



Forth Estuary Forum

Minutes of the **Annual General Meeting** of the Company held at The Queensferry Hotel, St Margaret's Head, North Queensferry on Tuesday 12th November 2019 at 9.30 am.

Company Number SC 175839

Present:

Barry Shafe (Forum Chair)

Christopher Cutts (Secretary)

Iain Rennick, John Bury, Derek McGlashan (Directors),

and a number of Management Group and Forum members.

Apologies:

Ian Angus, Ruth Briggs, Tom Brock, Ian Howarth (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 28th September 2018 were an accurate record. The resolution was passed.

1. Accounts and Reports

Forth Estuary Forum's new Chair Barry Shafe began his comments by thanking Ruth Briggs for agreeing to stay on as a director after retiring as Chair at the AGM in 2018 and he thanked her for the guidance and support she had provided during that period. He also thanked Iain Rennick for standing in as interim chair for part of the year.

He gave a brief summary of the Reports of the Directors and Accountants, highlighting some of the activities in 2018-19. In particular he noted that it was 20 years since the Forum had published the Forth Integrated Management Strategy (FIMS), and that over that period a lot had changed but the Forum had been consistent throughout in working to the principles set out in FIMS. In recent years the Forum has been meeting additional requirements specified by Marine Scotland in relation to developing regional marine planning.

The annual budget is balanced with expenditure equal to income, and Barry highlighted the generosity of Forth Ports for providing office accommodation. The Forum continues to maintain a contingency reserve of circa £60,000 equivalent to 12 months running costs.

The Management Group plays an active and essential role in guiding the work of the Forum. Barry expressed his gratitude to the Management Group for embracing the opportunity to review the Forum's role and activities leading to the new outcomes-based business plan this year.

Barry confirmed that the Forum had been successful in obtaining substantial European funding to enable it to assess the state of the whole of Scotland's East Coast in partnership with the local coastal partnerships based in Dundee, Aberdeen and Inverness. He outlined the Forum's priorities over the coming year in relation to identifying and increasing understanding of Key Issues.

Barry thanked the members for continuing to contribute to the Forum and the Directors for their continuing support with particular thanks to Ian Angus and John Bury for their active role in advising the Forum's future efforts towards aligning terrestrial and marine planning and assisting Local Authorities in this respect. He thanked the organisations that make up the Management Group, and formally recognised the efforts of Forum staff in carrying out the Forum's work plan. He also noted that, in addition to Ruth standing down as a director, Tom Brock and Ian Howarth were also retiring as directors and on behalf of the meeting he formally expressed thanks on behalf of the Forum for all their work.

The Chair put to the meeting that the Accounts for the year ended 31 March 2019 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 Barry Shafe and Rob Duck be elected as Directors and Ian Angus and Iain Rennick 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 Derek McGlashan (Forth Ports), Julie Dewar (City of Edinburgh Council), and Malcolm Fraser (SNH) be re-elected to the Management Group and that Christopher Murphy (Scottish Power), Zoe Clelland (RSPB) and Toby Wilson (RSPB) be elected onto the Management Group. The resolutions were passed.

5. Special resolution

THAT the Articles of Association of the Forum be amended by the deletion of the existing Article 7.1 which reads as follows:

"The annual subscription (if any) for members shall be such as may be determined by the Forum at the AGM and subscriptions shall be due for payment annually on a date to be decided at the AGM at which the subscription is fixed. The AGM may provide for different rates of subscription for different classes or sub-categories of member or for different types of person (e.g. for students, pensioners or families)."

and its replacement with the following new clause 7.1:

"The annual subscription (if any) for members shall be such as may be determined by the Directors and subscriptions shall be due for payment annually on a date to be determined by the Directors. Directors may provide for different rates of subscription for different classes or sub-categories of member or for different types of person (e.g. for students, pensioners or families)."

The chair put to the meeting that the Special Resolution be approved. The resolution passed.

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