***Draft* Minutes of HotSW LEP CIC AGM Meeting**

**14 October 2022**

**from**

**12.45 – 1.15pm in person**

**Touchdown 1, Future Skills Centre, Exeter EX5 2LJ**

**and via registration to webinar**

**Board Attendees:**

David Bird, Isca Ventures LLP (DB)

Cllr David Woan- Associate Lead Member for Economic Development & Inward Investment Somerset County Council (DW)

Jane Dumeresque – Non-Exec Director (JD)

Prof. Judith Petts CBE– Vice-Chancellor & Chief Executive, University of Plymouth (JPetts)

Karl Tucker – Chair HotSW LEP and Chair Yeo Valley Farms Ltd and Yeo Valley Ltd (KT)

Melanie Squires MBE – SW Regional Director, NFU (MS)

Paul Coles – CEO, SWBC (PColes)

Cllr Phil Bialyk – Leader, Exeter City Council (PB)

Cllr Rufus Gilbert -Cabinet Member for Economy and Skills, Devon County Council (RG)

Cllr Steve Darling – Leader, Torbay Council (SD)

Stuart Brocklehurst – Chief Executive, Applegate (SB)

Tracey Lee – Chief Executive, Plymouth City Council, as alternate for Cllr Richard Bingley (TL)

Vince Flower – Non-Exec Director (VF)

**Officers in attendance:**

David Ralph – Chief Executive, HotSW LEP (CG)

Eifion Jones – COO, HotSW LEP (EJ)

Claire Gibson – Head of Delivery, HotSW LEP (CG)

Janet Powell – Executive Assistant, HotSW LEP (for minutes)

Karime Hassan - Chief Executive & Growth Director, Exeter City Council, accompanying Cllr Phil Bialyk

Mel Roberts - Service Manager – Economy, Somerset County Council, accompanying Cllr David Woan

**Apologies:**

John Laramy CBE - Principal & CEO, Exeter College (JL) proxy vote given to Karl Tucker

Prof Lisa Roberts – Vice-Chancellor, University of Exeter (LR) proxy vote given to Karl Tucker

Paul Crawford – Chief Executive, LiveWest (PCrawford) proxy vote given to Karl Tucker

Cllr Richard Bingley – Leader, Plymouth City Council (RB) alternate Tracey Lee attending

Richard Stevens – Managing Director, Go South West (RS) proxy vote given to Karl Tucker

Cllr Steve Darling – Leader, Torbay Council (SD) proxy vote given to Karl Tucker

Cllr Val Keitch – Leader, South Somerset Council (VK) proxy vote given to Karl Tucker

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| **Agenda**  A copy of the agenda, previous minutes from AGM 22 October 2021, Chair’s Annual Report, the accounts and a financial statement were contained via a link within the webinar registration  details, plus published on the Heart of the South West Local Enterprise Partnership (HotSW LEP) website under the LEP Board minutes and documents page [here](https://heartofswlep.co.uk/about-the-lep/the-board-meetings-and-minutes/) | **Action** |
| 1. **Welcome & Apologies**   The Chair welcomed everyone to the Future Skills Centre run by Exeter College and funded by the LEP and thanked everyone who had joined on line as well as the Board members that have stayed on for the AGM.  Apologies as above. |  |
| 1. **Draft minutes of last AGM 22 October 2021**   There were no actions or comments from the last AGM and it was noted the minutes were a true and an accurate record of the meeting. |  |
| 1. **Chair’s Annual Report – includes a summary of the LEP, it’s projects, achievements and end of year report**   A short video was played to highlight some of the work of the LEP.  A pre-recorded video of the Chair’s annual speech was then shown  <https://heartofswlep.co.uk/wp-content/uploads/2022/10/HotSW-LEP-2022-AGM-v1.mp4>  The annual report can be viewed here:-  <https://heartofswlep.co.uk/wp-content/uploads/2022/10/Heart-of-the-SW-LEP-Annual-Report-2021-22-2.pdf> |  |
| 1. **Overview of LEP Financial Statement (published in the Annual Report)**   A pre – recorded video of David Bird, the Chair of the LEP’s Strategic Investment Panel and Finance and Resources Committee was shown presenting the LEP’s financial statement and can also be viewed here.  <https://heartofswlep.co.uk/wp-content/uploads/2022/10/HotSW-LEP-2022-AGM-v1.mp4>  (please scroll forward to 17 mins 30 seconds on the video) |  |
| 1. **Adoption of Accounts 2012 – 2022**   David Bird asked the Board to formally adopt the HotSW LEP CIC accounts which were proposed, seconded and adopted by all. |  |
| 1. **Questions submitted in advance by the public and AOB**   The Chair asked if any questions had been submitted in advance by the public and there were none.  Questions on the day via webinar chat which were answered by David Ralph, CEO:-  Q:How confident is the LEP on the delivery of jobs and numbers from its investments?  A: The annual report sets out where the money has been spent and the outputs but there is clearly a timelag on the outputs and most of the spend has been on capital projects of which 99% has been allocated and committed. However with some of the large infrastructure projects it will take longer to realise the jobs and houses with numbers more likely to be by 2030 rather than 2025. This is partly due to Covid and also because the development on the back of the infrastructure projects has taken longer than envisaged (from the original bids of 6 or 7 years ago) to secure the outputs but the original investment strategy was still sound. |  |
| 1. **Thanks and close**   The Chair thanked everyone who had joined in person and on line. |  |