

Meeting Date: Tuesday 23 July 2024

Time: 9:30 – 10:00am

Location: Online via Teams.

Attendees: Ben Hickman (Chair) 15 voting members
Sarah Garry (PCA) One Honorary member
James Berry (PCA)

Proxies received: Four proxies were received. Two in favour of the Chair, one in favour of Adrian Dawson and one which was void as the named proxy did not attend.

	Agenda Item
1.	<p>Welcome and Apologies</p> <p>The Chair welcomed members to the meeting and confirmed that the meeting was quorate.</p>
2.	<p>Ordinary Resolution: To approve the minutes of the AGM held on 26 July 2023 and matters arising</p> <p>Further to a proposal by Adrian Dawson, which was seconded by Mark Edwards, the minutes of the meeting were unanimously approved.</p>
3.	<p>Ordinary Resolution: To approve the appointment of three new Directors</p> <p>John Bradley, Alex Brooks and Cormac Rooney had retired from the Board by rotation and since the AGM papers had been issued, Neil Marsden had also resigned from the Board. The Chair expressed his thanks to the four former Board members for their support of the PCA over many years.</p> <p>Further to the online voting, it was confirmed that Laura Beveridge (Visqueen), Graham Bruce (Richardson & Starling) and Richard Williams (Cornerstone) had been elected to the Board.</p> <p>All candidates who had stood for election were thanked for supporting the PCA.</p>
4.	<p>Ordinary Resolution: To approve the Directors' Report and Accounts for the year ending 31 December 2023</p> <p>There had been a small deficit in 2023 due to investing over £20,000 to repair the roof at the training centre. The PCA maintained £952,834 in reserves at the end of 2023.</p>

	Further to a proposal by Adrian Dawson, which was seconded by Laura Beveridge, the Directors' Report and Accounts were approved, with one abstention.
5.	<p>Ordinary Resolution: To approve the appointment of accountants for the Ensuing Year – Thomas Quinn</p> <p>Thomas Quinn had been the PCA's accountant for many years and further to a proposal by Adrian Dawson, which was seconded by Mark Edwards, the appointment of the accountant was unanimously approved.</p>
6.	<p>2023 Report from the Board and Executive</p> <p>The Chair, Sarah Garry and James Berry provided a brief update on 2023 activities. This included:</p> <ul style="list-style-type: none"> • a thank you to Steve Hodgson (former Chief Executive) and Sue Uttridge (former Company Secretary) who both left the organisation in late-2023 and had led the PCA's activities that year • a thank you to John Bradley who had Chaired the PCA during 2023 and led the recruitment for Steve's replacement, Sarah Garry • 388 member subscription invoices had been issued, with over 500 member sites and 13 new members in 2023 and 46% of contractors audited • Eight technical documents had been developed or updated during 2023 • The website continued to attract local member searches with a 7% increase in 2023, compared to the previous year • 10 live webinars had been delivered, with the content available on the PCA YouTube channel • Almost 700 delegates had attended the PCA's three conferences and Awards event • 22 apprentices and 1,507 candidates had been trained, 96 surveyor qualifications gained and with 52 external events delivered. <p>The Chair confirmed that in 2024, the Board would be prioritising updating the organisation's policies, Articles of Association and Bye-Laws.</p>
7.	<p>Any Other Business</p> <p>Members were reminded to book their places for the Property Care Conference (18 September), Structural Waterproofing Conference (19 September) and Property Care Awards (19 September).</p> <p>There being no other business, the Chair closed the meeting.</p>
Secretary's Note	Further information regarding the PCA's conferences and events are available on the PCA website.