

THE NATIONAL PLANNING FORUM

Minutes of the Annual General Meeting of the Forum held on Thursday 7 December at 16.00 via Zoom video call

PRESENT: Dave Chetwyn (IHBC) in the Chair, Andrew Taylor (RTPI), Barry Davies (BIAC), Fionnuala Lennon (Homes England), Mike Hayes (NPF Treasurer), Helen Williams (Locality), Andrew Close (RTPI), Fiona Howie (TCPA) and Linda Durtal (NPF Secretary)

APOLOGIES: Esther Kurland (NPF Vice Chair/Urban Design London), Victoria Hills (RTPI), Jonathan Wade (POS)

21/01 **Welcome and introduction**

The Chairman welcomed members to the Forum's AGM.

21/02 **Minutes of the annual general meeting of the National Planning Forum held on 10 December 2020**

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

21/03 **Company accounts 2020-21**

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.

21/04 **Business Plan and Budget 2021**

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

The meeting noted that as per the direction outlined at previous AGMs the Board had been pursuing a deliberate policy of running the historical level of reserves down but it was now clear that the current membership income was not sufficient to cover the base running costs of the Forum.

The meeting **AGREED** that during the year ahead the Board and Management Committee should focus on the following:

- A) Were there ways in which the existing fixed costs could be reduced?
- B) Should the Forum redefine its role?
- C) How could attendance at the regular meetings be increased?
- D) How could the membership be grown?

The meeting **AGREED** that the Directors should consider allocating some of the reserves for business development going forward.

21/05 **Election of 2 Directors**

The Secretary reported that one valid nomination had been received for the posts of Chair and Vice Chair of the NPF Board.

The meeting **CONFIRMED** that Dave Chetwyn (Chair) and Esther Kurland (Vice Chair) should be elected unopposed for the two-year term commencing 1 January 2022

21/06 **Election of 3 members of the Management Committee**

The Secretary reported that one valid nomination had been received for each of the three Management Committee vacancies.

The meeting **CONFIRMED** therefore that Barry Davies, BIAC (business sector), Andrew Taylor, RTPi (professions sector) and Helen Williams, Locality (voluntary/third sector) should be elected unopposed for the two-year term commencing 1 January 2022.

21/07

Charitable status

The meeting noted that the Management Committee had agreed that there was no operational advantage currently in seeking charitable status for the organisation.

21/08

Any other business

There being no other formal business, the Chair formally welcomed Helen Williams as a new member of the Management Committee and then closed the meeting.