

**TOPAS MANAGEMENT BOARD  
ANNUAL GENERAL MEETING**

**Minutes of meeting held Tuesday 16<sup>th</sup> August 2017**

**Department for Transport Offices, Great Minster House, 33 Horseferry Road, London SW1P 4DR**

Attendees:

Sally Gibbons (Outgoing Chair)	Department for Transport
Mark Pleydell	ARTSM
Richard Ling	TSG (Cambs County Council)
Adrian Gray (Income vice chair)	TSG (Hants County Council)
Brian Lyus (Director)	ARTSM
Cameron Ferguson	Transport Scotland (telecon)
Roger Stainforth	ARTSM
Merion Williams	Welsh Government (telecon)
Wayne Duerden	Department for Transport
Ben Catchesides	Highways England
Paul Austin	TfL
Kealie Franklin	TOPAS Admin

Apologies:

Keith Manston	ARTSM
Roy Gordon	Transport NI
Graeme McQuaker	Transport Scotland
Peter Hutchinson	AGD (non Member)

**AGM Open by Director – Brian Lyus**

Welcome and apologies accepted. Paul Austin welcomed as deputising for Trevor Hardy from TfL.

Declared quorate.

**Minutes & Matters Arising**

Minutes of Previous AGM read and approved by Board.

No further matters arising.

**Annual Report**

BL gave an overview of the year for TOPAS. Confirmed key aims as per Terms of Reference. He confirmed that TOPAS had now gone live and was receiving applications for registration for products not previously Highways Approved.

The Director's report was put before the Board for discussion and approval. Further funding was confirmed from Transport Scotland, DfT and ARTSM should this be required. Welsh Government to confirm whether it would also be able to fund if required.

### **Adoption of Annual Report**

The Board adopted the Director's report.

### **Presentation of Accounts**

BL presented the Annual Accounts for approval, including breakdown of costs for the fiscal year end. Imminent costs were identified and approved.

### **Adoption of Accounts**

The Board accepted the breakdown of figures and Financial Accounts provided by BL.

### **Appointment of Accountants**

It was agreed that accounts would be dealt with in-house by the current administrator.

### **Election of Management Committee**

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

Chair – Keith Manston, ARTSM

Vice Chair – Adrian Gray, Hampshire County Council

Director – given that the current Director would be stepping down in December this year it was confirmed that a second Director would be added and in place prior to the departure of Brian Lyus.

### **Motions to AGM**

Director post to be Mark Pleydell, ARTSM – agreed by Board.

Terms of Reference changes put before Board and accepted – agreed.

### **Any other competent business**

Bank confirmed as Lloyds

Secretariat confirmed as Kealie Franklin

Registered Office – due to now not using Accountancy practice we had been advised to change Registered Office address. Confirmed that this could be done for a small cost by a company recommended by Companies House. The Board agreed this would be the best option and Brian Lyus as Director authorised Kealie Franklin to be person authorised to sign Company House and HMRC paperwork on behalf of the Directors.

Details will appear on website and confirmed to Board once set up.

**Closing Remarks**

BL thanked SG for services as Chair and thanked the Board for the opportunity to stand as Director since the formation of the company.

Venue for next AGM to be confirmed

Next AGM 16<sup>th</sup> August 2018

Meeting End

11.50am