

**Draft Minutes of the Marches Local Enterprise Partnership Ltd Annual General Meeting  
30 November 2021 at 3.00pm  
Meeting held via Zoom  
(Company Number: 11822614)**

**Present:**

<b>Mandy Thorn MBE DL</b>	MT	Chair, Marches LEP
<b>Sonia Roberts</b>	SR	Social Inclusion Champion; Deputy Chair, Marches LEP
<b>Frank Myers MBE</b>	FM	Herefordshire Business Board Chair
<b>Will Westley</b>	WW	Telford Business Board Chair
<b>Andrew Manning Cox</b>	AMC	Hereford Enterprise Zone Chair
<b>Cllr David Hitchiner</b>	DH	Leader, Herefordshire Council
<b>Cllr Ed Potter</b>	EP	Deputy Leader, Shropshire Council
<b>Cllr David Wright</b>	DW	Cabinet Member for Economy, Housing, Transport and Infrastructure, Telford & Wrekin Council
<b>Paul Kalinauckas</b>	PK	Access to Finance Champion
<b>Sara Williams</b>	SW	Marketing Manager - Northern Europe, Protolabs
<b>Dr Catherine Baxter</b>	CB	Higher Education Champion; University Secretary, Harper Adams University
<b>Christine Snell</b>	CS	Business Partner, AJ & CI Snell
<b>Gordon Coppock</b>	GC	Energy and NET Zero Champion

**In Attendance:**

<b>James Walton</b>	JW	Section 151 Officer, Shropshire Council
<b>Neil Taylor</b>	NT	Interim Director of Economy and Place, Herefordshire Council
<b>Mark Barrow</b>	MB	Executive Director for Place, Shropshire Council
<b>Katherine Kynaston</b>	KK	Director Housing, Economy & Infrastructure, Telford & Wrekin Council
<b>Marabeth Carrington</b>	MB	Accounts Manager, James, Holyoak and Parker Chartered Accountants
<b>Ollie Hindle</b>	OH	Assistant Director/Area Lead, West Midlands Team, Cities & Local Growth Unit, Department for Business, Energy and Industrial Strategy
<b>Rachel Laver</b>	RL	Chief Executive, Marches LEP
<b>Ilia Bowles</b>	IB	Director of Corporate Services, Marches LEP
<b>Kathryn Jones</b>	KJ	Partnership Manager, Marches LEP
<b>Nick Alamanos</b>	NA	Programme Manager, Marches LEP
<b>Tim Yair</b>	TY	Regional Senior Energy Projects Officer, Midlands Energy Hub
<b>Sharron Stubbs</b>	SS	Accountant, Finance Technical Accounting Team, Shropshire Council
<b>Ennis Vingoe</b>	EV	Marches LEP Executive Assistant
<b>Wayne Redge</b>	WR	Marches LEP Office Administrator
<b>Observers:</b>		
<b>Amy Bould</b>	AB	Be Bold Media

ITEM		ACTION
1.	<p><b>Chair's Introduction and Apologies</b></p> <p>MT welcomed everyone to the Marches Local Enterprise Partnership (LEP) Annual General Meeting (AGM) and noted that the meeting would be recorded to aid the production of the minutes. One member of the public was attending the meeting as an observer. Apologies had been received from Beth Heath.</p> <p><b>Minutes of The Marches LEP Ltd Annual General Meeting on 29 September 2020</b></p>	

	<p>The Minutes of the meeting held on 29 September 2020 were approved by those members present at the meeting and would be signed (electronically) by the Chair as a true and accurate record of the meeting.</p>	
2.	<p><b>The Board noted that the following directors held office during the whole of the period from 1 April 2020 to 31 March 2021:</b>  Mrs A J Thorn MBE DL (Chair)  Mrs S H Roberts (Deputy Chair)  Dr C E Baxter  Cllr S F Charmley  Cllr E Chowns  Cllr S Davies  Mr P A Hinkins  Cllr C D Hitchiner  Mr P Kalinauckas  Mr A R Manning Cox  Mr F Myers MBE  Cllr P Nutting  Ms R E Shepherd  Mrs C I Snell  Mr J R Staniforth  Mrs S E Williams  Cllr D Wright</p> <p><b>The Board noted other changes in directors holding office:</b>  Mr P K Bennett - resigned 31 December 2020  Mrs B Heath - appointed 24 February 2021</p>	
3.	<p><b>Strategic Report, Report of the Directors and Financial Statements for the Period 1 April 2020 to 31 March 2021</b>  MT introduced the report commenting that 2020/21 had been an extremely challenging year not least due to COVID-19, but it had also been a successful year for the LEP. The LEP's delivery partners had spent over £36million in the financial year, and the LEP had secured a further £14million for projects that were 'shovel-ready' as part of the government's Levelling Up funds. £7million of this had to be defrayed by the end of the financial year and the LEP was able to support our partners in achieving that. MT thanked the LA delivery partners; Hereford Enterprise Zone; FE and HE colleagues; private businesses and the LEP Team. The LEP Review had been announced in March 2021, and despite the continuing uncertainty due to the outcome of the Review still not having been published, the LEP staff continued to work tirelessly to deliver the LEPs ongoing commitments. MT paid tribute to the Marches LEP Team including the previous CEO, Gill Hamer.</p> <p><b>Financial Statements</b>  DH raised a question regarding the format of the financial statements. He felt that the format could be confusing to anyone else viewing the accounts. This was discussed and it was agreed that additional narrative would be added to Note 3 to explain the reasons for the differences in the income and expenditure tables and to make them clearer. MC would liaise with SS to agree the wording and issue an updated version of the statements.  MT raised whether or not the Marches LEP should be paying corporation tax. RL said that this had been raised at LEP Network level and had been fed into the LEP Review. The Marches LEP would be seeking further tax advice.  AMC raised a question regarding the 'going concern' statement and encouraged the Department for Business, Energy and Industrial Strategy to ensure that the LEP</p>	<p><b>MC, SS, IB</b></p> <p><b>RL</b></p>

	<p>Review was concluded as soon as possible. RL commented that the LEP would continue to be a going concern in 2022/23 as long as the £500k funding expected in the next financial year was forthcoming from government.</p> <p>MT and RL said that the LEP was spending more than the income being received due to its ongoing responsibilities to manage the existing projects and other obligations imposed by government; the tax liability over the past 2 years; and due to the loss of interest income which the LEP earned on the capital programme funds held, which were now almost fully spent.</p> <p>In response to a discussion regarding the treatment of surplus, it was confirmed the accounts had been prepared in accordance with public sector accounting procedures.</p> <p><b>The Board approved the Strategic Report, Report of the Directors and Financial Statements for the Period 1 April 2020 to 31 March 2021 for Marches LEP Ltd, subject to the amendments noted above (unanimous)</b></p> <p>MT thanked MC, Rob Humphreys (RH) and colleagues at James, Holyoak and Parker (JHP Ltd) Chartered Accountants.</p> <p>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 when the agreed amendments had been made; and would then be countersigned by the auditor.</p>	<b>MT, RH</b>
4.	<p><b>Re-Appointment of Auditors</b> <b>The Board approved the re-appointment of JHP Ltd as Auditors for 2021/22 (unanimous).</b></p>	
5.	<p><b>Questions</b> No questions were raised by members of the public.</p>	
6.	<p><b>Close</b> The meeting closed at 3.32pm.</p>	
<b>Date of next Marches LEP Ltd Annual General Meeting – September 2022</b>		