

**Minutes of the Marches LEP Ltd Board Meeting  
12 March 2024 at The Feathers Hotel, Ludlow SY8 1AA  
(Company Number: 11822614)**

**Present:**

<b>Sonia Roberts MBE</b>	SR	Chair, Marches LEP
<b>Will Westley</b>	WW	Deputy Chair, Marches LEP & Telford Business Board Chair
<b>Frank Myers MBE</b>	FM	Herefordshire Business Board Chair
<b>Cllr Jonathan Lester</b>	JL	Leader, Herefordshire Council
<b>Cllr Lezley Picton</b>	LP	Leader, Shropshire Council
<b>Cllr Lee Carter</b>	LC	Cabinet Member for Place (The Economy & Neighbourhood Services), Telford & Wrekin Council
<b>Clare Fenton</b>	CF	Director, Fenton Partners & Veritherm
<b>Paul Kalinauckas</b>	PK	Access to Finance Champion
<b>Graham Guest</b>	GG	Skills Champion; Chief Executive and Principal of Telford College
<b>Sara Williams</b>	SW	Marketing Manager - Northern Europe, Protolabs
<b>Simone Clarke</b>	SC	Higher Education Champion, Pro-Vice-Chancellor Education & Students, Harper Adams University
<b>Dave Courteen</b>	DC	Marches Business Support Steering Group Chair (part of meeting)
<b>Gordon Coppock</b>	GC	Co-opted Board Member, Energy & Net Zero Champion (part of meeting)

**In Attendance:**

<b>Chris Allen</b>	CA	Evelyn Partners
<b>Adam Stephens</b>	AS	Evelyn Partners (part of meeting)
<b>Camilla Mulholland</b>	CM	Evelyn Partners
<b>Tania Clench</b>	TC	Cripps (part of meeting)
<b>Alex Collins</b>	AC	Deputy Area Lead, Cities & Local Growth Unit
<b>James Walton</b>	JW	Section 151 Officer, Shropshire Council (online)
<b>Roger Allonby</b>	RA	Service Director for Economy, 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>Rachel Laver</b>	RL	Chief Executive, Marches LEP
<b>Kathryn Jones</b>	KJ	Head of Partnerships & Strategy, Marches LEP
<b>Mark Schneider</b>	MS	Head of Business Development & Delivery
<b>Tim Travers</b>	TT	Marches LEP in-house Legal Support
<b>Ennis Vingoe</b>	EV	Executive Assistant, Marches LEP
<b>Gary Blackburn</b>	GB	Project Officer, Marches LEP

**Observers:**

<b>Stephanie Jones</b>		Growth Hub Project Support Officer, Marches LEP
<b>Andriané Usherwood-Brown</b>		Marches Careers Hub Lead, Marches LEP

ITEM		ACTION
1.	<p><b>Welcome</b></p> <p><b>1. Welcome, Apologies and Declarations of Interest</b></p> <p>SR thanked everyone for attending the final Marches LEP Board Meeting. Apologies were received from A Green.</p> <p>SR noted that the meeting was being recorded to aid the production of the minutes.</p>	

	<p><b>2. Declarations of Interest</b> The Chair asked for any conflicts of interest and reminded members to complete the form that had been distributed for any specific Declarations of Interest for every meeting. No declarations of interest were made.</p>	
<p><b>2.</b></p>	<p><b>Minutes of The Marches LEP Ltd Board meeting on 20 February 2024</b> The minutes of the LEP Board meeting held on 20 February 2024 were approved by those members present at the meeting and would be signed by the Chair as a true and accurate record of the meeting.</p>	
<p><b>3.</b></p>	<p><b>Chair and CEO's Report</b> SR said that the past few months had been difficult, but the LEP Team had worked extremely hard, supported by TT to get the relevant legal documents and information together. The LEP Network had commented that it is remarkable what has been achieved in such a short timeframe to wind up the Marches LEP. SR expressed her sincere thanks to the LEP Team, to TT and to the LA officers for all their efforts.</p> <p>SR said that good governance processes had been observed through all aspects of the transition and the projects transitioned to Shropshire Council this morning with the relevant novation documentation and side letters having been signed or will be signed before the completion of this meeting.</p> <p>FM raised a query regarding assets and liabilities and whether there was a statement in the Transfer Deed that Shropshire Council would cover all known and unknown future eventualities in terms of liabilities. The query was discussed in some depth and comments were made by TT, RL, MB; and by CA from the liquidators' perspective. TT will forward information to members that has been drawn up this morning for the Chair and Deputy Chair, prior to the signing of the Transfer Deed. This provides reassurance that the Transfer Documents are in an acceptable and agreed form for signing and completion today in advance of the company going into members' voluntary liquidation. SR said that Joint Committee members' legal teams have also checked the documents at all stages of the process and have recommended that they are ready for signature. Due diligence has been followed through every stage of the process.</p> <p>SC stated her thanks to the Chair, Deputy Chair, RL, TT and LA colleagues for the meticulous process that has been undertaken which shows the professionalism of the company and the quality of the relationships between the partners. It has been extremely helpful to have the professional advice.</p> <p>SR thanked TT and RL for the commitment and hours they had put in to ensure that the deadlines have been met.</p> <p>SR also thanked JW, in his capacity as s151 Officer for the Marches LEP Accountable Body (Shropshire Council), for his guidance and support to the LEP over the years.</p>	<p><b>TT</b></p>
<p><b>4.</b></p>	<p><b>Preparation for Directors' Declaration of Solvency</b> CA explained the process that would be undertaken during this part of the meeting where the directors of the company would sign and swear the Declaration of Solvency.</p>	

	<p>The 12 directors present signed the Declaration.</p> <p>The document was emailed to TC at 4.12pm.</p>	
5.	<p><i>TC joined the meeting remotely at 4.38pm.</i></p> <p><b>Directors' Declaration of Solvency</b></p> <p>The directors reaffirmed that it was considered appropriate to place the Company into members' voluntary liquidation.</p> <p>The directors reviewed the Declaration of Solvency prepared in accordance with s89 of the Insolvency Act 1986. The penalties for making a false declaration were explained.</p> <p><b><i>It was resolved that that the Declaration be approved and made.</i></b></p> <p><i>Tania Clench left the meeting at 4.45pm.</i></p> <p>The Chair was authorised to sign a copy of the documents as confirmation of the Board's agreement to the content.</p>	
	<p>The meeting closed at 4.45pm.</p>	

Signed (electronically):

Sonia Roberts, Chair Marches LEP

Date: 13.03.2024