

DORSET LOCAL ENTERPRISE PARTNERSHIP – DORSET TOURISM ASSOCIATION

Annual General Meeting

21st September 2021 11.30am via zoom

MINUTES

Attendees:

Richard Smith (RS) (Chairman)	Attractions/Dorset LEP
Martin Cox (MC)	Accommodation
Tamsin Mutton-McKnight (TMM)	Weymouth BID
Hazel Province (HP)	Arts Development Company
Sandra Palmer-Snellin (SPS)	Best of Dorset

Local Authority attendees

David Bailey (DB)
 Amanda Park (AP)
 Cllr Tony Ferrari (TF)
 Samantha Richardson (SR)
 Cheryl Stapleton (CS)

Representing

Bournemouth Destination Management Board (Chairman)
 Dorset Council, Visit Dorset Team
 Dorset Council
 BCP Council
 Dorset Council

Others attending

Nimisha Loveridge (NL) Dorset LEP

Item	Welcome and Apologies	Action owner
1.	The Chair welcomed everyone to the meeting. Apologies were received from Sally King (SK), Caz Richards (CR) and Sara Uzell (CU).	
Item	Declarations of Interest	
2.	There were no Declarations of Interest	
Item	Minutes of the last AGM	
3.	The minutes of the last Annual General Meeting held on 7th September 2020 were accepted as a true record of the matters discussed.	
Item	Election of DTA Chairman for 2021/22	
4.	It was proposed and seconded that Richard Smith continue as the Dorset Tourism Association Chairman until the next AGM. All those present agreed and RS accepted.	
Item	Agreement of remaining Terms of Office for current Directors	
5.	It was noted that Martin Cox (MC), Sara Uzell (SU) and Tamsin Mutton-McKnight (TMM) would be coming to the end of their tenure this year. As stated in the Terms of Reference, it is possible to extend the Director's term by one year. MC and TMM agreed to remain as Director's for a further year. ACTION: RS to speak to SU about extended her tenure as DTA Director for one year.	RS

	Director Name	Joined board	End of Director Term	Eligible for re-election	
	Martin Cox	Pre 2017	AGM 2022	AGM 2023	
	Sara Uzzell	Pre 2017	AGM 2022*	AGM 2023	
	Tamsin Mutton-McKnight	2018	AGM 2022	AGM 2023	
	Richard Smith	Pre 2017	AGM 2022	AGM 2023	
	Sandra Palmer-Snellin	2021	AGM 2024	AGM 2025	
	Sally King	2019	AGM 2022	AGM 2023	
	Hazel Province	2021	AGM 2024	AGM 2025	
	Caz Richards	2020	AGM 2023	AGM 2024	
	Cllr Tony Ferrari	2020	AGM 2023	AGM 2024	
	David Bailey	2020	AGM 2023	AGM 2024	
	*TBC with confirmation from SU				
Item	Election of Officers				
6.	<p>Treasurer: This role is currently undertaken by Saffery Champness. All present agreed that they were happy for them to continue for a further year.</p> <p>Company Secretary: This role is currently undertaken by Saffery Champness. All present agreed that they were happy for them to continue for a further year.</p>				
Item	Chairman's Reports				
7.	The Chairman's report was circulated prior to the meeting. RS noted that the past year was challenging, but that DTA were visible and played a role in ensuring the industry was supported. The DTA responded to surveys and consultations.				
Item	Presentation of Accounts to 31st December 2020				
8.	<p>The accounts were circulated prior to the meeting. It was noted that the list of Directors on the accounts was incorrect and requires amendment.</p> <p>ACTION: RS to contact Saffery Champness to amend list of Directors.</p> <p>Those present agreed unanimously to accept the accounts as presented once the Director changes were made.</p>				RS
Item	Any Other Business				
9.	There being no other business, the meeting closed at 12.00pm.				

Note: Date of Next Annual General Meeting – TBC