

Draft Minutes of HotSW LEP CIC AGM Meeting

13 October 2023

From

12 noon – 12.30pm

**Innovation Space, South West Academic Health Science Network,
Vantage Point, Pynes Hill, Exeter EX2 5FD**

Or

Via registration to webinar

Board Attendees:

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)

Lisa Tuck - Divisional Director Economy, Environment & Infrastructure, Pride in Place, Torbay
Council, as alternate for Cllr David Thomas (LT)

Mark Bolton – Principal and CEO, Yeovil College (MB)

Paul Coles – CEO, SWBC (PColes)

Paul Crawford – Chief Executive, LiveWest (PCrawford)

Richard Stevens – Managing Director, Go South West (RS)

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

Stuart Brocklehurst – Chief Executive, Applegate (SB)

Cllr Tudor Evans – Leader, Plymouth City Council (TE)

Vince Flower – Non-Exec Director (VF)

Officers in attendance:

Amanda Ratsey - Head of Economy, Enterprise & Employment, Plymouth City Council (AR)
accompanying Cllr Tudor Evans

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

David Ralph – Chief Executive, HotSW LEP (CG)

Eifion Jones – COO, HotSW LEP (EJ)

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

Jason Vaughan – Director of Finance, Somerset Council (JV)

Jo Currie – Finance Officer for the LEP, Somerset Council (JC)

Keri Denton - Head of Economy & Enterprise, Devon County Council (KD)

Paul Hickson – Service Director of Economy, Employment & Planning, Somerset Council
accompanying Cllr David Woan

Apologies:

David Bird, Isca Ventures LLP (DB) proxy vote given to Karl Tucker

David Thomas – Leader, Torbay Council (DT) proxy vote given to Lisa Tuck alternate

Helen Higgs - Head of Construction Skills Capability, EDF Nuclear New Build, EDF (HH), proxy
vote given to Karl Tucker

Cllr Phil Bialyk – Leader, Exeter City Council (PB) proxy vote given to Karl Tucker
Cllr Ros Wyke - Lead Executive Member for Economic Development, Planning & Assets,
Somerset Council, proxy vote given to Cllr David Woan

Agenda	Action
<p>A copy of the agenda, previous minutes from AGM 14 October 2022, the 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</p>	
<p>1. Welcome & Apologies</p> <p>The Chair welcomed everyone to the SW Academic Health Centre and thanked everyone who had joined online as well as the Board members that have stayed on for the AGM.</p> <p>Apologies as above.</p> <p>The Chair mentioned that following the LEP Board meeting which had taken place before the AGM there were some discussions around the Annual Report already provided to the Board and the public and these were concerning the forecasted outputs for the LEP funded projects to 2025. It was recognised that the difficult economic climate over the last couple of years due to Covid and other issues etc. meant there is a risk that some of the LEP-funded projects would not meet their targets and that an amendment to this effect needs to be made to the Annual Report to allude to this background.</p> <p>A short video was played to highlight some of the work of the LEP.</p> <p>The Chair introduced David Ralph, the CEO of the LEP also at the table and gave apologies for David Bird, the Chair of the Operations and Investment Committee who would normally have joined them but was unable to attend for personal reasons.</p>	
<p>2. Draft minutes of last AGM 14 October 2022</p> <p>There were no actions or comments from the last AGM and it was noted the minutes were a true and accurate record of the meeting.</p>	
<p>3. Chair's Annual Report – includes a summary of the LEP, its projects, achievements and end-of-year report</p> <p>A pre-recorded video of the Chair's annual speech was then shown https://heartofswlep.co.uk/about-the-lep/the-board-meetings-and-minutes/ under 13 October LEP Board AGM Video Recording and the</p> <p>The Annual Report can be viewed here:- https://heartofswlep.co.uk/wp-content/uploads/2023/10/Heart-of-the-SW-LEP-Annual-Report-2022-23-1.pdf</p>	
<p>4. Overview of LEP Financial Statement (published in the Annual Report)</p> <p>A pre-recorded video of David Bird, the Chair of the LEP's Operations and Investment Committee was shown presenting the LEP's financial statement and can also be viewed here:-</p>	

<p>https://heartofswlep.co.uk/about-the-lep/the-board-meetings-and-minutes/ under 13 October LEP Board AGM Video Recording (please scroll forward to 19 minutes 45 seconds on the video) This commentary can be listened to in conjunction with viewing the Financial Statement published in the Annual Report above if wished.</p>	
<p>5. Adoption of Accounts 2022– 2023 The Chair asked the Board to formally adopt the HotSW LEP CIC accounts which were proposed and adopted by all.</p>	
<p>6. 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. There were no questions on the day via webinar chat or from Board members in the room.</p>	
<p>7. Thanks and close The Chair thanked everyone who had joined in person and online.</p>	