



<b>Attending:</b>	<b>Board Directors:</b> Ramona Derbyshire (RD) Tom Harrison (TH) Iain Hatt (IH) Mark Matthews (MM) - online Basit Mohammed (BM) Paul Moorby (PJM) – Chair Alison North (AN) – Deputy Chair Suzanne Wigmore (SW) - online Doug Gale (DG) Prof Ian White (IW) - online Debby Skellern (DS)
<b>Apologies:</b>	<b>SWLEP Board Directors</b> Cllr Richard Clewer (RC) Cllr Nick Holder (NH), representing Cllr Richard Clewer Cllr Jim Robbins (JR) José StClair (JSC)  <b>SWLEP Limited members</b> Alex Kerr of KOGUK Ruth Lambert of FSB – proxy vote John Wyatt of WH Kemp (Late apologies Alex Jones of Starlight Beauty Ltd)
<b>In attendance:</b>	Tim Burghes (TB) / Charlotte Skinner (CSk)
<b>Guest(s):</b>	Chris Parsons (CP) – representative of Department of Levelling Up, Housing & Communities
<b>SWLEP Limited members</b>	Bruce Bodio (BB) of BioViron
<b>Chair:</b>	Paul Moorby OBE (PJM)
<b>Notes:</b>	Deborah House (DKH)
<b>Location:</b>	Offices of Thrings Solicitors, 6 Drakes Meadow, Penny Lane, Swindon, SN3 3LL and online

Item	Narrative	Deadline
	<b>Welcome from the SWLEP Chair</b>	
<b>1.0</b>	The meeting opened at 9.35am and the Chair welcomed attendees to this Annual General Meeting (AGM) of the Swindon & Wiltshire Local Enterprise Partnership (SWLEP) Limited. Welcome was extended to the member of SWLEP Limited, Bruce Bodio of BioViron, and Directors.	



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	Bruce Bodio was invited to give a short introduction to himself and his business for the benefit of attendees. He had been engaged with SWLEP over several years and had decided to attend the meeting because he was interested in finding out what the direction of travel was for the future role of the SWLEP given the proposed changes to funding by Government.	
<b>2.0</b>	<b>Declaration of Conflict of Interest</b> No additional conflicts of interest were declared.	
<b>3.0</b>	<b>Minutes from AGM 26 January 2023</b> The Minutes from the Annual General Meeting of 26 January 2023 were approved.	
<b>4.0</b>	<b>SWLEP Annual Accounts 2022-23</b> <b>Ordinary resolution for members</b>	
	<p>DS presented on the key points of SWLEP's Annual Accounts (slides 1-3) and the current status of the company. The accounts ran from April 2022 to March 2023. The presentation can be accessed by following the link below.</p> <p><a href="https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2024/annual-general-meeting-(agm)/agm-slides-ds-accounts-annual-reportd105dad1-5414-4ea4-a8c0-b503367e1d25.pdf?sfvrsn=b19303a1_5">https://static.swlep.co.uk/swlep/docs/default-source/board-meetings/2024/annual-general-meeting-(agm)/agm-slides-ds-accounts-annual-reportd105dad1-5414-4ea4-a8c0-b503367e1d25.pdf?sfvrsn=b19303a1_5</a></p> <p>SWLEP placed a great deal of importance on transparency as it was an organisation which used public funds for the benefit of the area. The organisation published full accounts, which was beyond that which it was required to do by law. Accounts were audited, to give every confidence. The accounts were strong and Monahan's, our accountants, confirmed that the company was a going concern. Wiltshire Council remained SWLEP's Accountable Body during the year, holding capital funding on SWLEP's account and Government-funded activity.</p> <p>BB, as a member of SWLEP Limited, was invited to contribute to the discussion. He was particularly interested in the management of the SWLEP's GPIF loan scheme, as he had enquired about this in the past for his own business. He mentioned that there were rumours the scheme would be moving to the council, but there was little information. He praised SWLEP for the past management of the scheme, and expressed concerns if it were transferred to a council.</p> <p>In response, the Chair stated that current Government policy was for LEP functions to be transferred to Local Authority control. The two Local Authorities, Swindon Borough Council and Wiltshire Council, as well as SWLEP, were working together towards a solution. The GPIF loan scheme was one component of the overall picture.</p>	



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	<p>The LEP transfer was a work in progress, the LEP Local Authority Working Group meeting every two weeks. The two Local Authorities had recently come to a shared agreement on LEP Transition to provide delivery across the Swindon and Wiltshire area as a whole to respond to Government’s guidance that functions, such as Growth Hubs and Careers Hubs, should not be fragmented. SWLEP was working closely with both councils to manage the transition process and a joint communications plan for businesses, communities, councillors etc on the transition arrangements solution would be drafted.</p> <p>The Board of Directors had all agreed to stay on the Board to see the transition through. There were key questions to be considered, among which were:</p> <ul style="list-style-type: none"> <li>• did transition mean the SWLEP would disappear? and</li> <li>• what would happen with taxpayers’ assets?</li> </ul> <p>SWLEP would communicate as soon as it were possible when a solution had been agreed, but it was important that a business voice was maintained.</p> <p><b>Action: PJM and BB to follow up with further conversation.</b></p> <p>The meeting was informed of the apologies received from members, together with one registration from Digby Barker. There were therefore two votes for the accounts, one from a member attendee and one via a proxy vote.</p> <p><b>The Resolution to receive the annual accounts and reports of the Company to the financial year ended 31 March 2023 was passed.</b></p>	
<b>5.0</b>	<b>SWLEP Annual Report 2022-23 and plans for the future</b>	
	<p>DS presented the SWLEP’s Annual Report 2022-23 (slides 4-8) and the link to the presentation can be found at item 4.0.</p> <p>The focus of the SWLEP during the year was adhering to the priorities set out in the Local Industrial Strategy such as ideas, that is innovation activity, people covering skills and education; the business environment including support services, and infrastructure, both physical and digital, and place which was predominantly regeneration and investment based. Key activities undertaken in 2023/24 were highlighted within these priorities with continued high levels of engagement with stakeholders.</p> <p>Despite reduced Government funding, the current financial year saw SWLEP’s continued high performance across a broad spectrum of activity.</p>	
<b>6.0</b>	<b>Q &amp; A and closing remarks</b>	
	<p>The Chair thanked staff, the member and fellow directors for their contribution, continuing support and involvement and closed the meeting.</p>	
<b>7.0</b>	<b>Annual General Meeting closed at 10am</b>	



Item	Narrative	Deadline

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