

**Minutes of the 2021 APEA Annual General Meeting
Marshall Arena, Stadium MK
18th November 12.10am**

1. Chairman's Welcome

J Thompson, standing in for Honorary Secretary A Kennedy invited T Daly to the stage.

T Daly welcomed everyone to the meeting.

2. Apologies

J Thompson noted that there had been apologies and read out the list.

3. Minutes of previous meeting

J Thompson said the minutes have been available on the website from the previous AGM on 19th November 2020 and this was notified to members, it was agreed that the minutes were correct. The minutes were proposed as correct by

4. Matters Arising from Minutes 19th November 2020

There were no matters arising.

5. Correspondence

J Mardell said there had been no matters arising.

6. Chairman's Report

I would like to welcome you to the 2021 APEA Annual General Meeting. It has been an honour and a privilege for me to have served as the Association's Chairman for the past three years.

The National Council is here to represent you, the membership.

I would like to extend a warm welcome to our new members and to those that have left or retired; the time and energy you have given to the APEA is really appreciated.

We are guided by the values laid down by the founding members who set up the Association over 60 years ago. This encompasses industry and regulators working together and has now evolved to reflect today's industry in a time of change and challenges.

The APEA branches play an important role in serving the membership by arranging technical presentations and training. Activity at branch level has been challenging this last two years due to the Covid Pandemic. However, we have worked to overcome some of the challenges by engaging in online branch meetings. The APEA branches are the grassroots of our Association and without their participation, the Association would not be what it is today. It is important that we do our best to maintain as much communication and interaction as possible within our branches.

I would like to thank the APEA National Council for their support and dedication during my last three years as Chairman of the APEA. To our Events Chairman, Alex Boudry, Business Manager, Jane Mardell, Treasurer, Gareth Bourhill, Editor of the Bulletin, Brian Humm, Honorary Secretary and Electronic Communications Chairman Andy Kennedy, Branch Reps Chair, Andy Myers, and our Technical Chairman, Jamie Thompson. Thank you to all the rest of Council: Doreen Pooley, Anton Martiniussen, Ian Hillier, Clare Scawthorn, Rachel Hallam, Killian Tallon, Phil Bonny, Rob Tunnicliff, Chris Ramshaw and Scott Ruddick.

The Chairman's role is one that is supported by the assistance and diligence of many others. One of my aims coming to office was to encourage the APEA branches to be more active and to grow the membership and to spread the awareness of the APEA internationally. My aim has also been to bring the message of best practice, high standards, training and awareness on petrol station forecourts wherever they may be, for the safety of the motorist, workers and the environment.

Thank you all on behalf of the APEA, for your support and enthusiasm in these challenging times and I would like to wish the incoming chair the very best for their tenure of office.

7. Secretary's Report

Welcome to the APEA 2021 AGM. I don't think anybody was expecting the changes we had to implement due to Covid-19 lasting as long as they have. Last year, with all face to face meetings being

cancelled, Council then had to take the dreaded decision with F2F to cancel the APEA Live event. Through the hard work of F2F and the events committee of the APEA we are pleased to see you all back this year at this prestigious industry event. Unfortunately, I can't be with you this year due to unexpected family commitments, so I will keep my report short as Jamie is having to read it out on my behalf.

With the restrictions on face-to-face meetings, all branch events have been cancelled and at this time I think most branches are still taking a cautious approach. Some branches have arranged virtual meetings (which have been a success). I believe Council will need to work along with the other branches going forward to see how this can be replicated or expanded for future events.

Due to changes in the handling of on-line transactions, we are once again having to make major website upgrades. We are as confident as we can be that our support company is up to the task this time and we can present the new website to you very shortly. Thank you in advance for helping out with some testing when the time comes.

I am very pleased to see there is still a willing commitment from members to take a place on the APEA Council and all Council positions have nominations again this year. I know the day-to-day work commitments for individuals seems to get greater each year, so thank you for all the people who have put themselves forward. It is a pleasure to work with this group of committed colleagues who give up their time to ensure the APEA keeps relevant to the industries that it supports. I am always amazed at the level of knowledge available to the members and industry whenever any questions are asked.

Can I finally sign off thanking Jane for her diligence and hard work keeping us all on track this year? Jane has had many challenges this year but keeps on going and is always committed to ensure things are organised and on time. I know this is a very isolated role at times and hopefully we can get together a bit more frequently in future to remind Jane what we all look like. Good luck for the day.

8. Treasurer's Report

Ladies and gentlemen, as in previous years the accounts will be presented on the screen. As I complete my ninth year as your Treasurer, I would indicate and for the minutes, express my appreciation for the continuing assistance of our accountants, Ensors.

Last year was a challenge for every organisation given the swift impact of the Covid pandemic and how it affected every one of us both here in the UK and internationally. An event that we never saw coming nor any of us had experienced before and a real test of our resilience. I'm sure this will be no surprise and as you have already seen or will hear there was an impact on the Association finances last year.

The accounts for 2020 are now or should be on the screen.

If we can go through them as we have always done, page by page.

First is the heading page.

Next is the Company Information Page.

Next is the Contents page.

Page 1 and 2, the first two numbered pages are the list of directors and activities, the director's report giving general information about the activities for the year, and defining in general terms, the responsibilities of the directors.

Pages 3, 4 and 5, are the independent auditor's report, which is addressed to you, the Association members and explains the rules and responsibilities covering the directors and the auditors.

Page 6 details the Profit and Loss account for the year and shows a Loss of £27,328 after tax which is greater than the loss in the previous year which was £22,441 and our third reported loss in nine years. I must, of course, indicate that the turnover dropped considerably due to the pandemic impact by some £132k and offset by a drop in expenditure of £120k.

As a non-profit making "Member" organisation surpluses and deficits will occur as our Association strives to provide benefits for the members. I am not overly concerned in reporting this further loss in financial year 2020. As a board of Directors we have discussed the Covid impact and basically the

closing down of all the branch and national activities for the greater part of last year. We identified benefits in using the opportunity to further rebuild and develop our website and marketing material while opportunities were positive for savings on these items. We also benefitted from the financial resilience of the Association and our positive cash position built up in previous years.

Going forward with reserves of more than £239,000 and the impact of the pandemic still with us for the vast part of 2021 I would expect to report a further similar size loss next year. However, the Association currently remains in a healthy state and with some tentative green shoots of recovery with training and of course our event here today we are slowly moving back to business as usual as far as we can plan.

As Treasurer I have again for this year expressed with fellow Directors including the Branch Representatives that we look at ways of assisting branches as COVID restrictions are further lifted and we all get back to what we considered normality.

Page 7 is the balance sheet and shows us that we have reserves of £239,966

Pages 8, 9, 10, 11 and 12 are the notes to the preceding pages.

Page 13 shows details of money paid to the directors for various reasons.

I am happy to report that in my opinion these accounts, which have been posted on our website and a link was sent to all members, shows us still to be in a good financial position for the challenging times we currently find ourselves in.

B Humm proposed the accounts as correct. There was a show of hands and the accounts were accepted.

J Thompson said the accountants needed to be proposed for another year. R Tunnicliff proposed that Ensors carry on for another year. There was a show of hands and this was accepted.

9. Editor's Report

The Bulletin has continued to be extremely popular amongst the members; regular mentions are made of the content during APEA events throughout the year, always complimentary, especially from people within the enforcement community. Technical articles seem to be the most popular, followed by historical ones.

Advertising in The Bulletin remains strong and I would like to sincerely thank all the advertisers who continue to take space to promote their services. I think that the value for money is excellent as we strive to produce a Bulletin that is both informative and factual for our industry.

As usual though, The Bulletin is becoming increasingly difficult to produce. This is in relation to the content and news items, though we try as hard as we can it is always a struggle to get good quality content. This is my usual veiled plea for members to try and submit material for publication, no matter how short as everything is welcome.

There are a few people to say thank you to. Firstly, Jane Mardell for all the support and gentle cajoling to get copy to her on time, John Thompson who carries out our main proof reading, Jamie Thompson for the articles and links to news items for publication and obviously for everyone who contributes to make The Bulletin the best in the business.

10. Election of Officers

A Kennedy presented the nominations to Council.

Nomination forms have been received for the following persons, and in the absence of any other nominees, they were appointed to office unopposed:-

Post	Person	Proposer	Second
Chair	Doreen Pooley	David Sommers	Raymond Blake
Vice Chair	Brian Humm	Thomas Daley	Andy Kennedy
Hon Sec	Andy Kennedy	Gareth Bourhill	Thomas Daly
Treasurer	Gareth Bourhill	Thomas Daly	Andy Kennedy
Editor	Brian Humm	Andy Kennedy	Jamie Thompson

Council member	Killian Tallon	Thomas Daly	Alex Boudry
Council member	Anton Martiniussen	Jamie Thompson	Gareth Bourhill
Council member	Clare Scawthorne	Brian Humm	Andy Kennedy
Council member	Jamie Thompson	Brian Humm	Clare Scawthorne
Immediate Past Chair	Thomas Daly		

T Daly presented D Pooley the new Chairman with the chain of office.

10. Presentation of Fellow Certificate

J Thompson said there was a fellow nomination and asked D Pooley to present the certificate to Ray Blake.

Ray Blake said he was very surprised to receive the certificate and said this was the second presentation on the stage after receiving the Lifetime Award previously. Ray said that he was now retiring and thanked the APEA for the nomination.

D Pooley thanked T Daly for his tenure as Chairman and would continue the work with branches to thrive within the funds available. She said she is looking to drive the APEA forward. D Pooley thanked the APEA and looked forward to the next two years.

10. AOB

There was no other business.

J Thompson thanked everyone for attending and closed the meeting.