



Forth Estuary Forum

Minutes of the **Annual General Meeting** of the Company held at The National Museum of Scotland, Lothian Street, Edinburgh EH1 1JF on **Friday 28th September 2018**.

Company Number SC 175839

Present:

Ruth Briggs (Forum Chair)

Christopher Cutts (Secretary)

Iain Rennick, Ian Howarth, Tom Brock, Derek McGlashan (Directors), and a number of Management Group and Forum members.

Apologies:

Ian Angus and John Bury (Directors)

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 23rd November 2017 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 2017-18: the management group and board of Directors each meet four times annually, and governance this year (e.g. GDPR, privacy protection) has been discharged well. The Forum continued to deliver targets by running a programme of events and workshops; ForthSight and e-bulletins continue to be regularly produced and the Forums' twitter presence continued to increase; 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. The Forum office moved to new premises in Grangemouth in February, and was grateful to Forth Ports for enabling that. The annual budget was ca. £60k, but ran at a slight deficit this year, in part due to the move.

Ruth noted her thanks to Forum members and funders continuing to subscribe to the Forum. 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.

Ruth stated that she was stepping down as chair but would continue as a director. The Forum has yet to identify a new chair but was receiving interest through a wide, open recruitment process which would remain open until the end of October with interviews in early November. Mr. Iain Rennick would chair the next Directors meeting with an interim chair for the management group (*N.b. Mr. Barry Shafe was appointed as the new chair in November 2018*).



The Chair put to the meeting that the Accounts for the year ended 31 March 2018 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 John Bury be elected as a Director. The resolution was 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 Johanna Willi be re-elected to the Management Group and that Yvonne Boles (RSPB) should be elected onto the Management Group. The resolutions were passed.

5. Any Other Business

Adrian Bell formally recorded thanks to Ruth Briggs for her ten year tenure as chair.

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