

**TOPAS MANAGEMENT BOARD
ANNUAL GENERAL MEETING**

**Minutes of meeting held Tuesday 15th August 2019
South Wales Traffic Management Centre, Junction 32 M4, Coryton, Cardiff CF14 7EF**

Attendees:

Adrian Gray (Outgoing Chair)	TSG (Hants County Council)
Meirion Williams (Incoming Chair)	Welsh Government
Keith Manston	ARTSM
Sally Gibbons	Department for Transport
Mark Pleydell (Director)	ARTSM
Cameron Ferguson	Transport Scotland (telecon)
Brian Cull	TSG / Highways England
Peter Hutchinson	ARTSM
Ilyas Sharif	ARTSM
Richard Ling	TSG (Cambs County Council) (telecon)
Kealie Franklin	TOPAS Admin

Apologies:

Graeme McQuaker	Transport Scotland
Jack Pulker	TSG / TfL
Roy Gordon	NI Transport

AGM Open by outgoing Chair – Adrian Gray

Welcome and introductions

Attending : Graham Muspratt, Clearview
Mark Brookes, TWM
Chris Rayner, TWM
Darren Capes, TTF

Apologies: Roger Stainforth, BSI 509/11 Chair
Alison Spooner, SRL

Declared quorate.

1. Minutes & Matters Arising

Minutes of Previous AGM read and approved by Board. Signed as true by Director.
No further matters arising.

2. Annual Report from the Director

The purpose of TOPAS continues to be the management of specifications for the procurement of road traffic control equipment and oversee the operation of a register of products approved to those specifications.

The business is funded by contributions from central government, users and manufacturers, these the three parties represented on the management board and from the registration fees for products added to the register.

Our costs are those of an administrator for the organisation and the usual overheads that form part of business operations.

Our administrator Mrs Kealie Franklin continues to manage our use of funds effectively. With yearly cash flow still being well below the levels thought necessary when TOPAS was founded in 2015.

In the accounting year 1/8/18 to date there have been seven new additions to the register, generating an income of £7,000.

The management board and representatives from the supporting parties have overseen the revision of five specifications with one major consolidation and one completely new specification also in hand. Further specification reviews are underway as a part of the continued programme of reviews.

In summary TOPAS continues to deliver its original objectives. Staffing, personnel, shareholdings are unchanged over the last 12 months. The business is well on its way to becoming self-sustaining.

Finally I extend my thanks on behalf of the Company to all those individuals and organisations who give time and expertise voluntarily to contribute to and further the activities of TOPAS.

3. Presentation and adoption of Accounts

MP presented the Annual Accounts for approval, including breakdown of costs for the fiscal year end. In view of the above full report the Management Board adopted the accounts and the statement of annual report as presented to the accounts.

4. Accountancy

It was agreed that accounts would continue to be dealt with in-house by the current administrator following standard Accounting Rules under F102 Rules for small businesses. However, a question was raised concerning presentation of accounts and whether these should be full or abridged only – registration to date was based on minimum accounting rules.

The Board would be asked to propose registration of full accounts henceforward.

5. Terms of Reference

No changes required and a review date would be identified as such.

Accepted and approved.

6. Election of Management Committee

As per the Terms of Reference Board official acceptance of new Chair and Vice Chair:

Chair – Meirion Williams, Wales Government

Vice Chair – Keith Manston, ARTSM

Any other competent business

Secretariat and accountancy services : Proposed and Seconded that Kealie Franklin would remain in secretariat role and continue to provide in house accountancy services

Registered Office – This is confirmed as Union House, 111 New Union Street, Coventry, England CV1 2NT

Closing Remarks from outgoing chair

Venue for next AGM : TBC

Next AGM: 20th August 2020

Meeting End

11:35 am.

Guests were invited to stay for the presentation from Darren Capes, DfT and Transport Technology Forum.