been the first President under the new governance structure and was pleased to have worked with Nigel Williams as the first Chair of the BPA Board – a

partnership which had gone well and commended Nigel on his energy and commitment to his role as Chair. Ashley stated that she was passionate about the professionalism agenda and had been pleased to be part of the launch of the Know Your Parking Rights website and the promotion of the WAMITAB qualifications for parking. Ashley was pleased to have visited all regional groups during her year and was pleased to have raised circa £4k for her nominated charity, Bristol Under Privileged Children's Charity. Finally, Ashley expressed her thanks to the BPA staff executive who had supported her through out term as President.

The BPA Chair asked the meeting to welcome Philip Hammer as the incoming President of the Association for the year 2015/2016 and wished him every success, congratulations and good luck. The meeting received Philip Hammer as BPA President and Steve Brown as Vice President.

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

There was no further business.

The new President, Philip Hammer then undertook his first duty as President to award four Fellowships of the BPA.

Individual membership of the BPA was launched at the beginning of 2013 enabling individuals working within the sector to develop their parking careers and evidence their personal journey towards being a parking professional.

Fellowship is the highest level of BPA membership that a member can attain and one that cannot be applied for, requiring nomination and review by one's peers.

BPA Fellows are entitled to use the designation and letters "FBPA" after their name and are surely role models for the profession demonstrating leadership qualities, a significant contribution to the parking profession as well as championing the raising of standards and promoting continuing professional development.

- Alan Wood
- Angela O'Shea
- Glynnis Jeavons
- Kelvin Reynolds

The Fellows present came forward to accept their certificates and fellowship "pins".

Following the AGM, there was a brief presentation by Chief Executive, Patrick Troy on the Review of the Year.

The meeting closed at 2.45pm