

Meeting Date: Thursday 7 November 2024
Time: 10:00 – 10:30am
Location: Online via Teams
Chair: Ben Hickman

	Agenda Item
1.	Welcome and Apologies
2.	Special Resolution: To approve changes to the PCA’s Articles of Association – <i>see accompanying document</i>
3	Special Resolution: To approve the draft PCA Bye-Laws – <i>see accompanying document</i>
4.	Ordinary Resolution: To re-elect current Board members: Mark Edwards and Richard Schofield
5.	Ordinary Resolution: To approve the appointment of three new Directors – <i>see pages four to seven for candidate biographies</i>
6.	Any Other Business

If you are unable to attend the meeting and would like to submit a proxy to vote on your behalf, please complete the [proxy form](#) and return it to lisa.nieddu@property-care.org by **Monday 28 October** at **5:00pm**.

Agenda Item Paper	2 and 3. To approve changes to the PCA’s Articles of Association and Bye-Laws
a)	Introduction <p>The PCA’s Articles of Association were last updated in 2018 and although the Articles mention Bye-Laws, these did not exist. The Articles of Association should contain details relating to the organisation’s governance and the Bye-Laws should include all rules relating to the day-to-day running of the association.</p> <p>A summary of the proposed changes to the Articles of Association and an overview of the Bye-Laws is available in points b) and c) below. Both documents have been distributed with the meeting papers.</p>
b)	Articles of Association <p>The Articles of Association have been updated and changes tracked, to allow members to see the difference between previous versions and the proposed Articles. The main changes made are:</p> <ul style="list-style-type: none"> • Terminology changed throughout to ensure gender-neutrality • Change to the objects of the association, to include the invasive weed sector (page 2) • Removal of points relating to membership (pages four to six) and subscriptions (page six) which has been moved to the proposed Bye-Laws • Updated general meeting procedure to allow the provision of advance voting by online poll (page eight). This will provide more members with the opportunity to contribute to General Meetings but where they are unable to attend • Clarification on the tenure of, and those eligible to be Directors of the association (pages 11 to 13).
c)	Bye-Laws <p>Bye-Laws have been drafted to include the day-to-day rules of the association. This single document will provide members, staff and customers with the information they need on how the association is run. The draft Bye-Laws has been attached and includes sections setting out:</p> <ul style="list-style-type: none"> • Powers of the Board • Board committees and conduct • Membership • Complaints • Disciplinary Process • Removal of Members.
Action	The Board recommends that Members vote in favour of the proposed changes.

Agenda Item	4.
Paper	To re-elect current Board members: Mark Edwards and Richard Schofield
a)	<p>Introduction</p> <p>Both Mark Edwards and Richard Schofield were elected to the Board in 2017, and there is no record in the AGM papers of them being re-elected to the Board in that time.</p> <p>Although both have exceeded what will be the usual maximum tenure for Board members under the new Articles of Association, there is an allowance for extending the usual term in point 39.7 (g). Board has agreed that they would like both to continue in post. As there will be five new Directors at the end of the EGM (out of the usual 10 Board members), this will ensure a suitable handover of knowledge to new Directors.</p> <p>The Board proposes that both Mark and Richard are re-elected for a maximum of 18 months, with the latest date that they would step down from the Board being July 2026.</p>
Action	The Board recommends that Members vote in favour of re-electing Mark Edwards and Richard Schofield

Agenda Item

5.

Paper

To approve the appointment of three new Directors

a) Introduction

Since the Annual General Meeting (AGM), Neil Marsden, Robert Tiffin and Richard Williams have stepped down from the Board. The PCA Board would like to express their thanks to both for their support.

The PCA Board must have between five and twelve members and currently has seven members.

The Board invited applications, particularly from members from the invasive weed sector, with financial acumen, representing small businesses (fewer than 10 employees) and from women.

The tables below set out the current Board members and sectors represented, and the applications received.

Members are asked to consider the applications received ahead of voting at the EGM.

b) Current Board Members

Board members who will continue on the Board in 2023/24 are:

Name	Company	Sector	Board Role
Ben Hickman	Independent surveyor CSSW London	Structural waterproofing	Chair Executive Board
Richard Schofield	Contractor member Phlorum	Invasive Weeds	Deputy Chair Executive Board
Mark Edwards	Contractor member Timberwise (UK) Ltd	Damp and timber Structural waterproofing Structural Repair Residential Ventilation	Treasurer Executive Board
Laura Beveridge	Manufacturer Member British Polythene Ltd T/A Visqueen	Damp Structural waterproofing Ground gas	
Graham Bruce	Contractor Member Richardson & Starling	Damp control Timber preservation Structural Waterproofing Structural Repair	
Adrian Dawson	Contractor member Olympic Construction	Damp and timber Structural waterproofing Structural Repair Sprayed Foam Evaluation	
Emily Walker	Manufacturer member	Structural waterproofing	



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c) Board Member Applications

Biographies from each of the candidates has been received and their details are summarised below. Full candidate biographies are available in section d) below.

Name	Company	Sector
Andrew Bradshaw	Contractor Member RTC Group	Damp control Structural Waterproofing
David Stead	Independent Member Damp Proof Control Systems	Surveyor in: Damp control Timber treatment
Lesley Vachre	Contractor Member Three Shire	Invasive Weeds

d) Candidate Biographies

Andrew Bradshaw (RTC Group)

I would like to be considered to re-join the board of the PCA as I have extensive experience as both a previous board member and also as past Chairman.

I am proud to have been part of a team that helped re-structure the association and I feel I have the qualities to help guide the association in delivering new objectives to its members and also the wider audience, whilst maintaining the high levels of professionalism and expectations the association and its member’s demand.

I am a trusted and familiar face, and the members know that I am extremely passionate, not only about our industry and the work we do, but also about the Association, and they know I will always have their best interests at heart.



I have over 38 years’ experience in the preservation industry and I’m co-founder, partner and surveyor at multi award-winning company RTC who have been in business for over 30 years. Our range of specialist services include damp control, dry rot and woodworm treatments, basement and structural waterproofing, concrete repairs and flood remediation.

At the age of just 20, I passed my first industry qualification and at that time was the youngest qualified surveyor in the country. I currently hold CSTDB and CSSW qualifications and I’m an Associate of the Institute of Materials Minerals and Mining, AIMMM, formerly the Institute of Wood Science.



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I was responsible for the introduction of the Survey Competence Certificates, which are still used today and prove to be a valued asset and marketing tool for member companies.

I have been heavily involved with the industry's only trade body, The Property Care Association (PCA) for many years. Along with sitting on various steering groups, I was Northern Regional Chairman for many years. I was on the board of the PCA for 12 years from 2007 – 2019, and during that time was proud to be elected as National Chairman. I'm currently a PCA oral examiner for candidates taking their industry qualifications.

I have written various media articles which have been published in the press. I have also appeared on television, which include the BBC show DIY SOS: The Big Build, BBC News, and I have also appeared on Breakfast Television.

For these reasons I feel I can provide a valuable contribution to the board and for the association.

David Stead (Damp Proof Control Systems)

I have been a surveyor since 1994, when I graduated from University with a building degree. I have had a varied career starting as a plasterer with a time served apprenticeship, (the last of the original city and guilds).

I have worked for Peter Cox under the guidance of John Dee, a respected surveyor, that I believe works with the PCA. My path took me to Vandex international that involved many projects across Europe (tanking systems).

I then went into private practice for a building surveying company known as Watson Property Management of which I held a senior role for over a decade.

I decided to venture on my own and currently act as a freelance surveyor in membership of the PCA. I spend a lot of time researching the subject and find Mr Graham Coleman an inspiration. A very intelligent man, that I respect.

I have the upmost respect for the PCA and value what they have achieved over the decades. The PCA continue to bring out good practice of works and documentations. The training is without question and very informative. The standard is set high to ensure the surveyors are fully trained and knowledgeable in their subject area.

As a member of the PCA for over a decade, I want to give something back to the organisation by helping on the board. I believe that with my experience; I can offer help, in good practice and help to maintain a high standard for surveying and diagnostics.



Lesley Vachre (Three Shires)



Thank you for the opportunity to apply for the board member position with the PCA. As both a dedicated member and a strong advocate of the Association, I am confident that my experience and passion will allow me to make a valuable contribution to the organisation. I am eager to bring my expertise and enthusiasm to further support the PCA's current and future goals.

Your commitment to representing specialists, establishing industry standards, and promoting best practices aligns closely with my professional philosophy. Throughout my career, I have consistently championed these principles, and they are reflected in my body of work.

Within the invasive species community and the construction industry, I am proud to have built a reputation for excellence.

At Three Shires, I was brought on to establish a department dedicated to managing invasive plant species. Over the past four years, I have implemented innovative strategies that have not only driven profitability but also shifted the department towards a more proactive and profitable approach.

I firmly believe that, as a board member, I would be able to promote the values of the PCA and help further its goals within the industry. I am excited about the possibility of contributing to the continued growth and success of the Association.

Thank you again for considering my application. I look forward to hearing from you.