

Coast to Capital

Board Meeting 60 and Annual General Meeting

Wednesday 19 April 2023, 4:30pm – 7:00pm

DMH Stallard Offices, Crawley

Meeting Minutes

Board Members:

Attendees: Anthony Middleton – AM, Julie Kapsalis - JK, Karen Dukes – KD, Richard Hopkins – RH, Amanda Jones – AM, David Joy – DJ, Jane Longmore – JL, Lindsay Pamphilon – LP, Claire Mason – CM, Natalie Bramhall – NB.

Apologies:, Jamie Arnell, Phelim MacCafferty, Polly Toynbee, Cavendish Elithorne.

Other attendees: David Smith – DS, Hannah Gosling – HG, Marsha Robert – MR, Cali Gasson – CG, Jake Daniels – JD, Carli Foster – CF, Emma Smith (Government) – ES, Wendy McRae-Smith (Accountable Body) -WMS, James Hengeveld (Accountable Body) – JH.

Part A items will be published. Part B items will also be published unless specified otherwise.

1. Introduction

1a. Welcome and apologies

JK welcomed Board members to the 60th Coast to Capital Board meeting.

JK gave apologies from Jamie Arnell, Cllr Phelim MacCafferty and Polly Toynbee, Cllr Mark Brunt, Natalie Bramhall, Cavendish Elithorne and Cllr Shaun Gunner.

JK welcomed the Board to the DMH Stallard Offices.

1b. Public Comments

There were no public comments.

1c. Minutes of the July Meeting and Matters Arising documents

The minutes of the January 2023 Board meeting were agreed as a true representation of the meeting and were approved by the Board.

AM stated that all matters arising are closed or are to be addressed at the meeting.

JK gave an update on the Gatwick Diamond Business joint working initiative where conversations have continued to take place regarding future collaboration. JK suggested that Brett North be invited as a guest to the next Board meeting in July to discuss further. The Board agreed with this approach.

1d. Declarations, Disclosures & Conflicts of Interest

JK read out the Conflicts of Interest statement.

No COI were declared.

2. Chief Executive update (verbal)

AM shared an update on activities over the past quarter.

AM shared an update as per the paper circulated.

The Board debated the complexities of setting up a new consultancy company.

The Board agreed to establish a working group, to make recommendations to the Board as to the best approach to establishing the consultancy business and addressing LEP wind-up issues.

3. Consultancy Business Plan

AM and CG shared an update as per the presentation circulated.

The Board thanked the team for their hard work in preparing the Business Plan.

The Board debated whether the consultancy branding should be rolled out ahead of the new company being set up. The Board agreed that the governance arrangements for the new consultancy company should be finalised before rolling out new branding and that market testing and initial branding preparations, such as purchasing domain names and setting up a website could take place in the meantime.

4. Recommendations from the Finance & Resources Committee following the Chancellors budget statement

This item has been redacted.

4a. Enhanced Redundancy Policy Addendum

This item has been redacted.

5. Careers Hub Update

This item has been redacted.

6. Board Member Resignation

JK shared an update regarding the resignation of Cllr Paul Marshall from the Board noting her thanks for his service as a Director.

This section has been redacted.

7. Finance Year End Update

DS and CF shared an update as per the paper circulated.

The Board noted the update.

8a. Executive Report

AM shared an update as per the paper circulated.

The Board approved a small amendment to the Assurance Framework.

The remainder of paper was noted by the Board.

8b. Chair's report

The Board noted this paper.

9a. AOB

JD shared an update on the Annual General Meeting which had been delayed due to uncertainty and the government funding announcement. JD noted that the formalities of the 2022 AGM would instead take place at the Board meeting. JK added that this is not how we would usually hold an AGM and that there is scope to host a public stakeholder event for the 2023 AGM later this year in the Autumn.

JK initiated the Annual General Meeting formalities and confirmed the following:

- The minutes from the 2021 AGM were approved and can be found online.
- The Annual Report for 2021/22 was commended and can be found online.
- The Accounts for the Year Ended 31 March 2022 were approved by the Board at its meeting in October 2022 and can be found online.
- JK also confirmed the Board for 2021/2022:
 - Julie Kapsalis
 - Anthony Middleton
 - Karen Dukes

Business representatives

- Jamie Arnell
- Richard Hopkins
- Amanda Jones
- David Joy
- Claire Mason
- Rosaleen Liard

Public sector board members

- Natalie Bramhall
- Cllr Phélim Mac Cafferty
- Cllr Mark Brunt
- Cllr Shaun Gunner

And Further and Higher Education representatives

- Jane Longmore
- Frances Rutter

Since the last AGM the following Board members have stepped down and JK thanked them for their contribution.

- Jonathan Sharrock
- Martin Harris

This concluded the formalities of the AGM.

9b. Future Meeting

JK confirmed that the next meeting is scheduled for Wednesday 12 July and will be fully virtual.

Unconfirmed minutes – to be approved at the next Board meeting.