

**Draft Minutes of the Marches Local Enterprise Partnership Ltd Annual General Meeting
29 September 2020 at 4.00pm
Meeting held via Zoom
(Company Number: 11822614)**

Present:

Mandy Thorn MBE	MT	Chair, Marches LEP Board
Sonia Roberts	SR	Social Inclusion Champion; Deputy Chair, Marches LEP Board
Paul Hinkins	PH	Telford Business Board Chair
Frank Myers MBE	FM	Herefordshire Business Board Chair
Paul Bennett	PB	Shropshire Business Board Chair
Andrew Manning Cox	AMC	Hereford Enterprise Zone Chair (part of meeting)
Cllr David Hitchiner	DH	Leader, Herefordshire Council
Cllr Peter Nutting	PN	Leader, Shropshire Council
Cllr David Wright	DW	Cabinet Member for Economy, Housing, Transport and Infrastructure, Telford & Wrekin Council
Paul Kalinauckas	PK	Access to Finance Champion
Ruth Shepherd	RS	Director, Results Communications
Sara Williams	SW	Marketing Manager - Northern Europe, Protolabs
Dr Catherine Baxter	CB	Higher Education Champion; University Secretary, Harper Adams University
James Staniforth	JS	Skills Advisory Panel Chair; Principal and CEO of the Shrewsbury Colleges Group (part of meeting)

In Attendance:

James Walton	JW	Section 151 Officer, Shropshire Council
Katherine Kynaston	KK	Director Housing Economy & Infrastructure, Telford & Wrekin Council
Hayley Owen	HO	Interim Assistant Director of Economic Growth, Shropshire Council
Rob Humphreys	RH	Director, James, Holyoak and Parker Chartered Accountants
Chris Buss	CBuss	Interim Governance Programme Lead
Gill Hamer	GH	Chief Executive, Marches LEP
Ilia Bowles	IB	Director of Corporate Services Designate, Marches LEP
Kathryn Jones	KJ	Partnership Manager, Marches LEP
Nick Alamanos	NA	Programme Manager, Marches LEP
Ennis Vingoe	EV	Marches LEP Team Support Officer
Wayne Redge	WR	Marches LEP Office Administrator
Amy Bould	AB	Be Bold Media

ITEM		ACTION
1.	<p>Chair's Introduction and Apologies MT welcomed everyone to the first Marches Local Enterprise Partnership (LEP) Annual General Meeting (AGM). MT noted that the meeting would be recorded to aid the production of the minutes. Apologies had been received from Christine Snell, Andrew Manning Cox and James Staniforth.</p> <p>Chair's Opening Remarks MT said that the Marches LEP was formed in 2012 but in February 2019 became incorporated and therefore a legal entity with the requirement to hold an annual general meeting in public. The LEP does, however, have a proud record of holding public consultations and meetings to ensure that the work it enables meets the</p>	

	<p>needs of our business and wider community across Herefordshire, Shropshire and Telford and Wrekin.</p> <p>The Marches LEP covers an area of 2300 square miles with over 31.000 businesses. Hereford, Shrewsbury and Telford are the main powerhouses of the Marches but with more than 30 market towns and thriving communities across the region the area has a vibrant business sector which is predominantly SME based, as well as being home to some incredible large and world beating companies such as Protolabs, BAE Systems, Avara Foods, Cap Gemini, GKN Land Systems, Caterpillar Remanufacturing to name a few.</p> <p>The Marches LEP consists of the three local authorities of Telford & Wrekin, Shropshire and Herefordshire and their leaders are members of the Board, alongside the chairs of the three area business boards; representatives from our Higher Education and Further Education sectors; business representatives from the specialist manufacturing, food and drink sectors and the consultancy sector plus the Chair of the Hereford Enterprise Zone; and also a representative from the Voluntary and Community Sector who is also the Deputy Chair – Sonia Roberts. MT thanked all the members of the Marches LEP Board as volunteers who give freely of their time, for their support and guidance.</p> <p>MT said that the AGM was for the financial year February 12th 2019 to March 31st 2020 and due to having to hold the meeting virtually, the meeting would be managed in a slightly different way than if the meeting were face to face. A number of questions had been submitted by members of the public which would be read out with a corresponding response from the Marches LEP. These would be shared on the screen for everyone to see and would be available on the LEP website tomorrow. MT asked that any follow-up questions be submitted in writing following the meeting. MT said that she hoped that the next AGM would be held face to face and be a much more interactive session, but from experience of over six months of virtual meetings, it was felt that this would be the best way of managing the Q&A session. MT reminded everyone that the papers were available on the LEP website.</p>																							
2.	<p>Directors' appointments during the period 12 February 2019 to 31 March 2020</p> <p>The Board noted the following appointments during the period:</p> <table border="0"> <tr> <td>Mandy Thorn MBE DL</td> <td>Sonia Roberts</td> </tr> <tr> <td>Paul Bennett</td> <td>Paul Kalinauckas</td> </tr> <tr> <td>Andrew Manning Cox</td> <td>Frank Myers MBE</td> </tr> <tr> <td>James Staniforth</td> <td>Sara Williams</td> </tr> <tr> <td>Cllr David Hitchiner</td> <td>Cllr Ellie Chowns</td> </tr> <tr> <td>Cllr Peter Nutting</td> <td>Cllr Steve Charmley</td> </tr> <tr> <td>Cllr Sean Davies</td> <td>Cllr David Wright</td> </tr> <tr> <td>Paul Hinkins</td> <td>Dr Catherine Baxter</td> </tr> <tr> <td>Ruth Shepherd</td> <td>Christine Snell</td> </tr> </table> <p>The Board noted the following Directors' appointments and then resignations from the Board during the period 12 February 2019 to 31 March 2020</p> <table border="0"> <tr> <td>Dr Graham Wynn OBE</td> <td>Dr David Llewellyn</td> </tr> <tr> <td>Cllr Lee Carter</td> <td>Cllr Tricia Marsh</td> </tr> </table> <p>MT recorded a formal note of thanks to Dr Wynn for all the hard work he carried out over 6 years as the previous Chair of the Marches LEP.</p>	Mandy Thorn MBE DL	Sonia Roberts	Paul Bennett	Paul Kalinauckas	Andrew Manning Cox	Frank Myers MBE	James Staniforth	Sara Williams	Cllr David Hitchiner	Cllr Ellie Chowns	Cllr Peter Nutting	Cllr Steve Charmley	Cllr Sean Davies	Cllr David Wright	Paul Hinkins	Dr Catherine Baxter	Ruth Shepherd	Christine Snell	Dr Graham Wynn OBE	Dr David Llewellyn	Cllr Lee Carter	Cllr Tricia Marsh	
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<p>3.</p>	<p>Strategic Report, Report of the Directors and Financial Statements for the Period 12 February 2019 to 31 March 2020</p> <p>GH said that a significant amount of work had been done to produce the reports and financial statements by the LEP Team, assisted by C Buss and members of the Incorporation Task & Finish Group: MT, CB, PB, DH and JS. GH noted that a summary report on the background to the accounts' preparation and audit process had been circulated. Thorne Widgery had been appointed as the accountants and James, Holyoak and Parker (JHP) had been appointed as the auditors. RB, Director at JHP was present to take any questions on the Statement of Accounts. No issues had been identified by JHP. GH said an internal audit had also been carried out by Shropshire Council's audit team on the LEP's processes and procedures in 2019 and again, no issues were reported from this internal audit. If approved, the signed Financial Statement will be uploaded to the MLEP website with a link to the MLEP Annual Report 2020. The Annual Report will be formally launched on 12 October 2020 during the Marches Economic Recovery Week.</p> <p>The Board approved the Strategic Report, Report of the Directors and Financial Statements for the Period 12 February 2019 to 31 March 2020 for Marches LEP Ltd (unanimous)</p> <p>MT thanked RB and colleagues, and C Buss for all his work with the LEP Team. The Strategic Report and Report of the Directors would be signed by MT on behalf of the Board. The Financial Statements would be signed by MT on behalf of the Board; and would then be signed by RB.</p>	<p>MT, RB</p>
<p>4.</p>	<p>Re-Appointment of Auditors The Board approved the re-appointment of James, Holyoak and Parker as Auditors for 2020/21 (unanimous)</p>	
<p>5.</p>	<p>Questions</p> <p>7 questions had been received in writing from members of the public. MT read out each question which was followed by a response given by GH. The questions and responses can be found on the MLEP website or via the following link: MLEP AGM 29.09.2020 Questions and Responses.pdf</p> <p>MT said that the LEP is an enabling body and supports bids to government and is committed to interacting with business and the voluntary sector in the Marches area. MT offered to provide a briefing on the work of the LEP to organisations.</p>	
<p>6.</p>	<p>Close The meeting closed at 4.40pm.</p>	
	<p>Date of next Marches LEP Ltd Annual General Meeting – September 2021</p>	