

MINUTES OF A MEETING OF PECT'S ANNUAL GENERAL MEETING



Held on Tuesday 28 November 2006, 6.15 pm
at the Broadway Suite, The Broadway Theatre, Peterborough

PRESENT

Company Members

Ken McKay (Chair)	Mike Lamport
Steve Magenis (Vice Chair)	Peter Lee
Andrew Heeler (Secretary)	Kevin Orme
Helen Austin	Jon Parsons
Vincent Brierley	Richard Paten
Nigel Bringham	Nick Sandford
Don Chiswell	Peter Slinger
Charles Clay	Michael Stanton
Matthew Clements	Keith Stapleford
Gareth Heatley	Jane Stubbs
Mike Holland	John Tate

In attendance

Hugh Cripps (PECT)
Sharon Dawson (PECT- minuting)
Rachel Huxley (PECT)
Graham Jones (Rawlinsons)

The Chairman, Ken McKay, opened the AGM by welcoming all the Company Members present.

1 Apologies

Chris Gerrard, Trevor Gibson, Ian Hall, Stuart McPhee, Lorna McShane, Ian Ripley, Ken Shackleton, Alastair Stirling

2 Minutes of the last AGM (22 November 2005)

There were no matters arising and the Minutes were agreed as a true record of the proceedings. **Agreed.**

3 Annual Report from the Chief Executive

Hugh Cripps stated that, because he had outlined all of PECT's current and potential projects at the inaugural Company Member's meeting on 19 September 2006, he would focus on the major points of 2006 which had been another year of major changes for PECT – especially on the staffing front.

Hugh Cripps reported that his full time appointment as Chief Executive had been confirmed.

Rachel Huxley had been appointed as Operations Manager.

A Director and Tactical Manager were now in post in ESTACA, following many months with the posts being vacant.

Ian Tennant was appointed in April 2006 to co-ordinate Eastex.

BeMS has a brand new team of Mathonwy Suter and Clare Turner.

There is also a brand new team for the Seeding Sustainable Communities project – Isabel del Burgo and Janine Starling

PECT continues to have the bedrock of Sharon, Mark, Karen, Amanda and Janet at PECT and Alex, Maxine and the rest of the team at ESTACA.

PECT has implemented an employer's contributory pension scheme and staff development/succession planning is improving.

Staff are PECT's most important assets but Hugh Cripps was pleased to report that PECT's finances are continuing to be healthy.

2006 had seen a major shake up in PECT's corporate governance structure with the abolition of the Executive Sub Group, a reduced but more active role for the Board and a revived Company Membership group. HC thanked all the Members for their support.

2006 has also seen the formation of PECT's Trading Company – PECT Consultancy Ltd (PCL). HC thanked Mark Randall (Anglia Energy Services) who has put in a huge amount of work to see this established and that it will be trading profitably within its first six months. PCL is a limited company which requires a Board of Directors and the Chief Executive thanked those PECT Board Members who had stepped into the breach to become PCL Board Members.

HC confirmed that PECT is looking to expand its projects in 2007 and it is envisaged therefore that during 2007 PECT will need to look for secondary office space or introduce other ways of working, since current office space is restricted.

As a final comment, HC pointed out that the last 12 months has seen a huge increase in the coverage of the environment and a raising up of the political agenda. Peterborough has a tremendous opportunity to get it right and PECT will remain in the vanguard helping Peterborough to become the UK's Environment Capital.

4 Audited Accounts

The Chairman reported that PECT's finances look stronger than ever. The Chair welcomed Graham Jones, from Rawlinsons (PECT Auditors) to the AGM and GJ gave a brief report of PECT's accounts for the year ending 31 March 2006.

Restricted funds stood at £311,794 and unrestricted funds at £428,983.

As stated in the Audited Accounts, the opinion of Rawlinsons was that the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 March 2006 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

The Chairman thanked GJ and requested a vote take place to receive the accounts of the Company for the year ended 31 March 2006 together with the reports thereon of the directors and the auditors of the Company and to consider the recommendation of the directors that no dividend be declared in respect of the year.

Proposed by Ken McKay

Seconded by Keith Stapleford

Approved unanimously.

5 Appointment of Auditors

GJ confirmed that Rawlinsons were willing to be reappointed as PECT's Auditors.

The Chairman requested a vote take place to reappoint Rawlinsons as Auditors until the conclusion of the next general meeting of the Company at which accounts are laid before the members and to authorise the directors to determine their remuneration.

Proposed by Richard Paten

Seconded by Mike Holland.

Approved unanimously and Rawlinsons were duly appointed.

6 Election of Board Members

Notice had been served to reappoint Mr Mike Holland, Mr Trevor Gibson and Mr Nick Sandford, who were retiring by rotation as directors in accordance with the provisions of the Articles of Association and, being eligible, were offering themselves for re-election as directors of the Company.

Proposed by Ken McKay

Seconded by John Tate

A vote was taken and the proposal was approved unanimously. All three, therefore, were duly re-elected.

7 Any Other Business

Charles Clay enquired as to the outcome regarding the re-evaluation of who PECT should bank with. The Chief Executive confirmed that PECT had decided to stay with the Co-operative Bank due to their ethical policies. The number of accounts has been slimmed down and PECT had negotiated favourable new deals with the bank.

With no other business the Chairman declared the Annual General Meeting closed at 6.35 pm.