

THE NATIONAL PLANNING FORUM

Minutes of the Annual General Meeting of the Forum held on Thursday 10 December at 16.30 via MS Teams

PRESENT: *Dave Chetwyn (IHBC) in the Chair, Andrew Taylor (RTPI), Esther Kurland (NPF Vice Chair/Urban Design London), Fionnuala Lennon (Homes England), Jonathan Wade (POS), Matt Thomson, Mike Hayes (NPF Treasurer), Richard Blyth (RTPI) and Linda Durtal (NPF Secretary)*

APOLOGIES: *Barry Davies (BIAC)*

20/01 **Welcome and introduction**

The Chairman welcomed members to the Forum's AGM.

20/02 **Minutes of the annual general meeting of the National Planning Forum held on 10 December 2019**

The minutes had been previously circulated for information and it was **AGREED** by those present that the minutes should be accepted.

20/03 **Company accounts 2019-20**

The meeting noted the set of formal accounts which had been previously circulated, and which had been approved by the Board to be lodged with Companies House by 31 December 2020.

20/04 **Business Plan and Budget 2021**

The meeting **AGREED** (*Proposer: Andrew Taylor; Seconder: Jonathan Wade*) the Business Plan and Budget for 2021 which had been previously circulated.

The meeting also **AGREED**:

- a) That the Board should consider revising the budget during the year to minimise the potential loss and should seek to work towards a balanced budget in future years;
- b) That the Management Committee should discuss options for the future of a mix of hybrid, online and face to face meetings which would allow more organisations and planners to be involved in the work of the Forum;
- c) Future research project funding should include an allowance for the costs of a part-time project manager
- d) In the first instance these issues should be discussed by the Management Committee prior to a formal proposal being sent to the Board of Directors for decision.

20/05 **Election of 1 Director**

The Secretary reported that one valid nomination had been received for the post of Treasurer on the NPF Board.

The meeting **CONFIRMED** that Mike Hayes should be elected unopposed as Treasurer of the Board for the two-year term commencing 1 January 2021

20/06 **Election of 2 members of the Management Committee**

The Secretary reported that one valid nomination had been received for a member of the Management Committee to represent the Government Agency Sector and one valid nominated had been received for a member of the Management Committee to represent the Local Government Sector.

The meeting **CONFIRMED** therefore that Fionnuala Lennon of Homes England (government agency sector) and Jonathan Wade from Planning Officers Society (local government sector) should be elected unopposed for the two-year term commencing 1 January 2021.

20/07

Membership feedback

It was **AGREED** that the Management Committee consider undertaking a short survey of the membership to identify potential areas for both future meetings research projects.

20/08

Any other business

There being no other formal business, the Chair was thanked for chairing the meeting in an efficient way and the meeting spent some time informally discussing the possible programme content for the next scheduled meeting of the Forum on 23 February 2021.