



## Forth Estuary Forum

Minutes of the **Annual General Meeting** of the Company held at The Queensferry Hotel, St. Margaret's Head, North Queensferry KY11 1HP on **Thursday 23rd November 2017**.

Company Number SC 175839

Present:

Ruth Briggs (Forum Chair)

Christopher Cutts (Secretary)

All Directors, and a number of Management Group and Forum members.

Apologies:

Morag Campbell (Marine Scotland)

Adrian Bell (Solicitor, Morton Fraser), chaired the meeting and confirmed that it was quorate.

The Chair put to the meeting that the Minutes for the Annual General Meeting held on 17th November 2016 were an accurate record. The resolution was passed.

### 1. Accounts and Reports

Ruth Briggs gave a brief summary of the Reports of the Directors and Accountants, highlighting some of the activities in 2016-17: the Forum continued to run a programme of events and workshops; work had been done on producing a report on Local Authority Development Plans: ForthSight and e-bulletins continue to be regularly produced, the Forums' twitter presence continued to increase and the Forum had set up a Facebook account; the Forum continued to contribute to developing national and regional marine planning strategy through Marine Scotland and the Scottish Coastal Forum, and by contributing governance suggestions for the presumptive SE Scotland marine region. The Management Group continued to play an active and valuable role in the work of the Forum. A joint conference was held for the first time with the Tay Estuary Forum and it was proposed to hold another joint conference next year, with a venue nearer the Forth.

The accounts showed a small surplus, however a slight decrease in income and an increase in expenditure meant the surplus was considerably lower than the previous year. The reduction in income was largely due to a Local Authority not renewing its membership subscription.

Ruth noted her thanks to Forum members continuing to subscribe to the Forum while acknowledging the financial constraints that make it hard for Local Authorities to continue their support. Ruth was grateful to the commitment of the Directors, thanked the organisations which make up the management group, and formally recognised the efforts of Forum staff in carrying out the Forum's work plan.

The Chair put to the meeting that the Accounts for the year ended 31 March 2016 and the Reports of the Directors and Accountants thereon be received. The resolution was passed.



2. Re-election and election of Directors and Office Bearers

The Chair put to the meeting resolutions that Ruth Briggs, Derek McGlashan and Tom Brock be re-elected as Directors . The resolutions were passed.

3. Re-appointment of Accountants

The Chair put to the meeting resolutions that Paterson Boyd & Co, Chartered Accountants, 18 North Street, Glenrothes KY7 5NA should be re-appointed as the Forum's accountants, and that authority should be given to the Directors to fix their remuneration. The resolutions were passed.

4. The Election of the Management Committee

The Chair put to the meeting resolutions that Graham Russell and Paul Bancks be re-elected to the Management Group and that Ken Tippen (City of Edinburgh Council) and Lisa Moir (Scottish Power) should be elected onto the Management Group. The resolutions were passed.

5. Any Other Business

Alex King (representing Bo'ness Community Council) raised a query regarding the subscription rates. Ruth confirmed that the rates were reviewed annually but the directors had decided once again not to increase the rates for this year. However the board was fully aware on the need to increase membership and also to look at alternative sources of funding.

The meeting was advised that Forth Ports' intention to demolish the building in which our office is situated meant that alternative office accommodation was being sought and a new address would be provided as soon as possible.

6. There being no other business the meeting was concluded.