

**TOPAS MANAGEMENT BOARD
ANNUAL GENERAL MEETING**

Minutes of meeting held Tuesday 16th August 2017

Department for Transport Offices, Great Minster House, 33 Horseferry Road, London SW1P 4DR

Attendees:

Keith Manston (Outgoing Chair)	ARTSM
Sally Gibbons	Department for Transport
Mark Pleydell (Director)	ARTSM
Adrian Gray (Incoming Chair)	TSG (Hants County Council)
Cameron Ferguson	Transport Scotland (telecon)
Roger Stainforth	ARTSM
Meirion Williams	Welsh Government (telecon)
Wayne Duerden	Department for Transport
Ben Catchsides	TSG / Highways England (telecon)
Trevor Hardy	TSG / TfL
Peter Hutchinson	ARTSM
Kealie Franklin	TOPAS Admin
Roy Gordon	NI Transport

Apologies:

Richard Ling	TSG (Cambs County Council)
Graeme McQuaker	Transport Scotland

AGM Open by Director – Mark Pleydell

Welcome and introductions

Attending : Ilyas Sharif – Nissen
Oliver Cox - Dynniq

Declared quorate.

1. Minutes & Matters Arising

Minutes of Previous AGM read and approved by Board. Signed as true by Director.
No further matters arising.

2. Annual Report

MP gave an overview of the year for TOPAS.

Accounts: income was in the region of £8000 with expenditure at £7776 and that as such the business was financially viable.

The business: TOPAS still not receiving the level of product applications to generate enough income to be independent, however the current levels of expenditure were significantly lower than expected – originally anticipated as 24 applications per year from HA records. Current funds provided management for at least the next two months, with funding agreed from DfT and offered from ARTSM and possibly Wales, so that the business could continue to run for the next financial year.

In reviewing why TOPAS was not receiving more applications it was suggested a lack of certainty around specification reviews may play a part, together with the level of adherence by manufacturers and purchasers with lower user expenditure simply reducing the demand for new product development and registration.

Internal operations – Administration effective in lowering costs and managing use of funds to minimise tax liability. Administration makes up a large part of expenditure which delivers accounting services, financial management, continuous presence to applicants, maintaining website as primary public face, managing enquiries, arranging meetings and co-ordinating specifications documents and also covers office costs for administrative role.

Away from business management we are still heavily dependent on voluntary input by members of our component organisations for technical input in specification development and responses to technical questions but within the current funding conditions this is an acknowledged constraint. The Management Board and individual Board members continue to ensure that TOPAS is promoted into the sector at credible events.

Overall TOPAS is an established and stable entity in the sector, is now well known by many people and the principle behind its inception and in the absence of evidence to the contrary, our continued operation remains valid and broadly supported.

3. Presentation and adoption of Accounts

MP presented the Annual Accounts for approval, including breakdown of costs for the fiscal year end. In view of the above full report the Management Board adopted the accounts and the statement of annual report as presented to the accounts.

4. Accountancy

It was agreed that accounts would continue to be dealt with in-house by the current administrator following standard Accounting Rules under F102 Rules for small businesses.

5. Terms of Reference

AG proposed some typographic amendments which were agreed. The ToR also required an operational plan, which has so far been dealt with through Minutes of meetings. It was proposed that we include a statement in relation to operational plan in the ToR so that it did could be revised within the ToR annually. AG would draft this for inclusion.

Accepted and approved.

6. Election of Management Committee

Thanks given to outgoing Chair, Keith Manston.

As per the Terms of Reference Board official acceptance of new Chair and Vice Chair:

Chair – Adrian Gray, TSG & Hampshire CC

Vice Chair – Meirion Williams, Wales Government

Any other competent business

Secretariat : (Administrator was asked to leave the room). Confirmed that the Board agreed that Kealie Franklin would remain in secretariat role and receive an increase in fees of 2% .

Registered Office – This is confirmed as 2 Sheriffs Orchard, Coventry, CV1 3PP.

Closing Remarks

MP thanked everyone for their continued voluntary support.

Venue for next AGM : TBC

Next AGM: 15th August 2019

Meeting End

11:45 am.