



# APSE Wales annual general meeting minutes

**Wednesday 12<sup>th</sup> July 2023**

Lord Mayors Reception Room, Guildhall, Swansea SA1 4PE

## Attendees:

Cllr Andrea Lewis, Swansea Council

Cllr Mark Wilson, Vale of Glamorgan Council

Mo Baines – APSE Chief Executive

Cllr John Spanswick – Bridgend County Borough Council

Jo Protheroe, Bridgend County Borough Council

Cllr Dave Hughes, Flintshire County Council

Alex Ellis, Flintshire County Council

Dan Rees, Neath Port Talbot Council

Chris Cutforth, Swansea City Council

Chris Williams, Swansea City Council

Geoff Bacon - Swansea City Council

Mark Otten, Swansea City Council

Martin Nicholls, Swansea City Council

Simon Aspland, Swansea City Council

Steve Robinson, Cardiff, Monmouthshire, Torfaen & Vale of Glamorgan.

Matt Wakelam – Cardiff Council

Nicola Thompson, Wrexham County Borough Council

Tim Peppin, WLGA

Rob Bailey – APSE Principal Advisor Wales

## **Welcome from the Chair, Cllr. Andrea Lewis**

Cllr Lewis welcomed everyone to the meeting and thanked everyone for attending.

## **Apologies for absence**

No apologies received.

## **Minutes of annual general meeting for 2022**

The Minutes were moved by the Chair and approved

## **Matters arising**

There were no matters arising.

### **Appointment of APSE Wales Chair 2023/2024**

Mo Baines took the first item before handing over to the Chair of APSE Wales.

Cllr Andrea Lewis of Swansea Council, proposed by Chris Cutforth of Swansea Council and seconded by Cllr Mark Wilson of Vale of Glamorgan Council, floor moved and appointment agreed.

### **Appointment of APSE Wales Vice-Chair 2023/2024**

Cllr Mark Wilson of Vale of Glamorgan Council proposed by the Chair and seconded by Matt Wakelam of Cardiff Council, floor moved and appointment agreed.

### **Appointment of APSE Wales Secretary 2023/2024**

Chris Cutforth of Swansea Council, proposed by the Chair and seconded by Matt Wakelam of Cardiff Council, floor moved and appointment agreed.

### **Appointment of additional national council members for 2023/2024**

The nominations for additional national council members for:

Cllr Mark Wilson of Vale of Glamorgan Council and Matt Wakelam, Cardiff City Council. The meeting affirmed the appointments from the floor.

### **Appointment of national council substitute for 2023/2024**

Cllr Dave Hughes of Flintshire Council was proposed as a substitute for National Council by the Chair. The meeting affirmed the appointment from the floor.

### **Advisory group rebrand**

The meeting affirmed the rebranding of the APSE Wales Advisory Groups.

Nominations for the new Advisory Group Chairs and Secretaries were taken en bloc and agreed:

APSE Wales – Housing, Sustainability and Community Support

Chair: **Cllr Steve Hunt**, Neath Port Talbot Council

Secretary: **Alex Ellis**, Flintshire County Council

APSE Wales – Health and Wellbeing

Chair: vacancy

Secretary: **Chris Cutforth**, Swansea Council

APSE Wales – Neighbourhood Services

Chair: **Cllr Michael Michael**, Cardiff City Council

Secretary: **Matt Wakelam**, Cardiff City Council

### **Appointment of Treasurer for 2023/2024**

Chris Cutforth of Swansea was nominated as Treasurer, by the Chair and seconded by Matt Wakelam of Cardiff Council. Meeting affirmed

### **Appointment of auditor for 2023/2024**

Rob Bailey detailed that the accounts were now centralised and part of that audit. However, APSE Wales retains a bank account. Position of auditor to be determined by the new officer team.

### **APSE Wales financial report**

Rob Bailey presented the Accounts for 2022/2023 with funds available of £29,417.21 available at the end of March 2023 (see attached).

### **APSE Wales membership report**

Rob Bailey tabled the membership report and confirmed that 16 councils in Wales are full APSE members at the end of March 2023, one associate member, The North Wales Police & Crime Commissioner and one trial member; Bridgend County Borough Council

### **APSE Wales advisory group report**

Rob Bailey detailed the continued Wales Advisory Group and Strategic Forum programme for 2022/2023. Advisory group meetings continue online. Rob highlighted the report written for APSE Wales as a critique of Senedd Carbon reporting requirements

### **APSE review of the year 2022/2023**

Rob Bailey reported the appointment of the new APSE Chief Executive, Mo Baines in January and the large research programme

### **Any other business**

No other business.

### **Dates for future meetings**

Rob Bailey stated that meeting dates would be circulated once agreed with Advisory group Chairs.

**Wales 2022/23****Membership:**

<b>Welsh Authorities (16 Of 22)</b>
<b>Caerphilly County Borough Council</b>
<b>Cardiff County Council</b>
<b>Carmarthenshire County Council</b>
<b>Ceredigion County Council</b>
<b>Conwy County Borough Council</b>
<b>Denbighshire County Council</b>
<b>Flintshire County Council</b>
<b>Monmouthshire County Council</b>
<b>Neath Port Talbot County Borough Council</b>
<b>Pembrokeshire County Council</b>
<b>Powys County Council</b>
<b>Rhondda Cynon Taf County Borough Council</b>
<b>Swansea City &amp; County</b>
<b>Torfaen County Borough Council</b>
<b>Vale of Glamorgan County BC</b>
<b>Wrexham County Borough Council</b>
<b>Caerphilly County Borough Council</b>
<b>Cardiff County Council</b>
<b>Associate Member:</b>
<b>North Wales Police &amp; Crime Commissioner</b>

Balance sheet

	<b>31 Mar 23</b>	<b>31 Mar 22</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Accounts Receivable</b>		
Grants Receivable	5,395.60	5,395.60
<b>Total Accounts Receivable</b>	5,395.60	5,395.60
<b>Cash at bank and in hand</b>		
Current account	25,706.86	28,401.43
<b>Total Cash at bank and in hand</b>	25,706.86	28,401.43
<b>Total Current Assets</b>	31,102.46	33,797.03
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	1,685.25	2,743.95
<b>Total Accounts Payable</b>	1,685.25	2,743.95
<b>Other Current Liabilities</b>		
Creditors		0.00
		0.00
<b>Total Current Liabilities</b>	1,685.25	2,743.95
<b>NET CURRENT ASSETS</b>	29,417.21	31,053.08
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	29,417.21	31,053.08
<b>NET ASSETS</b>	<b>29,417.21</b>	<b>31,053.08</b>
<b>Capital and Reserves</b>		
<b>Capital Account</b>	32,096.83	32,096.83
<b>Unrestricted Net Assets</b>	-1,173.08	-4,338.04
<b>Profit for the Year</b>	-1,506.54	3,294.29
<b>Shareholder funds</b>	<b>29,417.21</b>	<b>31,053.08</b>

P&L Account

	<b>Apr '22 - Mar 23</b>	<b>Apr '21 - Mar 22</b>
<b>Income</b>		
<b>Membership Fees</b>	5,395.60	5,395.60
<b>Total Income</b>	5,395.60	5,395.60
<b>Expense</b>		
<b>Chair allowances</b>	0.00	1,250.00
<b>Consultancy support</b>	3,420.00	0.00
<b>Miscellaneous expenses</b>	1,044.00	0.00
<b>National Council rep costs</b>	2,438.14	980.64
<b>Total Expense</b>	6,902.14	2,230.64
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<b>Surplus for the Year</b>	<b>(1,506.54)</b>	<b>3,164.96</b>

