



**Minutes of the Fifth Annual General Meeting held on
Tuesday, 9th July 2018 at 1.15pm
County Hall, Belvedere Road, London SE1 7PB**

Present:

Jon Vanstone (Chairman)	National Federation of Roofing Contractors
Peter Newport (Vice Chairman and Treasurer)	Chemical Business Association

Members:

Andrew	Ian	British Pest Control Association
Bellingham	Michael	Pet Food Manufacturers Association
Bennett, OBE	Peter	The Ladder Association
Bolton	Geraldine	Confederation of British Metalforming
Bowtell	Tom	British Coatings Federation
Brown	Lorraine	The Ladder Association
Buxton	Chris	British Fluid Power Association
Campbell	Louise	Confederation of British Metalforming
Carlton	Jason	The Ladder Association
Cullimore	Sally	Horticultural Trade Association
Ellithorne	Richard	Builders Merchants Federation
Hulmes	Richard	The Safety Assessment Federation
James	Jo	British Pest Control Association
Johnstone	Scott	British Pest Control Association
Jonker	Keith	Motorsport Industry Association
Kelley	John	Agricultural Industries Confederation
Lewis	Sian	Association of Manufacturers of Domestic Appliances
Lordan	Mike	Direct Marketing Association
McCallum	Rhona	The Ladder Association
Newcomb	John	Builders Merchants Federation
Oxnam	David	The Safety Assessment Federation
Paley	Nicole	Pet Food Manufacturers Association
Perry	Ray	National Pawnbrokers Association
Sartin	Jane	Flexible Space Association
Singleton	Rosina	British Allied Trades Federation
Warren	Keith	Catering Equipment Suppliers Association
Waters	Laura	Pet Food Manufacturers Association

In Attendance:

Linda Cavender	TAF
Peter Cload	TAF
Jocelyn Shein	TAF

Apologies:

See Appendix 1

1. Chairman's Welcome

Jon Vanstone introduced himself, welcomed everyone to the fifth AGM for the Trade Association Forum and thanked everyone for coming. He then went through the apologies and talked those present through the formal AGM Agenda. He then informed those present that we had received 2 proxy votes as follows:

Held by the Chairman:	Andrew Chalk, British Blind and Shutter Association Stefan Kukula, Engineering Equipment and Material Users Association
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Held by the Secretary:	None
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2. Minutes of the Annual General Meeting held on Wednesday, 10th July 2018

Jon Vanstone asked for a proposer and seconder to approve the Minutes of the AGM held on Wednesday, 10th July 2018 as a true record of the meeting.

Proposed: Richard Ellithorne

Seconded: Chris Buxton

3. The Annual Report

The Annual Report had already been circulated electronically and was also available for members on the reception desk.

Jon Vanstone then opened the discussions by giving his review for the year.

He began by saying giving his overall view of the current situation in the UK. Conditions remained downbeat for the UK economy and there was intensifying uncertainty over Brexit and the Government's current policy. In addition, the costs of doing business in the UK were rising, which was suppressing growth. Britain needed to avoid a messy and disorderly exit from the European Union, but a No deal Brexit was still the default outcome if MPs could not agree a deal. The key date would be 31 October 2019 at which point the end of the six-month extension would be reached, though it was possible for the UK to leave before if agreement was ratified by the UK and EU.

He then went on to discuss the construction industry. It had recently been the two-year anniversary of Grenfell Tower which had a profound effect on society as a whole. We had since then seen the creation of a Building Safety Regulator and the strengthening of

enforcement and sanctions for buildings. However, an estimated 60,000 people still lived in tower blocks which was covered by the same of similar cladding to that of Grenfell. It was as yet unknown what this would mean to the construction industry.

He turned to the UK economy and observed that the UK had experienced the first fall in GDP since 2012. According to figures from the Bank of England 0.5% economic growth in quarter 1 had become 0% in the next quarter and high streets had experienced very little response to their early Summer sales. Hiring of personnel had fallen for the fourth month in a row and the preference had turned to temporary rather than permanent employment opportunities. This, coupled with decreasing foreign investment alongside the political uncertainty, meant the outlook was rather bleak.

However, this represented a huge opportunity for associations with business as usual a continual evolution in uncertain times. More than ever, information and guidance was needed from trusted sources and through this, collaborative work and sharing of information, associations had a golden opportunity to build relevance. However, many sectors were lagging behind from a digital perspective, and those associations who embraced this could widen their reach and lead their members through digitisation. Innovation would be required in all aspects of business, and this was why TAF had chosen to focus on innovation for the conference after the AGM.

He went on to talk about TAF's strategy review and the refreshed vision and mission. The UK's *Industrial Strategy* identified the five foundations of productivity as being ideas, people, infrastructure, the business environment, and places. These reflect our own values and ambitions to inspire cultures of collaboration, innovation and creativity, and to equip our members with the necessary expertise and connections to be successful supporters of UK trade, business and industry. He encouraged those present to make good use of the diverse range of professional tools, resources, events and development opportunities offered by TAF and made it clear that TAF was uniquely placed to support members in becoming influential promoters of their sectors, and in helping their members become internationally competitive.

He then went into some detail on the resources available to members as well as looking at the large range of events which TAF had run over the past year. He ended his presentation by looking to the forthcoming year as TAF was hoping to further develop its already excellent working relationship with the Department for Business, Energy and Industrial Strategy to represent associations. The public support afforded by BEIS is a marker of which TAF is incredibly proud. We also plan to focus on innovation with a new website and a new look for TAF.

Finally, he took the opportunity to thank the Secretariat for their work over the past year. He then invited Peter Newport as Treasurer to continue the formal business of presenting the Accounts.

4. Adoption of the Accounts

Peter Newport opened his presentation by stating that this had been TAF's most successful year financially since becoming an independent entity with a much improved surplus on the revenue accounts and better balance sheet bottom line. Although subscription income fell by 5% on the previous year, total income was up by 1% due to increased income from a

popular and comprehensive range of training courses and seminars. Tighter cost control saw the direct costs of activities fall by 8%, despite TAF running more activities than in 2017/18. Salaries and administrative costs also fell by 4% compared to the previous year, these savings were in part related to staffing changes. This combination of an increase in income and a fall in costs enabled a surplus of £19,017 to be generated and a closing balance sheet position of £20,319 to be achieved.

He then gave members the opportunity to ask any questions on the accounts. As there were none, he handed the meeting back to the Chairman.

Jon Vanstone then thanked the Treasurer and asked that the Annual Report and accounts be approved or otherwise.

Proposed: Tom Bowtell
Seconded: John Newcomb

The Annual Report and accounts formally adopted by unanimous decision with no abstentions.

5. Appointment of Directors

Jon Vanstone then confirmed the Directors for election as:

- Mr Chris Buxton, British Fluid Power Association
- Mr John Kelley, Agricultural Industries Confederation
- Mr Peter Newport, Chemical Business Association
- Ms Rosina Singleton, British Allied Trades Federation
- Mr Jon Vanstone, National Federation of Roofing Contractors

In addition, in line with the rotation clause in the Memorandum and Articles, the following Director stood down and offered himself for re-election.

- Mr John Newcomb, Builders Merchants Federation

The Board had also co-opted the following to the Board:

- Mr Phil Bennett, Department for Business, Innovation and Skills

Proposed: Peter Bennett, OBE
Seconded: Richard Hulmes

There were no objections.

6. Appointment of Officers

The Board has elected Mr Jon Vanstone as Chairman and Mr Peter Newport as Vice Chairman and Honorary Treasurer for the coming year.

7. Special Resolution

Jon Vanstone referred to the special resolution concerning the proposal to amend the current Memorandum and Articles of Association to realign the Board composition with the membership demographic. This had been supported by and had originated from the Board.

He then that the Resolution be approved or otherwise by the members.

Proposer: Tom Bowtell

Secunder: Richard Ellithorne

8. Any Other Business and Meeting Close

The members were then given an opportunity to ask any questions. As there were none, and there was no other business to discuss, Jon Vanstone closed the meeting.

Appendix 1



Annual General Meeting – Tuesday, 9th July 2018 at 1.15pm County Hall, Belvedere Road, London SE1 7PB

Apologies

Absorbent Hygiene Product Manufacturers Association
Agricultural Engineers Association
Agricultural Lime Association
Airport Operators Association
Architectural and Specialist Door Manufacturers Association
Association for Decentralised Energy
Association for Specialised Fire Protection
Association of Booksellers
Association of British Offshore Industries
Association of Concrete Industrial Flooring Contractors
Association of Convenience Stores
Association of Electrical and Mechanical Trades
Association of Independent Professionals and the Self Employed
Association of Interior Specialists/FIS
Association of Labour Providers
Association of Marine Scientific Industries
Association of Professional Political Consultants
Association of Professional Staffing Companies
Association of Recruitment Consultancies
Association of Residential Letting Agents
Association of Sealant Applicators Ltd
Association of Specialist Underpinning Contractors
Association of the British Pharmaceutical Industry
Association of Welding Distributors
Automatic Vending Association
Aviation Industry Customs Consultative Organisation
Bathroom Manufacturers Association
BioIndustry Association
Brewing, Food & Beverage Industry Suppliers Association
British Adhesives and Sealants Association
British Aerosol Manufacturers' Association
British Amusement Catering Trades Association
British and Irish Hot Tubs Association
British Association for Chemical Specialities

British Association of Removers
British Blind & Shutter Association
British Chemical Engineering Contractors Association
British Compressed Air Society
British Compressed Gases Association
British Constructional Steelwork Association
British Contract Manufacturers and Packers Association
British Dental Industry Association
British Educational Suppliers Association
British Florist Association
British Franchise Association
British Frozen Food Federation
British Geomembrane Association
British Glass Manufacturers' Confederation
British Healthcare Trades Association
British Holiday & Home Parks Association
British Home Enhancement Trade Association
British In Vitro Diagnostics Association
British Industrial Truck Association
British Insurance Brokers' Association
British Lime Association
British Metals Recycling Association
British Naval Equipment Association
British Office Supplies & Services Federation (BOSS) Ltd
British Plastics Federation
British Printing Industries Federation
British Promotional Merchandise Association
British Property Federation
British Pump Manufacturers Association
British Refrigeration Association
British Security Industry Association
British Swimming Pool Federation
British Toy & Hobby Association
British Travelgoods and Accessories Association
British Valve & Actuator Association
British Woodworking Federation
Building & Engineering Services Association
Building Controls Industry Association
Building Services Research and Information Association Ltd
Business Application Software Developers' Association
Business Centre Association
CEDIA UK
Certass TA
Chemical Industries Association
Chilled Beam and Ceiling Association
Chilled Food Association

Company Chemists' Association Limited
Confederation of Construction specialists
Confederation of Paper Industries
Confederation of Timber Industries
CONSTRUCT Concrete Structures Group
Construction Employers Federation
Construction Plant-Hire Association
Construction Products Association
Contract Flooring Association
Cosmetic, Toiletry & Perfumery Association
Craft Bakers Association
Credit Services Association
Dairy UK
Domestic Cleaning Alliance
Electrical Contractors' Association
Energy and Utilities Alliance
Engineering and Machinery Alliance
Engineering Equipment & Materials Users Association
Entertainment Retailers Association
Event Cinema Association
Fairtrades/Homepro
Fan Manufacturers' Association
Federation of (Ophthalmic & Dispensing) Opticians
Federation of Awarding Bodies
Federation of Bakers
Federation of Communication Services
Federation of Environmental Trade Associations
Federation of Master Builders
Federation of Petroleum Suppliers
Federation of Wholesale Distributors
FENSA Ltd
Finance & Leasing Association
Fire Industry Association
Flexible Space Association
Food and Drink Federation
Food Storage & Distribution Federation
Fork Lift Truck Association
Galvanizers Association
GAMBICA
Garden Industry Manufacturers' Association Ltd
Giftware Association - GA
Greeting Card Association
Guild of Architectural Ironmongers
Healthcare Communications Association
Heat Pump Association
Heating & Hotwater Industry Council

Heating, Ventilating and Air Conditioning Manufacturers Association
Hire Association Europe
Independent British Vape Trade Association
Independent Childminders Social Enterprise
Independent Publishers Guild
InfoComm International
Institution of Commercial and Business Agents
Institute for Family Business
Institute of Student Employers
International Artist Managers' Association
International Association of Broadcasting Manufacturers
International Powered Access Federation
Jewellery Distributors' Association
Licensing Industry Merchandisers' Association
Lifting Equipment Engineers Association
Liquid Roofing and Waterproofing Association
Liquified Petroleum Gas Association UKLPG
London Bullion Market Association
Mail Carriers Association
Maritime Security & Safety Group
Mineral Products Association
Mortar Industry Association
Motor Cycle Industry Association
Motorsport Industry Association
Motorsport Industry Association
MPA Cement
National Access and Scaffolding Confederation
National Association of British and Irish Millers
National Association of Funeral Directors
National Association of Jewellers
National Association of Shopfitters
National Association of Valuers and Auctioneers
National Bed Federation
National Caravan Council
National Carpet Cleaners Association
National Enterprise Network
National Hairdressers' Federation
National Landlords Association
National Office of Animal Health
National Society of Allied and Independent Funeral Directors
Nationwide Deed Poll Association
Ornamental Aquatic Trade Association
Painting and Decorating Association
Personal Investment Management & Financial Advice Association
Pet Industry Federation
Prefabricated Access Suppliers' and Manufacturers' Association

Property Care Association
Provision Trade Federation
Public Relations and Communications Association
Railway Industry Association
Residential Ventilation Association
Road Emulsion Association
Road Safety Markings Association
Safety Assessment Federation
Scaffolding Association
SELECT
Self-Storage Association
Silica and Moulding Sands Association
Silica and Moulding Sands Association
Single Ply Roofing Association
Society of Independent Brewers
Society of Maritime Industries
Society of Trust and Estate Practitioners
Specialised Organic Chemicals Sectors Association
Surface Engineering Association
Swimming Pool and Allied Trades Association
TechWorks
Telecare Services Association
Textile Recycling Association
Textile Services Association Ltd
The Agents' Association
The Association for Decentralised Energy
The Bingo Association
The British Constructional Steelwork Association
The British Flue and Chimney Manufacturers Association
The Builders' Conference
The Building Industry Research and Information Association
The Giftware Association
The International Bunker Industry Association
The International Union of Aerospace Insurers
The Lift and Escalator Industry Association
The Manufacturers' Agents Association
The Manufacturing Technologies Association
The Packaging Federation
The Recruitment and Employment Confederation
The Tile Association
Thermal Insulation Contractors Association/ACAD
Timber Trade Federation
UK Cleaning Products Industry Association
UK Fashion & Textile Association
UK Metal Decking Association
United Kingdom Lubricants Association

United Kingdom Warehousing Association
United Kingdom Weighing Federation
Utilities Intermediaries Association
Wood Panel Industries Federation