



Association of  
**Democratic Services**  
Officers

Minutes of the Annual General Meeting of the Association of Democratic  
Services Officers (ADSO)

Thursday, 21 November 2019 at 4.20 pm

Bristol Filton Holiday Inn, Bristol, BS16 1QX

In attendance

Name:	Representing:
John Austin	ADSO
Dave Burn	ADSO
John Lynch	ADSO
Colin Copus	ADSO
Peter Sass	ADSO and Richmond and Wandsworth Councils
Rebecca Owen	ADSO and Hinckley and Bosworth BC
Sarah Selway	ADSO and Teignbridge District Council
James McLaughlin	ADSO and Rotherham MBC
Wayne Chandai	ADSO and London Borough of Lambeth
Peter Savage	ADSO
Emma Tombs	ADSO and Essex County Council
Libby Johnstone	ADSO and Wiltshire County Council
Helen Barnsley	Warwickshire County Council
John Cole	Warwickshire County Council
Hannah Charlish	North Kesteven District Council
Jenni Swift	North Kesteven District Council
Ben Lynn	London Borough of Camden
Vicky Wemyss-Cooke	London Borough of Camden
Scott Wooldridge	Somerset County Council
James Clapson	Thanet District Council
Bev Thomas	Cheltenham Borough Council
Elizabeth Kerr	North of Tyne Combined Authority
Fiona Rae	London Boroughs of Richmond and Wandsworth
Priya Patel	London Boroughs of Richmond and Wandsworth
Heather Rae	Chippenham Town Council
Brian Offiler	Chesterfield Borough Council
Amanda Clayton	Chesterfield Borough Council
Karen Strahan	Devon County Council
Ian Curtis	Fylde Borough Council

Name:	Representing:
Mel Harris	Wychavon District Council
Ann Banks	Stratford-on Avon District Council
Spencer Winnett	Wychavon District Council
Luciane Bowker	Wokingham Borough Council
Kevin Jacob	Oxfordshire Growth Board
Kathryn Trant	South Hams District Council and West Devon Borough Council
Jo Morrison	Bath and North East Somerset Council
Emma Denny	North Norfolk District Council
Jo Hutchison	Tamworth Borough Council
Isabelle Moorhouse	Warwickshire County Council
Claudia Wakefield	London Borough of Barking and Dagenham
John Dawe	London Borough of Barking and Dagenham
Jasmine Carswell	Essex County Council
Corinna Bramley	Basildon Borough Council
Katherine Hardlerode	Rotherham MBC
Matthew Mannion	London Borough of Tower Hamlets
Stuart Figini	Wiltshire County Council
Gary Jones	Cardiff City Council
Kit Silcock	Rutland County Council
Natasha Taylor	Melton Borough Council
Heather Girling	Crawley Borough Council
Chris Pedlow	Crawley Borough Council
Sheila Dykes	Kirklees Borough Council
Alison McEwan	Burnley Borough Council
Mark O'Callaghan	Tunbridge Wells Borough Council
Robert Sheppard	Royal Borough of Kensington and Chelsea
Christopher Morgan	Teignbridge District Council
Lindsey Watson	Dorset County Council
Hayley Caves	Dorset County Council
Victoria Foreman	Selby District Council
Chidlim Agada	London Borough of Southwark
Vanessa Etheridge	Sevenoaks District Council
Jackie Currie	Cumbria County Council
Emma Faulkner	Cherwell District Council
Lesley Farrell	Cherwell District Council
Joti Patel	London Borough of Hounslow
Tracey Couper	East Cambridgeshire District Council
Matthew Stickley	London Borough of Sutton
Fungai Nyamukara	Stevenage Borough Council
Lisa Jerome	Stevenage Borough Council
Eunice Lewis-Okeowo	Luton Borough Council
Matt Hussey	Luton Borough Council
Nuzhat Uddin	Luton Borough Council
Ra'ana Riyaz	Luton Borough Council
Rachel Wilson	Lincolnshire County Council
Cheryl Evans	Lincolnshire County Council

Name:	Representing:
Howard Bassett	Exeter City Council
Mark Devlin	Exeter City Council
Ele Snow	West Lindsey District Council
Sandra Hancock	Watford Borough Council
Ishbel Morren	Watford Borough Council
Alison Atherton	London Borough of Harrow
Hannah O'Brien	London Borough of Brent
Nikoleta Nikolova	London Borough of Harrow
Colin Sweeney	London Borough of Newham
Trish Corns	Teignbridge District Council
Vanessa Montgomery	Canterbury City Council
Jemma West	Folkestone and Hythe District Council
Matthew Archer	Canterbury City Council

Apologies were received from:

Susan Biddle	ADSO
Debbie Janes	ADSO and Essex County Council
Paul Wickenden	ADSO
John Street	Exeter City Council
Sharon Sissons	Exeter City Council
Julie Batt	Basildon Borough Council
Rachel Appleyard	Chesterfield Borough Council
Charlotte Kearsley	Chesterfield Borough Council
Trudy Bedford	Mersey Travel
Julia Smith	Past member
Susan Dallison	West Dorset District Council
Tara Bird	Maldon District Council
Lisa Higenbottam	Chichester District Council

### **1. Welcome and Introductions**

The Chair welcomed all to the meeting and introduced the Board Members present.

### **2. Minutes of the Annual General Meeting held on 22 November 2018**

Resolved: that the minutes of the Annual General Meeting held on 22 November 2018 be approved.

### **3. Election of Officers**

*(Peter Savage, ADSO Company Secretary, took the chair for this item).*

The Company Secretary reported that Section 7 of the Articles of Association provide that the officers of the Association shall be elected at the Annual General Meeting of the Association. The following valid nominations had been received in accordance with the provisions of the articles:

- Chair – John Austin, former Assistant Director of Corporate Governance, London Borough of Enfield
- Vice-Chair – Peter Sass, SSA Head of Governance for Richmond and Wandsworth Councils
- Director of Finance – John Lynch, former Head of Democratic Services, Kent County Council
- Director of Training – Susan Biddle, freelance training consultant
- Company Secretary – Pete Savage, former Assistant Chief Executive, London Borough of Hammersmith and Fulham

There had been no nominations for the position of Director of Communications. The Company Secretary therefore invited nominations for the position from the floor.

Proposed by Dave Burn  
Seconded by Sarah Selway

That Wayne Chandai be elected to the position of Director Communications.

There were no other nominations.

**Resolved:**

That the following individuals be elected as directors of the Association of Democratic Services Officers

- a. Chair – John Austin
- b. Vice-Chair – Peter Sass
- c. Director of Finance – John Lynch
- d. Director of Training – Susan Biddle
- e. Company Secretary – Pete Savage
- f. Director of Communications - Wayne Chandai

**4. Chair's annual report 2018-19**

The Chair introduced his report and commended the recommendations to the AGM.

**Resolved:** that the Annual report be received

**5. Annual accounts and finance report**

The Director of Finance introduced his report and asked the AGM to confirm the appointment of accountants.

**Resolved:** that (1) the annual accounts and finance report be noted; and (2) Steele Robertson Goddard be confirmed as the Association's accountants.

## **6. Proposed amendments to the Articles of Association**

The Company Secretary explained the proposed changes to the Articles of Association that the Board had considered during the year and recommended to the AGM for approval. The changes were for the following purposes:

- Making the form of ballot for all directors the same – ie postal or electronic (article 7). Previously whilst the election of Chair and Vice-Chair could be achieved by either, only a postal ballot was available for other directors. Such a ballot would seem both out of date and expensive
- Noting the sub-division of the south region into east and west sub-regions, reflecting the difficulties members in these regions have with travelling across the original regional area (schedule A to the articles)
- Making references to gender consistently neutral throughout. References now read “they”, “them” or “their”. Whilst the articles have always had the provision the references to the male shall be capable as reading of the female or neutral, the above changes make it clearer and more explicit and in keeping with modern practice. The Company Secretary acknowledged that a number of further corrections in this area had been brought to his attention.
- Minor drafting or layout amendments to tidy up presentation.

**Resolved:** that the proposed changes to the Articles of Association as set out in the annex to the report be approved.

## **7. Any other business**

The Chair reported on three items: firstly that he was delighted that Colin Copus had agreed to join the Board as non-executive director; secondly to advise on some hotel housekeeping details; and finally to remind delegates that there would be a drinks reception at 7 pm.

**The meeting terminated at 4.35pm.**